
Mater Dei Prep Handbook – 2010-2011



MATER DEI PREP

538 Church Street

New Monmouth, New Jersey 07748

www.materdeiprep.org

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Student Services.....	732-671-9100, ext. 13
Nurse.....	732-671-9100, ext. 16
Athletics.....	732-671-9100, ext. 12
Admissions.....	732-671-9100, ext. 17
Campus Ministry.....	732-671-9100, ext. 26
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Eternal God
Bless all schools, colleges, and universities,
especially Mater Dei Prep,
that they may be lively centers for sound learning,
new discovery, and the pursuit of wisdom;
and grant that those who teach and those who learn
may find you to be the source of all truth;
through Jesus Christ our Lord.

PARISH SCHOOL BOARD

St. Mary Parish formed a Parish School Board for Mater Dei Prep and St. Mary School. The Board was created in January 2007 in response to a mandate from the United States Council of Catholic Bishops directing each diocese take the appropriate action to ensure that Catholic Education continues to be valued and successful. The St. Mary Parish School Board has limited jurisdiction for the facilities, finances and marketing of the two schools. Its role is to ensure that the parish schools continue to be effective and successful in providing faith-based education and to assist in reaffirming parish commitment to Catholic Education.

The Parish School Board has completed a Strategic Plan for Mater Dei Prep and St. Mary School.

PARISH SCHOOL BOARD MEMBERS

Miss Catherine Daniels, Board Chair, Mater Dei '79

Mr. Craig Palmer

Mr. Joseph Oxley, Mater Dei '76

Mrs. Anne Cozzati-Ault, Mater Dei '84

Dr. Laurence Reilly

Mr. Lou Scaduto, Mater Dei '82

Carolyn Broderick-Huntington

Regina Ruther, Mater Dei '80

ADMINISTRATION

Pastor of St. Mary Parish.....	Monsignor M. J. Walsh
Principal	Mr. S. Sciarappa
Assistant Principal.....	Mr. C. Kroekel
Dean of Students.....	Mr. W. Miltner
Athletic Director	Mr. G. Carmody
Director of Student Services.....	Miss E. Cox
Director of Technology.....	Mr. J. Platenyk

INTRODUCTION

Mater Dei Prep is accredited by the Middle States Association of Colleges and Schools and a member of the National Catholic Education Association. Mater Dei Prep has completed 49 years of service to the people of Middletown Township and the surrounding communities. The school continues to fulfill the vision of its founder, Monsignor Robert T. Bulman, as it offers to area youth the opportunity to receive a Catholic education in the Catholic tradition. With the start of a new school year, we ask God's blessing on all of us as we work together in developing the potential of our youth. Mater Dei Prep may add, change or delete the student handbook during the school year if warranted by the Principal.

SCHOOL SEAL

Mater Dei's school seal manifests the influences in our school life: the star represents Mary, patroness of the school; the crossed arms, the Franciscan Sisters who opened the school; the plow, the State of New Jersey; and the Book of Knowledge, love of wisdom.

SCHOOL MOTTO

“FIDE ET FORTITUDINE” (Faith and Fortitude)

SCHOOL COLORS

Blue and White

SCHOOL MASCOT/NICKNAME

“The Seraphs” (The six-winged angels)

MATER DEI SCHOOL SONG

Mater Dei, Blue and White

Faith you’ve taught us

Strength you’ve brought us

Fortitude and right!

Forward going, Upward growing

Onward Singing, Godward winging.

Seraphs true – we to you – in Mary.

We salute you, Blue and White

Always giving, Ever living

In Our Lady’s sight,

Virtue learning, Knowledge earning

Truth discerning, Christ’s way turning!

We’ll be true, unto you, forever.

Skies of Jersey, Blue and White

Shore surrounding, sand abounding;

Stars to fill our night!

Water, wave, and wind delight us,

Surf and sail and swim invite us.

Garden State, Open Gate, to Glory.

MISSION STATEMENT

Mater Dei is an identifiably Catholic preparatory school that empowers students for life-long success by integrating faith and service into a rigorous college preparatory curriculum and providing opportunities to learn, grow, compete and believe.

PARENT-TEACHER ASSOCIATION GOALS

- To help parents and teachers acquire a profound appreciation of the ideal of Catholic Education.
- To advance Catholic Education and the welfare of the children in the school.
- To promote a clearer understanding of the mutual educational responsibilities of parents and teachers.
- To encourage the home and school to cooperate in discharging their responsibilities.
- To study the neighborhood environmental conditions which influence children's behavior.
- To help parents explore strategies to solve child behavioral problems.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held each semester to permit individual teacher and parent consultation. Parents are encouraged to attend.

Parent-teacher conferences are provided on an “as-needed” basis. Parents are encouraged to contact teachers whenever they feel the necessity to do so. A few moments over the telephone can often prevent major concerns from developing. Teachers are likewise encouraged to contact parents for the same purpose.

Proper procedure for parents seeking a meeting/conference with the administration regarding a teacher is to meet with the teacher first.

BOOSTER CLUB GOALS

- To provide financial and moral support for the athletic programs.
- To be of service to the school.
- To provide a vehicle of communication for parents, alumni and friends of Mater Dei athletes who are interested in supporting the sports program.

FINANCIAL OBLIGATION

If in the course of the school year, the terms of the tuition agreement are not met and bills for tuition and fees are delinquent and no specific arrangements for payment have been made with the tuition officer then the terms and conditions of the **Mater Dei Prep Enrollment Contract** for 2010 -2011 will apply. In addition, the following shall apply:

- No student will be registered for the following year until all conditions of the agreement have been met for the present year.
- Any graduating student with outstanding debts may not receive graduation tickets, announcements or caps and gowns, and may not participate in graduation ceremonies or receive the official school diploma.
- There will be a \$25.00 charge for any check not honored by the bank.
- A student who is in arrears with tuition may not attend any student activity such as dances or the prom.
- Any Senior who is in arrears with tuition may not attend the prom, the Senior Cruise, the End-of-Year Senior Dinner, or any end-of-the-year senior activity.
- No refunds for student fees will be given to students who withdraw during the school year.

FEES

Registration	\$75.00 (Due when course selection for following year occurs) NON-REFUNDABLE.
Student Fees	\$440.00
Tuition -	\$9,785.00 – 2010-2011 School Year (Includes \$535.00 laptop lease fee for 2010-2011)
	Late Fee: \$30.00
Yearbook	\$100.00 (optional)

CLASS RINGS

A deposit must be paid at the time of measurement. The total price is determined by the market price of gold at the time the ring is ordered. The entire cost must be paid at the time of delivery. No student is obliged to purchase a ring. After rings are delivered, a ceremony consisting of a Mass, blessing of the rings, and a social follows.

STUDENT INSURANCE

The school carries a secondary student insurance policy. If a student is injured in school or during school activities, the school insurance policy may pick up whatever the family insurance does not cover depending on the deductibles of each policy. Parents have an option to pick up 24-hour coverage. Brochures will be given to students (See also – Health Services.)

DAILY SCHEDULE

Time Start	Time End		Monday	Tuesday	Wednesday	Thursday	Friday
7:50	8:38		1	2	1	3	4
8:41	9:24		2	3	3	4	1
9:27	10:10		3	4	2	1	2
10:13	10:56		4	1	4	2	3
10:57	11:57		F L	E X	P E	R I	O D
11:58	12:41		5	6	6	7	5
12:44	1:27		6	7	7	5	6
1:30	2:13		7	5	5	6	7

EARLY DISMISSAL SCHEDULE

Time Start	Time End		Monday	Tuesday	Wednesday	Thursday	Friday
7:50	8:31		1	2	1	3	4
8:34	9:06		2	3	3	4	1
9:09	9:41		3	4	2	1	2
9:44	10:16		4	1	4	2	3
10:19	10:51		5	6	6	7	5
10:54	11:26		6	7	7	5	6
11:29	11:51		7	5	5	6	7

STUDENT SERVICES

Phone- (732) 671- 9100 ext. 13

Hours- 7:30 – 2:30 Monday- Friday

Ellen M. Cox – Freshman and Junior Class Advisor

Philip F. Masterson – Sophomore and Senior Class Advisor

The overall goal of the Mater Dei Prep Student Services Department is to help students recognize their full potential and to assist them in reaching it. With the assistance of the Student Services Program, students evaluate their strengths and weaknesses so that they may successfully meet the challenge that will be presented to them.

Each student will be assigned to a counselor for the 2010-2011 school year. Conferences between the student and the counselor will be held periodically. A student or parent may request a conference at any time. Parents are encouraged to schedule appointments by calling the Student Services Office at 732-671-9100 ext.13.

Informational services are an important component of any Student Services program. Various materials are maintained in the Student Services Office to assist students and parents. Post secondary conferences with Juniors and their parents will be held.

Student Services Counselors are available throughout the day. Students may arrange appointments with the Student Services Secretary.

STANDARDIZED TESTING

The following tests are administered to students each year:

Scholastic Aptitude Test (SAT):

October 9, 2010

November 6, 2010

December 4, 2010

January 22, 2011

March 12, 2011

May 7, 2011

June 4, 2011

Preliminary Scholastic Aptitude Test (PSAT)/ National Merit Scholar Qualifying Test (NMSQT):

October 13, 2010 (Grades 10 and 11)

Advanced Placement Exams:

AP Calculus	May 4, 2011
AP Literature	May 5, 2011
AP History	May 6, 2011

American College Program Test (ACT):

September 11, 2010	February 12, 2011
October 23, 2010	April 9, 2011
December 11, 2010	June 11, 2011

Standardized Testing:

COGAT	October 13, 2010 (Grade 9)
PSAT	October 13, 2010 (Grade 10-11)
Terra Nova	Spring 2011 (Grade 9-10)

All test scores become a part of the students' permanent record and should be taken most seriously. Students scoring below a mandated percentile in mathematical and/or verbal sections of the Terra Nova are entitled to receive remedial assistance. Letters are forwarded to the parents in the spring requesting permission to enroll the student in the Compensatory Education Program. Assessment will help to define each student's potential and can provide valuable information in setting career and educational goals.

HOMEWORK ASSIGNMENTS

When a student is absent from school, parents should consult the individual teacher's E-board for assignments. Homework is due on the due date. A student will have the amount of days they were out of school to make up assignments for excused absences only. Late assignments will be given a failing grade. Students are to complete and turn in ALL assignments during a marking period. No credit is given for any work turned in late. However, all work must be completed and turned in. If a student has neglected to complete and turn in an assignment, he/she will receive an "Incomplete" at the end of the marking period, regardless of grade. If the work has not been completed and turned in within 10-days of the end of the marking period the "Incomplete" grade will become an "F" for that marking period.

If a student has an excused absence because of a class trip, sporting event, musical performance or the like, in which they will miss class, any work due that day must be turned in before they leave school or else it will be considered late.

For extended absences of ten consecutive school days, home tutoring is available through the Monmouth-Ocean Educational Services Commission. The application for home instruction may be obtained from the Student Services Secretary. The application for home instruction is processed through the Student Services Secretary. After an extended absence, the student must present written documentation from his/her certified medical doctor before being allowed to return to school.

Families are not encouraged to schedule vacations/trips during the school year. However, families planning to be away must obtain **authorization from the Principal in advance**. Students are responsible for all material covered in their absence. Teachers are not obligated to give the students work during an extended vacation.

STUDENT SERVICES ANNOUNCEMENTS

Notification of scholarships, test dates and other pertinent information will be available at <http://www.materdeiprep.org> under the Student Services link.

COURSE CHANGES

Course changes are made for sound educational reasons only. The **last day** to request a course change for semester one and full-year courses is Monday, September 20; for semester two: Friday, February 4. After consultation with a counselor the student is required to complete the necessary course change form and return it to the Student Services Office.

TRANSCRIPTS

Two transcripts will be sent upon request. Arrangements for transcripts are to be made with the secretary in the Student Services Office. **Students should submit requests, accompanied by the on-line request form, at least two or more weeks prior to the due date.** No transcript will be released without prior written permission. There will be a \$5 fee for additional transcripts. Those transcripts will not be released until the fee is paid.

Mid-term and final grades to colleges must be requested by the student on an individual basis.

WITHDRAWALS

Withdrawal requests are made through the Student Services Office. If a student withdraws between September and November, 2010, they will be required to pay 25% of their tuition. If a student withdraws between December, 2010 and January, 2011, they will be required to pay 50% of their tuition. If a student withdraws between February and March, 2011, they will be required to pay 75% of their tuition. Any student withdrawing from April 1st until the end of the school year will be required to pay their tuition in full. All students transferring from Mater Dei must participate in a mandatory exit interview in order to proceed with withdrawal.

GRADES

Grades are based on the quality of work a student performs in the classroom, on homework, on tests, etc. The school year is divided into four marking periods and report cards are issued at the end of each quarter. The final report card is mailed in June.

GRADING STANDARDS

Mater Dei Prep's courses are organized based on the level of content complexity, curricular depth, and student expectation. Courses are organized on a scale ranging from 100-400. The objective of 300-400 level courses is collegiate level of content volume, complexity, and student expectation.

Levels 100 and 200

Percentage Value	40%	30%	20%	10%
	for example: tests, major projects	for example: quizzes, labs	For example: homework/ class work	Class Preparedness

Levels 300 and 400

Percentage Value	50%	40 %	10%
	for example: tests, major projects	for example: quizzes, labs	Homework

GENESIS

Genesis is designed to link parents and the school together via the Internet. It enables parents to access their child's current academic progress and status including such information as assignments, school announcements and current progress. Email capability is also provided for improved communication between parents and the school. Progress Reports are not issued. All parents are **required** to register with Mater Dei Prep for access to Genesis.

BROOKDALE COMMUNITY COLLEGE FAST START PROGRAM

Brookdale Community College, in cooperation with Mater Dei Prep, offers sophomores, juniors and seniors the opportunity to study college level courses while still in high school. Students interested in participating in this program must speak with their Mater Dei Prep counselor to discuss eligibility requirements. There is a 75% tuition reimbursement for any student that achieves a grade of a B or better. Students must submit final transcripts in order to receive the reimbursement.

BROOKDALE DUAL ENROLLMENT PROGRAM

The Dual Enrollment Program at Brookdale Community College allows qualified Mater Dei Prep juniors and seniors to enroll in college courses and simultaneously earn credit toward a high school diploma and a postsecondary degree. The goal of the Dual Enrollment Program is to give qualified high school students the opportunity to experience college courses and prepare for the academic rigor of college. The applicants must be recommended and approved by their Student Services Counselor and have the consent of a parent/legal guardian. Applicants must meet minimum proficiency requirements on the Accuplacer or SAT. To remain in the program, the student must maintain a minimum GPA of 2.0 at Brookdale Community College. (Parents would be reimbursed 75% for tuition after the student successfully completes all course work and provides the Student Services Office with proof of a final grade of "B" or better.)

GRADING SYSTEM

To obtain letter grades for quarter marks and exams, the following system is used:

$$97 - 100 = A+$$

$$80 - 84 = C+$$

$$93 - 96 = A$$

$$75 - 79 = C$$

$$89 - 92 = B+$$

$$73 - 74 = D+$$

$$85 - 88 = B$$

$$70 - 72 = D$$

$$0 - 69 = F$$

Credits for each course are awarded when a student obtains a final average of 70 or better for year-long courses and for semester courses.

INCOMPLETES

Students are to complete and turn in ALL assignments during the marking period. Late work will not be given credit except under extenuating circumstances as deemed appropriate by the office of the Principal. To receive credit for work turned in late, only under extenuating circumstances, the Principal must review the situation on a case by case basis.

However, all work must be completed and turned in. If a student has neglected to complete and turn in an assignment, he/she will receive an "Incomplete" at the end of the marking period, regardless of grade. If the work has not been completed and turned in within 10-school days of the end of the marking period the "Incomplete" grade will become an "F" for that marking period.

A student with an "Incomplete" will be given a specified deadline to complete work, not to exceed 10-school days, unless there are extenuating circumstances. Failure to satisfy the deadline will result in the "incomplete" becoming a failure.

To receive credit for work turned in late only under extenuating circumstances reviewed by the Principal

EXAMINATIONS

Mid-term and final exams are an integral part of the learning process. Therefore, all students are required to take exams. Exams count for 20% of the semester average. Seniors may earn exemptions only for final exams if the student has an "A" average. Exams may only be made up for excused absences and must be accompanied by a doctor's note or legal documentation (court date).

INTERPRETING THE ACADEMIC RECORD: CLASS RANK

Class rank is calculated annually for freshmen, sophomores and juniors and at mid-year for seniors only. Summer school grades and grades from other schools are not considered. **Class rank will not be reported to any institution unless requested by the parent.** Subjects are weighted according to the level of difficulty of each course as stated below:

CLASS RANK SYSTEM

Advanced Placement (A.P.) Courses

A+ = 12	A = 11	B+ = 10	B = 9	C+ = 8
C = 7.5	D+ = 7	D = 6.5	F = 0	

Advanced Level Courses (Level 100-400)

A+ = 10	A = 9	B+ = 8	B = 7	C+ = 6
C = 5.5	D+ = 5	D = 4.5	F = 0	

"A" Level Courses (Level 300-400)

A+ = 8	A = 7	B+ = 6	B = 5	C+ = 4
C = 3.5	D+ = 3	D = 2.5	F = 0	

"B" Level Courses (Level 100-200)

A+ = 6	A = 5	B+ = 4	B = 3	C+ = 2
C = 1.5	D+ = 1	D = 0.5	F = 0	

GRADE POINT AVERAGE

The student's Grade Point Average (GPA) is determined by assigning un-weighted values based on a 4.5 scale to the final average. It includes all classes, transfer credits, and summer school grades.

HONOR ROLL

The Honor Roll is determined by quarter grades. A 4.0 un-weighted GPA with no grade below an "A" must be obtained to achieve High Honors. A "B" average with no grade below a "B" is needed to achieve Honors.

CHRISTIAN SERVICE

Christian service is the act of doing work for God, willingly spending your time and resources for the spread of the gospel. It is best developed as a sign of the dedication of the individual to show the love of God for the people and particularly people in need. Community service refers to action taken to meet the needs of others and to better the community as a whole.

MONSIGNOR ROBERT T. BULMAN SERVICE PROJECT

Students, beginning with the class of 2014, will be required to perform 90 hours of service for the parish, community, and/or school during their 4 years at Mater Dei Prep. Students from the classes 2011-2013 will still be required to do their original 80 hours of service. These service hours must adhere to the Christian Service definition listed above. Students will need to get their project or projects approved by the Dean of Students, provide credible evidence of service accomplished including a final reflection paper for each service task completed. Any service done without approval by the Dean of Students will not be accepted. Students will meet with the Dean of Students in order to provide and help with service opportunities.

Freshman Year (Class of 2014)	Sophomore Year (Class of 2014)	Junior Year (Class of 2014)	Senior Year (Class of 2014)	Total
Minimum 15 hours	Minimum 15 hours	Minimum 20 hours	Minimum 20 hours	Minimum 90 hours

*These are minimum hours per year. The total hours over the four years must meet or exceed 90 hours.

STUDENT OF THE QUARTER

At the end of each marking period, students will be chosen to receive awards in the following areas: Academics, Fine Arts, Service, Athletics, and School Spirit.

The student chosen for the Academic Award:

- Must have achieved the highest grade point average for the marking period. In the event of a tie, multiple awards will be given.

The student of the quarter for Fine Arts:

- Must demonstrate exceptional ability and talent. Nominations will be received from the Performing and Fine Arts Faculty.

The student of the quarter for Service:

- Is based on evidence of exemplary service to Mater Dei and/or the community. Nominations will be received from the SAB moderators and the administration.

The student of the quarter for Athletics:

- Must demonstrate good sportsmanship, leadership, spirit and overall improvement, as well as athletic ability. Nominations will be received from the Athletic Director.

ACADEMIC PROBATION

If a student fails one or more subjects at the end of each quarter, he/she is placed on academic probation. It is strongly advised that parents of students on Academic Probation contact the teacher(s) via e-mail on a weekly basis. The student remains on Academic Probation for the entire marking period, and is required to attend a supervised Quiet Study with sufficient amount of work, during half of the Flex Period. Students who continue poor academic performance may be asked to withdraw. Students on academic probation may have their extracurricular activities restricted. All students participating in athletics please visit www.njsiaa.org for eligibility standards. Students participating in all club activities including performing arts will have performance restrictions as a result of academic probation status.

1 Failure	2 Failures	3 or more Failures
2 Days per week Quiet Study	3 Days per week Quiet Study	4 Days per week Quiet Study

ACADEMIC FAILURE

A final failure in any subject must be made up in summer school before a student will be permitted to return to Mater Dei. If special circumstances warrant, the administration may waive this rule. Students with three or more final failures may be asked to withdraw.

GRADUATION REQUIREMENTS

Mater Dei Prep is accredited by the Middle States Association and the Diocese of Trenton. The following state and school requirements are necessary for graduation:

A student must successfully complete 4 years of English, 1 year of Physical Education, 1 year Health/Driver Education, 3 years of Mathematics, 2 years of U.S. History, 1 year World History, and 1 year of a Fine and/or Practical Art.

In addition, Mater Dei requires the successful completion of 4 years of Religion (including a required yearly retreat and Christian Service), 2 years of the same World Language and 3 years of Science, including Biology.

Seniors must have accumulated 120 credits in order to receive a Mater Dei Prep diploma.

Seniors must have accumulated 120 credits in order to graduate from Mater Dei Prep and must pass all senior year courses in order to graduate.

Seniors must participate in the entire Baccalaureate Liturgy, and attend all graduation practices in order to participate in the Graduation ceremony and all financial obligations must be met.

HEALTH SERVICES

A full time nurse is employed to be of service to the students and faculty in case of illness and/or accident. Students who become ill are to report to the nurse, who will determine what medical attention is required. If the nurse is not in, the student must report to the Main Office. **Students may not call home to have a parent come to school to pick them up. This call may only come from the nurse.**

- Students who leave school because of illness may not drive themselves home. Also, students who leave because of illness may not attend or participate in any extracurricular activities that day.
- Students released during the school day due to any emergency, including illness or inclement weather, may only be released to persons authorized by the parent as an emergency contact on the Emergency Information card. Parents and guardians are responsible for updating emergency contact information with the main office and health services.
- Should it be necessary for medication to be taken in school, these guidelines are to be followed:
 - The parent or guardian of the child must provide a written request for the administration of prescription/non-prescription medication at school.
 - Written orders are to be provided to the school from the private physician or school nurse practitioner working in collaboration with a licensed physician. Diagnosis of the type of illness involved, the name of the drug, dosage, time(s) to be administered, and any possible untoward reaction must be included.

- Medication authorization forms are available in the Nurse's office.
 - The medication must be brought to the school in the original container appropriately labeled by the pharmacy.
 - The school will provide a locked secured place for the safe storage of medication and prescribed drugs. The storage place is to be kept locked at all times.
 - The school nurse and/or parent/guardian are the only persons allowed to administer medications in the school.
 - Documentation is maintained by the school nurse.
 - Students will be permitted to self-administer medication (e.g., inhalers, epi-pens) only for life-threatening illness or conditions. Paperwork is still required for self-administration of medication.
 - The school shall not be liable for any condition that arises from the self-administration of medication by the student.
 - Students may not keep prescription/non-prescription medication on their person or in their lockers.
- Any injury sustained in school or on school grounds is to be reported to the nurse immediately. Any student injured during school or during any extracurricular activity is to follow these guidelines:
 - An accident form is to be filled out immediately by the nurse and/or coach (moderator).
 - Parents/Guardians are to use their insurance first as the primary coverage.
 - The school carries a secondary insurance policy, and forms may be picked up from the nurse (after parent/guardian insurance is used). Company regulations apply.
 - If medical attention is required, the claim should be filed with Mater Dei Prep within seven days.
 - Any student entering Mater Dei Prep must have a doctor's physical before the first attendance date.
 - All school athletes must have a doctor's physical at least once a school year. The athlete's physical must comply with state regulations. Acceptable forms may be obtained from the Athletic Department or Main Office. One physical (dated after July 1) is needed each year for an athlete.

- Yearly screening of all students' height, weight, hair, vision and hearing is performed. Scoliosis screening is required in 9th and 11th grades and is done by private physician/school nurse.

REQUIRED IMMUNIZATION

Requirements for all students entering school who were born after January 1, 1990 are as follows:

- 3-5 doses of DPT/DTaP booster
- 1 booster of DT adult is suggested - 10 years after the last dose of above
- 3-4 doses of Polio vaccine
- 2 doses of MMR
- 2-3 doses of Hepatitis B (depending on type of series)
- Mantoux for transfer students from areas designated by health department

PHYSICAL EDUCATION

- By state law all students who are physically fit must participate for four marking periods in the program for physical education/health and safety. All students must therefore take physical education classes and pass them in order to meet the requirements for graduation.
- In the event of a physical disability, temporary or permanent, a student must have Medical documentation by a HC professional stating the duration of time missed. This documentation must be presented to the school nurse who will give the student a medical pass from physical education classes.
- Students must not only be in attendance at physical education classes but also must be active participants and in proper attire. Attire for physical education is a Mater Dei gym shirt, shorts, proper socks, and sneakers. Lack of cooperation in this matter may result in failure of the course.

TECHNOLOGY

Technology provides new and exciting opportunities to enrich the educational experience for all students at Mater Dei Prep. Mater Dei recognizes technology as a tool for learning in all subject areas. Technology is designed to support the instructional process, and the teacher. It is not an end in itself. **The Student Commons** is located on the Main Floor. The Student Commons is officially open Monday – Friday from 7:35 a.m. until 2:30 p.m.

The Student Commons continues to evolve and is an electronic resource, media hub, lecture hall, and presentation center.

The Student Commons is available to students and teachers by reservation, for such things as club meetings, prayer vigils, classes, musical performances and ensembles, cabarets, group presentations, student gatherings of informal and educational purposes, after school board meetings, receptions, etc.

Every faculty member and student has been assigned a tablet/laptop PC which may connect to the Mater Dei Prep wireless network.

To insure that students derive maximum benefits from the use of the SC, it is essential that certain regulations are carefully observed:

- All students and parents/guardians must read the Acceptable Use Policy to allow the student access to the Internet. This contract is available on our website (www.materdeiprep.org) and hard copies are available in the Main Office.
- In signing the Handbook/Acceptable Use Policy, parent/guardian and student agree to the terms of the Acceptable Use Policy as stipulated by the Diocese of Trenton and Mater Dei Prep.

The disregard of the Student Commons regulations may result in the loss of privileges and/or warrant additional disciplinary action.

Desktop PCs are also available in specific classrooms for students who are engaged with Computer Programming, Yearbook and Graphics activities.

TABLET / LAPTOP COMPUTER PROGRAM

The purpose of the Tablet PC Program is to enable our Mater Dei Prep students and staff to successfully meet the requirements of living, learning and working in a rapidly changing environment and a real-time information based world. Through the establishment of electronic communities, schools will effectively enhance the learning of curriculum content; involve students as real researchers; solving real problems; and stimulate knowledge production.

A tablet PC is provided to the student by Mater Dei Prep as a part of a complete technology program. The technology fee covers the use of a school loaned tablet PC, installed software (i.e. Microsoft Windows XP and MS Office 2007, MS One Note, etc.), mobile wireless network technology, printing, Help Desk technical support, maintenance, hardware performance checks and reimaging. Each student will retain the same tablet/laptop during the school year and while enrolled at Mater Dei. Each tablet/laptop will be collected for operating system start-up, hardware integrity, and overall condition checks at the end of the school year. Mater Dei Prep recently introduced the Summer Use Tablet Program 2010 which offers returning students the continued use of their tablets during the summer recess period. A Summer Use permission form signed by both the participating student and his/her parent or guardian is required.

To help mitigate the potential for damage to the tablet/laptop PC, it is highly recommended that our students use a carrying case for the safe transport of the tablet/laptop both inside and outside the school. Mater Dei Prep has acquired carrying cases on your behalf at a volume discounted price. The carrying case is designed to only store the tablet/laptop and power charger. The carrying case will also fit the internal dimensions of the student's locker for daily security storage.

Note: Students are prohibited from downloading and/or installing games, videos, and other programs onto their tablet/laptop as many of these programs may introduce viruses or adversely impact the systematic performance of the tablet/laptop.

Students and parents should refer to their contract for additional rules, regulations, guidelines, instructions and information. Consequences for inappropriate use of the tablet/laptop computer can be found in the school's "Acceptable Use Policy" found at the end of the Student Handbook.

WIRELESS SERAPH - TECHNICAL SUPPORT

The Wireless Seraph or Help Desk is located on the main floor and is adjacent to The Student Commons and the Main Office. The Wireless Seraph/Help Desk is a technical support center that is readily available to all Mater Dei students and faculty and is committed to providing effective and efficient assistance with respect to tablet/laptop use, trouble and/or incident issues, questions or concerns. Students are asked to utilize this critical resource at a time that is convenient to them and only when the visit does not conflict with classroom instruction.

Note Acceptable Use Policy for all conduct regarding technology.

HONOR CODE/CHEATING

“I will not cheat, steal, or damage anything; also I will not disrespect, ridicule, or endanger another, nor will I conceal anyone who behaves in such a way.” Mater Dei Prep Honor Code

The faculty and administration of Mater Dei Prep regard testing and grading as important, integral components of the education process; thus any action on behalf of a student deemed deliberate, subversive or contrary to appropriate behavior will be regarded as cheating and in conflict with our Christian philosophy of education.

Mater Dei Prep recognizes that dishonesty, including cheating and plagiarism is unacceptable. The integrity of the honor code and all academics is a critical component of Mater Dei Prep. For the purpose of this regulation, dishonesty shall include cheating in any form. It shall not be restricted to, but shall include:

- A. The giving or receiving of answers or information in any form on any quiz, test, exam, etc.
- B. The intentional plagiarism or submission of non-original term papers, reports, projects, or oral presentations.
- C. The demonstration through actions/work that cheating has occurred.
- D. The use of laptop computers, cell phones and any other electronic devices to e-mail, call or text message with the intent of providing or receiving answers or information.

Any student suspected of cheating will be dealt with by the classroom teacher. Students found to have plagiarized and/or cheated may appear before a student review board in order to establish the enrollment status of said student.

The Mater Dei Prep Honor Code fully extends to conduct associated with technology, the internet, social networking, handheld devices and AV equipment. See Acceptable Use Policy for additional information.

STUDENT DISCIPLINE/CONDUCT

Students must conduct themselves within the guidelines of Mater Dei Prep policy and common decency. The purpose of discipline in a Catholic school is to teach personal accountability in each individual. All disciplinary actions strive for an optimum balance between the welfare of the individual student and that of the community.

When violations occur, the student is given a fair opportunity where he/she is made aware of the unacceptable behavior and is given an opportunity to present his/her side of the situation. Afterwards the matter is handled in the most appropriate manner.

Infractions will be dealt with by the appropriate personnel depending upon the severity of the infraction. The details given by the staff members will be accepted as fact.

All students are subject to random or specific searches of lockers, of their person, or of their personal belongings. Students have no expectation of privacy with regard to any object or item in their lockers.

The Administration is assisted by Class Advisors, and together they form the Student Review Board. The Student Review Board will review cases regarding chronic offense, and any other cases requested by the Administration. Parents/Guardians are encouraged to communicate with the appropriate Advisor and/or Administrator for updates on the student's behavior record.

SPECIAL NOTE: It is neither the province nor the desire of Mater Dei Prep to prescribe what limits or freedoms parents may specify for their child's behavior. Nevertheless, there are times and places in which the behavior of students reflects on Mater Dei Prep. In all such cases, student behavior is definitely the province of Mater Dei Prep and the school's policy will be administered judicially and rigorously by the school.

RESPONSIBILITIES OF THE MATER DEI PREP STUDENT

- Know the rules, regulations, policies and procedures of Mater Dei Prep and adhere to them.
- Respect and respond to the authority of the teacher and other school personnel.
- Arrive at school and class on time and in proper uniform and prepared for work.
- Respect the rights and property of others.
- Make good use of the time spent in school and complete all assignments accurately and on time.

RESPONSIBILITIES OF THE MATER DEI PREP PARENT

- Encourage proper attitudes in the student toward learning and respect for school authority.
- Parents play an important role in both the encouragement of home study and the completion of assignments.

DETENTION

CENTRAL DETENTION is held bi-weekly, Tuesday and Thursday from 6:45-7:30 AM. Infractions include (but are not limited to):

- Lateness to school
- Violation of dress code
- Disrupting class
- Failure to obey instruction
- Food or drink in unauthorized area

SATURDAY SCHOOL

Students assigned to Saturday School should report to the front door promptly at 7:00 AM. Detention will be held from 7:00 AM - 8:30 AM and students should arrive with a suitable amount of class work.

Assignment to this Saturday school may result from, but is not limited to, the following:

- Missing a central detention
- Leaving the building without permission
- Disrespect
- Two central detentions for the same infraction
- Other infractions deemed inappropriate by the school administration
- First offense cutting class/truancy

All detention time needs to be served in order to graduate

DISCIPLINARY PROBATION

Students put on disciplinary probation (the length of time varies) may not participate in any school activities, including sports, or be in attendance at any school or athletic function. Students on disciplinary probation will sign a behavioral contract that will stipulate the restrictions and terms of the probationary period. For example, students put on disciplinary probation (the length of time varies) may not participate in any school activities, including sports, or be in attendance at any school or athletic function.

SUSPENSION

The suspension period can be from one to ten days during which time the student is the responsibility of a parent or guardian. The student may not participate in any school activities including sports or be in attendance at any school function or be permitted on school grounds. Administration reserves the right to suspend a student in-school as well as out of school.

Violation of school rules while on probation or suspension makes a student liable for withdraw.

SUSPENSION MAY RESULT FROM BUT IS NOT INCLUDED TO:

- Fighting in school or on campus
- Flagrant or chronic violation of school rules, including amassing three detentions in a given category in a semester (excluding lateness to school).
- Destruction of school property, theft, forgery and other anti-social behavior (including any cafeteria problems, verbal confrontations, etc.).
- Vulgar language directed towards a staff member or student
- Leaving school grounds without permission
- Extreme disrespect toward a teacher or peer
- Second offense of cutting class/ truancy
- Vandalism
- Fighting
- Stealing

DETENTION SLIDING SCALES

Progression of Deterrents for the Same Infraction

1 st Time	2 nd Time	3 rd Time	4 th Time	5 th Time	6 th Time
Central Detention	Saturday School	Central Detention and Parent Communication with Administration	Out of School Suspension (not to exceed 10 school days)	Central Detention and Parent Communication with Administration	2 Days Out of School Suspension and a Review Board Meeting upon Return

Detention Sliding Scale for the Accumulation of Any and All Disciplinary Infractions

1 st Infraction	2 nd Infraction	3 rd Infraction	4 th Infraction	5 th Infraction	6 th Infraction	7 th Infraction	8 th Infraction	9 th Infraction	10 th Infraction
Central Detention	Central Detention	Central Detention	Central Detention	Central Detention	Saturday School	Central Detention	Central Detention	Saturday School	Out of School Suspension and a Review Board Meeting upon Return

WITHDRAWAL

WITHDRAWAL FROM MATER DEI PREP MAY RESULT FROM BUT IS NOT LIMITED TO:

- Serious offenses of a criminal nature (e.g. assault, theft, vandalism) and/or behavior detrimental to the welfare of the school community (including the sounding of a false alarm)
- Chronic disregard for school policies resulting in multiple suspensions
- Insubordination, blatant disrespect for staff and/or fellow students, anti-social behavior
- Failure to maintain academic standards
- Chronic absenteeism and/or tardiness
- Possession and/or distribution of controlled substances
- Threat of use, or use of any kind of weapon
- Misuse of social media sites inside or outside of school

THESE LISTS ARE NOT ALL INCLUSIVE

STUDENT THREATS

The following procedures will be followed in cases where it is reported that a student has directed a threat toward another student, a faculty member or other member of the Mater Dei Prep community:

1. Written statements will be submitted by the student reported to have received the threat, made the threat and witnessed the threat.
2. Based on the facts gathered, the following will take place:
 - The student making the threat will be immediately removed from class and be supervised by a Mater Dei Prep staff member.
 - Parents and police will be notified and asked to come to school.
3. The student making the threat may be suspended and/or requested to be withdrawn from school.

ALCOHOL AND DRUGS

The primary concern of the faculty and staff of Mater Dei Prep is the physical, emotional, and spiritual health of the entire student body.

POSSESSION AND USE

The possession or use of alcoholic beverages either on Mater Dei Prep property or on the site of any school sponsored functions is strictly prohibited. Should this occur the police will be notified. The student may be subject to disciplinary action that may include withdrawal.

Students appearing in school or at any school-sponsored function to be under the influence of drugs or alcohol will be placed on the Mater Dei Prep Substance Abuse and Treatment Program. This course of action is an important element in providing an effective response to substance abuse in school. Both the interest of the school community and the welfare of the individual student require that this step be taken. This approach provides an incentive for the student to acknowledge the substance use and to embrace new behavior patterns. Additionally, Mater Dei Prep is expected to protect the school community and to discourage violation of the law. In order to protect and serve the staff and student at Mater Dei Prep the school reserves the right to drug screen under “reason to suspect cause,” such as smell or look.

SUBSTANCE ABUSE AND TREATMENT PROGRAM

The student is required to meet the provisions of this probation program or he/she will be required to withdraw from Mater Dei Prep. In such cases, Mater Dei Prep will inform the receiving school of the circumstances involved in the transfer. The requirements of this program are as follows:

1. Parents will be notified.
2. Student will be required to submit to a drug test, the results of which will be forwarded to school administration and the Mater Dei Prep Substance Abuse Counselor (SAC).
3. The student may not return to school without written approval from a physician.
4. If the drug test proves positive, parents and student must meet with the school administration and Substance Abuse Counselor prior to re-entering.
5. Within seven days from the incident, an appointment must be scheduled with a substance abuse counselor. The student must attend counseling sessions, submit to urine tests with the counselor and follow all clinical recommendations. All recommendations and drug test results must be provided to school administration.
6. Student must submit to periodic drug testing throughout the school year at the parent’s expense. Parents will be advised when the school is in the process of administering the drug test and will be advised of the results as soon as possible thereafter.

7. The results of the drug test must show a continuing decline until zero is reached for all drugs tested and a level of zero is maintained in 30 days. The rate of decline for each substance tested will be discussed with the Substance Abuse Counselor and require doctor clearance.
8. If a continuing decline is not achieved or if a student's behavior continues to demonstrate substance abuse, the student will be requested to withdraw from Mater Dei Prep.

SMOKING/TOBACCO/LIGHTERS/MATCHES

The use or possession of any form of tobacco is prohibited. This shall include: cigarettes, cigars, snuff, chew, etc. The New Jersey Smoke-Free Air Act was passed by the New Jersey Legislature and signed into law on January 15, 2006. It became effective on April 15, 2006. The law "smoking is prohibited in any area of any building of, or on the grounds of, any public or nonpublic elementary or secondary school, regardless of whether the area is an indoor public place or is outdoors." **Smoking in automobiles on school grounds is included in this prohibition.** Smoking anywhere on the St. Mary parish campus, in any and all motor vehicles on campus, and at any and all school functions is prohibited.

Possession of tobacco products, matches and lighters will result in disciplinary action. Violation of the Smoke-Free Air Act will result in the following:

- For the first offense, the student will be suspended for one day and the parents will be notified by letter.
- For the second offense, the student will be suspended for one day, parents will be notified by letter and they could be subject to a fine of not less than \$250.00.
- Subsequent offenses could result in fines ranging from \$500.00 plus suspension to \$1,000.00 plus suspension depending on the student's record of previous violations.

If Mater Dei Administration feels that this violation has become chronic and is a blatant disregard of school and State policy, request for withdraw may result.

DRESS CODE

Mater Dei Prep students have the considerable privilege to participate in an environment that includes several apparel choices and casual attire days. Students must maintain the standards associated with this dress code at all times for the safety and security of all students; in and out of the classroom.

EXPECTATION

All students are expected to be positive representatives of the Mater Dei Prep community. Therefore, all students are expected to maintain a professional appearance at all times. Students must arrive to school in the proper dress code, including student ID cards as they are a part of the dress code. There will be no changing or getting dressed once a student arrives.

Students are expected to always present themselves in a neat, clean, and appropriate manner.

The Mater Dei Prep dress code is a professional “workplace” standard. Thus all students must attend school wearing attire that is appropriate and acceptable for any professional workplace.

DISCIPLINE

The Administration and Class Advisors maintain the prerogative to determine the suitability of any individual’s appearance, including proper skirt length, hair length and style, and shoes.

Students will face disciplinary action for dress code violation(s).

Any student dressed in significantly inappropriate clothing will be asked to remain in the main office until a parent/guardian has brought acceptable attire, or sent back to class with clothing provided to him/her on credit from the school store. Dress code violations occurring on a Casual Attire Day will result in the loss of the next three Casual Attire Days.

NOTE: No Mater Dei Prep student is permitted to wear another high school’s apparel at any time in school or at any Mater Dei Prep event. Students doing so will be asked to change.

Mater Dei Prep Dress Code Guidelines

Students must remain in dress code all day. Students are not to wear other apparel during the Flex Period. Students may wear a jacket if they go outside during Flex Period but must be back in dress code upon re-entering the building.

SHOES- LADIES AND GENTLEMEN (Shoes that are appropriate for a professional interview)

1. Solid Brown or Black
 - If it seems like it may have another name beside “brown”, then it’s not “brown”
2. No sneaker or sneaker-like shoes
 - Example → No black Nikes
3. No visible logos
4. No excessive laces
 - Shoes **MUST** be tied
5. Must have a backing on the heel
 - No mules, sandals, etc...
6. No open-toed shoes (Safety issue of all students & staff as mandated by health code standards)
7. No excessive heel height
 - Not be more than 2”
 - No stilettos, steel-toed, etc...
8. No boots or quarter top
9. No slipper or slipper-like shoes
10. Any student needing to wear sneakers due to a health issue must provide a dated medical pass

DRESS- GENTLEMEN LOWERS

1. Pants
 - Must be Flynn O’Hara khakis
 - No cut bottoms
 - Must be of a length to the top of foot
 - Single or double break cuff
 - Must be worn at the appropriate waistline
 - Solid brown/black belt

2. Shorts (warm weather attire)
 - Same color as Flynn O'Hara khaki pants
 - No excessive pockets, loops, straps, etc...
 - Must be at the knee
 - Must be worn at appropriate waistline
 - May be worn during early fall & late spring
3. Belt
 - Solid brown or black
 - Must be worn with pants or shorts
 - No excessive buckle or loops
4. Socks
 - Above the ankle and visible

DRESS- GENTLEMEN UPPERS

1. Polo [warm weather attire]
 - The MDP polo may be worn during early fall & late spring
 - White or Navy
 - Available at Seraph Shop
 - A long sleeve shirt of any kind is not to be worn under the polo shirt
2. White button-down (winter weather and formal attire)
 - Must be solid white
 - No pinstripes or visible logos
 - Must be tucked in at ALL times
 - Can be short or long sleeve
3. Sweater
 - Options include crew, v-neck, & cardigan
 - Embroidered at Flynn O'Hara
 - Available at the Seraph Shop
4. Fleece
 - Navy half zip
 - Embroidered at Flynn O'Hara
5. Undershirt
 - Solid white t-shirts are to be worn under shirts/blouses
 - No lettering or decals visible.

DRESS- LADIES LOWERS

1. Pants
 - Must be Flynn O'Hara khakis
 - No cut bottoms
 - Must be of a length to the top of foot
 - Single or double break cuff
 - Must be worn at the appropriate waistline
 - Must wear a solid brown/black belt
2. Shorts (warm weather attire)
 - Must be same color as Flynn O'Hara khaki pants
 - No excessive pockets, loops, straps, etc...
 - Must be to the knee
 - Must be worn at appropriate waistline
 - May be worn during early fall & late spring
 - Solid brown/black belt
3. Skirt
 - Flynn O'Hara Plaid kilt
 - Length must be 2-3inches below middle finger when hands are placed at the side
 - Flynn O'Hara Columbia Blue kilt
 - Length must be 2-3inches below middle finger when hands are placed at the side
4. Skort
 - Flynn O'Hara khaki 2-fold
 - Length Must be 2-3inches below middle finger when hands are placed at the side
5. Socks (When in a skirt or skort, all Mater Dei Prep ladies must have socks that extend to the top of the lower leg. No ankle socks.)
 - Navy tights
 - No patterns/logo
 - Knee socks
 - Navy or white
 - No patterns/logo
 - Shorts Apparel
 - Must be above the ankle
 - Navy or white
 - No patterns/logo
6. Belts
 - Solid brown or black
 - Must be worn with pants or shorts
 - No excessive buckle or loops

DRESS- LADIES UPPERS

1. Polo [warm weather attire]
 - The MDP polo may be worn during early fall & late spring
 - White or Navy
 - Available at the Seraph Shop
2. White button-down (winter weather and formal attire)
 - Must be solid white
 - No pinstripes or visible logos
 - Must be tucked in at ALL times
 - Can be short or long sleeve
3. Sweater
 - Options include crew, v-neck, & cardigan
 - Embroidered at Flynn O'Hara
4. Fleece
 - Navy half zip
 - Embroidered at Flynn O'Hara
5. Undershirt
 - ONLY solid white t-shirts are to be worn under shirts/blouses
 - No lettering or decals visible

GROOMING/ STYLING

1. Hair
 - Must be clean and in a style that allows continual eye contact
 - Gentlemen
 - Hair must not touch the shirt collar
 - Hair will not fall below eyebrows
 - Ladies
 - Must be styled in a practical way so as it does not interfere with class activities; i.e. → Physical Education & Science Labs
 - Color
 - Hair is to be 1 natural color
2. Gentlemen must be clean-shaven
 - Students that enter school unshaven will be written up for detention
 - Sideburns below the tip of the ear lobe are not allowed
3. No visible tattoos
4. Jewelry
 - No piercings anywhere except the ears
 - Gentlemen are not permitted to wear earrings at any time
 - All bracelets, religious jewelry, watches, necklaces should be modest and appropriate

5. All clothes must be properly fitted
 - No oversized or baggy pants, shirts, sweaters, fleeces, jackets, etc...
6. Makeup
 - Makeup should be modest and in good taste at all times
7. Hats and hoods
 - Hats, baseball caps and/or hoods are not to be worn or carried during school hours

SEASONS

1. Warm weather attire may be worn from the start of school until October 15th and May 1st until the end of school.
2. During cold weather, students are permitted to wear the school sweater or fleece
 - Team jackets, sweats, etc... are not permitted during class time
 - No other jackets, sweaters, hoodies etc... are permitted
- NOTE → Mater Dei Prep Administration reserves the right to extend or shorten the seasonal attire due to weather circumstances

CASUAL ATTIRE DAYS

1. The policy for casual attire is “**Neck to Knees**”
 - ALL students must have appropriate attire that covers from his/her neck to knees
2. No sleeveless shirts are permitted
3. Appropriate footwear must be worn at all time
 - No open-toed shoes are permitted
 - No slippers
4. No *other* high school team apparel or uniform may be worn
5. No inappropriate or offensive messages
6. Tattoos must be covered
7. No hats or fad hairstyles
8. No sprayed hair coloring
9. No pajamas or pajama styles
10. Ladies- No piercings anywhere except ears
11. Gentlemen- No piercings at any time

DRESS CODE VIOLATIONS

1. Students not adhering to the Casual Attire policy may lose their privileges for any and all upcoming Casual Attire Day(s)
2. A student out of uniform and not adhering to the Casual Attire policy will be issued a Central Detention

STUDENT IDENTIFICATION CARDS

The Diocese of Trenton requires all students to carry identification. Student ID cards will be issued by the Dean of Students and need to be visibly worn on the torso by the students at all times. Any student who has lost his/her ID need to report it missing to the main office where they will be given a temporary ID card until a replacement card can be issued for a fee of \$5.

- The ID may be necessary to enter school functions.
- Lending this ID card to anyone or failing to present it when requested by authorized personnel is a violation of school regulations and subjects the holder to disciplinary action.
- Student ID cards must be worn on all Mater Dei Prep school functions including class trips.

GENERAL POLICIES

It is requested that any notes, checks, or other written communication with the school, specify the student's name, especially if different from the parent/guardian's last name.

STATEMENT ON BIAS AND PREJUDICE

Mater Dei Prep is a community based on Christian values of respect, dignity, and love for all of God's children. Any form of peer abuse of any member of the Mater Dei Prep community will not be tolerated. Such behavior will be subject to disciplinary action including withdrawal.

COURT ORDERS AFFECTING PARENTS

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the Principal with the custody section of the court decree if it contains information that may be useful to the school in fulfilling its obligations. The responsibility for compliance with this regulation belongs to the parents.

ATTENDANCE POLICY

New Jersey State Law Title 18A requires that all students be in school during all days and hours that school is in session. The responsibility for the compliance with this regulation belongs to the parents.

- In case of absence, a parent/guardian must phone the school (732-671-9100, ext. 10) by 8:00 AM and report the student's absence. Also, a certified medical doctor's documentation is required for excused absences. This must be presented to the Main Office upon the student's return. Absent students are not permitted on school grounds.
- In the case of a student needing to leave school early, a note must be presented to the Main Office in the morning and a parent/guardian must come to the Main Office to sign out the student.
- On the day of return, the student must present a written note from his/her parents or a certified doctor's note. This must include the date(s) of the absence and the student's full name.
- A parent/guardian must inform the Student Services office (732-671-9100 ext.13) of an extended absence because of illness.
- Absence from school is divided into two categories:
 - A. Excused Absence
 1. Illness of student with a doctor's note
 2. Death in the family
 3. Legal appearance with verification
 4. Drivers Test
 5. College visitation (two days, for Seniors) - Seniors must verify this visit with documentation from the college.

B. Unexcused Absence

1. Parent notes do not excuse an absence. These notes only account for and verify the absence.
 2. Unexcused absences include all absences for any reason not listed above. **This includes family vacations and trips.**
- Any student absent from school twelve or more times during an academic year, six or more times during a semester, or four times during a quarter, may be notified to appear before an Attendance Review Board. **Academic credit will be suspended pending the action of the review board.**
 - When appearing before the review board, the student and parent(s) must submit documentation for all absences.
 - Students with more than sixteen absences (eight per semester) will not receive credit for the course unless extreme circumstances dictate otherwise and are approved by the Attendance Review Board.
 - Students are responsible for making up all work missed during absences. Students who have an unexcused absence may not be allowed to make up the work.
 - Truancy is a major offense. A student who skips school, class or leaves the Mater Dei Prep campus without permission is classified as a truant. A student who is truant may be suspended, as well as receive detentions, placed on probation, and parents may be notified by the Office of the Assistant Principal. Repeated truancy may be just cause for withdrawal.
 - NOTE: Students absent from school or students who leave early because of illness may not attend or participate in any extra-curricular activity or function held the same day (unless circumstances are deemed extraordinary by the administration).

LATENESS

- **LATE TO SCHOOL:** A student who is not in his/her class by 7:50 AM is considered late to school. Any student who arrives after 9:00 AM may not attend or participate in any extra-curricular activities that day (8:30 AM on early dismissal and liturgy/assembly days). Tardiness to school will be unexcused unless the student brings appropriate verification upon arrival. Such verification must emanate from medical professionals, court officials, or motor-vehicle examiners.
- Excessive lateness will result in a loss of participation privileges including extra-curricular activities and athletics.
- **LATE TO CLASS:** The teacher will determine the validity of lateness and take subsequent action.

PLEASE NOTE: Early dismissal for routine doctor or dentist appointments WILL NOT be given without a **WRITTEN NOTICE SIGNED BY A PARENT**, with the parent's phone number for verification. This request should be brought to the main office before 7:50 AM and the student will be given a check-out pass. **The student must also present the verification FROM THE DOCTOR when he/she returns to school.** Any early dismissal must have prior written permission.

TRANSPORTATION SERVICES

Bus transportation to and from Mater Dei Prep is arranged through the students local board of education/school district. Issues regarding school bus stops should be addressed to your local board of education/school district. Mater Dei Prep has no jurisdiction in these matters.

Students being transported to or from school or to or from any school sponsored activity are expected to behave in a respectful, orderly manner and adhere to the Mater Dei Prep Honor and Discipline Code. Misconduct on the bus will result in disciplinary action.

All parents/guardians must fill out B6T school bus forms, provided by Mater Dei Prep, before March 1st in order to be afforded busing for their child or to be compensated for the following school year.

No students may ride a school bus other than their own assigned school bus.

MATER DEI CAFÉ

Students must clean up after themselves and deposit all refuse in the correct receptacles. All cans and plastic bottles are to be placed in the recycling containers. For safety concerns no glass bottles, containers, etc. are permitted on the property. Please continue to check the website for updated menu items.

CLASSROOM POLICIES

Students should always act in a responsible manner in the classroom. Individual classroom rules by a teacher must be followed at all times. Students may not leave class without teacher permission.

SCHOOL DANCES

- No dance will be an open dance. Students will be permitted ONE outside guest. Guests must be registered in advance with the Administration. The Mater Dei student who registers the guest will be issued a special pass to buy a ticket for their guest and will be held responsible for that person. (It is recommended that students not wait until the "Last Minute" to get any guest pass - this also holds for proms.)
- All tickets will be sold in school prior to the dance. Names not appearing on the list as a guest or cleared in advance with the Assistant Principal will not be allowed into the dance.
- Dress code for all dances and Mater Dei Prep extracurricular activities is the same as the casual attire dress code. We expect all students to strictly adhere to the "Neck-to-Knees" policy and be dressed in appropriate attire. Any student in violation of this policy will be asked to change, put on more appropriate attire or have his/her parents pick them up from the event.
- No one is allowed to leave the dance and then return. No one is allowed to enter the dance one hour after it starts or leave before it is over.
- There is no smoking, use of tobacco products, lighters or matches at any dances. Due to the seriousness of drug and alcohol problems, stern measures will be taken against offenders.
- Restrooms for ladies and gentlemen are not to be used as a gathering place. Excessive trips to the restroom are not allowed.
- There is no loitering on school property at the end of events.
- All students and guests should respect the rights of others while attending the event.
- Mater Dei holds no responsibility for lost/stolen items. All possessions are the responsibility of each individual.
- All garbage should be put in the proper container(s).
- Parents are expected to arrange transportation for their student immediately following the dance.

DRIVING AND PARKING REGULATIONS

- The parking lot is an extension of school building & therefore all rules of conduct apply. No smoking, etc. permitted in parking lot or in vehicle and vehicles may be subject to search.
- Parking on campus is a privilege. A student must have a valid state driver's license, current vehicle registration and liability insurance coverage as required by law in order to operate motor vehicles on campus. The school is not responsible for vehicles parked on campus grounds. All vehicles parked on campus grounds are at the risk of the owner/operator. Mater Dei assumes no responsibility for the care or protection of any vehicle or its contents at any time.
- All students must register with the Office of the Assistant Principal each year any motor vehicle is to be driven to school.
- Students who intend to park a motor vehicle on campus must pay a non-refundable \$5.00 parking tag fee and will receive a tag at the beginning of the school year.
- Speed limits at all times are not to exceed 5 m.p.h. Violators will lose parking privileges for remainder of year on parish lots.
- Students must park in designated student parking areas.
- Do not park in spaces reserved for faculty, visitors, or the handicapped, or in a fire lane. Parking must be in lined spaces.
- Enter and exit school from Cherry Tree Farm Road only. At no time are students permitted to drive behind the schools (St. Mary & Mater Die Prep) from the hours of 7:30-3:00 because of extreme traffic concerns for student (Mater Dei Prep & Pre-K – 8) safety in lots.
- **All drivers must follow Msgr. Bulman Drive and not cut across the parking lot when exiting.**
- **No left turns** are permitted onto Cherry Tree Farm Road at dismissal.
- Students are not permitted to go to cars during the school day.
- Smoking is not permitted in any vehicle on school grounds. Disciplinary action will be taken for offenders.
- All New Jersey Motor Vehicle Laws are enforced by Middletown Township Police. They are empowered to write traffic summonses on campus property.

VIOLATIONS OF THE ABOVE REGULATIONS MAY RESULT IN SUSPENSION OF DRIVING PRIVILEGES AND/OR FINES. THE PRINCIPAL'S OFFICE HAS THE DISCRETION OF DETERMINING THE LENGTH OF SUSPENSION.

EMERGENCY DRILLS

The signal is a repeated ringing of the fire alarm. Students should leave the room single file quickly and silently and follow routes indicated on the fire chart near the door of each classroom. Students in the cafeteria exit by the cafeteria side door facing the football field.

- Close the doors and windows and turn off lights as instructed by the teacher.
- Remain outside until given a signal to return to the building.

ACTIVATING A FALSE ALARM BY PULLING AN ALARM BOX IS CONSIDERED A CRIMINAL OFFENSE, WILL BE REPORTED TO AUTHORITIES AND WILL INCUR DISCIPLINARY ACTION.

- Mater Dei Prep will conduct Lock Down drills throughout the year.

HALLWAY PASSES

Students must have a proper hallway pass to be excused from class or to go to another area of the building. Proper passes are teacher passes or blue passes only.

LOCKERS

Each student is assigned a locker. School-issued locks must be purchased and used. Students should never reveal their locker combination to another. The school reserves the right to inspect the locker if there is reasonable cause to do so. Lockers should be kept neat and clean. Replacement locks must be purchased from the school. Students are responsible at all times for their lock and locking their locker. The school assumes no responsibility for lost or stolen items from locked or unlocked lockers. Students are strongly encouraged to purchase a second locker, at the cost of \$10.00, for the purpose of storing Physical Education clothes and personal items. During all Physical Education classes students must lock all of their belongings in a locker.

LOST AND FOUND

Found items should be turned in to the Main Office. Students who lose any item(s) should check in the Main Office and/or back door area. Unclaimed items will be discarded after a reasonable time.

SCHOOL TRIPS

Students must be in Mater Dei Prep ID and Mater Dei Prep apparel for ALL trips. Due to the nature of some trips, the dress code may be altered; otherwise it is same as classroom.

School-sponsored day and/or overnight trips may be taken provided a faculty member sponsors the trip, clears it with the Administration, secures adequate chaperones, and a student permission form is completed.

All school rules, including appropriate dress and student ID, apply on any trip sponsored by the school or an organization, club, team, etc., connected with the school. Any student at risk of failing as a result of chronic absences or failing a class may be denied permission to attend a school trip for the purpose of attending class or getting extra help throughout the school day.

STATE BOOKS

Students must pay the cost of lost or damaged state books. If lost, a student has one week to get another. All state books are to be covered at all times. A student will not be allowed to take their final exam without returning or paying for a lost or damaged textbook.

CELL PHONES AND ELECTRONIC DEVICES

At any time a student who uses a cell phone or electronic device for the purpose of academic dishonesty or in violation of someone's personal privacy will be held accountable to disciplinary action.

Office phones may be used by students only in an emergency. Personal messages will not be relayed to students. Students are not to use the phone in the Nurse's office.

All electronic devices, including but not limited to cell phones, iPods, cameras, video recorders, tape recorders, portable devices of any kind, must be turned off and placed in lockers during school hours, **including Flex Period**. Failure to comply may result in the confiscation of the item, which will be returned to parent at the end of the school day, and may result in disciplinary action. Mater Dei Prep is not responsible for any item that is lost or stolen.

USE OF THE SCHOOL BUILDING

The school does not accept responsibility for valuables and/or money left in lockers, desks, etc. Students with money or other valuables should check it in the Main Office and claim it at the end of the day.

During Physical Education classes, students are responsible to lock their locker. Mater Dei Prep is not responsible for any item that is lost or stolen.

Students should leave the building or be in the cafeteria at the end of the school day. Students should not return to lockers after dismissal. Hallways should be cleared by 2:25 PM and the cafeteria cleared by 2:45 PM.

VISITORS

The permission of the Principal must be obtained for all visitors. A visitor's pass is issued and required to be worn by all visitors. Student visitor passes are only issued after 1:30 PM.

WORKING PAPERS

Mater Dei Prep does not issue working papers. Students may obtain working papers from their local Board of Education. They must be signed by the Principal or Assistant Principal of Mater Dei Prep.

VANDALISM

Students that participate in any act of vandalism will be held liable for any and all repair costs and face disciplinary action that could result in expulsion from Mater Dei Prep.

EMERGENCY CLOSINGS

All parents will be notified of emergency school closing by our Honeywell Alert System. **Please make sure your Alert Profile is updated to indicate any changes in your phone number or email address.**

In case of inclement weather, if Middletown Township schools are closed or delayed, Mater Dei is closed or delayed. For students in other districts, if Mater Dei is open but your district is on a delayed opening, your bus will be delayed. Listen to the following stations for verification of closing:

WJLK 1310 AM	-	94.3 FM (Monmouth County)
		98.5 FM (Ocean County)
Cablevision	-	Channel 12
Comcast	-	Channel 62

The Middletown Township Board of Education website may also be consulted (www.middletownk12.org).

Please **DO NOT** contact the rectory or school. Students may only be released to persons authorized by the parent as an emergency contact on the Emergency Information Card on days of inclement weather or at any other time. If a delayed opening is necessary on a pre-scheduled half-day, Mater Dei's school day will end at the normal dismissal time of 2:13 PM.

ATHLETICS

The primary purpose of the athletic program at Mater Dei is to promote the physical, mental, emotional and moral well-being of the participants. It is hoped that athletics in our school will be a positive force in preparing youths for an enriching and vital life.

The athletic program is an important and integral part of the total school program and is open to participation by all students, on a competitive basis, regardless of individual differences. Through voluntary participation, the athlete gives time, energy and loyalty to the program. He/she also accepts the training rules, regulations, and responsibilities which are unique to an athletic program. In order to contribute to the welfare of the group, the athlete must willingly assume these obligations. The role often demands that the individual make "sacrifices" not required of others. The team suffers if the individual athlete is suspended or dismissed - in athletics we depend upon each other. If an athlete causes himself or herself to be suspended or dismissed, parents and team members must recognize that the student athlete causing the team to suffer is the athlete in question and not the coach or the Athletic Department.

Parents of athletes must also recognize that they are an integral part of the athletic program. Parents also make “sacrifices.” They must honor their child's commitment to the team by having him/her attend all practices and events and especially the commitment to complete the season.

Practices and games may take place even though school might be closed for holidays or inclement weather. (You may call the Athletic Department or check the link on the web page @ www.materdeiprep.org for updates, season schedules and weekly sporting events).

Most importantly, parents must agree that drinking and/or drugs have no place in the athletic setting, and will never allow such activities on the field or in their homes.

In addition to the rules and regulations for students at Mater Dei Prep - athletes are also governed by the Mater Dei Prep Athletic Code (see below).

- **MATER DEI PREP ATHLETIC CODE**

Athletics are a privilege and not a right. Academics are always first. If a student cannot do both - academics **MUST** take priority. Students must meet all requirements of the NJSIAA, for eligibility. These standards are nonnegotiable.

- **GENERAL REGULATIONS**

- A. New Jersey State Interscholastic Athletic Association rules, Shore Conference rules, and Mater Dei Prep rules must be followed in all cases including eligibility, transfer, physical examination, insurance coverage, starting dates and use of school equipment. Each coach has the responsibility to know, to inform team member's parents, and to enforce regulations in these matters.
- B. No student shall take part in any tryout, practice, or game unless he/she has been cleared by the athletic department concerning a new or updated physical, a new medical consent form, and a new athletic contract/health questionnaire form. All athletes must have one new physical each school year (July 1 - June 30).
- C. Any civil law infraction will result in a suspension and possible withdrawal request, and will have a direct impact on a student athlete's eligibility status.
- D. No athlete may quit one sport and turn out for another after the season has begun without the consent of the Athletic Director.
- E. Athletes must travel to and from contests in transportation specified by the school. The only exceptions are:
 1. Injury to a participant which would require alternative transportation.
 2. Prior arrangement between the participant's parent/guardian and A.D. (exclusively). This must be in writing and approved by the A.D.

- F. As per NJSIAA rules and regulations, any student-athlete who is disqualified from an interscholastic event for flagrant or violent verbal or physical misconduct (unsportsmanlike conduct) will be disqualified from the next two (2) regularly scheduled games/meets, with the exception of football which will carry a one (1) game disqualification. A disqualified player may not be physically present at any contest site in the sport during the period of disqualification. Mater Dei Prep may make additions to any penalties imposed by the state.
- G. Unexcused absences from practices or games will not be tolerated. Commitment to the team through sacrifice is an integral part of athletics. Any individual or family vacation during a sports season is not permitted, and shall be construed as an unexcused absence if it is taken.

Note: Essentially unexcused absences are (but not limited to) ones which the coach does not know about and for which consent has not been given and will be dealt with by the individual sport's coach.

- H. Theft or malicious destruction of any school or individual's equipment is not to be tolerated.
1. First Offense: The individual will be suspended from the squad for one to five days and a minimum of one contest, as well as monetary restitution.

At the end of this period, following counseling by the head coach and a school administrator, a decision regarding further competition will be made. An athlete may be dismissed from the team for a first offense.
 2. Second Offense: Automatic dismissal for the remainder of the sports season and a referral of the student to the school administration, as well as monetary restitution.
- I. Completion of the sports season is required in order for the athlete to be eligible for a letter or other team or individual awards (exception: injury which limits participation). No awards shall be given to an athlete dismissed for the remainder of the season for Athletic Code violations. Criteria for a letter shall be determined by the head coach and Athletic Director and must be in writing.

- **SCHOOL ATTENDANCE REQUIREMENTS**

- A. An athlete must be in school before 10:10 AM (9:41 AM on early dismissal and assembly days) in order to participate in an activity that day. An exception would be made if the athlete had an approved appointment; in which case, the student must present a signed statement on letterhead regarding the absence (a parental note is not usually sufficient) to the Athletic Director before participating. Any athlete who comes late or leaves early because of illness may not be permitted to participate.
- B. An athlete who has been injured and has had medical treatment cannot participate again until such time as indicated by the doctor (certified M.D.) IN WRITING and delivered to the Athletic Director.

- **USE OR POSSESSION OF ALCOHOLIC BEVERAGES, TOBACCO (in any form), DRUGS (including STEROIDS), NARCOTICS, OR HALLUCINATING AGENTS BY ATHLETES IS PROHIBITED.**

A. First Offense: The individual will be suspended from the squad for one to five participating days. At the end of this period, following an Administrative team review, a decision regarding further competition will be made. (An athlete may be dismissed from the team for a first offense.)

B. Second Offense: Automatic dismissal for the remainder of the season.

Note: All school policies and procedures regarding alcohol/drugs violations will be followed, as well as smoking/tobacco.

- **Mater Dei Prep is not responsible for any stolen, lost or damaged item incurred before, during or after an athletic event.**

- **VIOLATIONS**

The rules and regulations in this code shall apply to any violations on and off school premises and shall be enforced throughout the school year.

- **ADDITIONAL RULES**

All individual team rules must be cleared by the Director of Athletics and will be in writing and on file in the Director's office.

- **INDIVIDUAL CIRCUMSTANCES**

The Athletic Code is by nature, specific and restrictive. Yet, Mater Dei Prep recognizes that there is occasionally a need to respond to extraordinary individual circumstances. Consequently all infractions may be reviewed by the Administrative Team and, if deemed necessary, with the approval of the Board of Deans, punishments may be rescinded.

- **INSURANCE/INJURY**

Any student injured at practice, game, meet, etc. is to follow guidelines listed under HEALTH SERVICES.

- **INTERSCHOLASTIC COMPETITION** is available at Mater Dei in the following sports:

FALL: Cheerleading, Boys and Girls Cross Country, Girls Soccer, Boys Soccer, Football, Girls Tennis, Girls Field Hockey.

WINTER: Boys and Girls Basketball, Cheerleading, Boys and Girls Bowling and Boys and Girls Winter Track.

SPRING: Baseball, Softball, Boys and Girls Track, Boys Tennis, Golf.

Please Note: Individual sports are those that are not offered as team sports at Mater Dei. Such sports include Swimming and Gymnastics. The criteria are the same for these sports as Mater Dei's other sports. These are the conditions:

1. Student and parents must agree to be responsible for all fees related to use of facilities for practice and competition plus entry fees.
2. Parents must agree to be responsible for medical costs that may occur as a result of injury.
3. Student must have a qualified coach or certified faculty member present at competition that has been pre-approved by the Director of Athletics and must meet all State and Diocesan requirements. (Parents will not be permitted to serve as coach unless they are certified faculty members of Mater Dei.)
4. Must provide own transportation to and from facility.
5. Parent must agree to provide own liability insurance that may be required.

STUDENT ADVISORY BOARD

The Student Advisory Board (S.A.B.) is established to have its members elected from the student body and shall govern and/or impact all areas of school procedure affecting student life.

The composition of the S.A.B. shall be five committee chairpersons (social/homecoming, spiritual/service, environment, academic, athletic/school spirit) elected by freshmen, sophomores, and juniors each spring. One class level representative is elected each spring (freshmen elections will be held in October), totaling four. One S.A.B. Chairperson may be selected from the five committee Chairs and three class level representatives after a discernment process. The S.A.B. may appoint a Committee Chairperson or Class Representative to fill the now vacant slot. Should the need arise, other committee chairpersons may be selected by the S.A.B.

STUDENT ADVISORY BOARD – 2010-2011

Spiritual/Service Chairperson	Mariah Ruther
Academic Chairperson	Christine Kelleher
School Environment Chairperson	Ryan Yetman
Social/Homecoming Chairperson	Carley Palmer
Athletic/School Spirit Chairperson	Vincent LaTorraca
Senior Class Representative	Juliana Grassia
Junior Class Representative	Shaun Nerney
Sophomore Class Representative	Taralynn Vecchio
Freshmen Class Representative	elected October, 2010

ELECTIONS

The election is scheduled for the first week of June. Qualifications to run are:

- Must have attended Mater Dei for one semester.
- Must be in good academic standing.
- Submit an approved petition form to the S.A.B. Advisor(s) with fifteen unduplicated freshman, sophomore, or junior student signatures, seven faculty signatures, and signatures from: Principal, Assistant Principal, Director of Student Services, and S.A.B. Advisor(s). Student Advisory Board and Advisor(s) shall supervise all campaigning. Students who run for the S.A.B. (contested races) will present their views before the student body, prior to the election. The S.A.B. will be inducted officially during the opening school Mass in September.

REMOVAL FROM OFFICE

- Any member of the Student Advisory Board failing to fulfill his/her duties is subject to review and possible dismissal by a majority vote of the S.A.B.
- Any member who believes he/she cannot fulfill the duties because of outside conflicts or studies is expected to submit a resignation, without S.A.B. action.
- A member who accumulates three (3) absences from S.A.B. meetings and/or activities will be removed from office (exception: sick and absent from school or sent home early for sickness).

- A member who accumulates an excessive discipline record or excessive absences from school will be removed from office. Decisions on a student's record and his/her position on the S.A.B. will be made by the advisor(s) and/or the administration.
- An S.A.B. member will be removed from office if he/she is found to be using or in possession of alcoholic beverages, drugs or other illegal substances, and/or weapons.
- Members of the S.A.B. are expected to demonstrate leadership qualities at ALL times. Any action taken by a member of the S.A.B. that brings negative recognition on Mater Dei Prep will result in the dismissal of the member from the S.A.B.
- The offending member will have a chance to defend himself/herself. Upon removal (if that is decided), the S.A.B. will appoint a new chairperson or representative.

NATIONAL HONOR SOCIETY

The Mater Dei Prep Chapter of the National Honor Society is known as the Monsignor Robert T. Bulman Chapter. The following qualifications are necessary for membership:

- Must be a Junior or Senior, having attended Mater Dei Prep for at least one full year.
- Scholastic eligibility is determined by cumulative weighted rank. The students must be within the top 12% of his/her class.
- Students scholastically eligible are notified and must complete and return a student activity information sheet for further consideration for selection to the National Honor Society.

Candidates are then evaluated on the basis of service, leadership, and character from information on the student activity information sheet, discipline records, and a faculty rating of leadership and character.

When reviewing the candidate for service, leadership, and character, the committee considers activities for all years of high school attendance. A point system ranging from 1 to 5 has been assigned to various activities with a requirement of 30 points for consideration.

A brief explanation of the point system follows:

- 5 points Student Advisory Board (S.A.B.), Class Officers, Publication Editors, Varsity Sports Captains and Academic Awards.
- 5 points One point for each teacher recommendation (current or previous year teacher).
- 4 points Publication Section Editors, JV Captains, Club Officers.
- 3 points Team and Club participation, School Play Cast,
Honor Roll (if on all year).
- 2 points Publication Staff Member, Mission Representative, Community and Church Activities and Service.
- 1 point Borough Sport Participation.

Students who become members are expected to continue to demonstrate the same or better level of academic performance as well as the other qualities that determine their membership. The guidelines set down by the National Association are followed with regard to determining membership and the continuance of membership.

CLUBS/ACTIVITIES

Academic League	History Seminar	Spanish Conversational
Art Club	Honors Chorus	Outdoor Club
Chess Club	French Club	Celtic Club
Chorus	Math Club	Respect for Life
Community Service Club	Math Seminar	S.A.D.D.
Computer Club	Seraph Players	Movie Club
English Seminar	Mission Club	School Play
Environmental Club	Mock Trial	Model United Nations
Greenhouse	Future Business Leaders of America (New 2010-2011)	
Go Green	Ping Pong	Yearbook

SCHOOL/OFFICE HOURS & PHONE NUMBERS

MAIN OFFICE: 7:30 AM-3:00 PM 732-671-9100, ext. 10
Summer: 8:00 AM – 12:00 PM Monday-Thursday (Closed Friday)
After Hours: Voicemail

STUDENT SERVICES: 7:40 AM-2:30 PM 732-671-9100 ext.13
Summer: 8:00 AM – 12:00 PM Monday-Thursday (Closed Friday)

ATHLETICS: 7:30 AM-3:00 PM 732-671-9100
Summer: 8:00 AM – 1:00 PM Monday-Thursday (Closed Friday)
After Hours: Voicemail

MATER DEI PREP 2010-2011 SCHOOL CALENDAR

School Hours: Full Day: 7:50 AM – 2:13 PM
Early Dismissal: 7:50 AM – 11:51 AM (Unless otherwise noted)

Wednesday, September 8, 2010	Full Day- Freshman Orientation (Freshmen Only)
Thursday, September 9, 2010	Full Day- Sophomore Orientation (Sophomores Only)
Friday, September 10, 2010	Full Day- Junior/Senior Orientation (Juniors/Seniors Only)
Friday, September 17, 2010	11:51 AM Early Dismissal
Thursday, October 7, 2010	School Closed
Friday, October 8, 2010	11:51 AM Early Dismissal
Monday, October 11, 2010	School Closed
Friday, October 29, 2010	11:51 AM Early Dismissal
Friday, November 19, 2010	11:51 AM Early Dismissal
Wednesday, November 24, 2010	11:51 AM Early Dismissal
Thursday, November 25, 2010 and Friday, November 27, 2010	School Closed – Thanksgiving
Wednesday, December 8, 2010	School Closed – Immaculate Conception
Friday, December 10, 2010	11:51 AM Early Dismissal
Friday, December 17, 2010	11:51 AM Early Dismissal
Thursday, December 23, 2010 to Friday, December 31, 2010	School Closed – Christmas

Monday, January 3, 2011	School Reopens
Friday, January 14, 2011	11:51 AM Early Dismissal
Monday, Tuesday and Wednesday - January 17, 18 and 19, 2011	11:05 AM Early Dismissal – Mid-Term Exams
Thursday, January 20, 2011	9:20 AM Early Dismissal – Mid-Term Exams
Friday, January 21, 2011	School Closed
Friday, February 11, 2011	11:51 AM Early Dismissal
Monday, February 18, 2011	School Closed
Monday, February 21, 2011	School Closed – President’s Day
Friday, March 4, 2011	11:51 AM Early Dismissal
Friday, April 1, 2011	11:51 AM Early Dismissal
Friday, April 22, 2011 to Friday, April 29, 2011	School Closed – Easter
Monday, May 2, 2011	School Reopens
Monday, May 30, 2011	School Closed – Memorial Day
Friday, Monday, Tuesday - June 10, 13 and 14, 2011	11:05 AM Early Dismissal – Final Exams
Wednesday, June 15, 2011	9:20 AM Early Dismissal – Final Exams Last Day of School for Students

TABLET/LAPTOP/COMPUTER ACCEPTABLE USE POLICY

Mater Dei Prep Students and Parents

The Diocese of Trenton has provided specified guidelines for technology use as follows:

Section 4260 “Use of the Internet”

Access to the Internet will be reserved for educational topics that are included in the instruction of the students or for professional development. Every teacher and support personnel are to agree and sign an Acceptable Use Policy.

Section 2070.28 “Technology Policy / Acceptable Use”

Technology should serve as an effective and necessary tool to allow students, teachers, and administration to be prepared for the advances of the 21st Century.

Technology should further enhance the communication ability of the members of our school community.

Equitable and responsible access to technology should be provided in order for the students, teachers, and administrators to acquire technological proficiency. Ongoing technology training should be provided to all students, teachers, and administrators. All educators in the Diocese of Trenton Catholic schools should model the integration of technology as life-long learners.

All schools’ use of technology should require administrator(s) agreement, teacher and support staff agreement, student agreement and parental written permission.

Technology includes, but is not limited to:

1. Hardware
 - Computers
 - Phone
 - Printers
 - AV equipment

2. Software
 - All laptop applications
 - Phone service
3. Network
 - SMS, Mater Dei Prep, SM Church

In preparation for the upcoming school year, please read the following document carefully and sign where indicated on the last page.

Having leased a tablet/laptop for your high school career, the following rules must be adhered to. These rules accompany Mater Dei Prep's Internet Acceptable Use Policy which may be viewed on the school's web site (www.materdeiprep.org) or in the student handbook. Each student is responsible for his/her actions and activities involving the tablet/laptop, computer desktop, wireless network(s), internet access, and for his/her computer folders/files, stored images (including video and audio clips), passwords and use of any/all technology equipment.

1. All technologies contained by Mater Dei Prep, including but not limited to, email, voicemail, computer networks, & data files may be accessed and/or monitored by Mater Dei Prep in order to ensure appropriate use, integrity of the technology, protection against fraud, detection of unauthorized use(s), and other business functions. All hardware, software, network, email, voicemail, and internet access within Mater Dei Prep is done so using property of Mater De Prep. Therefore, any and all use of these technologies must be done in accordance with Mater Dei Prep acceptable use policies. Failure by any employee or student to do so may result in disciplinary action.
2. The guiding principles of this list will always be for the protection of Mater Dei Prep students, staff, faculty, and the Mater Dei Prep wireless network.
3. While our students and their families lease the tablets/laptops, Mater Dei Prep is the sole maintainer for the repair and for the supervision of their use in the school. Parents/guardians are responsible for supervising their child's use of the tablet/laptop and internet access when in use at home.
4. If the tablet supplier/vendor and Mater Dei Prep deem that the tablet shows signs of damage due to intentional misuse, the family will be made aware of the damage report and have to pay any and all associated fees levied by the tablet supplier to restore and/or repair the tablet to its generally acceptable working condition. Repair costs may include the full replacement cost of the tablet/laptop.

5. In the event of loss or theft, Mater Dei Prep will follow its normal investigative procedures. If the loss or theft took place on school premises, notification will be made to the local police in order for an official police report and record be made and for file. If the tablet PC is lost or stolen, the student will be provided with a similar tablet/laptop identified as a “Loaner” until the matter is resolved. Tablet/laptops that must be permanently replaced will be at the expense of the parents/guardians. Parents will assume the responsibility for loss and theft insurance.
6. Students who violate the rules set forth will face a variety of consequences. The consequence will depend on the nature and seriousness of the offense. **The school reserves the right to randomly check tablets/laptops.** At a minimum, the tablet/laptop will be confiscated and parents asked to come to the school to view the infraction with administration. Other steps to be taken may include, but are not limited to the following:
 - Central Detention
 - Saturday School
 - Suspension
 - Confiscation of the tablet/laptop for a period of time to be determined (work is to be saved on a USB flash device)
 - Loss of use of the tablet/laptop for the remainder of the year
 - Notification of law enforcement as required or deemed appropriate
 - Withdrawal from Mater Dei Prep
7. **Acceptable Use** - School computers, networks and internet access are provided for educational purposes and research consistent with the school’s educational mission, curriculum and instructional goals. All policies, school rules and expectations concerning student conduct and communications apply when students are using computers. Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the school computers.
8. **Inappropriate Use** – of Mater Dei Prep technologies includes but is not limited to:
 - Messages, including jokes, that have any language considered to be unlawful, discriminatory, harassing, obscene, defamatory, or otherwise inappropriate
 - Pornographic or sexual explicit material
 - Gambling
 - Chain letters
 - Gaming
 - Unauthorized or inappropriate mass distribution of communication (personal or business related)
 - Any materials that would be deemed improper by Mater Dei Prep, St Mary’s Parish, the Trenton Diocese, and/or the Catholic Church

9. **Inappropriate Use** - of Mater Dei Prep technologies includes but is not limited to accessing, sending, and/or downloading:
- Sexually explicit material
 - Sites considered to be offensive, hate-based, and/or insensitive
 - Gambling
 - Gaming
 - Non Mater Dei Prep, parish, diocesan, or Catholic Church-based chat/social networking sites
 - Sites that may present a reasonable threat to Mater Dei Prep students, staff, and/or technologies
 - Any materials that would be deemed improper by Mater Dei Prep, St Mary's Parish, the Trenton Diocese, and/or the Catholic Church
10. **Inappropriate Use** - of the internet also includes:
- Intentional importation of viruses and/or spyware
 - Registering internet domain names of Mater Dei Prep, St Mary's Parish, Trenton Diocese, the Catholic Church
11. Violations of acceptable use regarding Mater Dei Prep & personal technology include but are not limited to:
- Inappropriate use of handheld devices
 - Inappropriate postings to social network sites
 - Filming, photographing, or recording in any way of students without expressed permission
 - Posting photographic, video, or audio to internet, handheld devices, tablet/laptop, or social network sites of students without expressed permission
 - Maintaining the above on any Internet, handheld devices, tablet/laptop, or social network sites after another person has expressively asked to be removed
 - ANY form of cyber bullying
 - Forwarding ANY inappropriate content
 - Violating the Mater Dei Prep honor code in any and all public forums, including athletics, media in all its public forms, and in the digital domain ie. social networking.
12. Note for personal computer usage:
- Mater Dei Prep students will be held to the same standards of conduct & behavior regarding their use of social network sites, blogs, forums, texts, etc...
 - Participation in this arena of technology, even for personal use, requires ALL students to adhere to Mater Dei's standards for conduct as well as NJSIAA rules/regulations for conduct.
13. **Prohibited Uses** - Examples of unacceptable uses of school computers that are expressly prohibited include, but are not limited to, the following:
- Accessing Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit,

- sexually suggestive, threatening, discriminatory, harassing and/or illegal materials. These kinds of violations will be dealt with severely.
- Illegal Activities – Using the school’s computers, networks and internet access and services for any illegal activity or in violation of any policy or school rules. The school assumes no responsibility for illegal activities of students while using school computers.
 - Violating Copyrights – Copying, downloading or sharing any type of copyrighted materials (including audio files/music or video clips/films) without the owner’s permission. The school assumes no responsibility for copyright violations by students.
 - Copying Software – Copying or downloading software without the express authorization of the Director of Technology. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school assumes no responsibility for illegal software copying by students.
 - Plagiarism – Representing as one’s own work any material obtained on the internet (such as term papers, articles, music, etc). When internet sources are used in student work, the author, publisher and web site must be identified.
 - Non-School-Related Uses – Using the school’s computers, networks, internet access and services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes; or any other personal use not connected with the educational program or assignments.
 - Misuse of Passwords/Unauthorized Access – Sharing passwords, using other users’ passwords, and accessing or using other users’ accounts.
 - Malicious Use/Vandalism – Any malicious use, disruption or harm to the school’s computers, networks, internet access and services, including but not limited to hacking activities and creation/uploading of computer viruses and/or spyware.
14. No Expectation of Privacy – **The tablet/laptop and school desktop computers remain under the control, custody and rules of the school at all times.** Students have no expectation of privacy in their use of school computers, including e-mail, stored files and Internet access logs.
15. Compensation for Losses, Costs and/or Damages – The student and his/her parents/guardians are responsible for compensating the school for any losses, associated costs or damages incurred by the school for violations of school policies and school rules while the student is using the computers, including the cost of investigating such violations. The school assumes no responsibility for any unauthorized charges or costs incurred by a student while using school computers.
16. Student Security – A student is not allowed to reveal his/her full name, address, telephone number, social security number or any other personal information on the internet without prior parental and administrative permission. Students should never agree to meet people they have contacted through the internet without parental permission. Students should inform their teacher

if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

17. System Security – The security of the school’s computers, networks and internet access and services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

18. Additional Rules for Tablets/Laptops Issued to Students:

- Tablets are leased to students as an educational tool and are only authorized for use in completing school assignments.
- Before a tablet/laptop is issued to a student, the student and his/her parent/guardian must sign the school’s acknowledgement form.
- Students are responsible for the proper care of their leased tablets/laptops at all times, whether on or off school property, including costs associated with repairing or replacing the tablet/laptop. Parents/guardians should be aware that they are responsible for any costs associated with loss, theft or damage to a tablet/laptop issued to their child.
- If a tablet/laptop is lost or stolen, this must be reported to the Director of Technology immediately. If a tablet/laptop is stolen, a report should be made to the local police and the Mater Dei Prep Director of Technology.
- The school’s policy and rules concerning computer and internet use apply to use of tablets/laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning the proper care of tablets/laptops issued by the school staff.
- Parents/guardians are responsible for supervising their child’s use of the tablet/laptop and internet access when in use off campus.
- The tablet/laptop may only be used by the student to whom it is assigned.
- The previously issued tablet/laptop, power charger and stylus/pen must be returned in acceptable working condition at the end of the student’s Mater Dei Prep career or whenever requested by school staff.

HANDBOOK/ACCEPTABLE USE POLICY/PHOTOGRAPHY RELEASE FORM

Dear Parents/Guardians & Students:

Welcome to Mater Dei Prep and best wishes to all for the upcoming year.

We are asking that you read the entire Student Handbook and fill out the second page of this form, indicating the following:

- You have reviewed the Mater Dei Prep student handbook and agree to abide by the rules, regulations and policies set forth therein.
- You have reviewed the Mater Dei Prep Acceptable Use Policy (AUP) and agree to abide by its standards. This policy is in our Student Handbook.
- Parent has reviewed the following photography release below. **Initial the form only if you are denying permission for your child's photograph to be used.**

From time to time students at Mater Dei Prep are photographed to celebrate their accomplishments, to promote events or for use with marketing materials. Mater Dei Prep has my permission to use a photograph of my son/daughter in news releases to local newspapers, newspaper and magazine advertisements, marketing brochures and fliers and on the Mater Dei Prep website.

Once you have reviewed all of the above information, please return the form to Mater Dei Prep by September 13, 2010.

Please sign below and have the student return this form to the Main Office by September 13, 2010.

I acknowledge receipt of the Student Handbook/Acceptable Use Policy/Photography Release Form for 2010-2011 and agree to abide by the guidelines set forth.

STUDENT NAME - PRINTED

STUDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE

DATE

I wish to DENY permission for my child's photograph to be used.

Parent's Initials: _____