



# MALDEN CATHOLIC

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The Codivisional High School

## Boys Division

**Student – Parent Handbook  
Rules and Regulations  
2020 – 2021**

Malden Catholic  
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A Xaverian Brothers Sponsored School since 1932

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# MALDEN CATHOLIC

## I. Mission and Objectives

### Mission

Malden Catholic, a private Catholic school sponsored by the Xaverian Brothers, creates a community of faith that promotes the dignity and respects the diversity of all through Gospel values and an environment that fosters the love of God, of self, and of others. Dedicated to the spiritual, intellectual, creative, social, and physical development of its students, Malden Catholic offers a rigorous college-preparatory curriculum, sensitive to individual needs. It prepares students for life in a Catholic, familial atmosphere.

### Objectives

- To teach and foster the principles of Catholic life in faith, morals, tradition, and practice.
- To help the student understand his relationship to God and to others and to understand his own worth and that of others before God.
- To encourage respect for oneself, mutual respect, and responsibility among members of the entire community.
- To offer personal and communal experiences in prayer, the sacraments, and service to others.
- To stimulate personal development by promoting students' emotional and physical well-being.
- To encourage creativity and self-expression, to develop the ability to deal with problems in original ways, to learn tolerance to new ideas and different perspectives.
- To develop the ability to think clearly, using problem-solving skills, application of principles of logic, and different modes of inquiry.
- To develop the ability to use knowledge: critical and independent thinking that enables one to make judgments and decisions in all aspects of one's life.
- To prepare students to understand and accept the challenges of living in a diverse, complex, and technological world.
- To deepen each member of the community's sensitivity towards all cultures and toward the environment.
- To promote physical fitness and encourage habits which build and maintain good health.
- To provide a wide range of spiritual, academic, cultural, social, and athletic opportunities for students.

## II. A Brief History

In 1932, the Right Rev. Richard Nagel, Pastor of Immaculate Conception Parish of Malden and Medford, wrote to Brother Osmund, CFX, Provincial of the Xaverian Brothers, requesting Brothers to teach in the new Boys' Catholic High School he was establishing to complement the work already begun the School Sisters of Notre Dame in the grammar school and Girls High School. In response to this request, two first year sections were opened by founding Principal, Brother Gilbert, assisted by Brothers Baptist, and Vincent. In 1936 the first commencement exercises were held. Largely through the efforts of the West Side Athletic Association, consisting of parents and friends of MC, what came to be called Brother Gilbert Stadium, at the corner of Medford and Commercial Streets was dedicated in October, 1938. Over a thirty-five-year period, Boys' Catholic High School (or "Malden Catholic" as it was soon called) established a reputation for excellence in academics and athletics.

Among the Brothers who taught and led extracurricular teams and activities during the Highland Avenue years were Brothers Pastor, Carl, Cyril, Aquinas, Anton, Evangelus, Servanus, Alexius Joseph, Simeon, Valens, Earl, Firmin, Bede, Barry, Urban, Colum, Hubert, Aubertus, Nelson, Martel, Constant, Brice, Thomas and Larkin. During these years, the school principal was also the superior of the Xaverian Community. Fulfilling that role were Bro. Leonard Francis (1938-41), Bro. Charles (1941-47), Bro. John Edward (1947-53), Bro. Lambert (1953-56), Bro. Charles Borromeo (1955-59) and Bro. Joseph (1959-65). The success of the small school on Highland Avenue can be attributed to the dedication of the Xaverian brothers and the lay teachers, the support of loving and sacrificing parents, and the efforts of the students themselves.

Malden Catholic was re-dedicated in response to a request by Richard Cardinal Cushing, Archbishop of Boston, that the Xaverian Brothers establish the larger, regional high school to expand the mission that the Brothers had begun in 1932. On August 22, 1968, the new Malden Catholic High School located at its present site on Crystal Street, was opened. In marked contrast to the cramped quarters of the old school, the new facility had thirty classrooms, a gymnasium, auditorium, cafeteria, three science laboratories and two computer rooms.

Bro. Robertus Duffy was named Headmaster, a position that he held until 1977. Alumni from that period remember Joe Hayes musicals with casts of hundreds of boys and girls which became annual events in the school auditorium.

Bro. Frederick Codair, Headmaster from 1977-1988, was followed by an alumnus from the class of '47 Bro. Thomas Mulloy, who served from 1980-1986. Bro. Robert Sullivan, another alum, from the class of '45 took over from 1986-1992. During his tenure, the first Brother Gilbert stadium on campus was completed and the Hall of Fame inaugurated, helping to enhance continuity of tradition between the "old school" and the new.

Concluding the tenure of Headmaster, Bro. Richard Cook (1991-1999) and beginning the years of Headmaster Bro. Robert Green (1999-2005), Malden Catholic was named as one of the "Outstanding American High Schools" by U.S. News and World Report. Principal Bro. Thomas Puccio played a key role in enabling the recognition.

Several improvements to the school's athletic facilities began in 2000 with the dedication of the Albert Cocoluto Weight Training Facility. The Gerard and Marilyn Doherty Gymnasium was rededicated in 2001. In 2003 the Brother Gilbert Memorial Stadium and the Brothers Myles McManus Track was reconstructed; the state-of-the-art facility was dedicated to the memory of alumnus James F. Donovan '37. In 2006 under the direction of Headmaster Thomas Arria, the school received a new identifiable "face" as the front entrance, lobby, and dining hall were renovated to improve the student experience.

By 2011, Headmaster Edward Tyrrell led a successful \$15 million capital campaign that provided significant infrastructure improvements including a new HVAC system, full asbestos abatement, creation of wireless environment, the conversion of the library to the current O'Donnell Learning Commons, and the renovation of all science laboratories.

In July of 2014, Thomas J. Doherty III began his tenure as Malden Catholic's seventeenth Headmaster and extended the capital campaign. This allowed for the installation of fire-sprinkling in the building, roof replacement, expansion of our weight room, new athletic locker rooms, renewal of turf on Donovan field and resurfacing of the Bro. Myles McManus track, and the replacement of all student book lockers.

There has always been a special relationship between Malden Catholic and Girls Catholic, MC's "sister school," then located on Highland Avenue. Girls Catholic opened its doors in 1908, while Malden Catholic (then "Boys Catholic") opened in 1932 across the street and remained there until 1968 when it moved to its current location at 99 Crystal Street.

Girls Catholic High School closed its doors in 1992, but Malden Catholic has kept the Girls Catholic spirit and tradition alive through its treasured alumnae. In turn, MC and GC alumnae have been financially supportive in continuing the Malden Catholic Mission and tradition of academic excellence.

In April 2017, Malden Catholic announced the establishment of an all-girls' division of Malden Catholic, which would offer a parallel program tailored specifically for young women. Members of the Board and the administration strongly believe in the value of single-gender education - young men and young women have the best chance of reaching their potential in an academic environment that (1) encourages them to express themselves freely and (2) minimizes the social pressures of adolescence. Recognizing that young people also need opportunities outside of the classroom to interact and work together to better prepare them for college and beyond, the plan became to house the Girls' Division in a separate wing, though some facilities, including the gymnasium and the auditorium would be used by both Divisions.

In preparation for its launch, Malden Catholic commenced a 30,000 sq. ft. renovation of the former Bro. Gilbert Center, an area that formerly housed the Xaverian Brothers when they lived on campus, which was completed in February 2018. The following September, Malden Catholic proudly welcomed its inaugural ninth grade class of young women.

For more than 80 years, teachers, coaches, counselors, and administrators have helped students to achieve self-confidence, to master necessary life skills, and to prepare for further education in our Catholic, familial atmosphere. Students have steadily known that the love and respect of the adult community was always theirs. Parents at home and the Brothers, faculty, staff, and administration have guided students toward those "enduring personal relationships" that are a hallmark of a Malden Catholic education. Each Malden Catholic graduate has been encouraged to accept the challenge of making the world a better place for others by the way in which he lives his life, by trying to be a loving husband and father, son, brother,



and friend, and then to enlarge his vision and see that God has given him many wonderful, unique gifts to be shared with others. This understanding inspires the meaning of our school motto: “Plus Ultra”- “More Beyond”.

### III. List of Headmasters

Br. Gilbert, C.F.X. ....	1932-1938	Br. Thomas C. Mulloy, C.F.X. ....	1980-1986
Br. Leonard Francis, C.F.X.....	1938-1941	Br. Robert J. Sullivan, C.F.X.....	1986-1992
Br. Charles, C.F.X.....	1941-1947	Br. Richard C. Cook, C.F.X. ....	1992-1999
Br. John Edward, C.F.X.....	1947-1953	Br. Robert J. Green, C.F.X. ....	1999-2005
Br. Lambert, C.F.X. ....	1953-1956	Mr. Thomas P. Arria, Jr. ....	2005-2008
Br. Charles Borromeo, C.F.X. ....	1956-1959	Br. Thomas Puccio, C.F.X., Ed. D.....	2008-2009
Br. Joseph, C.F.X. ....	1959-1965	Mr. Edward C. Tyrrell ....	2009-2014
Br. Robertus Duffy, C.F.X.....	1965-1977	Mr. Thomas J. Doherty III ....	2014-2018
Br. Frederick R. Codair, C.F.X.	1977-1980	Br. Thomas Puccio, C.F.X., Ed. D ....	2018-2019
Mr. John Thornburg, .....	2019-Present		

### IV. Acknowledgment of Educational Partnership

In asking that their child attend Malden Catholic, parents understand that they are undertaking a joint venture with Malden Catholic in the education of their child.

As stated in our mission and objectives, this education includes spiritual, academic, social, and physical development. The way we treat one another is of very special concern to us: respect for one's peers and respect for adults are ingredient to creating and maintaining a Christian community. The school cannot accomplish these goals alone. Therefore, we expect the full cooperation of our parents in the educational experience at Malden Catholic.

We share a mutual responsibility to foster good habits in terms of study and social skills. We expect that parents are informed of their son's academic and behavioral progress by checking on homework assignments, asking how the school day has gone, being aware of the dates for report cards and LancerLink updates, as well as attending parent-teacher meetings and other appropriate functions. These shared responsibilities will set a positive framework for a student's success and will provide valuable communication enabling a parent to foresee and prevent serious problems. We also encourage parent support of our Advancement and Admissions efforts.

The rules and regulations set forth in our *Student-Parent Handbook* are designed to help us live in community in a productive, responsible, and harmonious fashion. Your signature on the response form indicates your willingness to support our regulations and cooperate in the education of your son at Malden Catholic. All regulations are subject to School Administration interpretation and are subject to change.

## **V. The Xaverian Brothers**

### **“In Harmony Small Things Grow”**

The Brothers of St. Francis Xavier, commonly known as the Xaverian Brothers, are an international community of religious who were founded in 1839 in Bruges, Belgium, by Theodore James Ryken. Ryken intended that his Brothers would publicly dedicate their lives to God through vows of poverty, chastity, and obedience so as to give themselves more fully to their relationship with God, as well as to generous and loving service of God’s people. Like their patron, St. Francis Xavier, Xaverian Brothers seek to be visible witnesses of the reality of God’s love for the world, committed primarily to Christian education, to helping people know God and God’s truth in all the ways it is present among us.

Xaverian ministries include teaching, counseling, and serving as administrators, especially in Catholic secondary and elementary schools, as well as attempting to serve a variety of people, including minorities, and the suffering and marginalized. The Brothers sponsor twelve schools in the United States in addition to Malden Catholic. They are: St. John’s Preparatory School, Danvers, MA; St. John’s High School, Shrewsbury, MA; Xaverian Brothers High School, Westwood, MA; Lowell Catholic High School, Lowell, MA; St. Bernard’s High School, Uncasville, CT; Xavier High School, Middletown, CT; St. Xavier High School, Louisville, KY; Mount St. Joseph High School, Baltimore, MD; Xaverian High School, Brooklyn, NY; Our Lady of Good Counsel High School, Wheaton, MD; St. Mary’s Ryken High School, Leonardtown, MD; Nazareth Regional High School, Brooklyn, NY;

The Brothers also support schools in Europe and Africa including: Saint-Franciscus-Xaverius Institute, Bruges, Belgium; Saint-Bernardusinstitut, Knokke, Belgium; St. Francis Xavier School, Kikula; Ecole Secondair Cisaniko, Kasenga; and Institute Tutazamie, Likasi, Congo.

Attempting to develop a contemplative stance to all of life for themselves and for those with whom they work, Xaverian Brothers may be found praying, serving, and sharing community life in the United States, Belgium, Congo, Kenya, Bolivia, Haiti, and Lithuania. In all that they do, Xaverians try to be brothers of Jesus Christ by living as brothers to one another and to all of God’s people. Together they yearn for the unity and peace of God’s kingdom, inspired by their motto, “Concordia Res Parvae Crescunt” - “In Harmony Small Things Grow.”

## **VI. Mission of Xaverian Brothers Sponsored Schools**

The mission of the Xaverian Brothers Sponsored Schools flows directly from the mission statement of the Congregation of the Xaverian Brothers which is:

.....to serve the Church in its work of evangelization, particularly through the Church’s ministry of education.

*Constitutions of the Brothers of St. Francis Xavier*

Today, Xaverian Brothers Sponsored Schools are located in several countries and situated within very distinct cultures. This international dimension of the Xaverian Sponsorship makes very real the universality

of the Church's mission of evangelization. Enriched by cultural pluralism, the Xaverian Brothers Sponsored Schools are challenged to understand, respect, affirm and celebrate the diversity of cultural values and worldviews.

The Gospel of Jesus Christ forms the core belief that impels the educational ministry of the Xaverian Brothers Sponsored Schools. Within their distinct cultural contexts, Xaverian Brothers Sponsored Schools strive to respond to the call of evangelization by focusing on three important dimensions:

1. Proclaiming the Good News of Jesus Christ for the purpose of understanding His message about life as found in the Gospels and the authentic tradition of the Church.
2. Creating a community of faith in which all members of the school can encounter Christ and experience and celebrate the meaning of Christian living.
3. Preparing students to understand life in light of the Gospel imperatives that call all believers to discipleship, using their talents and competencies to build the Kingdom of God with justice and love of neighbor.

Aware of the developments and ever-changing needs of the times, the Congregation, Corporate Members and representatives of the school communities periodically articulate the Vision, Values, and Goals that give direction to the educational activities of Xaverian Brothers Sponsored Schools.

*Let the developments and changes  
of your times  
be a source of both confidence and challenge to you.*

*May you discover,  
in God's own time,  
ways to incarnate anew  
the vision of Theodore James Ryken  
and the charism of the Brothers of St. Francis Xavier  
in the life of the world.*

## VII. Xaverian Brothers Fundamental Principles

The vision of a Xaverian Brothers Sponsored School has its origin in the charism of the Brothers of Saint Francis Xavier. This charism, the founding impulse of the Congregation, is a gift received by the Founder, handed on and developed throughout the history and lived experience of the Brothers, and further enriched and enlivened by the giftedness of those who collaborate in Xaverian Sponsored education. Together, the Xaverian Brothers and those who collaborate with them in their educational ministry serve as stewards for the Xaverian Charism and strive to be people of zeal, humility, compassion, trust, and simplicity.

Faithful to the tradition of Xaverian education, a Xaverian Brothers Sponsored School is a center of growth and learning marked by:

- enduring personal relationships
- stewardship for God’s creation
- the centrality of religious instruction, spiritual formation, worship and prayer
- character and moral value development a challenging educational program
- a spirit of harmony
- a passion for justice and peace

## VIII. Board of Trustees

Mr. James R. Donovan, Hon11 Chair  
Mr. John K. Thornburg, Headmaster  
Dr. John F. Annese, D.M.D.’76 P’08 ‘11  
Mr. Anthony Brandano ’82  
Mr. Dennis Cataldo ’87  
Mr. Roberto DiMarco, Esq.’91 P’23  
Mr. Edward Ellison  
Mr. Anthony Forcione, ’88  
Mr. William J. Guinee, P’11 P’15  
Brother Larry Harvey, C.F.X. ‘79  
Mr. Brian Heffron, ’83 P’18

Mr. Daniel Keating, ESQ. P’10  
Mr. Christopher LaMarca, ‘92  
Mrs. Amy Lonergan, Esq.  
Bro. Richard Lunny, C.F.X.  
Mrs. Patricia McWade, GC’65  
Mrs. Julie Norton, P’16  
Mrs. Janet O’Neill, P’15  
Mrs. Rosemary (Boland) Phalen, R.N. GC’69  
Mr. Paul Sullivan, P.E., LEED AP’87 P’22  
Mr. Mason Tenaglia, ’74  
Mr. Brian Walsh, ’84 P’16 ’18 ‘20

## IX. Vision

Malden Catholic aspires to provide the best Catholic high school experience in New England, firmly grounded in the charism and traditions of the Xaverian Brothers. The school seeks to build a community of faith that promotes love of God, self, and others, offering the very best value to families seeking intellectually challenging, Gospel-values-based educational opportunities for their children. Malden Catholic seeks to attract students of varying abilities from diverse backgrounds who are bound by a common desire to achieve their full potential. The school offers programs that integrate the spiritual, academic, social, and physical dimensions of the “whole person” in a student-centered, nurturing

environment. The school motto *Plus Ultra*, meaning “More Beyond,” invites each member of the school community ever to strive and always to seek expanding positive roles in leadership and service. Malden Catholic aspires to develop Catholic leaders for the future by graduating people of character who are equipped with the intellectual, personal, and spiritual strengths needed for college success, life-long learning, and moral living.

## X. Academic Regulations

The Principal is responsible for the daily administration of the academic program at Malden Catholic. The following regulations are subject to administrative interpretation:

1. **Course Requirements:** During his four years at Malden Catholic, a student must fulfill the following course requirements:

**Seniors:** Register for 6 credits (OPTIONAL 5 ½ for seniors taking 3 or more A.P. courses).

**Juniors:** Register for 6 ½ credits (OPTIONAL 6 for juniors taking an A.P. course).

**Sophomores:** Register for 7 credits (OPTIONAL 6 ½ for sophomores taking an A.P. course).

**Freshmen:** Register for 7 credits. (OPTIONAL 6½ for freshmen taking AP World History).

To purpose the PLUS ULTRA – “MORE BEYOND” motto, we strongly recommend and encourage all students, regardless of their AP selection, to register for the maximum number of credits: Seniors (6), Juniors (6½), and Sophomores and Freshmen (7). This choice should be made after a healthy conversation with one’s parents, school counsellor, and Assistant Principal of Academics.

Students must earn at least the minimum credits listed here as constants:

<b>Constant Course</b>	<b>Credits Earned</b>
Theology	4
English	4
Foreign Language	3
Social Studies	3
Mathematics	4
Science	3
Arts	1
Computer Science	½
Physical Education/Health	1

Physical Education/Health is not included in consideration of Honor Roll, cumulative average, nor National Honor Society eligibility.

Ordinarily, students who fail three or more full-year courses will not be promoted and will be asked to withdraw from Malden Catholic. Administrators will also review the academic and disciplinary records of students with two failing grades to consider whether such students should continue in the program at Malden Catholic. To graduate, seniors must pass all subjects including electives, regardless of the number of credits, and fulfill all other obligations to the school. Before returning to Malden Catholic in

the fall, students must make up all failed courses in an approved summer school or tutoring program. These students will be on academic probation upon their return to Malden Catholic. Students who have failing grades and who show insufficient effort and progress during the school year may be asked to withdraw at any time.

2. Levels of Instruction: Every effort is made to provide students with courses commensurate with their ability, intelligence, and record of achievement. Accordingly, students, rather than be limited to a single track, may be enrolled in courses with varying levels of difficulty, as follows:
  - a. Advanced Placement – College-level courses prescribed and audited by The College Board, following College Board-approved curriculum, and requiring an A.P. Test, taken in place of final examination. Test fee is billed mid-year, separately from tuition. Departmental placement, performance based.
  - b. Honors – Typically for students whose Entrance Test profiles range from the 80<sup>th</sup> percentile upward and who, as upperclassmen, have demonstrated superior performance, Honors courses presume essential skills mastery and move at a faster pace and with greater depth than Accelerated or CP courses.
  - c. Accelerated – For students whose Entrance Test profiles range broadly from the 35<sup>th</sup>-75<sup>th</sup> percentile, Accelerated courses continue essential skills mastery, move with a faster pace and at greater depth than CP courses, and develop habits of study for later success in a challenging college program.
  - d. College Preparatory – For students whose Entrance Test profiles range below the 35<sup>th</sup> percentile and who are still developing essential skills, College Preparatory courses teach fundamental understandings required for college success.

Some courses do not distinguish levels.

Note: A student wishing to move to a higher level at the end of the year should have a minimum average of 93% in his current level and department approval. Students not maintaining a 76% average in a given course or students in the lowest 10% of any course may be placed in a lower section.

3. **Course Changes:** The Division Leader oversees academic issues for students. He governs scheduling for students in consultation with teachers. He makes every effort to provide a schedule that meets the student's needs; however, should the occasion arise to review a schedule, the process is as follows:

A. Student-Initiated:

1. Student approaches teacher with his concerns.
2. Teacher discusses student's perception that a change is necessary, asking to what extent the student has employed the ordinary tactics available for good performance, e.g., proper study time, good study habits, use of extra help.
3. Teacher asks student to see the Division Leader to determine scheduling feasibility and impact on student's overall schedule.
4. When student sees the Division Leader, student receives a form requiring signature and comment of teacher, school counselor and Division Leader. The form goes to the parent to see recommendations of the school personnel who signed it.
5. Parent wishing to continue the process writes a note of formal request for change on the form, which is then returned to the Division Leader.
6. The Division Leader decides the matter and informs the parties involved.

B. Parent-Initiated:

1. Parent contacts teacher about concerns. Teacher discusses student's performance and extent to which the student has employed the ordinary tactics recommended for good performance, e.g. proper study time, good study habits, the use of extra help. If parent approaches the Division Leader, parent is referred to the teacher for preliminary discussion.
2. Parent wishing to continue the process asks son to see Division Leader and the process continues as outlined in numbers 4-6 above (Student-Initiated).

Note: Course changes after the start of the year are exceptional. Dislike of a teacher or of teaching techniques is not sufficient reason for a change of class. Requests for a particular teacher cannot be honored.

4. **Marking System:** Underclassmen in full-year non-Advanced Placement courses receive grades for four quarters and a final exam; each of the four quarters is worth 22.5% of the year's grade and the final exam is worth 10%. All first semester courses for underclassmen and seniors have two marking periods, each worth 50% and no final exam. Underclassmen in second semester courses are graded on two marking periods, each worth 40% and a final exam or final project worth 20%. Underclassmen and Seniors in Advanced Placement courses are graded on four marking periods, Quarters 1, 2, and 3 each worth 30% and Quarter 4 worth 10%. Quarter 4 work replaces a final exam. All Advanced Placement students will be required to take AP examinations. Therefore, AP students will not sit for final exams in those classes where AP credit is granted.

Seniors in full-year non-Advanced Placement courses receive grades for four Quarters and a final exam, Quarters 1, 2, and 3 are each worth 25%, Quarter 4 is worth 15%, and a final exam worth 10%. Seniors in second semester courses are graded on two marking periods, Quarter 3 is worth 60% and Quarter 4 is worth 40%. A final comprehensive assessment and/or final project will be included as part of the Quarter 4 grade. The following should be used as an interpretive guide for teachers and students:



100-95 .....	Outstanding
94-90 .....	Excellent
89-85 .....	Superior
84-80 .....	Good
79-75 .....	Average
74-70 .....	Unsatisfactory
Below 70 .....	Failing

5. **Monitoring Academic Progress:** We encourage parents to monitor the academic progress of their sons throughout the year. This is possible through an online classroom management/gradebook system called LancerLink. During the academic year, as teachers post scores in their gradebooks, these scores are immediately visible in LancerLink and the students' course grades are automatically recalculated. Keep in mind that the current posted grades, while real-time, are subject to change at the end of a quarter when quarter grades are finalized. An "NS" score is given to any assignment that was not submitted. An "NS" score counts as a "zero" grade for a graded assignment not turned in and is included in the calculation of the quarterly grade. The "NS" score may be replaced by a numeric grade once the student submits the overdue assignment at the discretion of the teacher. Account activation instructions for LancerLink are emailed to students and parents. LancerLink is a web-based, classroom management application which you can access from a computer, iPad, or smart phone to view current and missing homework assignments, check latest scores and grades, and read emails from teachers. Teachers will enter scores into their online gradebooks as soon as an assignment or assessment has been graded and quarterly grade will be automatically recalculated.
  
6. **Academic Honors:** Each quarter students who distinguish themselves through high academic achievement will receive honor certificates. The Headmaster's List recognizes those students who have achieved all grades above 90%. First Honors recognizes those students with all grades 85% or above, and Second Honors recognizes those students with all grades 80% or above. (Physical Education exempted.)
  
7. **National Honor Society:** The National Honor Society dedicates itself to advancing the attributes of Scholarship, Leadership, Character, and Service in a school. Individual School Chapters determine local eligibility standards within guidelines shaped by the National Organization. There are academic and non-academic requirements. For the Brother Gilbert Chapter at Malden Catholic, students become academically eligible for membership when after four semesters a cumulative average of 88% has been earned. They must then apply through the Faculty Moderator and provide to a five-person Faculty Committee documented evidence of character, leadership, and service. With help of faculty input, the Committee evaluates each candidate, votes in a closed session, and makes the final decision on membership. There are no appeals. Eligible deferred students may re-apply the next year. NHS averages are reviewed quarterly. If at the end of a year, including senior year, a student's cumulative average is below an 88% they will be dismissed from the National Honor Society.
  
8. **St. Francis Xavier Scholars:** The St. Francis Xavier Scholars Program encourages and celebrates consistent academic excellence among high-achieving Malden Catholic students in our most challenging courses. Members participate in various enrichment activities over their four years. Admission is offered to incoming freshmen who score in the 90<sup>th</sup> percentile on the HSPT. Select Freshman who achieve a cumulative average of 90% or better at the end of the year and take a very rigorous course schedule may be granted admission to the Scholars Program. These students are not

eligible for additional scholarships. Members are expected to be enrolled in Honors and Advanced Placement Courses. Saint Francis Xavier Scholars must maintain an average of 85% or better each marking period to remain in the program. If in any marking period, a Scholar does not achieve an average of 85%, he will meet privately with the SFX Scholars moderator. Each quarter the moderator will provide a list of students who did not achieve an 85% average to both the Headmaster and Principal. These students will be placed on probation from the scholars' program and written notification will be sent to the student's parents. The student on probation will have two marking periods to improve his average. If at the end of the next marking period, the student has an average of 85% or more, his probationary status will be removed. If for three consecutive marking periods the scholar has not achieved an average of 85% or more, he will be dismissed from the program. If at the end of any academic year, a student has a cumulative average below 88%, the student will be dismissed from the scholars' program. There will be no probationary period allowed in this situation. The student's parents will receive written notification of his dismissal from the program.

9. Homework: Significant home study is necessary for a student's academic success at Malden Catholic. To be prepared fully for classes each day, students should complete all assigned work. Homework includes not only written work, but also study and review of the day's class, reading, project-based activities, as well as preparation of material for the next day. Some teachers may also use "flipped classroom" techniques, where viewing of pre-recorded on-line lessons prepares students for the next day's classroom activities. A student who misses classes for any reason should consult his/her LancerLink class pages for assignments and understand that he/she is responsible for completion of those assignments.

A student who does not hand in homework during the class for which it is due and is not otherwise excused, will receive a zero or no credit for that assignment. He/she may be kept after school to complete the assignment. Subsequently, a make-up grade, at the discretion of the teacher, will replace the zero. If for some reason the student or teacher cannot stay after school to complete the assignment, the maximum time for makeup of a late assignment is twenty-four hours.

Teachers understand that homework should relate to clear learning goals and given a student's challenging schedule of courses, be of reasonable length. They may assign work for six of the seven days of our current schedule rotation.

10. Extra Help: We encourage students to seek extra help, before school, after school, and during unstructured periods throughout the day. Teachers are available for giving help before school, after school, and during unstructured periods throughout the day. We also strongly recommend that students seek such help during any daily activity period (9:35 to 10:05 A.M.), which provides time and opportunity for study, review, and preparation. Additionally, teachers will notify their classes of the time and place they are available for extra help. Typically, help is available daily after school Monday through Thursday, although coaches may provide pre-school, morning extra help. Responsible students in need should make use of this service. A teacher may also require a student's presence at an extra help session. Any student who absents himself from a required extra help or make-up session will be referred to the Assistant Principal for Student Life for detention. Teachers will notify parents of the student's failure to report. In such cases, no excuses, neither work, nor sports, nor other activities are acceptable.

11. **Academic Probation:** Academic probation is viewed at Malden Catholic as a temporary condition whereby a student, in conjunction with his parents, teachers, school counselor, and the Division Leader, reflects upon his undesirable academic attitude and/or performance and works toward desired goals, a realistic action plan, and conditions that will help the student to achieve academic success. A student who fails 2 or more classes in a marking period will be placed on academic probation and a student who fails 1 class at the end of a school year, will remain on academic probation during the first marking period of the following year. The student should be able to recognize and assess his shortcomings and to apply himself in order that he is diligently working toward his potential. Each student should regard this probationary period as serious and should see the necessity of working towards its closure. The Administration intends that no student will remain on probation for the entire school year. Such a chronic duration will be cause for Administrative review and may result in dismissal from Malden Catholic. Students who require summer school remediation and students who do poorly as indicated by failing grades or by serious deterioration in performance will be placed on academic probation.

A student on academic probation must do the following:

- a. Meet with his school counselor twice during the marking period to assess his LancerLink reports and report card, and to discuss other assessments/evaluations.
- b. Stay for extra-help with teachers at least twice a week or as required.
- c. In cases of two or more quarterly failures or two final failures, student must report daily to the Learning Commons for all unstructured periods(s) for the entire next marking period. The student will remain in the Learning Commons for the entire unstructured period. The Librarian will take attendance each period. Failure to report to the Learning Commons will be treated as a class cut.
- d. Any senior who has one or more quarterly failures will forfeit all his unstructured period(s) for the entire next quarter and will report daily to the Learning Commons for the entire next marking period. Student will remain in the Learning Commons for the entire unstructured period.
- e. Return report cards signed by a parent/guardian to the Division Leader within three days of e-mailing.
- f. In cases of three or more quarterly failures students will meet with the Division Leader and his school counselor to assess LancerLink reports and report card. At the Administration's request, this meeting may include parents.
- g. In cases of a mid-year failing average or two consecutive quarters with a failure, will meet with the Division Leader, his school counselor, and his parents. This meeting will update/provide an action plan and a proposal/review of intervention processes to help the student find success with his second semester as well as to determine whether Malden Catholic is a "fit" for the student.

12. **Eligibility:** A student who fails two subjects in a marking period may not participate in any extracurricular activity in the next Quarter of that academic year until he is declared eligible by the Principal. He is ineligible pending a review of his grades at mid-quarter and may become eligible at that time. The student must initiate the review of his marks by contacting the Division Leader. A student who fails three or more subjects in a marking period is ineligible for the entire next quarter.

13. **Parent-Teacher Communication:** We encourage parents to make use of our Website for timely

school information and to use LancerLink for student assignments and grades. Additionally, the Lancer Ledger Bulletin is an e-publication published weekly through the school year, providing updates and valuable information. A Parent-Teacher Conference day is scheduled each year and appears on the official school calendar. Also, early in the year parents have an evening opportunity to follow their son's schedule. Parents who wish to see a member of the Administration on other occasions are asked to phone for an appointment. If they wish to see a teacher, they should email the teacher directly. (Please let the Division Leader know if these contacts prove difficult.)

14. Custodial Policy: Malden Catholic abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information. Parents are responsible to provide documentation to the Assistant Principal for Student Life.
15. Absence: For a student to perform optimally and to receive full credit in the year's work, he must attend school regularly. In cases of absences, the following regulations and procedures apply:
  - a. Each day a student is absent, his parent or guardian must call the School Office at 781-475-5384 between 7:00 and 8:30. The caller should identify himself/herself, give the name of the student, his or her relationship to the student and the reason for the absence.
  - b. A student who is absent must bring an explanatory note written and signed by his parent or guardian to the School Office before school begins on the day of his return, or the student's parent should send an explanatory email to [attendance@maldencatholic.org](mailto:attendance@maldencatholic.org). Failure to do so will result in detention.
  - c. On the day of return to school, a student must plan a make-up schedule with his teachers. Ordinarily he will complete make-up work as soon as possible and always within five school days of his return. Teachers are not obliged to provide make-up work nor tests beyond this time. A single-day absence will not automatically delay on the day of return a scheduled quiz, test, or long-range assignment that the student would have been aware of before his absence.
  - d. A student who is absent will not participate in any extracurricular activity that day without the permission of the Assistant Principal for Student Life. Students dismissed before 10:30 a.m. or who arrive after 11:15 a.m. are considered absent. They too may not participate without permission.
  - e. When a student is absent, he should obtain his assignments by consulting LancerLink. He should realize, however, that teachers may at any time amend posted assignments. Students should, therefore, check assignment accuracy with teachers upon their return.
  - f. Excused absences are only those due to illness explained by a doctor's note, funeral explained by a parent/guardian's note, court appearance explained by a parent/guardian's note, or at the discretion of the Assistant Principal for Student Life.
  - g. All other absences are unexcused, may have academic consequences, and will result in disciplinary actions as follows:
    1. Four unexcused absences in one quarter will result in an internal suspension. Each succeeding unexcused absence in a quarter will result in a detention.
    2. Eight unexcused absences will result in an in-school suspension (ISS).
    3. Twelve unexcused absences for the year may result in expulsion.
  - h. The Administration may withhold credit and may require summer school for a student who has been absent from a class, whether excused or unexcused, more than twenty times during the year or ten times in the case of a semester long course.
  - i. The school encourages college visits during the summer and other vacation periods. Absence due

to a college visit is considered unexcused after the second approved occasion.

16. **Tardiness:** Students who are late for school must report to the School Office for an admission slip to class. Whenever possible, a student who is tardy for school should present a note from his parent/guardian that explains his tardiness. When a student who arrives at school after 8:30 AM, has missed a class or classes and does not have a note from a parent/guardian that explains his tardiness, the Main Office will contact a parent regarding his tardiness. Student will be allowed to go to class. Parental explanation of the tardiness does not automatically excuse his tardiness. A student who arrives at school after 11:15 AM will be recorded as absent for the day. Consequently, he may not participate in any extracurricular activity that day without the permission of the Assistant Principal for Student Life. Chronic unexcused tardiness will result in the assignment of the following sanctions:
- First, second, and third unexcused tardy in a marking period will result in one detention.
  - Fourth, fifth, and sixth unexcused tardies in an academic year will result in five detentions.
  - Seventh and eighth tardies in an academic year will result in an internal suspension and probation.
  - Ninth and tenth tardies in an academic year will result in an external suspension.
  - A student who has more than ten (10) tardies in an academic year may be asked to leave Malden Catholic.

When tardiness results in missing either an entire class or part thereof, a student must follow the same procedure for obtaining assignments or make-up work that pertains to absence from school.

17. **Assemblies, Liturgies, and Retreats:** An essential part of Malden Catholic's mission is to enhance a student's spiritual and moral development. Toward this end, we have developed a program of guest speakers, retreats, liturgies, award ceremonies, and prayer services and have devoted a significant amount of school time to them. These enrichment events are just as important to a student's development as the graded classes and require his attendance. Parents must not schedule appointments during these important events nor provide dismissal notes for any reason other than a real emergency.
18. **Activity Period:** The student schedule will reflect a locked period in the school day that will reflect three activities in the seven-day cycle. The activity period will begin with a homeroom from 9:27 to 9:32 a.m. followed by the activity period from 9:35 - 10:05 a.m. The seven-day cycle will be made up of three periods of study enrichment, three periods of club activities and one period in the cycle where students will attend a grade level meeting. The purpose of the grade level meeting will be to deliver important information from a variety of sources including but not limited to the Academic Administration, the School Counseling office, and the Athletic Department.
19. **College Visitation:** Seniors should plan college visitations when school is not in session. If, for a serious reason, a student has to visit a college during school time, he must obtain written permission from the Assistant Principal for Student Life and his school counselor at which time the student will receive an authorization form for signature by a college official. Students must present this form together with a parental note in the School Office on the day of return to school.
20. **In-House Appointments, Excusals, Dismissals, and Sign-out Procedures:** Anytime a student has an appointment during class with a school counselor, college representative, campus minister, or must visit the nurse's office, he must report to his scheduled class before proceeding to his appointment. Any student scheduling an appointment should never conflict with a test or lab.

21. **Physical Education:** All Freshmen and Sophomores, except those enrolled in two Foreign Languages, or otherwise waived, participate in Physical Education classes. If a student is to be limited in his participation in Physical Education, he must present to the School Office a written statement that clearly sets forth the limitations and is signed by the family physician. Students are expected to come to Physical Education classes prepared with gym clothes. Physical Education is not included in consideration of Honor Roll, cumulative average, nor National Honor Society eligibility.
22. **O'Donnell Learning Commons:** The Learning Commons is open from 7:15 AM to 5:00 PM Monday through Friday. Students may take out books for a period of three weeks and renew them for another two weeks. Students have access to print, eBooks, and many online databases to aid them with their homework and research projects. The Librarian is available throughout the day to teach students how to access and use library resources. Computers are available for use in the Library and student iPads may also be used. There is a printer and photo copier available. Quiet study is the rule in the Learning Commons. Two group study rooms are available to students at specified periods during the school day and are accessed with permission from the Librarian. Students not studying quietly will be asked to leave the Learning Commons. Persistent abuse of Learning Commons regulations could lead to revoking a student's privileges. All student library accounts will be reviewed monthly. Rather than impose fines, students are expected to respect the rights of others and return or renew books on time. Fines are imposed when materials are lost or damaged. All student library accounts must be settled before graduation.
23. **Books:** Students should have a complete set of books by the first day of classes. Our official booklist is found on our website. Students should not buy second-hand books without first checking the official book list for appropriate editions. Workbooks must be purchased new. The school is not responsible for lost or stolen books, iPads, electronics, clothing, or other personal belongings. Books and bags should never be left out, unattended, or unlocked in athletic locker rooms.
24. **Cheating and Plagiarism:** Cheating is a very serious breach of academic discipline resulting initially in a grade of zero and subsequently in either suspension or expulsion. This rule applies to all varieties of cheating, including plagiarism, presenting another's work as one's own, copying homework, and using or providing prohibited assistance in the performance of assignments or examinations, and improper use of electronic resources.

Plagiarism (copying information from sources, electronic or traditional, submitting the work of others as one's own, or the use of electronic or Internet translation services) is a form of cheating that has been defined as "the false assumption of authorship; the wrongful act of taking the product of another person's mind and presenting it as one's own" (Alexander Lindsey, *Plagiarism and Originality* [New York, Harper, 1952] 2). Forms of plagiarism include the failure to give appropriate acknowledgement when repeating another's wording or paraphrasing another's argument, or when presenting another's line of thinking.

The Malden Catholic community believes that the aforementioned offenses are contrary to justice, academic integrity, and to the spirit of intellectual inquiry. Such offenses undermine the distinctive moral and intellectual character of our school and consequently, we, as a school community, take them very seriously. The school will uphold the following responsibilities and sanctions:

Student Responsibilities:

- a. Students must work with and listen to teachers to ensure that they are not cheating or plagiarizing.
- b. Students must use an approved system of citation in all research-based papers, projects, or presentations.
- c. Students must not attempt to pass off another's work as their own.

**Teacher Responsibilities:**

- a. Teachers must review the Malden Catholic policy on cheating and/or plagiarism at the beginning of the academic year.
- b. Teachers must address issues of cheating and/or plagiarism with students when they arise.
- c. Teachers must report all violations of cheating and/or plagiarism with the Assistant Principal for appropriate disciplinary action.

**Sanctions:**

- a. Teacher reports *ALL* instances of cheating and/or plagiarism to the Assistant Principal for Student Life.
- b. Teacher notifies student's parent/guardian of the alleged cheating and/or plagiarism.
- c. Teacher meets with the student one-on-one to address the issues of cheating and/or plagiarism in the student's work.
- d. Teacher ensures student understands what he has done wrong. If the student does not understand or refuses to admit that he cheated or plagiarized and the teacher believes that the student did, the teacher will speak with the Assistant Principal. If the Assistant Principal agrees with the teacher, a conference will be arranged with the teacher, Assistant Principal, and student. If this conference is unsuccessful, the student will meet with his parents/guardians, the Assistant Principal for Student Life, and the Division Leader.
- e. During his four (4) year tenure at Malden Catholic, a student who is found guilty of cheating and/or plagiarism will receive a zero and one detention for his first offense; a three-day external suspension and possible removal from activities and/or teams for his second offense; and be "asked to leave Malden Catholic" for his third offense. Each offense will be accompanied by a letter of censure placed in the student's file.

26. **Unstructured Periods:** All Students except juniors and seniors who have an unstructured period(s) either first and/or second of the day, must arrive at school for 7:52am opening. Juniors and seniors who have an unstructured period(s) either first and/or second of the day shall arrive in ample time of their first class of the morning or homeroom period (9:27am) whichever comes first. All students not in class must make use of one the designated perfected areas. Students must be out of corridors and in either the Learning Commons, Campus Ministry, Cafeteria, or with a classroom teacher within the first five minutes of a period. Any student found wandering the first five minutes of a period will be subject to disciplinary action. No student may leave the building before 1:47pm.

Students of any grade should make productive use of unstructured time. Any junior or senior who has an unstructured period(s) either first and/or second of the day and who is tardy for his first class of the morning or homeroom three times during a semester will lose such privilege for a time period designated by the Assistant Principal of Student Life. Any Junior or Senior on Academic Probation are not eligible for this privilege. You must report to the Learning Commons for any unstructured period(s).

27. **Athletic Codes of Conduct:** Athletics at Malden Catholic is an extension of our educational mission.

We expect our student-athletes to play hard, but fair and clean; to learn self-discipline, sportsmanship, teamwork, persistence, and responsibility. The MIAA Rule 63 is called the Good Citizen Rule. It states “Student-athletes may not represent their school if they are on in-house or out-of-house disciplinary suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension.” At Malden Catholic, we go one step further and believe that it is a privilege to wear the “Blue and Gold.” Students who are not conducting themselves as good citizens in accordance with the rules laid down in this handbook may be asked to leave an athletic team regardless of whether a suspension has been issued. We expect our coaches to be teachers of life’s lessons and role models ready to demonstrate how to win with grace and to accept defeat with class. We expect our fans to offer positive support for the action on the field and to be respectful to all participants, officials, and one another. We expect parents to follow the channels of communication outlined in our cut-policy. In addition, parents of athletes are encouraged to attend any available informational meetings. (See Appendix) We join the MIAA in discouraging unacceptable behaviors at athletic events. These include the following: yelling or negative chanting or gestures toward an opponent; booing or heckling an official’s decision; displays of temper with an official’s call; taunting or trash talk; blaming loss of game on officials, coaches, or participants; loud fan-coaching from the sidelines; using profanity, displays of anger, or negative cheers that draw attention away from the game. We want fans to know that attendance at high school games is a privilege and not license to assault others verbally or to be obnoxious; and the improper behavior of others is not an invitation for us to act improperly too. All fans should promptly and politely follow direction from our game supervisor or from any MC faculty member or staff. Seniors participating in spring sports are subject to school regulations through the end of the season and tournaments. Transcripts will be withheld for discipline issues. The Massachusetts Interscholastic Athletic Association, of which Malden Catholic is a member school, declares a student who transfers from our school to another ineligible for one year in any sport in which that student has played at a varsity level. Participation in varsity athletics at Malden Catholic is a privilege, not a right. Varsity athletes join a long, proud athletic tradition when they put on the Blue and Gold. Considerable time, expense, and trust are invested in the varsity athlete. Therefore, each varsity athlete must recognize his responsibility to his team, his athletic program, and his school. Malden Catholic supports the MIAA Transfer Rule. Students without current physicals on file may not try out or participate in any sport.

## **XI. Christian Service Program**

The founder of the Xaverian Brothers, Theodore James Ryken, encouraged his Brothers to “fall in love with the service of God.” In keeping with this directive, Christian Service is a key component of a Malden Catholic education. Malden Catholic deems it necessary and fitting to provide for its students the opportunity to serve others in the name of Jesus Christ. To be a Christian is to be a person in love with the world, and therefore a person who is willing to be of service to the world.

At Malden Catholic, students are introduced to Christ’s imperative to serve one another. This mission and the theology that supports it is taught not only in the classroom but modeled in our behavior. Accordingly, students in each grade level participate in a component of this program, culminating in the Senior Christian Service Program. The Christian Service Program compliments the academic experience of the Theology Department. Indeed, at Malden Catholic, we so fervently believe in Jesus’ call to serve others that Christian Service at each grade level is a graduation requirement.



### **Underclassmen Service Requirements:**

The Malden Catholic Christian Service Program for Grades 9-11 is under the direction of the Campus Ministry Department and is administered through each student's Theology class. It is a required and crucial element of our Malden Catholic mission. The purpose of the Christian Service Requirement is to assist and to encourage students to apply their learning in practical service to others. We believe that service to others is a characteristic desired of Malden Catholic graduates. Our example is Jesus Christ, Himself, who "did not come to be served, but to serve ..." Matthew 20:28.

**Freshmen (15 Hours)** All Christian Service hours are to be completed during the school year. Up to 5 hours may be **Service in Support** of the school community in which students are dedicating time to serve as an ambassador of Malden Catholic, which may include Open House, programs which support recruitment and admission to the school, Lancers in Action, or other Campus Ministry approved events. Freshmen students are required to complete at least 10 hours outside of the Malden Catholic Community. Campus Ministry will provide a list of possible sites and opportunities for service to the greater community. Student Christian Service may be completed through any volunteer service given to a non-profit agency, church, civic or school organization, or walk/runs which seeks to help others. Our Theology instructors track students' service hours and assignment of service papers. It should be noted that all service hours performed, must be turned in on a completed service hour form to his Theology teacher. The forms may be picked up in the Campus Ministry Center.

**Sophomores (35 Hours)** If a student wishes to count summer Christian Service hours as a sophomore, the hours must be approved by his freshmen Theology teacher no later than May 25<sup>th</sup> of his freshman year. Volunteer work that assists people in need is allowed, however working with an agency that helps people in need is preferred. This includes those places which service the elderly, preschool and elementary school children, and the needy. A Campus Minister will visit all freshmen Theology classes in the spring to explain requirements and provide a list of possible sites to students. It should be noted that during the school year no more than 5 hours of **Service in Support** of the Malden Catholic community will be credited towards the Christian Service requirement. Therefore, Grade 10 students are asked to complete at least 20 hours outside of the MC community. Theology instructors will track students' service hours as well assign the rubrics for the required service reflection paper. It should be noted that all Christian Service hours performed, must be turned in on a completed Christian Service Hour Form and given to the sophomore Theology instructor. These forms are available in the Campus Ministry Center.

**Junior (25 Hours)** If a student entering his junior year at Malden Catholic wishes to count summer Christian service hours, he must have all hours approved by his Sophomore Theology teacher no later than May 25<sup>th</sup>. Christian Service hours **may be completed** during the summer with the approval of Sophomore Theology teacher. All hours not completed in the summer must be completed from September to May. As "upperclassmen", juniors are encouraged to complete service hours volunteering at soup kitchens, homeless shelters, Habitat for Humanity, the Greater Boston Food Bank, hospitals, senior centers, nursing homes, agencies which service the poor, schools, churches and non-profit organizations and walks which support these organizations. Malden Catholic Campus Ministry promotes many of these service opportunities through school announcements and the Lancers in Action service club. Please note 5 hours is the maximum number of hours a student may volunteer to Service in Support of the Malden Catholic community. Students are required to fill out and submit signed Christian Service Hours Forms located in Campus Ministry to keep a record of service with their Junior Theology teacher.

## **Senior Year Requirements:**

The Senior Christian Service Program is conducted during the last three weeks of the senior year for students who are not enrolled in AP courses. It is a unique opportunity for seniors to put their faith into action through service at service sites. Beginning with meetings designed to facilitate the acquisition of service sites, students are encouraged to see their service as means of bringing God's healing to those most in need.

Students with three or more AP Classes may begin their Christian Service June 1<sup>st</sup>. 90 Christian Service. Hours must be documented and handed in to Mr. M. Driscoll or Mrs. Driscoll as they are completed. Service sheets to be signed are always available in the Campus Ministry Center. A five-page reflection paper is required; rubric will be distributed.

Students with one AP class may complete up to 30 hours during the school year. The remaining hours (60) must be completed during the three weeks set aside for service (April-May). Reflection Paper required.

Students with two AP classes may complete up to 45 hours during the school year. The remaining hours must be completed during the three weeks set aside for service (April-May). Reflection Paper required.

ALL Members of the Senior Class will participate in a Senior Christian Service Day in October (Date TBA). Students will be assigned a group and site by Campus Ministers.

Note: In order to foster a continued discernment all students must meet these requirements:

Campus Ministry will facilitate the program as follows:

- Maintaining a comprehensive data base of service sites and site supervisors.
- Creating and maintaining a prayerful environment within which proper reflection may occur. Commission Prayer service, morning of reflection, closing prayer service required of all seniors.
- Publicizing all requirements and meeting times as well as criteria for grading.
- Communicate on a regular basis with the administration concerning students.
- Visit each student on-site at assess progress
- Assign a five-page reflection paper. The 90 hours of service and the paper is a graduation requirement.

### **Grading**

Students successfully completing this requirement receive a grade of "P". Distinguished work in journals and reflection paper and exemplary performance at sites earn a grade of "P" "With Honor". Grades of "F" require remedy and may delay graduation.

### **Medical Cautions**

Parents should be alert to the possibility that certain service sites may pose health risks. Please communicate concerns with our school nurse.

## **Discipline**

Students are expected to be dressed according to the norms for the professionals at their site and to behave as responsible gentlemen. Students who do not represent Malden Catholic well are subject to recall to school, delay in graduation, or possible expulsion.

## **XII. Student Guidelines**

**Philosophy of Discipline:** The following regulations are intended to teach those values we share as a community. The good order we seek to achieve through the implementation of these rules will serve to create an environment that is conducive to learning and supportive of Catholic teaching and traditional values. It is through our respect and love for one another that we will realize our academic goals, as well as strengthen the concept of community at Malden Catholic. All disciplinary regulations are promulgated by the Administration and their final interpretation rests with the Assistant Principal. The Assistant Principal reviews disciplinary records at the end of the school year. A history of recurring problems may lead to student dismissal.

**ATTENDANCE:** See “Absences”

1. **Respect of Person and Place:** At Malden Catholic we strive to encourage both mutual and self-respect and responsibility among the members of the entire community. In this social context, one’s sensitivity, as well as one’s home training, are reflected in observable behavior as a member of the MC Community. Behavior toward person or property should always indicate an understanding of Malden Catholic’s objectives as a Christian community. Harassment, disrespect, slander, or libel directed at any member of the MC community will not be tolerated and may result in expulsion. In addition, any vandalism or other inappropriate behavior that results in the destruction of school property may result in suspension and a bill for damages. Defacing of books is prohibited. Actions that bring discredit to the Malden Catholic community, especially involving the internet or other public media, will result in disciplinary sanctions, including expulsion. The following are considered serious violations of the rights of others: vulgar, profane or obscene language, damage to and/or theft of property, sexism, racism, bullying and fighting. These are examples of the many forms that violence can take, and violence of any kind will not be tolerated at Malden Catholic. These violations may result in expulsion.
2. **Conduct, Whether Inside or Outside of School:** The student is a Malden Catholic student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school and/or poses a threat to the safety or well-being of Malden Catholic students or faculty, may be disciplined by the administration. Sanctions may include suspension or expulsion.
3. **Truancy:** Students are expected to be at school on every scheduled day. Malden Catholic does not assume responsibility for truant students but deals with violations as follows: first offense results in notification of parent, ten detentions, and probation; other offenses result in indefinite suspension and possible expulsion.
4. **Student Public Display of Affection:** Public Displays of Affection (PDA). Students are expected to show good taste and conduct themselves respectfully at all times. Respectful language both verbal and written are expected of all students. This includes all uses of social media. Students should refrain from any inappropriate, intimate behaviors at school and school related events & activities. Any public display of affection which would be considered inappropriate in the workplace will also be considered

inappropriate at Malden Catholic. PDA may result in a parent meeting and possible disciplinary action if the inappropriate behavior continues after being warned.

5. **School Pregnancy Policy:** Malden Catholic seeks to guide and instill in all members of our community the teachings and values of Jesus Christ and the Catholic Church. We as members of the Malden Catholic community and the larger Catholic community respect the sacredness of human life and value the dignity of each individual. We hold central the Catholic tenet that we are all God's children. The school policy and protocol governing student pregnancy is as follows: should a student become pregnant, the parents/guardians must notify the school administration, as well as their school counselor of the pregnancy. The administration will arrange a meeting with the student(s), their parents/guardians, school counselor, and the appropriate representative of the administration, to address the counseling, education, and health needs of the student during the pregnancy. Each case will be reviewed on an individual basis, while every effort will be made to allow the student to continue her studies at Malden Catholic. Malden Catholic will require, without exception, a doctor's note informing the school of the expected due date of the child, and appropriate attention must be given to ensure adequate prenatal care. Regular class attendance as well as participation in extra-curricular activities will be assessed based on the best interests and health of the student and the child, as well as the best interest of the school community. The student will be expected to adhere to all school policies and regulations upon her return to school. If the father is identified as a Malden Catholic student, the Assistant Principal for Student Life will meet with him and his parents/guardians and will require that he be involved in a similar counseling program as the mother.
6. **Alcohol and Drugs:** Malden Catholic believes that part of our responsibility to help provide and maintain a safe and caring learning environment for our students is that it be drug free. As a proactive step to help ensure that Malden Catholic remains as safe as possible an environment for every student, the school in conjunction with the Assistant District Attorney's Office may occasionally conduct drug scans. Such scans can include the building (lockers, public areas, classrooms) as well as the premises (parking lot, vehicles, grounds). We wish to reinforce a positive message that illegal drugs are not welcome at our school and that we take seriously our responsibility to do our best to provide a secure and drug-free environment conducive to learning and to the development of healthful habits. We hope that all these actions bespeak a caring presence, and, of course, we steadily rely on the powerful influence of parents to communicate daily messages to their children to shape healthful living.

The abuse of alcohol and other drugs hinders personal growth and well-being and damages the learning atmosphere of the school. The possession or use of alcohol or drugs of any other type on school property or prior to any school-related activity will result in either indefinite suspension or expulsion. Distribution includes the selling, providing, sharing, and giving away of illegal substances to students. The distribution of alcohol or drugs of any type will result in expulsion with no appeal. Additionally, whenever the Administration learns that a student has or is using drugs, if the student is not expelled:

1. The student will be required to undergo drug assessment from an agent outside the school, for which the school will help with referrals.
2. The findings of an assessment will be reported to the school.
3. In the event that parents fail to cooperate in these requirements, their son may be asked to withdraw from Malden Catholic and the information will be filed with the Division of Youth Services via the Form 51A.

7. **Self-Referral Program:** Malden Catholic's "Self-Referral Program" is designed to allow students who are using illegal drugs, alcohol, and other controlled substances to refer themselves to the Administration for treatment without disciplinary action, and in confidence. The only exception to the above "without disciplinary action" clause will be for athletes subject to the MIAA rules. In order to protect the athlete and the program, the student would suffer the mandatory suspension from the sport. In order to be a self-referral, the student must voluntarily identify himself as a user prior to being identified through other means (direct observation, drug testing, police report etc.). Once the student identifies himself, the parents will be notified, and he will be referred to an agency for drug testing, counseling, and treatment at the parent's expense. The School Counseling Department will monitor the student's progress throughout the program and communicate with the parents as necessary. The program will be up to six months in duration depending on the severity of the problem. During this time and after completion the student will be subject to random drug testing. A return to using during or after the rehabilitation program, or non-compliance with the program will result in disciplinary action in accordance with the school's current policy and may result in dismissal.
8. **Drug Scan of the Building:** From time to time as part of a proactive stance to keep drugs out of our school and to be responsible in trying to keep our school environment safe for all students, the Administration may invite local law enforcement agencies to conduct a scan of the building and grounds. Arrangements will generally be made in secret. Appropriate information will be supplied on the day of a scan.

The following general procedures will apply:

- a. A public address announcement about the visit would be made only immediately prior to the start of the scan.
- b. A typical scan would involve several administrators (or teacher designees), accompanied by police officers with leashed police dogs walking through the building or grounds in teams. A team would consist of one school administrator (or designee), one police officer, and one trained dog.
- c. For a scan of the building, one team would walk down a corridor. If, based on reasonable suspicion, there is occasion for a locker to be opened, the administrator present would open the locker and search for contraband.
- d. During an announced scan, teachers are to keep all students in the classroom or room being prefected (cafeteria, library, computer room, School Counseling offices). Students **must** remain seated.
- e. If a student needs to be excused to go to the bathroom, the teacher will call the office and wait for an escort for the student.
- f. Any student reporting late to school after a scan has begun will be kept at the School Office.
- g. Teachers should be alert if a student tries to discard something, for instance, in the trash or down a radiator or in someone else's bag. One should not confront the student but make note of the incident and report it to an administrator at the conclusion of the scan. Teachers should keep an eye on any such discarded material.
- h. If a scan is to involve random classrooms, simple, specific instructions will be given at the classroom.
- i. A scan inside the building should be completed within a class period.
- j. Teachers are asked to continue with the regular business of their classes; however, keep students seated.

- k. Scans may also occur in the parking lot.
  - l. An announcement will instruct that the scan has concluded.
9. **Cafeteria and Corridors:** All food and beverage is confined to the cafeteria, where students are responsible for the cleanliness of the area, gentlemanly behavior, and proper disposal of rubbish. Students may not eat or drink outside the cafeteria unless approved by the administration. Students should clean tables before leaving. The throwing of anything in the cafeteria is forbidden. Students may bring book bags into the cafeteria, but not into the serving area during lunch periods. Students may remain at lunch for a full period or report directly to another perfected area.
  10. **Campus:** Students may not leave campus at any time during the school day, extending from the time of morning arrival to the time of final departure. Penalties range from several detentions, to suspension, to expulsion if there are multiple violations. Where a car is involved, the penalty is doubled, and a student's use of car on school property is restricted. Once a student is in the building, he may not leave. Except on occasions of school Masses or assemblies, a junior or senior with an unstructured period last period of the day may leave; no student may leave the building before 1:43 without administrative permission. All doors are locked at 7:55. Students late to school and all visitors must enter by ringing the doorbell at the front entrance of the school and check in at the school office. Students may not congregate before or after school in the surrounding neighborhood.
  11. **Staying After School:** Malden Catholic goes to great lengths to offer a variety of after school activities and extra help sessions. We encourage all of our students to become involved in extra-curricular activities and/or extra help services. All students are allowed to gather in the Learning Commons for purposes of study. This area will be supervised by teacher prefects. The Learning Commons will be open after school Monday-Friday 2:30-5:00PM. Although we strongly encourage students to become involved in extra-curricular activities, we also request that all students who elect to stay beyond the 2:30PM dismissal be under the supervision of a teacher, moderator, prefect, or coach. To this end, students who are not participating in an activity, extra help session, or in one of the designated perfected areas will be subject to disciplinary action.
  12. **Cars:** Any student driving a car, even occasionally to school, must register it with the Assistant Principal and must receive a parking decal for the driver's window. Parking for students begins at the back of the school and continues around to the area of Room 129. Parking is also allowed on Crystal Street, Maplewood Street, and at the rear of the school. Vehicles parked in the school lot must be parked in legal spaces, must display a parking decal, and are subject to search. Please respect the spaces designated for the handicapped, as well as those areas reserved to allow for fire apparatus in cases of emergency. Once on school property, cars are to be vacated immediately, and students may not return to them during the school day. Any student who parks in an undesignated area or a no-parking zone will be assigned detention or towed. Students should drive slowly and carefully on campus: reckless driving is a serious offense. Violation of these regulations will render a student liable for detention, suspension, or expulsion, or the student may forfeit his privilege of driving to school.
  13. **Cutting Class:** Students must attend all of their scheduled classes. The penalty for the first instance of cutting a class will be three detentions and parental notification, while the penalty for continued offenses will be suspension.
  14. **Announcements:** Student announcements will be made daily and will appear on our Website. Students are expected to listen attentively and to keep themselves informed. Students are

responsible for pertinent information therein. Announcements may be submitted by teachers, moderators, or coaches only.

15. **Dances:** MC sponsors school dances to promote healthful recreation and social growth consistent with Catholic values. Students who are not in attendance on the day of a dance will not be permitted to attend the dance. Malden Catholic's Dance Policy will be issued prior to each dance.

16. **Discipline Sanctions:**

Because of the high value Malden Catholic places on good behavior, an MC student may face sanctions more severe than that of other schools. School disciplinary records are shared on occasion of transfer to another high school. We do not share disciplinary history with colleges without student/parent consent.

- A. **Detention:** *Detention is held daily from 2:40 until 3:10 PM.* Students must report on time and without books, papers, or jackets. Notification of detention will be made through a pink slip or verbally to the student. A student who is assigned detention must go on that day unless he is excused by the Assistant Principal for Student Life. A student who absents himself from detention will be given an additional detention. A student who misses detention a second time without permission will be suspended.
- B. **Probation:** Probation indicates that a student's attitude, behavior or academic achievement is threatening his continuance at Malden Catholic. Any student who has been suspended or whose daily behavior is chronically poor, or any student who has violated school regulations concerning chemical health will be placed on Disciplinary Probation.

This involves:

1. Parental notification and possibly a conference with parents.
  2. There may be a simultaneous sanction such as detention, service hours or suspension.
  3. Where drugs are involved, the appropriate policy will be followed.
  4. Depending on the violation, the student may be placed on probation for a marking period, semester, academic year or the duration of his career at Malden Catholic.
  5. Any serious violation of school rules by a student on Disciplinary Probation may result in the student's expulsion from school.
- C. **Suspension:** Suspension is a temporary separation of a student from the school or the classroom setting and is the step before expulsion. Suspension can either be assigned In-School or Out-of-School. It will be assigned for a varying number of days and will include the following: immediate parental contact by an Administrator; exclusion from classes (In-School Suspension) or separation from the school (Out-of-School); and a parental conference at the end of the suspension before readmittance to class. A student on suspension will be allowed three days to make up all work missed. The student is responsible for arranging a make-up schedule. Additionally, the student will be placed on probation and given detention time upon the completion of his suspension.
- D. **Expulsion:** After consultation with the Assistant Principal, the Principal will recommend to the Headmaster students for disciplinary dismissal. Parent(s) or legal guardian of the student that has been recommended for dismissal or asked to withdraw may appeal the recommendation to the Headmaster. The Headmaster will hold a meeting of appeal to review pertinent information inviting the parent(s)/legal guardian, the student, Assistant Principal for Student Life and Principal to attend.

After the meeting the Headmaster will make the final decision. There is no appeal for drug distribution, and academic dismissals are not subject to this appeal process.

17. **Dismissal from Class:** A student sent from class must report at once to the Assistant Principal for Student Life at the School Office, whether he is explicitly told to do so by his teacher or not. He will remain in the Office until told to leave, and he will receive further instructions.
18. **Dress Code:** We have made our dress code consistent and complementary with our educational goals. We trust that it best serves the image of Malden Catholic and our students. It is our belief that an important part of the educational experience requires a student's attention to his personal appearance. We also maintain that our students should understand the meaning of situation-appropriate attire. Therefore, neatness and cleanliness are the prevailing considerations.

Students are required to be in dress code during the entire school day and when they are conducting official school business.

**PANTS:** Chino, "Dockertype" pants or dress corduroy only. Pants must be of grey, navy, or khaki in color, free of designs or embroidery work. No jean styles, cargo or painters' pants; no cut or altered pants. Pants with drawstring waist or banded/elastic cuffs are not allowed.

**BELTS:** Leather belts in black or brown must be worn. No suspenders.

**SHIRTS:** An MC-monogrammed solid color, long or short sleeve button-down Oxford shirt or an MC-monogrammed polo shirt, purchased only from the MC online bookstore. Shirts must be buttoned up to (but not including) the top button and must be tucked neatly in one's pants. All students are required to own one navy blue MC polo shirt.

**MC LOGO APPAREL:** MC logo apparel only may be worn over a regulation MC shirt. No other fleece or apparel is authorized. Turtleneck shirts may be worn underneath a regulation MC shirt. Students may not wear "overshirts" or long-sleeved T-shirts under short sleeve shirts. Hooded sweatshirts are not allowed. Winter coats are not allowed.

**FOOTWEAR:** Shoes or low-cut sneakers and socks are to be worn at all times. Students may not wear slippers, moccasins, or sandals. All shoes must be tied. Students may wear hiking boots during cold or inclement weather provided they are worn inside the pants and laced up.

**PERSONAL APPEARANCE:** Students must be clean-shaven at all times. Hair is to be neatly trimmed on all sides with the length not to exceed the top of the collar in the back and the eyebrows in the front. There are to be no ponytails, no braiding of any kind, nor are there to be any designs shaved into the head. Hair length, style, color, or cuts that present an unkempt, ostentatious appearance, or that reflect poorly on the school will not be tolerated. Students will be given a day to make the correction or face disciplinary action including suspension. Sideburns must be no longer than the bottom of the ear. No extreme hair styles or hair colors. Earrings and body piercing are not allowed (covered or uncovered). Jewelry of any kind around the neck or wrist is limited to small chains.

- Shell, rope, and large chain type necklaces and bracelets are not to be worn.
- Hats are not to be worn in the building at any time during or after school hours or at any school



function.

- Tattoos: Tattoos and body scarring are highly discouraged. Any student with a previously existing tattoo, must cover it at all times during the school day, and at all school-sanctioned activities.

**19. Provisional Dress Code:**

- a. **Spirit Day Guidelines:** Students must wear a Malden Catholic shirt or sweatshirt with the school name, insignia or logo printed on it. The MC logo MUST be visible at all times. Jeans and golf shorts are acceptable. Shaving rules apply. Sneakers or regular shoes must be worn. No sandals, slippers or flip-flops. No tank tops, sleeveless shirts, jewelry, pajamas or gym shorts. Any student choosing not to participate must be in regular, approved clothing for the day.
- b. **Liturgies, Funerals, and Other Events:** All students must wear dress shoes (no boots or sneakers), plain white dress shirts, khaki color pants, and Malden Catholic ties when the school community gathers for school-wide liturgies or other occasions as announced by the Administration. Malden Catholic ties can be purchased from the MC online bookstore. When attending school funerals or wakes or other occasions announced by the Administration students are expected to be attired in dress pants, dress shirt, tie and sport coat. Students are expected to be similarly attired at other formal events as announced by the Administration.

19. **Early Dismissal:** In some cases, parents might insist upon an early dismissal which the school authorities deem unnecessary. This will be noted as an “unexcused dismissal”. Although the student is allowed to leave, teachers are to feel no responsibility to provide make up for unexcused dismissals. Early dismissal from school may be granted for serious reasons provided the student present to the Assistant Principal before the first period of the day an explanatory note from his parents or guardian. Medical and dental appointments, as well as those for a driver’s license, should not be scheduled for school hours. No dismissals on days of school-wide Liturgies will be excused. (See #37)

20. **Fire Drills:** State law requires that fire drills be conducted in silence so that in a real emergency direction may be heard by all. Particular instructions appear in each classroom. We will not tolerate breaches of discipline during fire drills.

21. **Gambling:** Gambling of any sort is strictly prohibited. Gambling is defined as participation in any game of chance where money may be won or lost. Examples include but are not limited to taking or placing bets on sporting events, buying or selling football cards, or establishing “pools.” Students found to be gambling will face appropriate sanctions.

22. **Illness/Injury:** If a student becomes ill or is injured during the school day, he should report to the Nurse’s office, after first informing the teacher in charge. School authorities or the Nurse will then contact his parent or guardian. No student who is ill is to go to a men’s room without first notifying a teacher, secretary, nurse, or Administrator. Under no circumstances will a student who is in the building, leave the building to go home sick without reporting to the nurse’s office and the main office. If a student feels sick on the way to class (unless a true emergency), the student must report to class and inform the teacher that he is going to the nurse’s office. If a student gets sick prior to school, during lunch, or has a true emergency, he should go to the nurse’s office. In this case, the nurse’s office, through the main office or directly, will communicate the student’s whereabouts to the teacher for the next period. Feigned illnesses or malingering will not be tolerated and will result in disciplinary action.

23. **Lockers and Locks:** No student should mark their locker, place anything that may not be removed easily and cleanly, store contraband or anything live in the locker, or display offensive artwork inside or outside of their locker. Students must be careful not to disturb classes that may be in session while at their locker. Students should visit lockers only at authorized times. All students are provided with a lock for their academic lockers. No student should share his combination with anyone and should always check to make sure that their locker is completely closed and locked before leaving it. The school is not responsible for the safety of the contents of the student's books or physical education locker. Students may purchase a school approved lock from the Athletic Department for use during gym classes. Only school approved locks are allowed on all lockers. All lockers are the property of Malden Catholic and are subject to search at any time. Students are expected to empty school lockers of all books and other possessions by the end of the last day of examinations in June. All locks that were provided by the school must be placed on your locker the final day of school or you will be subject to a reimbursement cost.
24. **Lost and Found:** Any material found should be turned in to the Assistant Principal at the School Office. Items will be retained for approximately three weeks. All unclaimed items will be donated to a worthy cause after the three-week holding period.
25. **Messages:** School administrators will always assist in an emergency but, in general, will not interrupt classes to deliver messages, forgotten lunches or athletic gear.
26. **No School:** Cancellations are indicated via subscribed voice, text, and email notifications from Malden Catholic and a notice on the homepage of MC's website<sup>7</sup>. A snow day will cancel the rotation for that day, and, upon return, we will move to the next rotation. Please refer to the "60 Minute Delay Schedule" in this handbook in the event that the opening of school is delayed.
27. **Parental Appointments:** Parents who wish to see a teacher are asked to do so by sending a note via their son. If parents wish to see an administrator, they may call that individual at the School Office for an appointment.
28. **Chemical Health/Tobacco:** Malden Catholic discourages smoking and tobacco use in any form, to include the possession of electronic cigarettes or paraphernalia both for health and for safety reasons. Suspension will be assigned to a student who uses or possesses any of these items on school property, or within sight of the building and at any and all school activities.
29. **Stealing:** Theft of any sort is a serious offense meriting full use of disciplinary sanctions including expulsion.
30. **Cell Phones and Handheld Electronics:** Unless otherwise instructed by the teacher, cell phones and other handheld electronic entertainment devices must be kept in the student's locker or book bag in the off position during the school day. They cannot be visible. Students are not allowed to Text Message, or use Cell phones, or other handheld electronic entertainment devices inside the school building during the school day (7:55AM to 2:30PM). Should an emergency arise, parents may call the school office and leave a message for their son. Cell phones or other handheld electronic entertainment devices used during the school day will be confiscated by the faculty and turned over to the Assistant Principal. The student will be assigned detention. If confiscated, devices will be secured in the Assistant Principal's

Office. First offense will result in detention. Second offense will result in detention, a violation fee of \$10, and parental notification. Third offense will result in an internal suspension, a violation fee of \$25, and the device will only be returned to a parent at a designated time. More than three offenses may result in indefinite suspension and possible expulsion.

31. **Visitors:** All guests must check in at the school office.
32. **Weapons:** Any instrument that may be used to attack another individual or his/her property is considered a weapon. Such items might include but are not limited to guns, knives, etc. Any student found to be in possession of a gun, knife or any other deadly weapon at school, on school grounds or at an off-campus school event will be expelled.
33. **Fighting:** Fighting is a serious violation of school regulations. It is contrary to our beliefs on the sacredness of the human person and will not be tolerated. A student who fights will be suspended initially. There are circumstances where fighting may result in expulsion.
34. **Nurse:** The role of the school nurse is to administer school health policies, to deal with emergency situations that may arise, as well as to dispense only those medications prescribed by students' physicians and provided by parents. Written documentation of parental consent must be on file for any and all medications, including Tylenol, dispensed by the School Nurse. Tylenol will be dispensed only with parental permission at the discretion of the School Nurse only after the Nurse completes her assessment of the student. Parents or guardians are expected to notify the School Nurse with changes in student's status regarding health, allergies, or medications. The School Nurse is authorized to request physicals required before athletic participation may begin. Parents are asked to cooperate in a timely way.

Malden Catholic is committed to creating a safe learning environment for our students. Malden Catholic recognizes the unique medical needs of some students due to health issues or allergies. Malden Catholic is committed to partnering with parents to discuss the needs of their child, educating the community about unique conditions when they exist and taking reasonable actions to ensure that the School community is assisting the student in monitoring his condition.

- A. Parents are responsible for informing the School about any food allergies or special health conditions pertaining to their son. A letter from the student's physician should document the condition and include a plan of action for any emergent situation.
- B. The student and his family are responsible for monitoring the condition. The School is not responsible for ensuring that student avoids foods that he may be allergic to or activities that would adversely affect his health due to his health condition.
- C. The School Nurse has an emergency response plan to deal with a wide variety of allergic conditions should an emergency occur. The School Nurse is responsible for the administering and managing of this plan.
- D. The School will take reasonable action to inform the School community about a student who may have a food allergy or special condition and educate the community as to the appropriate actions to be taken in the event of an emergency.
- E. The School's food service provider will create a record of ingredients used to create daily menus in the dining hall. This record is not meant to relieve the student of the individual responsibility to monitor his condition and diet to prevent a harmful allergic reaction. The School makes no

guarantees that that the information provided by the food service provider is 100% accurate since external distributors provide most of the ingredients.

- F. The School is not responsible for the dangers created by cross contamination in food sales and preparation. The School will not be responsible for monitoring food brought by other students from home.
- G. The School will make every reasonable effort to work with a student and his family to provide safe and adequate accommodations in the dining hall, if requested.
- H. The School does not recognize food allergies as disabilities covered under Section 504 or as disabilities covered under the Americans with Disabilities Act 1990.

**35. Physicals: All incoming students require a current physical exam on file at the school office upon school entry. In order to ensure the safety and well-being of all our students, we are requiring a Physical Examination of every student, every year.** Summer is an excellent time to schedule a physical that will remain current during the entire school year, and prevents students from being ineligible for tryouts, and extracurricular activities. The Massachusetts Interscholastic Athletic Association, of which Malden Catholic is a member, (MIAA) Handbook issues the following statement regarding student eligibility: “All students must pass a physical examination within one year of each day of athletic participation. A sports physical terminates 365 days subsequent to administering and must be renewed immediately to maintain eligibility. Physical examinations must be performed by a duly registered Physician, Physician’s Assistant, or Nurse Practitioner.” Physicals must be on file before try-outs or students will not be allowed to participate in try-outs. All students who travel with a school moderator, i.e. the Ski and Snowboarding Club, Mock Trial, Model UN, and Model Congress, must have a current physical on file. We recommend that you schedule your son’s physical each year during the summer months so that it will be good for the entire year. See Appendix H for a recommended physical form.

**36. Skip Days:** There are no skip days provided within the school calendar, and skip days taken by students will not be tolerated. Any student who participates in a skip day will be subject to suspension.

**37. School Liturgies:** From time to time during the school year, liturgies are celebrated. Whenever a liturgy is of a school-wide, community-building nature, all students are expected to attend and behave respectfully. Dismissals will not normally be granted on days of School Liturgies, therefore, please do not make appointments on these days. For emergencies or unforeseen circumstances, please contact the Assistant Principal directly. **On those days, students will come to school in Mass Day attire. No student is to excuse himself.**

**38. Change of Address:** Any change of email or mailing address, home or work telephone number, or cellphone **must** be submitted in writing and reported to the School Office as soon as the change is in effect.

**39. School Identification Card:** Students are required to have their official School identification card visible on their person during the school day and to have it with them at all School-related functions and activities.

Loss of a student ID card should be reported to the staff in the main office immediately. Replacement cards will be provided but may take up to 24 hours to be printed and provided. There will be a \$10 fee for the first replacement card and a \$15 fee for any subsequent replacement cards.

A student must produce his ID card immediately when asked to produce it by a faculty or staff member. A student who refuses to produce his ID or is not carrying it is liable for disciplinary action. Student ID cards are non-transferable, and lost cards should be reported, for deactivation, to the staff in the main office as soon as possible. Use of a student ID by unauthorized persons will result in disciplinary action.

Additionally, Malden Catholic will be using School Identification Cards for **ALL** dining hall transactions. In order to be a safe and secure community, we have adopted a “cashless campus” identity. Therefore, students will be able to purchase for food in the cafeteria only by utilizing their ID card.

Please visit <https://payschoolscentral.com> and follow steps for new user registration to create an account. Families will be asked to use their student's *Student ID* number generated by Malden Catholic when creating an account for the first time. Please note that credit card loading carries a 4.35% service fee and \$1.50 transaction charge.

As a reminder, families may still load funds to student lunch accounts with cash or check payable to "Aramark." Please contact the Business Office with any questions. For immediate inquiries, please contact [foodservices@maldencatholic.org](mailto:foodservices@maldencatholic.org).

40. **Field Trips and Parental Permission Form:** For all Field Trips and off campus activities (other than athletic) sanctioned by the school, where students will be under the supervision of a Malden Catholic faculty member, parents are required to sign a Parental Permission Form. Students will submit the form to the school office, activity moderator, or teacher, as applicable. A copy of the Parental Permission Form is attached at Appendix H.
41. **Family Trips:** Malden Catholic does not encourage Family Trips to be scheduled during time when school is in session. We do realize that emergencies or unforeseen circumstances may arise. For Family Trips where a student will miss school, advanced coordination (generally one week prior) with teachers and the Administration is required. Keep in mind that if attendance and academic records reflect a poor or marginal performance, the Administration may advise against the trip. The required form is located at Appendix XIV. Students returning from a Family Trip will have seven school days to make up all missed schoolwork.
42. **Unauthorized Use of School Name:** No student, or student's parent or guardian, without the express prior written authorization of the school's Principal or Headmaster (administrative head), may utilize the school's name or identifying logo, for any inappropriate purpose, including but not limited to the use of the school name:
  - A. To open up any bank account
  - B. To solicit funds on behalf of the school
  - C. To collect money on behalf of the school to sell products on behalf of the school
  - D. To schedule any field trip, vacation or other accommodations
  - E. To post on any website for any purpose including, but not limited to, support of a particular social or political agenda
  - F. To link on a website intentionally or unintentionally the name of the school with lewd, offensive, or otherwise inappropriate behavior
  - G. To design spirit wear

Any such unauthorized use of the school's name or identifying logo, if committed by a student may subject the student to disciplinary action, up to and including expulsion. Any such unauthorized use of the school's name or identifying logo, may result in legal action.

43. **Transportation:** MBTA student cards for half fare during school hours are available free from the Assistant Principal. Monthly passes are also sold at the School Office. Students represent Malden Catholic when traveling to and from school; they are therefore expected to behave as gentlemen. Repeated offenses of MBTA regulations will result in travel restrictions and/or expulsion.

Alternatives to parents' driving to and from MC everyday are:

- a. The MBTA runs bus service close to MC on Broadway, Everett and Maplewood Square, Malden. Both bus routes service the Orange Line trains. MBTA student discount passes can be purchased monthly in the Main Office.
- b. MC offers a bus service through LBK Transportation Company for those commuting from the NE and NW on four routes, generally coming from the Danvers area, Wilmington area, Salem area, and Cambridge areas respectively. (For more information on the bus service, go to the MC website at [www.maldencatholic.org](http://www.maldencatholic.org) and click on Student Transportation.)
- c. Shuttle Service: Malden Catholic offers a free shuttle service from Malden Square MBTA Station every morning. Malden Station is a stop on both the Orange line and the Haverhill Commuter Rail line. Towns served by this free shuttle are Malden, Medford, Charlestown, Reading, Andover, Wilmington, Somerville and Wakefield. The shuttle departs from Malden Station at 7:15 a.m. *For more on this service, go to the MC website at [www.maldencatholic.org](http://www.maldencatholic.org) and click on Student Transportation.*

44. **Concussion Education:** As prescribed by State law and school regulation, all students will participate in Summer concussion education on-line.

45. **Security:** To help ensure School safety, security cameras are in use on campus.

**NOTE: The Administration reserves the right to change any rule or regulation during the school year. Students and parents will be informed of any change.**

### XIII. Regular Daily Schedule

Malden Catholic operates on an eight-period day, seven-day rotating schedule. Freshmen and Sophomores have seven periods of instruction each day; most Juniors, six and one-half; and Seniors six. The school day begins at 7:55 AM and ends at 2:30 PM. All students, including seniors, are expected to arrive at school allowing enough time to be in their classes at the start of the day. Students are normally dismissed after the last period of the day at 2:30, provided they have fulfilled all of their responsibilities. In the event a student is assigned an extra-help, make-up, or detention session, it is his responsibility to be present at the session, which may extend until 3:25.

<b>Daily Schedule Rotation</b>							
<b>Period</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>	<b>Day 6</b>	<b>Day 7</b>
<b>1</b>	A	B	C	D	E	F	G
<b>2</b>	B	C	D	E	F	G	A
<b>Homeroom</b>							
<b>8</b>	<b>(H) Activity Period</b>						
<b>3</b>	C	D	E	F	G	A	B
<b>4</b>	D	E	F	G	A	B	C
<b>5</b>	E	F	G	A	B	C	D
<b>6</b>	F	G	A	B	C	D	E
<b>7</b>	G	A	B	C	D	E	F
<b>EXTRA HELP</b>							

#### Normal Class Times/Schedule

7:52	Warning Bell
7:55 -- 8:38	Period 1
8:41 -- 9:24	Period 2
9:27 -- 9:32	Homeroom
9:35 -- 10:05	Period 8 (Activity Period)
10:08-- 10:51	Period 3
10:54 --11:37	Period 4
11:40 --12:58	Period 5
11:40 -- 12:05	<i>First Lunch</i>
12:05 -- 12:30	<i>Second Lunch</i>
12:33 -- 12:58	<i>Third Lunch</i>
1:01 -- 1:44	Period 6
1:47 -- 2:30	Period 7
2:30 -- 2:50	Extra Help

### One-Hour Delay Schedule

8:52	Warning Bell	
8:55 -- 9:29	Period 1	(34 Min.)
9:32 -- 10:06	Period 2	
10:09 -- 10:14	Homeroom	
10:17 -- 10:44	Period 8 (Activity Period)	(27 Min.)
10:47 -- 11:21	Period 3	
11:24 -- 11:58	Period 4	
12:01 -- 1:16	Period 5	(75 Min.)
12:01 -- 12:26	<i>First Lunch</i>	
12:26 -- 12:51	<i>Second Lunch</i>	
12:51 -- 1:16	<i>Third Lunch</i>	
1:19 -- 1:53	Period 6	
1:56 -- 2:30	Period 7	

### Proposed Mass Schedule

(An elective option when Boys and Girls Programming coincide)

7:52	Warning Bell	
7:55 - 8:32	Period 1	(37 Minutes)
8:35 - 9:10	Period 2	(35 Minutes)
9:13 - 9:18	Homeroom	
9:18 - 10:40	Mass	(82 Minutes / hour + 22)
10:43 - 11:18	Period 3	
11:21 - 12:36	Period 4	(75 Minutes)
11:21 – 11:46	<i>First Lunch</i>	
11:46 – 12:11	<i>Second Lunch</i>	
12:11 – 12:36	<i>Third Lunch</i>	
12:39 - 1:14	Period 5	
1:17 - 1:52	Period 6	
1:55 - 2:30	Period 7	



**Proposed Mass Schedule B**  
**(Normal length: *Drop Period 3*)**

7:52	Warning Bell	
7:55 - 8:38	Period 1	(43 Minutes)
8:41 - 9:24	Period 2	(43 Minutes)
9:27 - 9:32	Homeroom	
9:32 - 10:51	Mass	(79 Minutes / hour + 19)
	<b><i>Period 3 Drops</i></b>	
10:54 - 11:37	Period 4	
11:40 - 12:58	Period 5	(78 Minutes)
11:40 – 12:05	<i>First Lunch</i>	
12:05 – 12:30	<i>Second Lunch</i>	
12:33 – 12:58	<i>Third Lunch</i>	
1:01 - 1:44	Period 6	
1:47 - 2:30	Period 7	

**1:00PM Dismissal Schedule (TO BE REVISED AT A LATER DATE OR PUBLISHED PUBLICLY AS NEEDED)**

7:50	Warning Bell	
7:55 -- 8:00	Homeroom	
8:03 – 8:37	Period 1	
8:40 -- 9:14	Period 2	
9:17 – 9:51	Period 3	
9:54 -- 10:28	Period 4	Fr. Lunch
10:31 - 11:06	Period 5	Soph. Lunch
11:09 - 11:44	Period 6	Jr. Lunch
11:47 - 12:22	Period 7	
12:25 - 1:00	Period 8	Sr. Lunch
1:00	Dismissal	

**Morning Prayer Schedule (TO BE REVISED AT A LATER DATE OR PUBLISHED PUBLICLY AS NEEDED)**

8:20	Warning Bell	
8:23 – 8:28	Homeroom	
8:31 – 9:12	Period 1	
9:15 - 9:56	Period 2	
9:59 - 10:48	Period 3	
10:51 - 11:32	Period 4	Fr. Lunch
11:35 - 12:16	Period 5	Soph. Lunch
12:19 - 1:00	Period 6	Jr. Lunch
1:03 - 1:45	Period 7	
1:48 - 2:30	Period 8	Sr. Lunch

Please note: Malden Catholic will have occasional schedules published as needed.

## **XIV. Tuition**

### **Tuition & Fees**

2020-2021 Domestic Tuition & Fees - \$17,500

Non-Refundable Deposits & Fees Due with Enrollment Contract

All Students – Tuition Deposit \$500 (deducted from tuition)

New Students – Registration Fee \$200

Seniors – Graduation Fee \$275

### **Tuition Payment Options**

1 Payment – Payment in full by July 1

2 Payments – 2 payments due July 1 & September 1

10 Payments – 10 monthly payments beginning in July

Requires automatic monthly payments by electronic funds transfer (EFT) & a one-time \$50 fee

To enroll go to the FACTS website at <https://online.factsmgt.com/signin/3CJS3>

### **Financial Obligation**

1. No student will receive his schedule or be allowed to attend classes in September unless his deposit, required payments, and signed enrollment contract have been received.
2. No senior will be allowed to participate in Graduation activities and no final grades or transcripts will be released until all financial obligations are met.
3. Parents or guardians experiencing financial difficulty should contact the Student Finance Coordinator at 781-475-5329.
4. No student will be allowed to sit for final exams until all financial obligations are met.

No abatement of tuition or other fees will be allowed in the case of withdrawal for any reason, including expulsion. If enrollment is cancelled on or after **August 1**, the parents or guardians who are financially responsible for the student shall be obligated to pay the full tuition and fee charges as liquidated damages. The Enrollment Contract may be cancelled by sending a letter to the Student Finance Coordinator without damages (except forfeit of the Tuition Deposit) **prior to August 1, 2020**.

If tuition and fees are not paid in full when due, the student will not be permitted to attend classes at the school unless special arrangements for payment have been previously arranged in writing with the Student Finance Coordinator. School records, including transcripts and diplomas, will not be issued until all financial obligations to the school have been met.

### **Conditions of Enrollment**

Enrollment for the 2020-2021 academic year is contingent upon the successful completion of the 2019-2020 academic year, and the payment in full of any past due accounts. Continued enrollment at the school is subject to the student meeting the school's academic requirements and complying with the rules and regulations of the school as communicated and modified from time to time and the parent(s) or guardian(s) fulfilling all financial commitments to Malden Catholic as determined by the Finance Office.

## **XV. International Tuition/Enrollment**

### **Tuition & Fees**

Tuition 2020-2021 .....\$23,000

A completed Host Family form must accompany the Enrollment contract or already be on file at the school.

Tuition and Fees for the full academic year is unconditional and after **August 1, 2020** no portion of such charges so paid or outstanding will be refunded or cancelled notwithstanding the subsequent absence, withdrawal or dismissal from the School of the student. The agency representing the international student is financially responsible to the School for the student's Tuition and Fees.

### **Financial Obligation**

1. No student will receive his schedule or be allowed to attend classes in September unless his deposit, required payments, and signed contract have been received.
2. No senior will be allowed to participate in Graduation activities and no final grades or transcripts will be released until all financial obligations are met.
3. No student will be allowed to sit for final exams until all financial obligations are met.

No abatement of tuition or other fees will be allowed in the case of withdrawal for any reason, including expulsion. If enrollment is cancelled on or after **August 1**, the parents or guardians who are financially responsible for the student shall be obligated to pay the full tuition and fee charges as liquidated damages. The Enrollment Contract may be cancelled by sending a letter to the Student Finance Coordinator without damages (except forfeit of the Tuition Deposit) **prior to August 1, 2020**.

If tuition and fees are not paid in full when due, the student will not be permitted to attend classes at the school unless special arrangements for payment have been previously arranged in writing with the Student Finance Coordinator. School records, including transcripts and diplomas, will not be issued until all financial obligations to the school have been met.

### **Conditions of Enrollment**

Enrollment for the 2020-2021 academic year is contingent upon the successful completion of the 2019-2020 academic year, and the payment in full of any past due accounts. Continued enrollment at the school is subject to the student meeting the school's academic requirements and complying with the rules and regulations of the school as communicated and modified from time to time and the parent(s) or guardian(s) fulfilling all financial commitments to Malden Catholic as determined by the Finance Office.

## **XVI. Notice of Non-Discriminatory Policy**

Malden Catholic admits male students of any race, color, sexual orientation, and national ethnic origin to the rights, privileges, programs and activities generally accorded to the students at the school. It does not discriminate on the basis of race, color, sexual orientation, national and ethnic origin in administration of academic policies, scholarship and financial aid programs, athletic and other school-administered programs. Admission is open to all students who can be reasonably accommodated.

In compliance with federal civil rights law relating to persons with disabilities [particularly Section 504 of the Rehabilitation Act of 1973 (Revised 1992) and the Americans with Disabilities Act of 1990 (ADA)], Malden Catholic is committed to a policy of nondiscrimination towards individuals with a disability. The School recognizes its responsibility to provide reasonable and appropriate accommodations to allow equal educational opportunity for persons with disabilities.

“Reasonable and appropriate accommodations” means facilities modifications and/or service adjustments determined by the School in consultation with the disabled person and other resources. The ADA does not require the School to take any action that would fundamentally alter the nature of its programs or services, or pose an undue financial or administrative burden, that is, requiring significant difficulty or expense when considered in light of such factors as the School’s size, financial resources, and operating procedures.

The family of any student requiring accommodations should complete a Confidential Health and School Counseling Form available through the School Office and contact the Principal or the Director of School Counseling at time of registration or no later than June 15 prior to start of school year.

Concerns about ADA compliance may be brought to the Director of Finance and Business Operations, who will initiate appropriate investigation.

## Appendix A - Hazing

In compliance with Massachusetts General Law, Chapter 536, An Act Prohibiting the Practice of Hazing, Malden Catholic requests all parents and students to read the laws presented below and to cooperate in its implementation. Student organizers and participants in hazing face suspension and possible expulsion. In signing the accompanying response form, parents and students pledge to comply with this law.

### **An Act Prohibiting the Practice of Hazing**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows: Chapter 269 of the General Laws is hereby amended by adding the following three actions:

**Section 17.** Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one hundred dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

**Section 18.** Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that the person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

**Section 19.** Each secondary school and each public and private school or college shall issue to every group or organizer under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge, or applicant for membership in such group or organization, a copy of this section and of sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the Regents of Higher Education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents, and in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such reports.

## **Appendix B - Policy on Sexual Harassment**

### **I. Policy**

Malden Catholic is committed to providing an educational environment that is free of sexual harassment. Sexual harassment is completely unacceptable and will not be tolerated in any form.

It is also a violation of this policy to condone sexual harassment by another person. For purposes of this policy to “condone” sexual harassment means to participate in such harassment by inciting, encouraging, fostering or otherwise giving support or approval to that harassment.

Also prohibited is any retaliation against any other person because s/he complains of sexual harassment or assists the school in an investigation of harassment and any intimidation, coercion or other attempted interference with an investigation of a harassment complaint.

The school will take seriously all complaints of sexual harassment, the condoning of sexual harassment or retaliation and will have each such complaint thoroughly investigated.

### **II. Prohibitions**

#### **A. Sexual Harassment by Students**

Students are prohibited from making unwelcome sexual advances or requests for sexual favors and from engaging in any other verbal or physical conduct of a sexual nature when those advances, requests or conduct have the purpose or effect of unreasonably interfering with the education of another student or the working environment of any employee of the school by creating an intimidating, hostile, humiliating or sexually offensive educational or working environment either inside or out of the school setting. This includes conduct during field trips or other school sponsored events, telephone calls or email, internet harassment.

As noted above, any condemnation of the sexual harassment of a student and any retaliation against a student because he complains of sexual harassment or assists school investigation of such complaint are also prohibited.

#### **B. Sexual Harassment by a School Employee**

It is a school violation for any teacher, administrator or other school employee, male or female, to sexually harass a student. For purposes of this prohibition, sexual harassment means any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

1. When submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of educational benefits, privileges or placement services or as a basis for the evaluation of academic achievement.
2. When such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.
3. Any condemnation of the sexual harassment of a student and any retaliation against a student because he complains of sexual harassment or assists the school investigation of such a

complaint is also prohibited.

### **III. Examples and Further Policy Discussion**

Whether particular language constitutes sexual harassment depends upon the circumstances of the incident and will be determined by the school on a case-by-case basis. The following are, however, some examples of language and conduct which all students at the school are cautioned to avoid. This is not an exhaustive list.

- a. comments to, or about, any student or school employee or his or her appearance that are sexually graphic or would otherwise tend to be degrading
- b. any physical conduct of a sexual nature
- c. jokes or other remarks with sexual content that is graphic or may otherwise be offensive to others
- d. sexually suggestive sounds or gestures
- e. display of objects, posters, or pictures of a sexual nature

### **IV. Procedure for Complaint and Investigation**

If any student believes that he has been subjected to sexual harassment, whether by a student, a school employee or any other person who comes on school property with permission, or that he has witnessed the sexual harassment of another, the student should report the incident promptly to the Headmaster, Principal or the Vice-Principal.

A complaint of sexual harassment by a student, or by a person on the student's behalf, may also be made to any counselor or teacher. A counselor or teacher who receives such a complaint will notify the appropriate administrator to initiate the investigation.

It is the policy of the school to have all complaints of sexual harassment promptly and fully investigated and to take any steps necessary to remedy the situation.

Normally, the investigation of a complaint of sexual harassment will be conducted by the Headmaster, Principal or Vice-Principal and will include separate private interviews with the complainant, each person accused of harassment and each witness, if any. The interview will ordinarily be documented by the administrator conducting the investigation, but those interviewed may also be asked to provide a written statement. All students are expected to cooperate fully with any investigation of sexual harassment.

Information provided during an investigation of sexual harassment will be treated as confidential. This means that information will be shared with others on a need-to-know basis only. The parent or guardian of the complainant may be notified. In appropriate circumstances, as determined by the school, the accused may be informed of the identity of the complainant or witnesses, but, in those circumstances, the accused will be cautioned against reprisals or recrimination or any attempted intimidation or coercion of the complainant or witnesses.

At the conclusion of the investigation, the administrator will prepare a report, which will be shared with both the complainant and the persons accused of harassment.

## V. Disciplinary Action

Any student found to have sexually harassed another individual is subject to disciplinary sanctions, up to and including suspension and permanent exclusion from the school.

Any retaliation, discrimination or other adverse action, such as intimidation, threats or coercion, taken against a student or school employee because s/he complains of sexual harassment will also result in disciplinary sanctions, up to and including suspension or permanent exclusion from the school.

Any student found to have condoned sexual harassment by another may, depending upon the extent his participation, be subject to disciplinary action.

## Appendix C - MIAA Rule 62: Chemical Health

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as “NA or near beer”. It is not a violation for a student to be a possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor.

This rule represents only a minimum standard upon which schools may develop more stringent requirements

If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

### MINIMUM PENALTIES:

**First Violation:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

**Second and Subsequent Violations:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the



season.

Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

## **Appendix D - Policy Regarding Athletic Team Candidates**

### **Who are cut as a Result of a Tryout?**

1. Any candidate cut at the conclusion of a preliminary or final tryout is entitled to meet with the appropriate coach for an explanation of the decision.

**No parent may request a communication with such a coach seeking such explanations unless their son has initiated discussion with the coach first.**

2. If after having met with a Coach, a candidate is dissatisfied with the results of his meeting, his parent(s) may contact the Athletic Director requesting that the coach contact the parent(s). The Coach will return the parent's call within twenty-four hours. No parent will be granted a personal meeting with a coach at this stage.
3. If a parent remains dissatisfied, he/she may contact the Athletic Director and be given the opportunity to state his/her case. The Athletic Director will decide whether or not a second tryout is warranted only if there is an extraordinary circumstance.
4. Only after having exhausted these channels would a case come to the Principal for review in consultation with the Coach and the Athletic Director.

## **Appendix E - Laboratory Safety**

The safety of our students, faculty and staff shall be the number one priority at all times. In this regard the conduct of laboratory experiments in association with the Malden Catholic science curriculum must be in strict accordance with national, state and local guidelines. Malden Catholic adheres to those guidelines with regard to the conduct of our laboratory-based curriculum. These guidelines have been tailored to meet our specific objectives and needs. They will be routinely practiced, reviewed quarterly, and updated as necessary. Your son will receive a safety contract that you should review; you will both sign it and return it to their current science teacher prior to the first laboratory experiment of the academic year. The science department will maintain these contracts on file for record purposes. These documents will be made available to all Malden Catholic faculty and staff for periodic review. Additionally, they will be provided to local law and fire enforcement authorities for informational purposes.

## Appendix F - Acceptable Technology Use Policy

Technology is an important enhancement to the rigorous academic curriculum taught at Malden Catholic. Our objective is to provide the most appropriate tools available to support higher-level learning and instruction in and out of the classrooms. All Malden Catholic students are expected to contribute to a stable and productive computing environment using good and ethical judgment at all times. Use of technology and the network at Malden Catholic is strictly limited to educational purposes, is a privilege, not a right, and will be withdrawn if abused. All technology and network use must comply with local, state and federal laws and with school policy. The rules and guidelines that govern the use of Malden Catholic's technology and network resources are outlined below. The student is ultimately responsible for his conduct using technology and network resources and will be held accountable for his actions.

For purposes of this policy, the term "technology" or "network" includes, but is not limited to: hardware (computers, printers, projectors, Apple TV devices, interactive boards, wired and wireless networks, iPads, and all related materials), software, and internet-based programs (Malden Catholic's website, email system, and any other school-owned or school-based internet programs.)

### Network Etiquette and Responsible Use

1. Malden Catholic's code of conduct extends to the electronic world.
  - Technology will not be used to harass or bully others.
  - Technology will not be used to steal or borrow intellectual work.
  - Technology is not to be used to access or store inappropriate materials.
  - Technology will not be used to send out "chain" email, mass email (3 or more recipients) and/or surveys that have not been approved by faculty or staff.
  - Technology is not to be used in a disrespectful way towards teachers by "multitasking" during class (emailing, chatting, doing homework, etc.).
  - Technology will not be used to take a photo, record through video or audio any student, faculty, or without their knowledge and consent.
  - Technology will not be used to express profanity and vulgarities in any online source, including Malden Catholic's website, email program, or other internet sites.
  - Technology will not be used to share any personal information about you or any student or school personnel to anyone via the Internet.
  - Technology will not be used in a way that endangers your safety or the safety of students or staff members.
  - Technology will not be used in a way that would disrupt the use of the network by others.
2. The network will be used for educational purposes first and foremost and should be handled with care and consideration. Playing games, online chatting and watching entertainment videos are *not* allowed during the school day unless associated with a class and permission from a teacher is explicitly given.
3. The network is to be used to store school-related files only. The network may not be used to store or download music, videos, game files or personal photos.

4. The network may not be used to break copyright law by using unlicensed software or pirating audio or visual materials. Accessing “pirated” materials is not only a violation of this policy; it may also be a criminal act punishable by law.
5. Do not use electronic resources to plagiarize. While covered in the first point, this bears repeating. Using the work of others without giving them the credit, even if they say it is okay, is plagiarizing.
  - Do not ask others for their homework.
  - Do not cut and paste from the web without a full citation.
6. Malden Catholic utilizes Microsoft’s Office365 to provide all faculty and students with web-based email, calendar and documents for collaborative study anytime and anywhere. Each student is provided with their own Malden Catholic-branded email account using the naming convention xyyyy##@maldencatholic.org where x=first letter of the first name, yyyy=last name and ## = the last two digits of the student’s year of graduation. Electronic communication between faculty and students through email **must** utilize the Malden Catholic-branded email accounts.
7. As part of a student’s Microsoft Office365 account, they are each provided with 40GB of online storage via OneDrive. Students are to use OneDrive instead of portable USB drives for transferring electronic files between school and home.
8. Students can access Malden Catholic’s network for printing, Internet access, and local storage of documents from any Malden Catholic-provided student-use computer. Each student is provided with a unique network username that corresponds to the first half of their Malden Catholic email address (xyyyy##).
9. Each student is to use their MC Network username as the name of their iPad. On the iPad, tap on Settings, General, About, Name. The iPad name displayed here must match the student’s MC Network username (.i.e. xyyy## where x is the first letter of the student’s first name, yyy is the student’s last name and ## is the last two digits of the student’s year of graduation).
10. The student accounts for Microsoft Office365, LancerLink and the Malden Catholic network all require passwords. For the Office365 and Malden Catholic network accounts, students will each be given a unique password that they are to use for both accounts. While students can use their own password for their LancerLink account, it is highly recommended that students use their Office365/MC Network password for their LancerLink password.
11. Passwords must not be shared with any other person. Malden Catholic’s Technology Staff and parents are the only exceptions. Students are responsible for all actions taken under a student’s username and password. If a student suspects that his password has been discovered that student must immediately report this concern to a faculty member. Do not

access or use other people's accounts, computers or folders, nor borrow computers or computer accessories without express permission from the owner.

12. Students should not attempt to bypass the technological blocks that have been placed on computers to filter content that the school has classified as objectionable. Teachers may request to unblock a website if the website is appropriate and relevant to school activities.
13. Never provide personal information online.
14. Students should only use printers for school related materials and not in excess.
15. Students should back up their work often. Do not use technology as an excuse. If your computer fails at home, do your work on paper or in some other way. The use of your Google Drive cloud account for back up is required.
16. In the same vein, students should take responsibility for regularly checking their Malden Catholic email account and their teachers' course pages on [LancerLink](#) to stay updated on information that has been shared by the school or their teachers.
17. All student files are deleted at the end of each school year. Network login accounts are deleted for graduated seniors, but their Malden Catholic email accounts will remain active.

### **Internet Use Policy:**

Malden Catholic provides Internet access to promote educational excellence by facilitating resource sharing, innovation and communication. With this access comes the availability of material that may not be considered to be of educational value. Access to such material is actively discouraged, but on a global network it is impossible to control all materials. **It is the responsibility of each user to access only materials consistent with the educational goals of Malden Catholic.**

### **CIPA Compliance Statement:**

As mandated by the federal law enacted by Congress in 2000 and updated in 2011, Malden Catholic is compliant with the Children's Internet Protection Act (CIPA) through the use of technology protection measures, monitoring online activities of students and educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All web browsing sessions that use MC's Internet access pass through a firewall with advanced content filtering to protect students from inappropriate and harmful web-based content.

## **Wireless Network Policy**

Malden Catholic offers wireless internet access for student wireless mobile learning devices on campus, for academic use only. A wireless mobile learning device refers to a laptop or an iPad. This internet access uses the same content filter that networked school devices currently use. All Student devices must arrive at school with have fully charged batteries

Students are not permitted to use any type of wireless mobile learning devices (WMLD) on campus unless it has first been registered with the Technology Department and there is an acceptable use policy on file that has been signed by the student and parents. During the school day, WMLDs are allowed to be used anywhere on campus, except in the hallways and in the cafeteria during lunch periods. While in the cafeteria during lunch periods, all WMLDs must be turned off and out of sight or stored in your locked locker. Teachers may allow students to use these devices in class, but such use should not disrupt the learning environment and must conform to policies set forth. Any use that violates local, state and/or federal laws is prohibited.

The following conditions will be applied to a student's personally owned WMLD while in their possession on school property or at any school sponsored event:

1. Malden Catholic will not be held liable for any damage that may occur as a result of connecting to the school's Wireless Network or any electrical power source.
2. Malden Catholic will not be held responsible for any physical damage, loss or theft of the personally owned device.
3. Persons connecting personally owned devices to the Malden Catholic Wireless Network agree to maintain current anti-virus software enabled on their computers.
4. Illegal, destructive, harmful or any other inappropriate activities, including, but not limited to computer hacking, cyber-bullying, accessing offensive/obscene materials, engaging in illegal activity are strictly prohibited.

The parents and/or guardians of any student bringing personal WMLDs to school agree to be responsible for and to reimburse Malden Catholic for any damage that their student may cause arising out of and relating to the use of the Malden Catholic Wireless Network with his personally-owned WMLD.

### **Prohibited Uses:**

Students are not to use material, images or text messages to invade personal privacy, harass another person, disrupt the instructional day or engage in dishonest acts. The following are inappropriate uses of WMLDs:

1. Illegal, destructive, harmful or any other inappropriate activity including, but not limited to, harassment, threats, intimidation, cyber bullying/cyber threats of other students, teachers, staff or school administration via cellular phone calls, SMS text messaging or by use of MMS picture messaging.
2. Passing or transmitting otherwise secure information, i.e. electronic forgery or inappropriate content, i.e. photos, videos, audio etc.

3. Invasion of personal rights in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, restrooms, and any other areas where students or others may be in any stage or degree of disrobing or changing clothes.
4. Cheating on tests/exams by either transmitting or receiving test/exam information or images before, during or after the administration of the test/exam.
5. Taking pictures, recording videos, or making audio recordings unless associated with a class and permission from a teacher is explicitly given.
6. Installing an iPad app designed to bypass firewalls.
7. Violation of any other school policy or other forms of illegal behavior during the instruction and non-instructional day.

**The use of personal devices as a “hot spot” for the owner and others to bypass the school network and firewall is prohibited while on the premises.**

### **Social Networking and Texting**

Although social networking and texting is done at home or off campus, it can have an impact on the school community. While Malden Catholic does not actively pursue or routinely view personal networking sites or student cell phones, when objectionable or disrespectful material is brought to administration’s attention, the school reserves the right to address the content and conduct if it creates a hostile or disrespectful environment. The school does encourage parents to routinely view and monitor their child’s technology usage to ensure that information and content shared does not place any student at risk.

#### **Security:**

Security on any computer system is a high priority, especially when the system involves many users. Any security problems with the school’s computer systems or on-line services must be reported to the technology director. Attempts to log on as a supervisor (director/ teacher) will result in cancellation of user privileges. Any user identified as a security risk or as someone having a history of problems with other computer systems may be denied access to internet.

#### **Vandalism:**

Vandalism is defined as any malicious attempt to harm or destroy equipment or the data of another user or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing on-line materials without permission. Vandalism will result in cancellation of privileges, in addition to sanctions as dictated by school policies.

#### **Damages:**

The user specifically agrees to reimburse Malden Catholic and its administrators for any losses, costs, or damages, including reasonable attorney’s fees, incurred by Malden Catholic and its administrators relating to or arising out of any breach of this “policy concerning the use of school computers.”

**Legal Issues and Malden Catholic's Right of Access:**

Malden Catholic owns and operates the equipment and software that comprise our network resources. Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of Malden Catholic's network resources is subject to the rules stated in this policy as well as within the Student-Parent Handbook. Malden Catholic may monitor the network while you are using it, and you should never assume that anything you do on Malden Catholic's network resources is private. Additionally, the school reserves the right to search students' personal electronic devices (cell phones, laptops, etc.) when they are brought on to the campus should the school determine there is a reasonable need to do so.

**Violations:**

Any and all violations of this student Responsible Use Policy will result, at minimum, in the loss of network privileges as well as appropriate disciplinary action. Persons who believe that they have been harassed or threatened by any of these methods of communications should immediately report the concern to the Assistant Principal. Any student who accesses inappropriate material on the internet or who receives harassing, threatening or inappropriate materials via email or on the internet must immediately report the concern to the faculty member who is supervising the activity or to school administration so that the situation can be investigated and appropriately addressed.

**Disclaimer:**

Currently, Malden Catholic utilizes an internet filtering system. Providing a filter generally can significantly reduce access to offensive and pornographic materials. Unfortunately, no filtering system is foolproof. While Malden Catholic's intent is to make internet access available for educational goals and objectives, students may have the ability to access other materials. Therefore, we expect students to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. We expect students to obey the Responsible Use Policy when using the internet and all network resources.

Note: Malden Catholic reserves the right to modify this policy as needed.

## **Appendix G - Crisis Response and School Safety Plan**

The purpose of this plan is to implement a school wide plan that will create the safest possible environment for everyone in the Malden Catholic community. Additionally, we want to prepare students, faculty, and staff to respond in the most appropriate manner in the event of any school emergency or crisis.

We also recognize that it is extremely important to take the proper steps to try to prevent such incidents from occurring in our school. This includes focusing on the culture of the school building through the building of relationships of teachers and students. Ongoing training will take place for all faculty, staff, and students related to school safety.

The following are general policies that are designed to assist in helping Malden Catholic to be as safe as it can possibly be:

### **General Access to the School Building**

Students will have the opportunity to enter the building at specifically designated entrances until the second bell at 8:00AM. At this time, doors will be locked and entrance to the building will be limited to the front door via intercom. Visitors will be required to sign in at the main office, reveal their destination, and obtain a visitor's pass.

### **Response to Internal and External Threats to School Safety**

Malden Catholic is committed to investigating any and all threats to the safety of its students, faculty, and staff. These threats could be from inside or outside the Malden Catholic community. All such threats to the safety of anyone in our community will be investigated and followed up with appropriate consequences. This includes suspension/expulsion and police action when deemed appropriate. Immediate psychological evaluation and intervention should be provided when necessary.

School employees or students who have reason to believe there is any threat to their or others' safety should immediately report the incident to the school administration. All complaints will receive prompt attention, and the situation will be investigated. Based on the results of the inquiry, appropriate disciplinary or other action will be taken by the administration.

School employees or students who observe or have knowledge of violation of this policy should report it to the Director of School Safety. We will investigate these events and request the cooperation of all individuals involved in the incident.

The Malden Catholic High School is committed to providing a safe, orderly, and productive learning environment for all members of the school community.

The Malden Catholic Crisis Response Team will meet during the school year to prepare for emergency events. The Assistant Principal for Student Life and members of the team will meet with local public health, mental health, public safety, Mayors' office, law enforcement and emergency services personnel periodically to prepare for emergency situations.

The administration, staff, and students strive to create an educational environment which is safe and secure in order to facilitate learning and teaching and preserves the physical and mental well-being of all lawful occupants of the building. A dedicated note taker will be used in the event of a crisis situation. This is to document all people involved and decisions that were made.

The Assistant Principal for Student Life shall assess safety standards and procedures every two years. The Assistant Principal for Student Life will conduct an assessment using the Safety Review Checklist each September. If any areas are determined to be of concern, they will be forwarded to the Headmaster.

Safety drills will be conducted during the school year. These drills include Evacuation/Fire Drill, Shelter-in-Place, and Lockdown. The Crisis Response Team will meet periodically to discuss changes that may be needed to the plans in place.

In cases where individual students are in crisis or at risk, all personnel will cooperate in providing support as needed to stabilize the students' learning situation. In cases where a crisis occurs that affects the entire school community, such as a death or disaster, staff will collaborate under



direction of the Administration in addressing whatever related issues arise.

### **Search Policy**

Malden Catholic reserves the right to conduct at any time, without notice, searches and inspections of school property. School property includes but is not limited to lockers and desks. With reasonable suspicion vehicles may also be searched.

In order to maintain the safest educational environment, a school administrator may search the personal belongings of a student. This would include items such as a book bag, sports equipment bag, lunch bag, etc. The search must be based on information from faculty, students, or staff that presents a reasonable suspicion that a student possesses a dangerous weapon, contraband, drugs or alcohol, or other items possessed in violation of law or school policy. The student search can only be conducted by administration in conjunction with events at school or that are school sponsored.

Illegal or unauthorized articles discovered may be taken and turned over to law enforcement officials. In addition, any student who refuses to submit for a proper and lawful search or who is found in possession of prohibited articles will be subject to disciplinary action up to and including expulsion.

## **Appendix H - Bullying Prevention and Intervention Plan**

### **Introduction**

*Malden Catholic* (the “School”) acknowledges that its purpose for existence is rooted in the mission of the Church. In fulfilling its role within the educational mission of the Church, the School must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Each child must be challenged to reach his/her full potential by fostering in each child a love of learning and by providing an environment that also fosters respect and understanding of one another. In this regard, it is essential that a safe, positive and productive educational environment be established where students can attain the highest academic achievement and where no student shall be subjected to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying or Retaliation or other similar disruptive or violent behaviors constitute conduct that disrupts both a student’s ability to learn and the School’s ability to educate its students in a safe and embracing environment. The School’s Staff is expected to demand that all students behave appropriately and treat others with civility and respect. Bullying, Cyber-Bullying and Retaliation are not to be tolerated.

Accordingly, the School hereby promulgates this Bullying Prevention and Intervention Plan (the “Plan”) as required by the Archdiocese of Boston Bullying Prevention Policy (the “RCAB Bullying Prevention Policy”).

1. **Definitions.** For purposes of this Plan, the following definitions shall apply:

**Aggressor:** A student who engages in Bullying or Retaliation.

**Bullying:** The repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a Target that:

- A. Causes physical or emotional harm to the Target or damage to the Target's property;
- B. Places the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- C. Creates a Hostile Environment at School for the Target;
- D. Infringes on the rights of the Target at the School; or
- E. Materially and substantially disrupts the education process or the orderly operation of the School.

By way of example only, Bullying may involve, but is not limited to:

- A. Unwanted teasing
- B. Threatening
- C. Intimidating
- D. Stalking
- E. Cyber-Stalking
- F. Physical violence
- G. theft
- H. sexual, religious, racial or any other type of harassment
- I. public humiliation
- J. destruction of School or personal property
- K. social exclusion, including incitement and/or coercion
- L. rumor or spreading of falsehoods

*For the purpose of this Plan, whenever the term "Bullying" is used it is to denote either Bullying or Cyber-Bullying (as defined below).*

**Cyber-Bullying:** Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by:

- wire
- radio
- electromagnetics
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-Bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

**Hostile Environment:** A situation in which Bullying causes the School environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

**Retaliation:** Any form of intimidation, reprisal, or harassment directed against a student who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

**School Grounds:** Property on which a School building or facility is located or property that is owned, leased or used by a School for a School-sponsored activity, function, program, instruction or training.

**Staff:** Includes, but is not limited to, educators, faculty, administrators, counselors, school nurse, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

**Target:** Any student against whom Bullying or Retaliation has been perpetrated.

## **I. Leadership**

Leadership at all levels of the School community has played a critical role in developing and implementing this Plan in the context of other School and community efforts to promote a positive School climate. The Plan has been developed in consultation with the Administration, the Board of Trustees, School Staff, School volunteers, students, parents, and guardians. Notice and a public comment period by families of students currently attending the School was provided before the Plan was adopted by the School. We all have a primary role in teaching students to be civil to one another and promoting understanding of and respect for diversity and difference. The Principal and designated members of the Staff, working under the oversight of the Headmaster and the Board of Trustees are collectively responsible for setting priorities and for staying up-to-date with current research on ways to prevent and effectively respond to Bullying. It is also the responsibility of the Principal and such designees to involve representatives from the greater School and local community in developing, implementing and periodically reviewing the Plan.

**A. Assessing Needs and Resources:** The Plan is intended to be the School's blueprint for enhancing capacity to prevent and respond to issues of Bullying within the context of other healthy School climate initiatives. As part of the planning process, School leaders, with input from families and the Staff, have assessed the adequacy of current programs; reviewed current policies and procedures; reviewed available data on Bullying and behavioral incidents; and assessed available resources including curricula, training programs, and behavioral health services. This "mapping" process has assisted the School in identifying resource gaps and the most significant areas of need. Based on these findings, the School has developed policies and procedures, and set priorities.

- **Adequacy of Current Program:** In April of 2009 all freshmen and sophomores completed a written, in-class survey on various dimensions of school climate, including perception of bullying. No student of 286 surveyed indicated that he felt unsafe or unwelcome at the School. A 2008-2009 comprehensive Mission Effectiveness survey, conducted by the

School across all constituencies and later validated by a visiting team from our Sponsorship Office, similarly showed strong positive results. Survey results (2011) from our Parents Club, The Malden Catholic Lancers Association, indicated strong satisfaction with School procedures around bullying.

- A meeting of a School Anti-Bullying *ad hoc* committee identified possible vulnerable populations and building hot spots with recommended approaches.
- Appropriate curriculum and in-School support: our curriculum contains anti-bullying messaging throughout the Theology and Campus Ministry programs, with their emphases on "respect for life" in all its manifestations; and particularly in Junior Theology which deals with racism, disabilities, human dignity; it is topical at retreats, MCLI (with emphasis on senior leadership), as part of Physical Education orientation, in Health Classes, through coaches (in anti-hazing language), through seasonal team meetings; and as regular part of individual meetings with School counselors.

**B. Planning and Oversight: Responsibilities:**

1. The Assistant Principal will receive reports on bullying
2. The Principal has collected assessment data and will work with the Assistant Principal on an on-going basis to gather more current data and any necessary improvement measures.
3. The Assistant Principal will record and track incidents.
4. The Principal, Division Leader, Assistant Principal and Professional Development Committee will consider need for staff development.
5. The Director of School Counseling will provide planning supports that respond to the needs of Targets and Aggressors.
6. Department Chairs oversee curriculum consistent with School Mission.
7. The Administrative Team, with Director of School Counseling and Director of Technology will review, revise, and implement policies and protocols.
8. The Administrative Team will review handbooks and update the Plan, subject to the approval of our Board of Trustees.

**C. Priorities**

The School expects that all members of the School community will treat each other in a civil manner and with respect for differences.

The School is committed to providing all students with a safe learning environment that is free from Bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of Bullying and other harmful and disruptive behavior that can impede the learning process.

The School will take specific steps to create a safe, supportive environment for vulnerable populations in the School community, and provide all students with the skills, knowledge, and strategies to prevent or respond to Bullying.

We will not tolerate any unlawful or disruptive behavior, including any form of Bullying or Retaliation, in our School, on School Grounds, or in School-related activities. We will investigate promptly all reports and complaints of Bullying and Retaliation and take prompt action to end that behavior and restore the Target's sense of safety. We will support this commitment in all aspects of our School community, including curricula, instructional programs, Staff development, extracurricular activities, and parent or guardian involvement. This Plan is a comprehensive approach to addressing Bullying, and the School is committed to working with students, Staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of Bullying and Retaliation. The Principal, working under the oversight of the Headmaster and the Board of Trustees, and with the others stated above, is responsible for the implementation and oversight of the Plan.

## **II. Prohibition Against Bullying and Retaliation**

Bullying is prohibited:

- On School Grounds owned, leased or used by a School;
- On property immediately adjacent to School Grounds;
- At any School-sponsored or School-related activity, function or program whether on or off School Grounds;
- At a School bus stop;
- On a School bus or any other vehicle owned, leased or used by the School; or,
- Through the use of technology or an electronic device owned, leased or used by the School;

Bullying is also prohibited at a location, activity, function or program that is not School-related or through the use of technology or an electronic device that is not owned, leased or used by the School if the act or acts in question:

- create a Hostile Environment at School for the Target;
- infringe on the rights of the Target at School; or
- materially and substantially disrupt the education process or the orderly operation of the School.

Retaliation against any person who reports Bullying or Retaliation, provides information during an investigation of Bullying or Retaliation, or witnesses or has reliable information about Bullying or Retaliation is also prohibited.

## **III. Training and Professional Development.**

*The requirements under Massachusetts General Laws, Ch. 71, § 370, DO NOT require non-public School to provide ongoing professional development for all Staff. However, the Administrative Team with the Chair of the Professional Development Committee will regularly assess the need for such development. This may include:*

A. **Annual Staff Training on the Plan:** Providing overview of procedures and discussion of

sensitivity of the issue in light of School Mission.

**B. Written Notice to Staff:** At the beginning of each School year, the Principal or his or her designee may provide written notice to the School Staff of the RCAB Policy and the Plan. Relevant sections of the RCAB Policy and the Plan relating to the duties of School Staff shall be included in the School employee handbook.

**C. On-going Professional Development:** Existing School goals and practices inherent in the Mission already exist to foster a School climate that promotes safety, civil communication, and respect for differences. On-going Faculty Faith Formation and professional development will build the skills of Faculty and Staff members to prevent, identify, and respond to Bullying. Professional development may be informed by research and may include information on:

- developmentally (or age-) appropriate strategies to prevent Bullying;
- developmentally (or age-) appropriate strategies for immediate, effective interventions to stop Bullying incidents;
- information regarding the complex interaction and power differential that can take place between and among an Aggressor, Target, and witnesses to the Bullying;
- research findings on Bullying, including information about specific categories of students who have been shown to be particularly at risk for Bullying in the School environment;
- information on the incidence and nature of Cyber-Bullying; and
- Internet safety issues as they relate to Cyber-Bullying.

Professional development will also address ways to prevent and respond to Bullying or Retaliation for students with disabilities that must be considered when developing students' Individualized Education Programs (IEPs). This will include a particular focus on the needs of students with autism or students whose disability affects social skills development.

Additional areas identified by the School for professional development include:

- promoting and modeling the use of respectful language;
- fostering an understanding of and respect for diversity and difference;
- building relationships and communicating with families;
- constructively managing classroom behaviors;
- using positive behavioral intervention strategies;
- applying constructive disciplinary practices;
- teaching students' skills including positive communication, anger management, and empathy for others;
- engaging students in School or classroom planning and decision-making; and
- maintaining a safe and caring classroom for all students.

#### IV. Training and Professional Development.

##### Access to Resources and Services

- A. **Identifying Resources:** The Principal, Assistant Principal, and Director of School Counseling will identify necessary resources and their adequacy in providing counseling and other services for Targets, Aggressors, and their families. This will include a review of current staffing and programs that support the creation of positive School environments. Recommendations and action steps to fill resource and service gaps may follow their review. At this time, the School Counselors office is staffed with four School Counselors who provide initial assessment, intervention and follow-up for “Targets, Aggressors and their families.” This does not include ongoing “clinical” counseling work. The Director of School Counseling will oversee all processes initiated in conjunction with individual Counselors and determine the need for additional outside referrals and/or resources.
- B. **Counseling and other Services:** The School Counseling department has referral relationships with several community based counseling and service agencies and individuals including, but not limited to: Riverway Counseling in Medford, New Beginnings Counseling in Stoneham, Riverside Community Care in Wakefield and Arbor Counseling in Malden. Each situation will be assessed, and specific individualized interventions implemented based in the specific needs of the students/persons involved.
- C. **Students with Disabilities:** Action plans will be added to the Educational Plans of those students who present as vulnerable due to a learning disability or a social disability. These individualized plans will include increased contact with counselors, and other pupil support personnel as well as skill building interventions as needed.
- D. **Referral to Outside Services:** Referrals to outside agencies and/ or individuals will follow the protocols listed below:
1. Identification by a designated school official or School Counselor of the need for an “out of school” referral.
  2. Contact with the student’s parents to inform them of the school’s recommendation for additional outside counseling and/or services. This contact will be made by the school counselor or the school’s designee.
  3. Parents will be given the option of contacting their own primary care doctor for an appropriate referral or be provided with referral options by the School Counseling Department.
  4. Parents must sign a two-way “release of information” form (See attached) in order for the school counselor or designate to coordinate and support a continuum of care between the school and the outside referral.
  5. After signing appropriate “release of information” forms, parents will be expected to inform their child’s school counselor of the status of the referral including date of initial meeting and name and number of the referral.
  6. The student’s school counselor will be responsible for checking in with and following through on all referrals.

## V. Policies and Procedures for Reporting and Responding to Bullying and Retaliation

- A. **Reporting Bullying or Retaliation:** Reports of Bullying or Retaliation may be made by Staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a Staff member shall be recorded in writing. A School Staff member is required to report immediately to the Principal or designee any instance of Bullying or Retaliation the Staff member becomes aware of or witnesses. (In all instances the Principal's designee is the Assistant Principal.) Reports made by students, parents or guardians, or other individuals who are not School Staff members, may be made anonymously. The School will make a variety of reporting resources available to the School community including, but not limited to, an Incident Reporting Form (a copy of which is attached to this Plan as **Exhibit A**), the voicemail boxes of the Administration, the school's mailing address, and the email addresses of the Administration.

Use of an Incident Reporting Form is not required as a condition of making a report. The School will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the School's main office, the School Counseling office, the School nurse's office, and other locations determined by the Principal or designee; and 3) post it on the School's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

At the beginning of each School year, the School will provide the School community, including administrators, Staff, students, and parents or guardians, with written notice of its policies for reporting acts of Bullying and Retaliation. A description of the reporting procedures and resources, including the name and contact information of the Principal or designee, will be incorporated in student and Staff handbooks, on the School website, and in information about the Plan that is made available to parents or guardians.

1. **Reporting by Staff:** A Staff member will report immediately to the Principal or designee when he/she witnesses or becomes aware of conduct that may be Bullying or Retaliation. The requirement to report to the Principal or designee does not limit the authority of the Staff member to respond to behavioral or disciplinary incidents consistent with School policies and procedures for behavior management and discipline.
2. **Reporting by Students, Parents or Guardians, and Others:** The School expects students, parents or guardians, and others who witness or become aware of an instance of Bullying or Retaliation involving a student to report it to the Principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged Aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a Staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of Bullying with a Staff member, or with the Principal or designee.



## **B. Responding to a Report of Bullying or Retaliation**

1. **Safety:** Before fully investigating the allegations of Bullying or Retaliation, the Principal or designee will take steps to assess the need to restore a sense of safety to the alleged Target and/or to protect the alleged Target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the Target and/or the Aggressor in the classroom, at lunch, or on the bus; identifying a Staff member who will act as a “safe person” for the Target; and altering the Aggressor’s schedule and access to the Target. The Principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Principal or designee will implement appropriate strategies for protecting from Bullying or Retaliation a student who has reported Bullying or Retaliation, a student who has witnessed Bullying or Retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of Bullying or Retaliation. The Assistant Principal will investigate immediately all reports and maintain strict confidentiality; he will confer with appropriate School counselor; will investigate alleged perpetrators; seek corroboration; defuse the situation through conversation with all parties, including parents and law authorities if needed; punish the perpetrator according to School policy.

### **2. Obligations to Notify Others**

- a. **Notice to Parents or Guardians:** Upon determining that Bullying or Retaliation has occurred, the Principal or designee will promptly notify the parents or guardians of the Target and the Aggressor of this, and of the procedures for responding to it. There may be circumstances in which the Principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
- b. **Notice to Another School:** If the reported incident involves students from more than one School district, charter School, non-public School, approved private special education day or residential School, or collaborative School, the Principal or designee first informed of the incident will promptly notify by telephone the Principal or designee of the other School(s) of the incident so that each School may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.
- c. **Notice to Law Enforcement:** At any point after receiving a report of Bullying or Retaliation, including after an investigation, if the Principal or designee has a reasonable basis to believe that criminal charges may be pursued against the Aggressor, the Principal will notify the local law

enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on School grounds and involves a former student under the age of 21 who is no longer enrolled in School, the Principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the Aggressor.

In making this determination, the Principal will, consistent with the Plan and with applicable School policies and procedures, consult with the School resource officer, if any, and other individuals the Principal or designee deems appropriate (including, but not limited to, the Office of the General Counsel of the Archdiocese).

- C. **Investigation:** The Principal or designee will investigate promptly all reports of Bullying or Retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the Principal or designee will, among other things, interview students, Staff, witnesses, parents or guardians, and others as necessary. The Principal or designee (or whoever is conducting the investigation) will remind the alleged Aggressor, Target, and witnesses that Retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the Principal or designee, other Staff members as determined by the Principal or designee, and in consultation with the School counselor, as appropriate. To the extent practicable and given his/her obligation to investigate and address the matter, the Principal or designee will maintain confidentiality during the investigative process. The Principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of Bullying and Retaliation will be consistent with School policies and procedures for investigations. If necessary, the Principal or designee will consult with the Office of the General Counsel of the Archdiocese about the investigation.

- D. **Determinations:** The Principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, Bullying or Retaliation is substantiated, the Principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the Target is not restricted in participating in School or in benefiting from School activities. The Principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the Principal or designee may choose to consult with the students' teacher(s) and/or School counselor, and the Target's or Aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the Bullying behavior and to assess the level of need for additional

social skills development.

The Principal or designee will promptly notify the parents or guardians of the Target and the Aggressor about the results of the investigation and, if Bullying or Retaliation is found, what action is being taken to prevent further acts of Bullying or Retaliation. All notice to parents must comply with applicable Massachusetts and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the Principal or designee cannot report specific information to the Target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the Target must be aware of in order to report violations.

## E. Responses to Bullying

1. **Teaching Appropriate Behavior Through Skills-Building:** Upon the Principal or designee determining that Bullying or Retaliation has occurred, the law requires that the School use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Mass. Gen. Laws. Ch. 71, Section 37O (d)(v). Skill-building approaches that the Principal or designee may consider include:
  - a. Offering individualized skill-building sessions based on the School's anti-Bullying curricula;
  - b. Providing relevant educational activities for individual students or groups of students, in consultation with school counselors and other appropriate School personnel;
  - c. Implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
  - d. Meeting with parents and guardians to engage parental support and to reinforce the anti-Bullying curricula and social skills building activities at home;
  - e. Adopting behavioral plans to include a focus on developing specific social skills; and
  - f. Making a referral for evaluation.
2. **Taking Disciplinary Action:** If the Principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the School's code of conduct.

Discipline procedures for students with disabilities may be governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with Massachusetts laws regarding student discipline.

If the Principal or designee determines that a student knowingly made a false

allegation of Bullying or Retaliation, that student may be subject to disciplinary action.

3. **Promoting Safety for the Target and Others:** The Principal or designee will consider what adjustments, if any, are needed in the School environment to enhance the Target's sense of safety and that of others as well. One strategy that the Principal or designee may use is to increase adult supervision at transition times and in locations where Bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Principal or designee will contact the Target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the Principal or designee will work with appropriate School Staff to implement them immediately.

## **VI. Collaboration with Families**

- A. **Parent Education and Resources:** The School will offer occasional education programs for parents and guardians that are focused on the parental components of the anti-Bullying curricula and any social competency curricula used by the School. The programs will be offered in collaboration with the Malden Catholic Lancers Association.
- B. **Notification Requirements:** The School will provide parents via Student-Parent Handbook written notice each year about the student-related sections of the Plan and the School's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats and will be available in the language(s) most prevalent among parents or guardians. The School will post the Plan and related information on its website.

## **VII. Relationship to Other Laws**

Consistent with Massachusetts and federal laws, and the policies of the School, nothing in the Plan prevents the School from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, Massachusetts, or federal law, or School policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the School to take disciplinary action or other action under Mass. Gen. Laws. Ch. 71, Section 37O (d)(v), other applicable laws, or local School policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

## **Appendix I - MC Athletics Concussion Protocol**

Any athlete who exhibits signs, symptoms, or behavior consistent with a concussion (such as loss of consciousness, nausea, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health-care professional.

When an athlete is cleared to return to play by a physician with documentation after they have sustained a concussion, a gradual return to play plan will be administered by the Athletic Trainer to monitor the athlete and insure they are symptom free during sports specific activities, before allowing them to participate in live athletic participation. Any prior concussion history for an athlete before attending MC should be noted in the mandatory medical physical that is due before each sports season for record keeping purposes.

### **Student/Parent Pre- Participation Responsibilities:**

1. All student athletes who plan to participate in extracurricular athletic activities along with their parents shall satisfy the following pre-participation requirements before practice or competition the following:
2. A current physical must be on file in the Nurse's Office
3. Complete the school approved training on head injuries and concussions in athletic activity
4. Provide the school with the student's certificate of completion for a school approved on-line course or a signed acknowledgement that they have read and understand the school approved written materials.
5. The school approved links are [www.cdc.gov/concussions](http://www.cdc.gov/concussions) and [www.nfhslearn.com/electiveDetail.aspx?courseID=1500](http://www.nfhslearn.com/electiveDetail.aspx?courseID=1500) . Click on the link for the online training.
6. Before the start of every sports season, student and parent/guardian shall complete and submit a current Pre-Participation Form. The form must be signed by both student and parent which provides a comprehensive history with up-to-date information about a student's concussion history; any head, spine or cervical injury history; any co-morbidity history. Certificates should be returned to the Coach and will be on file in the Nurse's Office.
7. If a student does not return the Pre-Participation form, he will not be allowed to practice or compete with a team.

### **Ongoing Requirements**

If a student sustains a head injury or concussion during an athletic season or at any time during the school year, but while not participating in a Malden Catholic sponsored extracurricular athletic activity, the parent must report the incident to the school and fill out a Report of Head Injury Form and submit to the school nurse who will then notify the Athletic Director, coach and school administration.

Malden Catholic may use a student's history of head injury or concussion as a factor to determine whether to allow the student to participate in extracurricular athletic activity or whether to allow such participation under specific conditions or modifications.

## **Exclusion from Play**

1. Any athlete suspected of sustaining a head injury or suspected as having a concussion, or exhibits signs and symptoms of a concussion, or loses consciousness for any amount of time, however brief, shall be removed from play immediately and will be evaluated by the athletic trainer that day and subsequently followed by the school nurse. A student will be asked to be evaluated by an appropriate health-care professional (Certified Athletic Trainer, Primary Care Physician, Neuropsychologist or Physician specialist within 24 hours of any injury)
2. No athlete should return to play or practice the same day after an injury or a suspected injury.
3. Any athlete with a concussion **MUST** provide medical clearance and authorization prior to resuming participation in any practice or competition. The formulation of a gradual return to play protocol should be a part of the medical clearance.
4. NOTE: Athletes with continued concussion symptoms are at significant risk for recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such risks are minimized if the athlete is allowed time to recover from the concussion and return to play decisions are carefully made. No athlete should return to sports or other at-risk participation when symptoms of concussion are present, and recovery is ongoing.
5. These guidelines will be applied to all practices, games, and scrimmages.
6. The athletic trainer or the Coach will communicate the nature of the injury directly to the parent either in person or by phone immediately after the practice or competition in which the student was removed for head injury or suspected head injury, signs and symptoms of a concussion or loss of consciousness. The parent will be given by the Athletic Trainer a form describing the injury and the Return to play instructions.
7. The coach or athletic trainer shall communicate with the Athletic Director and school nurse that a student has been removed from play for a suspected head injury, suspected concussion, signs and symptoms of a concussion or any loss of consciousness.
8. Each student who is removed from practice or competition and subsequently diagnosed with a concussion shall have a written graduated reentry plan for return to full academic and extracurricular athletic activities.
  - i. The plan shall be developed by the student's school nurse, certified athletic trainer, and Academic Vice Principal in consultation with the student's primary care provider or the physician who either made the diagnosis or is managing the student's recovery.
  - ii. The written plan shall include instructions for students, parents and school personnel addressing but not limited to:

- a. Physical and cognitive rest as appropriate
  - b. Graduated return to extracurricular athletic activities and classroom studies as appropriate, including accommodations or modifications as needed;
  - c. Estimated time intervals for resumption of activities
  - d. Frequency of assessments, as appropriate, by the school nurse, physician, certified athletic trainer or neuropsychologist if available until full return to classroom and extracurricular athletic activities are authorized;
  - e. A plan for communication and coordination between and among school personnel and between school, parent and the student's primary care provider or the physician who made the diagnosis or who is managing the student's recovery.
- iii. The student must be completely symptom free and medically cleared as defined in 105 CMR 201.011 in order to begin graduated reentry to extracurricular activities.

### **Medical Clearance and Authorization to Return to Play**

Each student who is removed from play for a head injury or suspected concussion shall obtain and present to the school nurse a Medical Clearance and Authorization Form prior to resuming the extracurricular athletic activity. This form must be completed by a physician or one of the individuals as authorized by 105 CMR 201.011(A). The ultimate return to play decision is a medical decision that may involve a multidisciplinary approach, including consultation with parents, the school nurse and administrators as appropriate.

- A. Only the following individuals may authorize a student to return to play:
1. A duly licensed physician;
  2. A certified athletic trainer in consultation with a licensed physician;
  3. A duly licensed nurse practitioner in consultation with a licensed physician; or
  4. A neuropsychologist after the student has been examined and cleared by a licensed physician.

Once one of the above has cleared the student to return, the nurse, certified athletic trainer, coach and appropriate administrators will decide on the specific timetable for a return to normal activity.

Information about sports related concussions is available at the following websites:

<http://www.cdc.gov/concussion>

[www.sportsconcussions.org](http://www.sportsconcussions.org)

[www.sportslegacy.org](http://www.sportslegacy.org)

<http://www.miaa.net/Update-Concussion-Issues.htm>

## Appendix J – Parent–Teacher Communication and Behavior Contract

### E-Mail Guidelines:

Malden Catholic faculty and staff e-mails are published on the MC website. Teachers and parents are encouraged to use e-mail as an additional mode of communication. However, the following guidelines must be followed when using e-mail to communicate. **E-mail communications which do not conform to these guidelines will be forwarded by faculty to Malden Catholic administration.**

Confidential information and/or sensitive information regarding any student CANNOT be sent via e-mail. E-mail may not be used as a means to discuss sensitive issues such as student performance, discipline, incidents, suspensions, or personal information about any person: faculty, staff, student, parent or other individual.

Prohibited uses of e-mail include:

- Discussing a child’s behavior, progress, or other personal information (unless previously agreed upon in a face-to- fact meeting as part of an education plan).
- Discussing issues regarding another student, critical issues that require an in-person meeting, or a timely response.
- Explanation of homework, discussion of low test/quiz grades, or grade calculation.
- Sending or forwarding e-mail containing libelous, defamatory, offensive, racist, or obscene remarks, or graphics.
- Sending inflammatory e-mails.
- Sending e-mails not related to school activities, including advertisements, unwanted spam, messages or greeting cards.

In general, parents may anticipate a response from the respective teacher or an administrator within two school days via e-mail, telephone, or other appropriate form of communication at the discretion of the staff member. Bear in mind, the primary responsibility of teachers is the care and instruction of the children (students).

Therefore, a teacher may not check or respond to e-mails while class is in session and as a result, e-mail is not an appropriate form of communication for matters which are urgent or otherwise time sensitive. Professional staff are not required to check e-mails on non-school days, including weekends and school vacations.

Parents are advised that e-mail is not considered private and that Malden Catholic does not guarantee privacy for electronic e-mail. Parents should exercise caution when sending and opening attachments in order to prevent the potential spread of computer viruses.



Teachers cannot be expected to meet with parents without an appointment. Questions concerning averages and effort/conduct grades should be directed to the teacher of that class first and not to the Main Office or administration.

### **Parent/Guardian Behavior and Conduct**

This handbook is not designed to be an inclusive treatise of all acceptable and non-acceptable behaviors. Parents as well as students are expected to always behave in ways reflective of the philosophy and ideals of the Malden Catholic community and in ways that do not impede the educational process. Faculty, Staff and Administration will be the sole judge as to inappropriate behavior.

As the primary educators, parents have the initial and most lasting influence on the development of their child. The parents' role is to build the foundation which prepares the child to handle the responsibilities of an active school life. Parents should understand and actively support the philosophy and mission of The Summit and be familiar with the educational program in order to assist their child in maximizing individual potential. Parents support faculty and administrators in open, honest, and responsible relationships to ensure the accomplishment of mutual goals. Meaningful and active participation of parents in the educational process contributes to student success and promotes the school.

### **Best Practices:**

- Parents/Guardians recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
- In selecting a Catholic school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.
- Parents/Guardians are familiar with and support the school's policies and procedures.
- Parents/Guardians provide a home environment that supports the development of positive learning attitudes and habits.
- Parents/Guardians involve themselves in the life of the school.
- Parents/Guardians seek and value the school's perspective on the student.
- When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
- Parents/Guardians share with the school any religious, cultural, medical, or personal information that the school may need to serve the student best.

## Appendix K – Pandemic Compliance Policy

While all disciplinary policies listed in the Malden Catholic Handbook remain in effect, rule violations pertaining to the pandemic protocol may lead to the following process:

- First Offense
  - If a student commits an infraction of the School’s pandemic protocol (e.g., not wearing a mask, not social distancing, etc...), the student must meet with the Assistant Principal to explain the severity of the infraction. The student’s parents/guardians will also be notified via a phone call from the Assistant Principal underscoring the importance of compliance with the school protocols as it pertains to school health and safety during the pandemic.
  
- Second Offense
  - If a student is found to have violated the pandemic protocol for a second time, a formal letter will be written to the parent/guardian outlining the second offense as well as the student being prohibited from returning to campus for the next consecutive day in his/her respective cohort. He/She will participate in remote learning for that day. At this point the student will be at risk of being prohibited from campus indefinitely by means of remote distant learning. The decision to prohibit a student from face to face learning will be made by the administrators with the health and safety of the whole Malden Catholic community in mind.
  
- Egregious Offense
  - If a student violates the pandemic protocol in a way that the School determines a blatant disregard for the health and safety of peers, faculty, and/or staff, then the student may be asked to leave campus immediately. It will be determined by the administration if remote distance learning for the remainder of the school year is necessary or dismissal from Malden Catholic.

Safety as well as the physical health and well-being of our entire Malden Catholic community is paramount and non-negotiable. We at Malden Catholic take the compliance of rules and regulations extremely seriously and will not jeopardize or marginalize the health of any one of our Lancer family.

James J. Grocki Jr.  
Assistant Principal for Student Life

***PLEASE NOTE:*** *The administration at Malden Catholic reserves the right to amend this handbook and its contents at any time.*

## MIAA Head Injury and Concussion Law

The Commonwealth of Massachusetts now requires that all schools that are members of the MIAA comply with the following. Student-athletes and their parents, coaches, athletic directors, school nurses, and physicians must learn about the consequences of head injuries and concussions through training programs and written materials. The law requires that athletes and their parents inform their coaches about prior head injuries at the beginning of the season. If a student athlete becomes unconscious, or suspected of having a concussion, during a game or practice, the law now mandates taking the student out of play or practice, and requires written certification from a licensed medical professional for “return to play”. Students and their parent/guardian who plan to participate in any athletic program at Malden Catholic must take a free on-line course. Two free on-line courses are available and contain all the information required by the law. The first is available through the National Federation of High School Coaches. You will need to click the order here” button and complete a brief information form to register. At the end of the course, you will receive a completion certificate. The entire course, including registration, can be completed in a short period of time.

The National Federation of High School Coaches course may be accessed at [www.nfhslearn.com/electiveDetail.aspx?courseID=15000](http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000)

The second on-line course is available through the Centers for Disease Control and Prevention at: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion)

Please sign below indicating that you have read the above statement and completed one of the above listed courses. **Please attach the completed certificate from online course.**

This is required in order to participate on any athletic team at Malden Catholic. Thank you for your cooperation in this matter.

Student Name \_\_\_\_\_ YOG \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

**Return to Coach**



# Bullying Prevention and Intervention Incident Reporting Form

**1. Name of Reporter/Person Filing the Report:**

\_\_\_\_\_  
(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged Aggressor solely on the basis of an anonymous report.)

**2. Check whether you are the:**      **Target of the behavior**       **Reporter (not the target)**

**3. Check whether you are a:**     **Student**       **Staff member (specify role)** \_\_\_\_\_

**Parent/Guardian**       **Administrator**       **Other (specify)**  \_\_\_\_\_

**Your contact information/telephone number:** \_\_\_\_\_

**4. If student, state your school:** \_\_\_\_\_      **Grade:** \_\_\_\_\_

**5. If staff member, state your school or work site:** \_\_\_\_\_

**6. Information about the Incident:**

**Name of Target (of behavior):** \_\_\_\_\_

**Name of Aggressor (Person who engaged in the behavior):** \_\_\_\_\_

**Date(s) of Incident(s):** \_\_\_\_\_

**Time When Incident(s) Occurred:** \_\_\_\_\_

**Location of Incident(s) (Be as specific as possible):** \_\_\_\_\_

**7. Witnesses (List people who saw the incident or have information about it):**

**Name:** \_\_\_\_\_       Student     Staff     Other \_\_\_\_\_

**Name:** \_\_\_\_\_       Student     Staff     Other \_\_\_\_\_

**Name:** \_\_\_\_\_       Student     Staff     Other \_\_\_\_\_

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**8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional sheets of paper if necessary and attach them to this document.**

FOR ADMINISTRATIVE USE ONLY

9. Signature of Person Filing this Report: \_\_\_\_\_ Date: \_\_\_\_\_  
(Note: Reports may be filed anonymously.)

10: Form Given to: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_

II. INVESTIGATION

1. Investigator(s): \_\_\_\_\_ Position(s): \_\_\_\_\_

2. Interviews:

- Interviewed Aggressor Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Interviewed Target Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Interviewed witnesses Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_

3. Any prior documented incidents by the Aggressor?  Yes  No  
If yes, have incidents involved Target or Target group previously?  Yes  No  
Any previous incidents with findings of BULLYING, RETALIATION  Yes  No

Summary of Investigation:

(Please use additional sheets of paper and attach to this document as needed)

III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation:

YES  NO

- Bullying  Incident documented as \_\_\_\_\_
- Retaliation  Discipline referral only \_\_\_\_\_

2. Contacts:

- Target's parent/guardian Date: \_\_\_\_\_  Aggressor's parent/guardian Date: \_\_\_\_\_
- Catholic Schools Office Date: \_\_\_\_\_  Law Enforcement Date: \_\_\_\_\_

3. Action Taken:

- Loss of Privileges  Detention  Referral  Suspension
- Community Service  Education  Other \_\_\_\_\_

4. Describe Safety Planning:

Follow-up with Target: scheduled for \_\_\_\_\_ Initial and date when completed: \_\_\_\_\_  
Follow-up with Aggressor: scheduled for \_\_\_\_\_ Initial and date when completed: \_\_\_\_\_

**Report forwarded to Principal: Date** \_\_\_\_\_  
(If principal was not the investigator)

**Signature and Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MALDEN CATHOLIC  
Guest Authorization Release**

Permission is hereby granted for Malden Catholic to receive information regarding:

Guest Name: \_\_\_\_\_

Guest Phone # \_\_\_\_\_

Guest's Address:

\_\_\_\_\_

Activity requested to attend: \_\_\_\_\_ Date: \_\_\_\_\_

Guest Signature \_\_\_\_\_ Date: \_\_\_\_\_

Guest Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Contact (Mandatory) Name \_\_\_\_\_

Phone Number \_\_\_\_\_

**TO BE COMPLETED BY SCHOOL ADMINISTRATOR OF GUEST**

School currently attending \_\_\_\_\_

Is the student currently in good standing in your school? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does the student have a record of drug/alcohol/violence or other serious violations of school policies?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain (be specific as to dates, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Administrator filling out form \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**MALDEN CATHOLIC**  
**Parental Permission Form**

We hereby request that our son : \_\_\_\_\_ YOG \_\_\_\_\_

be allowed to attend

\_\_\_\_\_  
\_\_\_\_\_

at: \_\_\_\_\_

We authorize the teacher(s) or administrator in charge to act on our behalf if during the trip a medical emergency develops and some decision regarding our son's health must be made. I understand and accept that this trip may expose my child to an accident.

I understand that any medical treatment authorized by Malden Catholic, its teachers, agents and servants shall be at my sole cost and expense and the authorization of such treatment by any of the above shall be by them as my agent for my son.

Person in charge: \_\_\_\_\_

Date(s): \_\_\_\_\_

Emergency contact person

Emergency phone number

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date



**MALDEN CATHOLIC  
Family Trip Permission Form**

DATE: \_\_\_\_\_

\_\_\_\_\_ has requested permission to be absent from school  
due to a planned family trip from \_\_\_\_\_ to \_\_\_\_\_ .

TO FACULTY:

My signature indicates that the above student has seen me and has explained that he wished to be excused for the period of time indicated above. I understand that the absence is at the family's request and I am willing to make assignments for him to make up the work that he will miss.

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TO STUDENT:

This process should be initiated early enough for all parties involved to be consulted.

A note from your parents requesting approval of your absence must accompany this form.

APPROVED: \_\_\_\_\_

UNAPPROVED: \_\_\_\_\_

\_\_\_\_\_  
Assistant Principal

**MALDEN CATHOLIC**  
**Family Trip Notification / Consultation Form**

(To be given by the Assistant Principal to a student who has provided a parental request note for a family trip.)

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

\_\_\_\_\_ has requested permission to be absent from school due to a planned family trip from \_\_\_\_\_ to \_\_\_\_\_.

To help me assess this request, please complete this form. Students returning from a family trip have seven school days to complete missed work. Please give a brief status report on this student's academics this Quarter and kindly sign to acknowledge that the student has informed you of his family's plans. I will inform teachers of instances where approval is not given.

Name of Course	Estimated Current Average	Homework Status	Would this absence be very damaging to student's academic success?		Teacher Signature
			Yes	No	

Office Use .... Approved \_\_\_\_\_ Unapproved \_\_\_\_\_ Assistant Principal \_\_\_\_\_

## College Visitation Request Form

Student Name: \_\_\_\_\_

Name of College Visiting: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

Your School Counselor's Signature: \_\_\_\_\_

Assistant Principal's Signature: \_\_\_\_\_

**TO STUDENT:** 1) This form must be presented to Mr. Jeff Smith, Assistant Principal on **the day prior to** your absence. He will require you to have the form signed by an official at the college you visit. (*See signature line below for College Official*)

2) Submit this form ***together*** with a note from your parent on the day of your return.

**TO FACULTY:** My signature below indicates that the above-named student has seen me and has explained that he will not be present for class on the above date. I understand that the absence is at the student's request and that he is responsible for all work missed.

A signature is required below by each of your teachers:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

\_\_\_\_\_  
Signature of College Official

\_\_\_\_\_  
Position

\_\_\_\_\_  
Telephone (Number)