



# MALDEN CATHOLIC

Leading Beyond

## THE PARENT STUDENT HANDBOOK 2023– 2024

SCHOOL COLORS  
BLUE AND GOLD

SCHOOL MASCOT  
LANCER

SCHOOL MOTTO  
*PLUS ULTRA*

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## 1.1 – WELCOME FROM THE PRESIDENT AND PRINCIPAL

Welcome and thank you for taking some time to review our Parent/Student Handbook. This document was designed to communicate to those interested in how our program works. We wanted to outline the specifics of how we develop young people to *grow in 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.*

This is a high calling to play a role in transforming the lives of young people. Our hope is this document will help us partner with you in our endeavors. We want to be as transparent as possible to help you understand the major facets of what we do so you can support them. Please do not hesitate to contact us if you have any questions or feedback for us. This document is dynamic and will be reviewed each year and updated. If you have a suggestion, please let us know.

We look forward to working with you this year,



John K. Thornburg  
President



Jeffrey P. Smith '95 P'24 P'26  
Principal

## **1.2 – MISSION STATEMENT AND OBJECTIVE OF A MALDEN CATHOLIC EDUCATION**

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/her relationship to God and to others and to understand his/her 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 each student’s 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

## **1.3 – THE VISION OF MALDEN CATHOLIC HIGH SCHOOL**

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 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.

#### **1.4 – THE CODIVISIONAL DIFFERENCE**

Malden Catholic High School is codivisional. We are one of five high schools in the nation with this model that provides an outstanding structure for Student success. Malden Catholic's codivisional model offers the best of both world; single-gender academics during the day and integrated social and co-curricular opportunities after school. This provides academic focus without distractions while including opportunities for social-emotional development.

#### **1.5 – THE XAVERIAN BROTHERS**

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 racial ethnic groups, and the suffering and marginalized. The Brothers sponsor twelve schools in the United States in addition to Malden Catholic Codivisional High School. 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.

#### ***"In Harmony Small Things Grow"***

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."

#### **1.6 – THE 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.*

### **1.7 – THE 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

### **1.8 – ACKNOWLEDGEMENT 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 the key ingredients 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 child’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 Student 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 Student-Parent Handbook acknowledgement form indicates your willingness to support our regulations and cooperate in the education of your child at Malden Catholic. All regulations are subject to School Administration interpretation and are subject to change.**

### **1.9 - THE ROLE OF PARENTS**

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 Malden Catholic 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.

The *National Association of Independent Schools (NAIS)* has recommended these best practices for

Parents when working with their child's school:

- Parents 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 school, Parents seek an optimal match for the needs of the Student, their own expectations, and the philosophy and programs of the school.
- Parents are familiar with and support the school's policies and procedures.
- Parents provide a home environment that supports the development of positive learning attitudes and habits.
- Parents involve themselves in the life of the school.
- Parents 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 share with the school any religious, cultural, medical, or personal information that the school may need to serve the Student best.

### **1.10 - THE ROLE OF STUDENTS**

Each Student has the responsibility to participate in a vibrant learning environment by demonstrating positive attitude, willingness to work, intellectual curiosity, and by working collaboratively with teachers and peers. In support of Malden Catholic's philosophy and mission, the Students share their talents and value the gifts and talents of others. The Students are expected to respect themselves, other Students, teachers, staff, and property. The Students are called to contribute to the community by participating in service activities.

### **1.11 - ACADEMIC INTEGRITY**

Malden Catholic is a learning community with a long and cherished history, develops enduring interpersonal and spiritual relationships built upon **respect, responsibility, and civility**. All members of this learning community are expected to conduct themselves with a Christian sense of personal responsibility, decorum, integrity, and honor. We strive to work, study, play, learn, and live together in this spirit of cooperation, common purpose, and concerned appreciation of the rights and feelings of others. We are guided by simple, Catholic rules and mutual expectations designed to encourage patterns of positive behavior and by a Code of Honor which promotes an atmosphere of respect, responsibility, and trust. This enhances a rich tradition and leads to a continued pursuit of excellence in all we do—excellence with spiritual compassion.

### **1.12 – NOTICE OF NON-DISCRIMINATORY POLICY**

Malden Catholic admits 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 Principal, who will initiate appropriate investigation.

### **1.13 – SCHOOL’S RIGHT TO AMEND HANDBOOK**

The Administration of Malden Catholic reserves the right to amend this handbook and its content at any time.

### **1.14 - ACTIVITIES NOT COVERED IN THIS HANDBOOK**

This handbook is not designed to be an inclusive treatise of all acceptable and non-acceptable behaviors. 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. Administration will be the sole judge as to inappropriate behavior.

## **SECTION 2: LIST OF FACULTY AND STAFF**

### **Office of the President**

Mr. John Thornburg, President  
Mrs. Andrea Tracey, Executive Administrative Assistant  
Ms. Nadia Russo P'22, Board Liason

### **Academic Administration**

Mr. Jeffrey P. Smith '95 P'24, '26, Principal  
Mr. Robert Gregory, Boys Division Leader  
Ms. Jeanne Lynch-Galvin P'16, Girls Division Leader  
Mr. Robert Bucchino '71, P'10, Academic Administration Emeritus  
Mr. Gary Molea, Dean of Students  
Ms. Erga Pierrette P'21, '23, '27, Dean of Community, Culture, and Equity

### **Front Office**

Mrs. Kathy Pokorny P'06, Administrative Assistant  
Mrs. Debra Villanucci, Administrative Assistant

### **Academic Departments**

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#### **English**

Ms. Angela Lee P'04, '09, Chair  
Mr. Ivan Ang  
Mr. Christopher Cleary '05  
Mrs. Joan DeGregorio  
Ms. Sheila Foley  
Mr. Thomas Jacobsen  
Mr. Alex Kissel  
Ms. Susan Mader  
Mrs. Elizabeth Mastrangelo P'26  
Mr. David Murray

#### **Fine Arts**

Mr. Brian O'Donnell, Chair  
Mr. Jared Belliveau '97  
Mr. Thomas Burke  
Mrs. Stacie Ferreira P'20, '24  
Ms. Carla Maniscalco-Giovinco

#### **Human Performance**

Mr. David Bavaro  
Mrs. Stacie Ferreira P'20, '24

#### **Math**

Mr. Richard Hickey, Chair  
Mr. Phillip Baker  
Ms. Bailey Chiccuarelli  
Mr. Felim Clancy  
Mr. Timothy Cremin  
Mr. Ryan Donahue  
Mr. Brian Dunn  
Mr. John French  
Ms. Jeanne Lynch-Galvin P'16  
Mr. Stephen A. Mallozzi  
Mrs. Marybeth Mineo GC'91, P'20, '21, '22  
Mr. Gary Reardon



## Academic Departments (cont.)

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### Science & Engineering

Mrs. Saman Abbas, Chair  
Mr. Brian Cahill  
Mr. Steven Caristinos  
Mr. John Galante  
Mr. Joe Gerhardt  
Mr. Richard Kates, Jr.  
Mr. Seamus McGuire  
Mrs. Liesl MacGregor  
Mr. James Pelosi  
Mr. Gary Reardon  
Mrs. Patricia Scialdoni  
Mr. Brendan Sullivan '11

### Theology

Ms. Lauren Connolly, Chair, Campus Minister  
Mr. Connor Baldwin  
Mr. Kyle Borick '18  
Mr. Eamonn Casey '94 P'25, Campus Minister  
Mr. Lucas Coffey  
Mr. Robert Gregory  
Br. Thomas Puccio, CFX, Ed.D.  
Mr. Francis Stanton  
Mr. Jack Stone '18, Campus Minister  
Mr. Michael Walsh

## Student Support Services

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### Health Services

Mrs. Elizabeth Paquette, R.N. P'02, '07, Director  
Ms. Carol Olive, R.N.

### Library

Ms. Maria Touet, Librarian

### Safety

Mr. Gary Molea, Dean of Students  
Ms. Cheryl Crawford  
Mr. Gregory Lee  
Mr. John Ruelle

### School & College Counseling

Mrs. Donna Parker, Director

### Social Studies

Mr. Timothy Endicott '06, Chair  
Mr. Jared Belliveau '97  
Ms. Sarah Buckley  
Mr. Anthony Galasso  
Mr. John Gallivan  
Ms. Lynn Gallogly  
Mr. Nick Hurley '00  
Mr. Alex Kissel  
Ms. Darian Radzikowski  
Mr. Jeffrey Smith '95 P'24, '26  
Mr. Eugene Ward

### World Languages

Mrs. Colleen Foley, Chair  
Mrs. Elizabet Achorn  
Ms. Cristina Aldama  
Ms. Lynn Gallogly  
Mr. Alexander Kissel  
Ms. Shadi Lopez  
Ms. Carla Maniscalco-Giovinco  
Mrs. Yvonne Moguel  
Ms. Giulia Raymondi  
Ms. Adrienne Talamas

Mrs. Alexis Cole

Mrs. Peggy-Anne Davis

Mrs. Amanda Drezek

Mr. Matthew Lee-Masiello '04

Mr. Jack Turo

Mr. Robert Zollo

Mrs. Sharon DelGenio, Administrative Assistant

### Specialized Learning

Mrs. Stacey Sullivan

Ms. Allison Farraher

### Student Leadership Programs

Mrs. Jeannine Reardon, Esq. GC'89 P'23,  
Director

**Advancement**

Mr. Sean Hurley '97, CFO/Vice President of Advancement

Mr. Robert McCarthy P'07, Senior Director

Mrs. Sarah Hamilton, Esq. P'22, Director of Annual Giving and Operations

Mr. Ryan Layton '02, Director of Alumni Relations

Mr. Gregory Maynard, Director of Major Gifts, Strategic Initiatives

**Athletics**

Mr. William Raycraft, Director

Mr. Matt Blair

**Enrollment**

Mr. Matthew O'Neil '99, Director

Mrs. Mary-Anne Di Marco P'88, '91, GP '21, '23, '25, International Program

Mrs. Leslie Manson-Hing, Administrative Assistant

Mrs. Mea Mustone, Admissions Counselor

**Facilities**

Mr. Domenic Cacciapuoti Jr., Senior Director

Mr. Christopher Argueta

Ms. Natalia Delgado

Mr. Salvatore DiCato, Jr.

Mr. Miguel Fuenes

Mr. Jonathan Mayorga

Mr. Chris Moro

Mr. Jesus Tejada

**Finance**

Mr. Sean Hurley'97, CFO/Vice President of Advancement

Mrs. Marianna Cavuoto P'21, '23, '25, Payroll and HR Manager

Mrs. Kelly Lane-Ferretti, Student Finance

Mrs. Tara Mancini P'25, Controller

**Communications**

Ms. Elisa Camrell, Director

Ms. Shannon Hoar, Communications Coordinator

**Mission Integration**

Br. Thomas Puccio, CFX, Ed.D., Director

**Technology**

Mr. Raymond Barry, Senior Director

Mr. Steven Caristinos, Assistant Director

### **SECTION 3: ACADEMICS**

Our academic program is rigorous and challenges our Students to become the best version of themselves. We know that a Student's academic progress will set the stage for future endeavors. It is in the classroom, through the efforts of our teachers, that our Students grow. We value personalized learning that allows each teacher to become familiar with a Student's strengths and weaknesses and challenge them in the most effective way possible.

The following sections outline the principles and expectations of our academic program.

#### **3.1 – PREPARED FOR SCHOOL EVERY DAY**

It is the responsibility of every Student to be prepared for school each day. This means bringing the proper materials and being in a physical/emotional state of mind to *learn*. The primary purpose of the school day is for learning. Students are expected to *complete all homework and assignments by the deadline set by their teacher*.

Students not prepared for school may be subject to supportive or disciplinary actions. *Teachers may keep Students from athletic practices if work has not been completed*. It is imperative that Students be prepared so they are ready to learn and take advantage of the opportunities presented to them at MC.

#### **3.2 – RESPECTING YOUR TEACHERS**

First and foremost, Students are expected to value their teachers and treat them with respect. These trained professionals prepare each day to provide quality instruction for Students. Their sacrifice and extra effort we enjoy at Malden Catholic should be reciprocated. Any Student not demonstrating respect will be considered in violation of our Discipline Policy.

#### **3.3 – ACADEMIC HONESTY AND PURPOSE**

Malden Catholic is first and foremost an academic community, with all teachers supporting each other as we work toward the same purpose: the full education of our Students. Students in Good Standing are expected to pursue academic honesty and purpose in all that they do.

Academic integrity is essential. The academic rigor of Malden Catholic began in the philosophies and practices of the Xaverian Brothers. Students simply must do their own work and give full and unambiguous credit when using any resources other than their own thoughts.

Tied closely to academic integrity is the practice of personal responsibility. Students must accept that the work they do is their responsibility alone.

Academic honesty is the expectation that a Student will interpret the requirements of academic integrity broadly and in good faith. Lying, Cheating, and Plagiarism are all violations of the integrity of the Malden Catholic community.

#### **3.4 – ACADEMIC DISHONESTY**

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.

Students must keep in mind that presenting work that has been generated using Artificial Intelligence (AI) in any form (e.g. ChatGPT) as one's own work is considered plagiarism.

### **3.5 – PLAGIARISM**

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 to the Dean of Students and Division Leader for appropriate disciplinary action.

#### **Sanctions:**

- a. Teacher reports ALL instances of cheating and/or plagiarism to the Division Leader.
- 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/she has done wrong. If the Student does not understand or refuses to admit that he/she cheated or plagiarized and the Teacher believes that the Student did, the Teacher will speak with the Division Leader. If the Division Leader agrees with the Teacher, a conference will be arranged with the Teacher, Division Leader s, and Student. If this conference is unsuccessful, the Student will meet with his/her Parents/Guardians, the Division Leader, and Principal.

- e. For a minor incident and at the discretion of the Division Leader, a student may be administratively warned. In all instances where a student is found guilty of a willful act of cheating and/or plagiarism, he/she will receive a zero on the assignment and three detentions for his/her first offense; a three-day external suspension and possible removal from activities and/or teams for his/her second offense; and will be asked to leave Malden Catholic for his/her third offense. Each offense will be accompanied by a letter placed in the Student's file. Offenses are cumulative over the student's tenure at Malden Catholic.

### 3.6 – COURSE REQUIREMENTS

During his/her four years at Malden Catholic, a Student must fulfill the following course requirements:

Seniors: Register for 6 credits (5.5 credits 3 or more A.P.)

Juniors: Register for 6.5 credits (6 credits for Juniors taking 3 A.P. courses)

Sophomores: Register for 7 credits.

Freshmen: Register for 7 credits.

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

Constant Course	Credits Earned
Theology	4
English	4
Mathematics	4
Foreign Language	3
Social Studies	3
Biology, Chemistry, Physics	3
Arts	1
Exploring Computer Science	.5
Human Performance/Fine Arts	.5
Electives	2.5-6

**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.

### 3.7 – 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:

#### **Advanced Placement**

College-level courses prescribed and audited by The College Board, following College Board-approved curriculum, and requiring an AP Test, taken in place of final examination. Test fee is billed mid-year, separately from tuition. Departmental placement, performance based. Students **must** take their Advanced Placement exams or the course name on the student’s transcript will have the “Advanced Placement” designation removed.

#### **Honors**

Typically for Students whose Entrance Test profiles range from the 80th 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.

#### **Accelerated**

For Students, whose Entrance Test profiles range broadly from the 35th-75th 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.

#### **College Preparatory**

For Students whose Entrance Test profiles range below the 35th 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 **must** be recommended by their teacher and should have a minimum average of 93% in his/her current level. Students not maintaining a 76% average (or falling in the lowest 10% of performers in the course) or demonstrating sub-standard effort in the course may be placed in a lower level.*

### 3.8 – COURSE CHANGES

The Division Leader, in conjunction with School Counseling, oversees academic issues for Students, in consultation with teachers. Every effort is made 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/her 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 his/her School Counselor to determine scheduling feasibility and impact on Student's overall schedule.
4. Parent wishing to continue the process should send a note of formal request for change by email to his/her School Counselor.

**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/daughter to see School Counselor and the process continues as outlined in numbers 3-4 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.

**3.9 – 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 Quarters, each worth 50% and no final exam.

Underclassmen and Seniors in Advanced Placement courses are graded on four Quarters, 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 Quarters, 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:

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

### **3.10 – THE SCHOOL PORTAL**

Malden Catholic uses LancerLink for connecting Students and Parents to the classrooms and gradebooks. At the start of the school year, every Student receives an email with instructions on how to activate their Student LancerLink account. LancerLink account activation instructions are also emailed to all Parents at the start of this school year. If you did not receive this email, you will need to provide Malden Catholic with your email address. Please email your email address and student's name to [barryr@maldencatholic.org](mailto:barryr@maldencatholic.org) and we will update our records and send you an email with activation instructions for your Parent LancerLink account.

<https://www.plusportals.com/MaldenCatholic>

### **3.11 – LANCERLINK MOBILE APPS**

Did you know that you can access LancerLink on your iPhone or Android devices via a mobile app? Rediker offers both the ParentPlus and StudentPlus mobile apps for accessing LancerLink from iPhones and Android smartphones.

In order to use these mobile apps, your LancerLink account must have been activated. Please contact our Senior Director of Technology, Ray Barry, at 781.475.5321 or [barryr@maldencatholic.org](mailto:barryr@maldencatholic.org) if you have any questions about your LancerLink account.

To install either App on your phone, visit the App Store, search for Rediker ParentPlus or StudentPlus and then download. When you first launch the mobile app, you will be prompted to enter a school name. Please type "MaldenCatholic" and then click on the register button. At the login screen, enter your LancerLink username (your email address) and password and then click on the Login button.

### **3.12 – MONITORING ACADEMIC PROGRESS**

We encourage Parents to monitor the academic progress of their child 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.

Many teachers at Malden Catholic use Google Classroom to post and collect homework electronically. While academic progress can be found on LancerLink, *homework can often be found on Google Classroom.*



Students access Google Classroom using their Malden Catholic login information. Parents are strongly encouraged to use their child's MC login information to view Google Classroom pages and see all assignments given.

### **3.13 – ACADEMIC HONORS**

Each quarter Students who distinguish themselves through high academic achievement will receive honor certificates. The President'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.

### **3.14 – 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 90% 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 following year. NHS averages are reviewed quarterly. If at the end of a year, including Senior year, a Student's cumulative average is below an 90% he/she will be dismissed from the National Honor Society.

### **3.15 – ST. FRANCIS XAVIER SCHOLARS PROGRAM**

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 typically offered to incoming Freshmen who score in the 90th percentile on the HSPT. Select Freshmen 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% in every class, in every quarter to remain in the program. If in any quarter, a Scholar does not achieve that, he/she 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 in every class to the Principal and Division Leaders. These Students will be placed on probation from the Scholars' program for the remainder of the year and written notification will be sent to the Students' Parents. **If, at the end of any academic year, a Student has a cumulative average below 88% or is recommended to move into coursework below the Honors level, he/she will be dismissed from the Scholars' Program.** The Student's Parents will receive written notification of his/her dismissal from the program. Students who are not in the SFX program are allowed to be considered for admission into the program at the conclusion of their freshman year only.

### **3.16 – 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 class for any reason should consult his/her LancerLink and, where applicable, Google Classroom pages for assignments. The Student is responsible for completing these 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. No teacher is required to give credit for late homework. **While individual teacher policies for the collection of homework may vary, no homework or coursework of any kind will be accepted by any teacher after the last day of a quarter. Exceptions for extraordinary circumstances may only be approved by the Division Leader.** 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 eight days of our current schedule rotation.

### **3.17 – EXTRA HELP**

We encourage Students to seek extra help. Teachers are available for giving help before school, after school, and during unstructured periods throughout the day. 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. 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/herself from a required extra help or make-up session will be referred to the Dean of Students 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.

### **3.18 – ACADEMIC PROBATION**

Academic Probation is a temporary support program that creates conditions to help a Student achieve greater academic success. A Student who fails 2 or more classes in a Quarter 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 Quarter of the following year. The Administration intends that no Student will remain on probation for the entire school year. **Students who remain on academic probation for the entire academic year and/or fail three (3) or more full-year courses will not be promoted and will be asked to withdraw from Malden Catholic.**

A Student on academic probation must do the following:

Meet with his/her school counselor twice during the Quarter to assess his/her LancerLink reports and report card, and to discuss other assessments/evaluations.

- a. Stay for extra-help with Teachers at least twice a week or as required.
- b. In cases of two or more quarterly failures or one final failure, Student must report daily to the Learning Commons for all unstructured periods(s) for the entire next Quarter. The Student will remain in the Learning Commons for the entire unstructured period. The Learning Specialist will take attendance each period. Failure to report to the Learning Commons will be treated as a class cut.

- c. In addition, in cases of three or more quarterly failures, Students will meet with the Division Leader and his/her School Counselor to assess LancerLink reports and report card. At the Administration's request, this meeting may include Parents.
- d. In cases of a mid-year failing average or two consecutive quarters with a failure, will meet with the Division Leader, his/her School Counselor, and his/her Parents. This meeting will update/provide an action plan and a proposal/review of intervention processes to help the Student find success with his/her second semester as well as to determine whether Malden Catholic is a "fit" for the Student.

### **3.19 – ELIGIBILITY**

The Academic Probation Waiver was updated so that those who demonstrate an enhanced focus on improving their academic status may maintain their ability to participate in athletics and cocurricular activities.

The Malden Catholic guidelines for Academic Probation are for students who fail two or more classes. To be eligible for the Academic Probation Waiver, a Student must be passing a minimum of four core classes from the previous quarter.

If a Student is interested in pursuing an Academic Probation Waiver, they must obtain the Academic Probation Waiver from their Division Leader.

### **3.20 – PARENT-TEACHER COMMUNICATIONS**

We encourage Parents to make use of our website for timely school information and to use LancerLink for Student assignments and grades. 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 child's schedule. Parents who wish to see a member of the Administration on other occasions are asked to phone for an appointment. If Parents wish to see a teacher, they should email the Teacher directly.

### **3.21 – 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 Principal.

### **3.22 - TEXTBOOKS**

Students should have a complete set of books by the first day of classes. Failure to come prepared with textbooks at the beginning of school may have a serious impact on a Student's ability to achieve success. Our Course Guide is found on our website. Students should not buy second-hand books without first checking the Course Guide for appropriate editions. Workbooks must be purchased new. The school is not responsible for lost or stolen books, electronics, clothing, or other personal belongings. Books and bags should never be left out, unattended, or unlocked in athletic locker rooms.

## SECTION 4: THE FINE ARTS PROGRAM

### 4.1 – OVERVIEW OF THE FINE ARTS PROGRAM

Both divisions offer comprehensive art, music and drama programs. In each division, the Students are able to elect a variety of courses which carry varying amounts of credit. All Students must complete an arts requirement for graduation. As part of and in addition to regular scheduled courses, each division offers a variety of arts related activities for Student involvement and participation.

### 4.2 – THE THOMAS '66 & OLIVIA MCDONOUGH PERFORMING ARTS CENTER

Completed in early 2022, The Thomas '66 & Olivia McDonough Performing Arts Center will serve as the centerpiece of our Fine Arts Programs. This versatile space has two studio classrooms connected to it. Here, Students take band, drama, and choir classes. Performances can be held in the main theater which can seat up to 250 people. From drama productions, academic presentations, to music performances, the performing arts center facilitates the growth and shapes the minds of countless Students.

### 4.3 – ART/GRAPHIC DESIGN

Students have a number of electives in art and/or graphic design classes. Here, Students can learn and develop their artistic knowledge and skills as they explore different mediums and elements of art.

### 4.4 – MUSIC

The Music program involves classes in chorale music and instruments. The choir and band give a number of musical performances throughout the year singing at mass, at the Fine Arts Evenings, and the yearly Lessons and Carols Christmas performance.

### 4.5 – DANCE

Students can enroll in a dance class or join the Malden Catholic Dance Company (held after school).

### 4.6 - DRAMA

The Drama program involves two productions and the opportunity to take a Drama course. Students interested in performance roles must audition. Students who are given a part in a production are expected to attend all rehearsals in order to keep their part. Those Students interested in learning about stage production are always welcome to join the stage crew. Students on the crew learn construction skills and/or technology skills with the lights and sound equipment.

#### **Athletics and Co-Curriculars**

##### **Fall**

Boys Cross Country  
Girls Cross Country  
JV Boys Golf  
Varsity Boys Golf  
Freshman Boys Soccer  
JV Boys Soccer  
Varsity Boys Soccer  
Freshman Football

JV Football  
Varsity Football  
JV Field Hockey  
Varsity Field Hockey  
Freshman Girls Soccer  
JV Girls Soccer  
Varsity Girls Soccer  
Freshman Girls Volleyball  
JV Girls Volleyball  
Varsity Girls Volleyball  
JV Fall Cheerleading

##### **Varsity Fall Cheerleading**

#### **Winter**

Freshman Boys Basketball  
JV Boys Basketball  
Varsity Boys Basketball  
Freshman Girls Basketball  
JV Girls Basketball  
Varsity Girls Basketball  
Freshman Boys Hockey  
JV Boys Hockey  
Varsity Boys Hockey

JV Girls Hockey  
 Varsity Girls Hockey  
 Boys Indoor Track & Field  
 Girls Indoor Track & Field  
 Varsity Boys Swimming  
 JV Wrestling  
 Varsity Wrestling  
 JV Winter Cheerleading  
 Varsity Winter  
 Cheerleading  
**Spring**  
 Freshman Baseball  
 JV Baseball

Varsity Baseball  
 Freshman Softball  
 JV Softball  
 Varsity Softball  
 JV Girls Lacrosse  
 Varsity Girls Lacrosse  
 JV Boys Lacrosse  
 Varsity Boys Lacrosse  
 Girls Outdoor Track &  
 Field  
 Boys Outdoor Track &  
 Field  
 JV Boys Tennis

Varsity Boys Tennis  
 JV Girls Tennis  
 Varsity Girls Tennis  
 Varsity Boys Rugby  
 Varsity Girls Golf Varsity  
 Girls Swimming

\*Levels offered are based on participation, facilities, and needs.

## 5.1 – ATHLETICS CODE OF CONDUCT

This information is not designed to replace those procedures found within the Malden Catholic Athlete/Parent handbook, nor do we intend it to cover all situations that may arise. However, it is used as a foundation of what we at MC believe in and expect from our athletes.

**Scope of Code:** The Code of Conduct will apply to each student athlete for one calendar year (including summer) from the date of his/her most recent signoff/signature and will be always in effect, in all locations including non-school activities. Violation of the Code of Conduct may result in penalties, which are consistent those identified within the code as determined by the coach and/or Director of Athletics. Each coach also has the prerogative to establish and implement additional guidelines specific to his/her team.

### **Athletic Code 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. We join the MIAA in discouraging unacceptable behaviors at athletic events. These include 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, 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.

## **5.2 - MIAA Chemical Health Policy**

During the entire academic year, a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. The year begins with the first day of fall practice.

### **a. Minimum penalties:**

#### **(1) First Violation:**

When the Principal confirms, following an opportunity for student to be heard, that a violation occurred, the student shall lose eligibility for the following interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal parts of an event will be truncated, i.e all fractional parts of an event will be dropped when calculating the 25% of the season. 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.

#### **(2) Second and Subsequent Violations**

When the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent violation occurred, student shall lose eligibility of the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal parts of an event will be truncated, i.e., all fractional parts of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations, the student on 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 period of 40% of events. Such certification must be issued by the director or a counselor of a chemical dependency treatment center. Penalties shall be cumulative each academic year, but a penalty period will extend into the next academic year (e.g. if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of participation, which may affect the eligibility status of the student during the next academic year)."

**Cooperation During Investigation:** It is important for all student-athletes to understand that involvement in athletic programs is a privilege. With the responsibility of being an athlete, comes a commitment for the athlete to be truthful and forthcoming with information. An athlete who is under investigation is expected to:

- Be truthful about the violation being investigated
- Be forthcoming with all information
  - Not be deceptive or untruthful
  - Be cooperative

If the student-athlete under investigation does not comply with these expectations, the Athletic Director has within his/her authority to impose a greater level of consequence if it is determined that the athlete has lied, been deceptive or untruthful prior to, or after the determination of guilt and/or consequences. Failure to comply with the above conditions may result in full expulsion from the athletic program for the duration of the student-athletes future career.

### **5.3 – GOVERNING BODIES**

Malden Catholic High School is a member of the Massachusetts Interscholastic Athletic Association (MIAA) and is therefore governed by association rules and regulations with enriching life experiences that complement the education students receive in the classroom: teaching the values of self-discipline, respect, and teamwork. The athletic department and coaches create a safe and healthy opportunity for competition within the framework and guidelines of the Massachusetts Interscholastic Athletic Association (MIAA), and the Catholic Conference League as well as the National Federation of High School Sports. (NFHS)

Furthermore, Malden Catholic High School is a member of the Catholic Conference and adheres to the policies, rules and regulations set by the Catholic Conference. Additional policies, regulations and rules are set by Malden Catholic High School. Under MIAA and Catholic Conference guidelines, Malden Catholic is permitted to set their own policy, rules and/or regulations more stringent than stipulated by the MIAA. Rules governing individual sports vary depending on the sport. Copies of the complete set of MIAA Rules and Regulations are available online at [www.miaa.net](http://www.miaa.net)

One of the primary functions of the MIAA is to sponsor and conduct post-season tournaments leading to the determine State Champions. When our varsity teams qualify for and enter such tournaments, we are completely subject to specific rules and regulations that govern each tournament, as set by the MIAA. The MIAA is a member of the National Federation of State High School Associations and is bound by its set of rules, policies, and regulations.

#### **5.4 – STANDARDS FOR PARTICIPATION**

In addition to being willing to make the commitment, a student must be declared eligible for participation by the Principal or his/her designee according to the standards listed in this section to be a candidate for a team. A student may lose their privilege of participation in extracurricular activities if behavior or actions are not the best representations of Malden Catholic standards and code of conduct.

#### **5.5 – ATHLETIC PRE-PARTICIPATION**

All students interested in playing a sport MUST register directly with Family ID within the given time frame for each season. A list of requirements and all forms needed for participation can be found on the Family ID site. Once registered, the student may not begin participation until their registration is indicated as “approved” by the nurse’s office indicating all medical forms have been successfully submitted either on FamilyID or to the nurse’s office. Never give a physical form to a coach. The FamilyID registration site typically opens one month prior to the season starting and will close one week prior to tryouts.

#### **5.6 – PHYSICAL EXAMINATION**

A current yearly physical is a requirement of every student at Malden Catholic High School. A school physical is good for 13 months and must be renewed immediately upon expiration. In July 2012 the Massachusetts Interscholastic Athletic Association ruled that a current physical must be renewed immediately upon expiration, or the student will be deemed ineligible to participate in a sport and should indicate clearance for physical participation.

No student will be allowed to try-out for any team without a current physical. Physicals must be submitted to Family ID before try-outs. If a student’s physical expires mid-season and is not renewed promptly, he will be removed from the team.

#### **5.7 – MIAA ATHLETIC ELIGIBILITY RULES**

MIAA student eligibility requirements for participation in high school athletics are quite involved. The MIAA regulations have been condensed considerably here in an attempt to highlight the most important rules and regulations. If the following information does not answer specific questions, or if there is a concern, please contact the Malden Catholic Athletic Department Office.

#### **5.8 – ACADEMIC ELIGIBILITY**

A student who fails two subjects in a marking period may not participate in any extracurricular activity. The student must initiate the Academic Probation Waiver (3.19) by contacting their Division Leader. A student who fails three or more subjects in a marking period is ineligible for the entire next quarter. Participation in athletics at Malden Catholic is a privilege, not a right. Student-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 their responsibility to their team, the athletic program, and their school.



### **5.9 – AGE AND SEMESTER ELIGIBILITY**

A student must be less than 19 years of age prior to September 1 of the current school year. Time Allowed for Participation. A student shall be eligible for interscholastic high school competition for no more than eight consecutive semesters beyond the eighth grade.

### **5.10 – TRANSFER STUDENTS ELIGIBILITY**

The rules governing transfer students entering Malden Catholic from another school are governed by the MIAA. Students who transfer into Malden Catholic must be declared eligible prior to participating in a contest. Transfer students require approval from the sending school and the MIAA for eligibility to be granted. Information regarding the athletic eligibility of all students transferring to Malden Catholic should be requested from the Athletic Department Office.

### **5.11 – SPORTSMANSHIP FOR STUDENT ATHLETES**

Respect for the sport in which a Malden Catholic student-athlete participates also demands respect for the opponents. Student-athletes participating in MIAA sponsored events are expected to treat opponents with respect. There can be absolutely no tolerance for trash-talking, taunting, or baiting of opponents. Malden Catholic student-athletes must appreciate and understand that they are perhaps the most visible representatives of their school. In addition, their behavior is observed and emulated by many who are younger. Malden Catholic student-athletes must honor the responsibility that accompanies the privilege of representing their school by behaving with dignity and class on and off the field. If any student in any sport, willfully, flagrantly, or maliciously attempts to injure an opponent, he may be withheld from participation in athletics in the future.

Taunting in all sports is a flagrant unsportsmanlike foul, which shall result in the ejection of the participant from that day of competition, plus the next day scheduled competition. Taunting is defined as: Any action or comments by coaches, players or other game personnel which are intended to bait, anger, embarrass, ridicule, or demean others, whether the deeds or words are vulgar or racist. Included is contact that berates, needles, intimidates, or threatens based on race, gender, ethnic origin, or background, and conduct that attack religious beliefs, size, economic status, speech, family, special needs, or personal matters or that would be considered “trash talking”.

The MIAA suspends any student from participation in a sport if ejected from athletic contests for unsportsmanlike behavior or what may be considered a dangerous play and MC imposes additional suspensions based on the severity of the event. Malden Catholic in turn, reserves the right to impose the same penalties on spectators displaying poor sportsmanship at any of our contests, both home and away.

### **5.12 – DAILY ATTENDANCE**

All students must be in attendance for the entire school day to participate in practice or play in a game that day. Exceptions may be made, such as field trip or school event, college visits, family emergencies, funerals, religious holidays and scheduled appointments. These all require a note and must be cleared by the administration who will notify the Athletic Director in advance, whenever possible. If a student-athlete is dismissed by the school nurse due to illness; he/she is ineligible to participate in athletics that day. If a contest is scheduled on a weekend day or over a school vacation, the student must be in

attendance the preceding Friday to participate. Unique or extenuating circumstances not listed above may be excused through the discretion of the Dean of Students.

The Administration may suspend student-athletes from their daily activity after a student has reached their third tardy of the marking period.

### **5.13 – NON-SCHOOL COMPETITION**

A member of a school team is a student-athlete who is regularly present for, and actively participates in, all team tryouts, practices and competitions. Bona fide members, as of the first date to practice in that sport as listed in the MIAA Handbook, of a school team are prevented from missing a high school practice or competition to compete with an out-of-school team, practice or competition to include tournaments, showcases, combines or other athletic events.

Whenever a conflict arises between the high school team practice/competition and an out-of-school practice/competition on the same day, the high school team practice/competition must be honored by the student-athlete. Priority must be given at all times to the high school team, its practices, and its contests unless a waiver has been granted by the Principal and Athletic Director. It is expressly understood that waivers shall not be granted on a regular basis and shall only be granted in extraordinary circumstances.

Penalties: Any student-athlete who violates this rule, unless a waiver has been granted as stated above, for the first time shall be declared ineligible for the next five (5) consecutive interscholastic events. This Penalty is effective from the date of his or her last participation in a high school sport. Any student-athlete who violates this rule a second time or subsequent time shall be declared ineligible for participation in any high school sport for the balance of the school year.

### **5.14 – POLICY REGARDING ATHLETIC TEAM CANDIDATES**

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 Coach seeking such explanations unless their child has initiated discussion with the Coach first.**

2. If after having met with a Coach, a candidate is dissatisfied with the results of his/her meeting, his/her 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 a for review in consultation with the Coach and the Athletic Director.

#### **5.15 – CLUB POLICY \*\*\*note number changes here and in table of contents**

Students are encouraged to participate in school sponsored clubs and organizations and attend dances so they can try new things, get involved, and find their niches. All Students, in order to remain “Students in Good Standing,” are expected to follow all guidelines and to exhibit behavior of respect, responsibility, civility, and honor when participating in clubs, organizations, and school dances.

#### **5.16 – CLUBS**

A club is a group with a common interest. Its purpose is to serve by the school community and enhances the school environment. A club must have an adult moderator who is present when the club meets and is active. The membership of a club must be open to any interested Students in grades 9-11. Applications require the signature of a faculty moderator and the approval of the Academic Administration. Clubs can be added throughout the year.

#### **5.17**

Students are expected to only join if they are willing to fully participate. Below is a sample list of clubs for the upcoming year.

30 Day Challenge Club  
Crystal 99  
DECA  
Diversity and Inclusion Club  
Gaming Club  
Green Team  
Habitat for Humanity  
Investment Club  
La Collaborativa  
Lancer Drama Club  
Lancers United  
MC ComiCon  
MC Robotics  
Mock Trial  
Model Bridge  
Ping Pong Club  
Short Story Club  
Spanish Club  
STEM Club  
Study Skills Club  
Yearbook Club

### **5.18 – STUDENT COUNCIL**

At Malden Catholic, Students thrive in a nurturing environment that fosters academic excellence, character formation based on Christian values, and personal achievement. Students who attend our school have in common a desire and drive to succeed in the classroom, on the field, in their co-curricular pursuits, and in their communities. This strong work ethic and commitment to the spirit of *Plus Ultra*, Latin for “more beyond,” is central to Malden Catholic. It is how we develop the leaders of tomorrow.

The objective and purpose of the Student Council shall be to:

- Represent the Students of Malden Catholic High School.
- Voice the concerns of the Students.
- Unify the Student body through social activities and community service opportunities.

Student Council will consist of the following committees:

Elections typically occur at the end of the school year to put officers in place for the upcoming school year. The voting for officers will be school wide. The voting for the representatives will take place by grade and division.

## **SECTION 6: CAMPUS MINISTRY/CHRISTIAN SERVICE**

The faith formation of each Student is a prime focus of Malden Catholic's growth and development will be encouraged through our Theology curriculum, retreats, prayer services, chapel talks, and liturgies. These programs are carefully constructed each year and announced at the beginning of the school year. A Student's behavior at all spiritual life programs is expected to be open, polite, positive and reverent.

### **6.1 – 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 Dean of Students directly. On those days, Students will come to school in Mass Day attire. No Student is to excuse himself/herself.

### **6.2 – SCHOOL RETREATS**

The retreat component of the Campus Ministry Program at Malden Catholic offers opportunities for Students of each grade level to take dedicated time away from school to focus on relationships with God and others. All retreats are mandatory. Through talks, small group discussions, personal and communal prayer experiences, liturgy, and recreation, Students are encouraged to open themselves to grow as young people who are rooted in faith and community and called to serve others. Underclassmen retreats typically use upper-class peer ministers.

#### **Freshman Retreat**

This day held on campus introduces the freshman class to the Malden Catholic family, rooted in the love of God. Through a variety of activities, the Students are welcomed into the community and given the opportunity to interact with their classmates. Seniors often prepare talks and presentations and lead small groups throughout the day. This day includes presentations on the school mascot, seal, and the spiritual values of the Xaverian Brothers. The last half of the day has spirit and team-building activities.

#### **Sophomore Retreat**

This retreat focuses on relationships with God as well as the people in our Students' lives who inspired them as models of Christian Leadership to serve others. The day is held at a local gathering hall and includes a liturgy, PowerPoint presentations, Student witness talks, recreation, a trivia game, lunch, and small group activities.

#### **Junior Retreat**

Aligned with the junior Morality & Social Justice Theology curriculum, this retreat is held off campus and is designed to focus on a deeper level on one's responsibility to serve others in our local communities and beyond. Students are asked to discern ways to live out the challenge of Catholic Christian morality and Social Justice as they heed the call to reach out in love to God's people everywhere.

### **6.3 – CHRISTIAN SERVICE OVERVIEW**

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.

#### **6.4 – UNDERCLASSMEN CHRISTIAN 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)**

**Sophomores (25 Hours)**

**Junior (35 Hours)**

#### **6.5 – SENIOR YEAR REQUIREMENTS**

The Senior Christian Service Program, conducted during the last three weeks of the senior year for students who are not enrolled in AP courses, culminates four years of experience in Gospel-Based Servant Leadership. It is a unique opportunity for seniors to put their faith into action through service at service sites that students choose themselves. Students are encouraged to see their service as means of bringing God's healing and grace to those most in need.

Students must complete 90 hours of service at one designated site during the weeks of April 22, 2024 - May 10, 2024. As a part of their service, the Student will also select an MC faculty member, staff member, or coach to serve as their "moderator." The Student will update their moderator on the progress of their service and the moderators will read and grade the Student papers (Honors Pass, Pass, Fail).

Students may not use hours of service done during the summer or the school year towards the 90-hour requirement. The purpose is to serve the community fully during the three-week time. A five-page reflection paper is due in the third week of your service. The 90 hours of service and the paper are both graduation requirements.

Campus Ministry will facilitate the program as follows:

- Designating one Campus Minister to support Christian Service for all students.
- Approving the student's service plan prior to the start of service.
- Maintaining a comprehensive database of service sites and site supervisors.

- Creating and maintaining a prayerful environment within which proper reflection may occur.
- Celebrating a commissioning prayer service, morning of reflection, and closing prayer service (attendance required of all seniors).
- Publicizing all requirements and meeting times as well as criteria for grading.
- Communicating on a regular basis with the administration concerning students.
- Visiting each student on-site to assess progress.
- Consulting with students as needed to discuss selection of sites.

### **AP SENIORS ONLY**

The Senior Christian Service Program culminates four years of experience in Gospel-Based Servant Leadership. It is a unique opportunity for seniors to put their faith into action through service at service sites that students choose themselves. Students are encouraged to see their service as means of bringing God’s healing and grace to those most in need.

Students enrolled in AP Classes do not complete their service at one designated site during the weeks of April 24, 2023 - May 12, 2023, although they may continue to log hours during that time. AP Seniors may begin their Christian Service on June 10, 2022. 75 Christian Service hours must be documented and uploaded to MobileServe as they are completed. Students in AP courses may volunteer at multiple sites, but they are encouraged to try to serve intentionally at one or just a few sites, devoting as much energy as possible to those causes. A five-page reflection paper must be submitted no later than May 5, 2023, and the hours and paper are required to graduate.

To allow for website maintenance, please wait until July 1 to record any service in MobileServe for the new year.

Campus Ministry will facilitate the program as follows:

- Designating one Campus Minister to support Christian Service for all students.
- Approving the student’s service plan prior to the start of service.
- Maintaining a comprehensive database of service sites and site supervisors.
- Creating and maintaining a prayerful environment within which proper reflection may occur.
- Celebrating a commissioning prayer service, morning of reflection, and closing prayer service (attendance required of all seniors).
- Publicizing all requirements and meeting times as well as criteria for grading.
- Communicating on a regular basis with the administration concerning students.
- Visiting service sites throughout the year (if possible).
- Consulting with students as needed to discuss selection of sites.

### **6.6 - THE MALDEN CATHOLIC LEADERSHIP INSTITUTE (MCLI)**

MCLI are four letters that stand for the Malden Catholic Leadership Institute. It’s longstanding tradition at Malden Catholic High School — 25 years, to be exact — for the rising class of senior boys and girls attend a leadership retreat during the first part of the school year.

MCLI kicks off senior year in a powerful way with bonding experiences as well as giving each Student space to reflect and prepare for the numerous critical decisions that are part of the senior year — decisions about leading one’s own life and leading others by example. MCLI provides the opportunity for the Students to plan and put into practice the leadership skills that will help them lead MC in the Xaverian Brothers’ tradition. During the action-packed days, MCLI focuses on community building, leadership qualities, Christian service, gathering as a faith community and Xaverian spirituality.

The retreat is run by MC’s Campus Ministry, and in addition to the senior class, MC administrators, faculty and coaches attend and participate fully in the daily events that include small group discussions focusing on relationships with God and others, personal and communal prayer experiences, liturgy, recreation and community service.

### **6.7 – MEDICAL PRECAUTIONS**

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

### **6.8 – BEHAVIOR EXPECTATIONS**

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



## **SECTION 7: MALDEN CATHOLIC CENTER FOR LEADERSHIP**

*1 Timothy 4:12 - Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe.*

### **7.1 –OVERVIEW**

The Leadership Journey of the Malden Catholic Student is one like no other. With almost one hundred years of alumni and the unwavering support of faculty and staff armed with expertise in a variety of noble professions, each Student has the opportunity to shape their present and their future in ways as boundless as they imagine their leadership stories to be. We, at Malden Catholic, are committed to help them succeed. The Malden Catholic Center for Leadership is coordinated by our Director of Student Leadership Programs.

In order to recognize, exercise and develop their individual leadership potential, Malden Catholic Students embark on a journey which begins when they set foot through the door. It is a journey that is never ending. In fact, alumni routinely come back to mentor, teach and/or coach the next generation of Students through their stories, internships and opportunities.

Our objective at Malden Catholic is to give our Students unique opportunities to learn and develop leadership skills applicable to the 21<sup>st</sup> Century. These opportunities are embedded in many areas of school life. Our goal is to develop young leaders who reflect on who they are and begin to learn about themselves. From there they will develop the confidence to inspire, become creative, and help others through servant leadership.

**7.2 - FRAMEWORK:** Students will learn and develop leadership skills both inside and outside the classroom which will serve as the foundation of their development. They will then look to apply those talents through servant leadership.

1. Academics (Internal)
  - a. Advisory Program
    - i. Analysis of different leadership types
    - ii. Civil Discourse
    - iii. Global Citizenship
  - b. Intentional classwork
    - i. Public speaking and presentations
2. External  
Examples include but are not limited to:
  - a. Guest Speakers
    - i. Specific to classes, group, and whole school
    - ii. Career Day
    - iii. Internships and Opportunities
    - iv. Malden Catholic Summer Internship Program (see 7.3)
3. Co-Curricular  
Examples include but are not limited to:
  - a. Team Captains
  - b. Malden Catholic Student-Athlete Leadership Team (SALT)

- c. Student Council
  - d. XBSS Leaders
  - e. SFX Scholars
  - f. Massachusetts Hugh O’Brien Youth Leadership Foundation School Ambassadors
4. Service
- a. Campus Ministry opportunities
  - b. Required service grades 9-11
  - c. Malden Catholic Leadership Institute (MCLI) (see 7.4)
  - d. Homeroom Mentors
  - e. 90-hour senior Christian service\*

### **7.3 – MC SUMMER INTERNSHIP PROGRAM**

Internships and opportunities are offered through the Malden Catholic Center for Leadership throughout the year. The Malden Catholic Summer Internship Program provides Students via an internal competitive application process internships and opportunities over the summer, with preference given to those in Grade 11.

Students focus on communications, college, and work preparedness, with a strong focus on building communications skills, which includes resumes, job applications, interviewing, public speaking, email, presentations, zoom etiquette, good business habits (including but not limited to time management and dress-for-success) and workplace etiquette.

Selected Students are provided with real-world leadership experiences in Business/Entrepreneurship, Science/STEM, Public Service, Sports/Entertainment and the Arts. In addition to invaluable benefits which include networking and resume-building, the goals for this program are to expose Students to potential future career paths, provide opportunities to investigate areas for future college course concentrations and develop strong professional experiences that will enhance MC Students’ college applications.

### **7.4 – MCLI**

In Grade 12, Students focus on Servant-Leadership through programming including our Malden Catholic Leadership Institute. Here, Students reflect back on their journey at Malden Catholic and themselves, diving deep into acknowledging their personal purpose and how they can help others in their community and around the world as they move forward.

### **7.5 – ADDITIONAL LEADERSHIP OPPORTUNITIES**

Additional leadership opportunities are found in clubs, athletics, and other extra-curricular activities. All Students are encouraged to pursue what they enjoy, to try new activities, and then to work at being leaders in areas for which they feel passionate. They are encouraged and mentored in leadership through student-led clubs, athletics, the arts, the MC Shadow Program, liturgies and Christian Service.

## **7.6– SERVANT LEADERSHIP HALLMARKS**

*Deuteronomy 6:6-7 - These words, which I am commanding you today, shall be on your heart. You shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up.*

### **What is a Servant Leader?**

The essential quality that sets the servant leader apart from other leaders is that they live by their conscience. Conscience is the inward moral sense of what is right and what is wrong. The essence of moral authority is sacrifice. Sacrifice is the subordinating of one’s self ego to a higher purpose. Moral authority inspires us to become a part of a worthy cause of our choosing, and teaches us that the ends and means of our actions are inseparable.

Moral authority requires us to be relational. To live with conscience means living in service to others. Humility is the foundational attribute of sacrifice. A leader who uses reasoning, persuasion, kindness and empathy builds trusting relationships with others. The trustworthy servant becomes the leader in which people invest their hope. Hope is the moral imperative that keeps alive the flame that makes us a part of the solution of our future. (Stephen Covey, Robert Greenleaf)

### **Servant Leadership Hallmarks**

Malden Catholic is a community that teaches, models, fosters and rejoices in servant leadership. Our community of faculty, staff, students, alumni and families do for one another, and for others, with the idea of changing the world for the better. Justice, peace, dignity, community and honor are the leadership hallmarks for which we strive.

- We strive to foster in each child personal growth through character, leadership and service.
- We offer a wide array of experiential learning opportunities, both within and beyond the classroom.
- We educate children about the importance in leadership of building and fostering healthy relationships with others.
- Malden Catholic was founded on the necessity of society to not simply educate young people, but to teach them to be people of good character.
- We value the importance of developing within each individual a passion for making the world a better place.
- We strive to help each student understand themselves as significantly influential in the world in which they live.
- We desire our Students to become people of honesty, integrity, compassion and trustworthiness.
- The servant leader is one who values community, that serves others first, and whose leadership prioritizes the common good.

- Our leadership programs ensure that Students have the opportunity and support for personal growth and involvement in their school.
- It is by faith and with hope that the faculty and Students learn to realize these social values: justice, peace, dignity, community, and honor, as significant influences of their social well-being.

## **SECTION 8: THE HOMEROOM/ADVISORY PROGRAM**

### **8.1 – THE ADVISORY PROGRAM**

The Advisory Program at Malden Catholic High School provides a mission-based opportunity for Students to build enduring personal relationships with their peers and adult members of the Malden Catholic community in the context of regular, informal meetings for group sharing facilitated regularly through homeroom periods. The program helps Students strengthen their interpersonal skills and adjust smoothly to coursework, extracurricular activities, and social life at Malden Catholic.

Advisory sessions are moderated by homeroom teachers who possess strong knowledge of the school community’s resources. Advisers are responsible for facilitating conversation and identifying any issues arising among Students that may require remediation by administrators in academics, school counseling, athletics, specialized learning, or Student life. As a proactive forum designed to head off challenges before they become larger issues, the Advisory Program offers an additional mechanism for ensuring the holistic well-being of your child.

In addition to helping Students overcome challenges related to their transition to life at Malden Catholic, the program also serves as a comfortable, judgment-free space for questions, suggestions, and feedback that can be used constructively to improve the Student experience. We have found that advisory sessions promote more robust engagement in Student activities, ensuring that Students are as “plugged in” to extracurricular activities as they desire to be.

The Advisory Program begins in the freshman year while Students are still in the process of adjusting to high school life. The program transitions to more periodic sessions in sophomore year and beyond, when Students themselves have the opportunity to volunteer for leadership roles in community-building activities. For more information, please contact Mr. Robert Gregory, Advisory Program Coordinator.

## **SECTION 9: STUDENT SUPPORT SERVICES**

### **Student Service Team (SST)**

Student Service Team is comprised of the Academic Administration, School Counseling, Director of Mission Integration, and Health Services. As a team, their goal is to identify any Student that might be in need, whether it be social emotional, physical or spiritual. SST works with the faculty and staff as a vehicle to help provide service for Students when and where needed. Faculty and Staff are asked to fill out the “person of concern” form when they feel as though a Student might need guidance or potential intervention. That form is given either directly to a school counselor or the Principal.

### **9.1 – HEALTH SERVICES (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 and respectful manner.

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/her condition.

- a. Parents are responsible for informing the school about any food allergies or special health conditions pertaining to their child. 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/her family are responsible for monitoring the condition. The school is not responsible for ensuring that Student avoids foods that he/she may be allergic to or activities that would adversely affect his/her health due to his/her 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/her condition and diet to prevent a harmful allergic reaction. The school makes no guarantees 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/her 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.

## **9.2 - 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 co-curricular 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 after 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 Parents schedule their child's physical each year during the summer months so that it will be good for the entire year.

## **9.3 – O'DONNELL LEARNING COMMONS**

The Learning Commons is open from 7:00 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. Quiet study is the rule in the Learning Commons. 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.

## **9.4 – SCHOOL AND COLLEGE COUNSELING DEPARTMENT**

The School & College Counseling Department serves the individualized needs of a diverse population by promoting the spiritual, academic, social, and personal educational development of each Student.

With an emphasis on building relationships, the School & College Counseling Department provides:

- Comprehensive counseling to Students through individual and group guidance.
- Consultation with Parents, faculty and administration.
- Coordination of services for individual Students as needed.

Academic counseling includes:

- Short- and long-term goal setting for college and career.
- Help in navigating academic difficulties.
- Strategies for academic success.

The School Counseling Department places emphasis on success for all Students and strives to assist Students in academic development and the personal development needed to become contributing members of society.

### **College Visits**

- Malden Catholic will be using RepVisits to schedule Fall College Visits with college admissions representatives. Please schedule your visit by visiting Repvisits on [counselorcommunity.com](https://counselorcommunity.com). For assistance, please contact your counselor.

### **Transcript Release Form**

- Please contact the School & Counseling Department for transcript release forms.

### **9.5 – BROTHER KEVIN PROGRAM**

The Brother Kevin Program is named in honor of Brother Kevin Kenney, a Xaverian Brother who did God’s work by shaping lives, first as a Novice Master for the Brothers for 25 years and then as a Freshman Guidance Counselor at Malden Catholic for 21 years until his death in 1990. With a true spirit of love and abiding patience, he used simple daily gestures of care and thoughtfulness to invest freshmen with a sense of self-worth and to give all Students encouragement in the process.

The Brother Kevin Program responds to the individual needs of 9<sup>th</sup> grade Students whose personal learning styles and academic profiles indicate they will benefit from additional support as they approach college preparatory classes. The program is designed for Students who have the ability but need stronger foundation in study skills and learning strategies.

The goals of the Brother Kevin Program are to enable Students to:

- To be successful at Malden Catholic
- To prepare for a successful college experience
- To develop character by strengthening self-esteem and self-discipline
- To develop sound study skills, higher order thinking skills, and compensatory strategies consistent with personal learning styles



## SECTION 10: ATTENDANCE POLICIES

### 10.1 - ABSENCES

The school is responsible to know where each Student is every school day. For a Student to perform optimally and to receive full credit in the year's work, he/she must attend school regularly. In cases of absences, the following regulations and procedures apply:

- Each day a Student is absent, his/her 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/her relationship to the Student and the reason for the absence.
- A Student who is absent must bring an explanatory note written and signed by his/her Parent or guardian to the School Office before school begins on the day of his/her return, or the Student's Parent should send an explanatory email to [attendance@maldencatholic.org](mailto:attendance@maldencatholic.org). Please note: parental notification is expected but is not considered an excused absence. Parental explanation of the absence does not automatically excuse his/her absence. 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 Dean of Students.
- On the day of return to school, a Student must plan a make-up schedule with his/her teachers. Ordinarily he/she will complete make-up work as soon as possible and always within five school days of his/her 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/her absence.
- A Student who is absent will not participate in any co-curricular activity that day without the permission of the Dean of Students. 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.
- When a Student is absent, he/she should obtain his/her posted assignments. Students should realize, however, that Teachers may at any time amend posted assignments. Students should, therefore, check assignment accuracy with Teachers upon their return.
- 

All other absences are unexcused, may have academic consequences, and will result in disciplinary actions as follows:

1. Three unexcused absences in one quarter will result in a ½ hour detention. The Fourth unexcused absence will result in a 1 hour detention and parent call

The fifth unexcused absence will result in a 1 hour detention and a parental meeting.

2. The sixth unexcused absence will result in an Administrative Meeting.

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.

### 10.2 – TARDY/DISMISSAL

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 to school should present a note from his/her Parent/Guardian that explains his/her tardiness. **Parental explanation of the tardiness does not automatically excuse his/her tardiness.**

A Student who arrives at school after 11:15 AM will be recorded as absent for the day. Consequently, he/she may not participate in any co-curricular activity that day without the permission of the Dean of Students.

1. Chronic unexcused tardiness will result in the assignment of the following sanctions: First and second unexcused tardy in a marking period will result in an administrative warning.
2. Fourth, fifth, and sixth unexcused tardies in an academic year will result in five detentions.
3. Seventh and eighth tardies in an academic year will result in an internal suspension and probation.
4. Ninth and tenth tardies in an academic year will result in an external suspension.
5. 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.

Students who need to be dismissed during the school day, should come to school with a note outlining the reason for dismissal, the time and it must be signed by a Parent/guardian. Students who are driving themselves should come to the office and sign out prior to leaving. Students whose Parents are driving them, the Parent/guardian must come into the school and sign out the Student.

### **10.3 – 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.

### **10.4 – 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/her attendance. Parents must not schedule appointments during these important events nor provide dismissal notes for any reason other than a real emergency.

### **10.5 – COLLEGE VISITATION**

Seniors should plan college visitations when school is not in session. If a Student has to visit a college during school time, he/she must obtain written permission from the Dean of Students and his/her school counselor at which time the Student will receive an authorization form for signature by a college official. Forms are available at the Main Office. Students must present this form together with a Parental note in the School Office on the day of return to school.

### **10.6 – IN-HOUSE APPOINTMENTS, EXCUSALS, DISMISSALS**

Anytime a Student has an appointment during class with a school counselor, campus minister, or visit the Nurse's office, he/she must report to his/her scheduled class before proceeding to his/her appointment. Any Student scheduling an appointment should never conflict with a test or lab.

### **10.7 – SIGN-OUT PROCEDURES**

Any Student leaving the building while the class day is in session, must sign-out at the front office. Students will only be allowed to sign-out with prior approval from a Parent or Guardian that is registered with the school as an official and legal guardian.

### **10.8 – 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 Forms Section of this handbook. Students returning from a Family Trip will have seven school days to make up all missed schoolwork.

### **10.9 – 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.

### **10.10 - UNSTRUCTURED PERIODS**

Juniors and Seniors who have an unstructured period the first period of the day, are permitted to arrive late provided that they have a Parental permission slip to do so on file at the Main Office. In addition, Juniors and Seniors who have an unstructured period at the end of the day may leave as long as they have a Parent permission slip on file.

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 and remain there. Any Student found wandering the first five minutes of a period will be subject to disciplinary action. No Student may leave the building before 1:32pm.

Students of any grade should make productive use of unstructured time. Any Junior or Senior who has an unstructured period first period of the day and who is then tardy for homeroom three (3) times during a semester will lose their late arrival privilege for a time period designated by the Dean of Students. 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).

## SECTION 11: DRESS CODE/ATTIRE EXPECTATIONS

### 11.1 – MALDEN CATHOLIC DRESS CODE

This outlines our uniform code that promotes each Student looking his/her best while promoting community and honoring our faith tradition. Our uniform policy promotes inclusivity while providing each Student the opportunity to represent themselves in the best possible manner. Our uniforms are our first impression to others and demonstrate willingness to meet the high standards at Malden Catholic High School.

Malden Catholic is proud of its heritage as a Xaverian Brothers school. Students are privileged to wear MC uniform that reflects a wonderful tradition. The uniform should be worn with great pride and Students should reflect the respect and dignity of being part of MC community.

The uniform is to be worn daily, except on spirit days and out-of-uniform days designated by the administration. Notes from home do not excuse a Student from being out of uniform. It is the Student's responsibility to see that a proper uniform is ready for daily use. Uniforms are to be properly worn with shirts tucked in, neat, clean, and mended.

### 11.2 – BOYS DIVISION DRESS CODE

It is suggested that boys order the minimum of the following: Pants (2), Belts (1), Dress Shirts (1), Polo Shirts (3), Ties (1)

- **PANTS:** Chino, "Docker-type" pants or dress corduroy only. Pants must be black, grey, navy or khaki-colored, free of designs or embroidery work. No jean styles, cargo or painter's pants, no cut or altered pants. Pants with drawstring waist or banded/elastic cuffs are not allowed.
- **BELTS:** Leather belts in black or brown or the MC-monogrammed belt 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's online apparel store. 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 or long-sleeved t-shirts may be worn underneath a regulation MC shirt. Turtlenecks and long-sleeved t-shirts must be solid navy, grey, or white in color and free of designs or words. Hooded sweatshirts are not allowed. Winter coats are not allowed.
- **FOOTWEAR:** Shoes or sneakers and socks are to be worn at all times. Students may not wear slippers, Yeezys, moccasins, Crocs, flip flops, slides 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.



MC Polo Shirt - Gray



MC Polo Shirt - Navy



MC Long Sleeve Polo



MC Monogrammed Belt

**Boys Personal Appearance-** Boys must be always clean-shaven. Hair is to be neatly trimmed and not to exceed the eyebrows in the front. There are to be no designs shaved into the head. Hair style, color, or cuts that present an unkempt, unprofessional 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. Jewelry of any kind around the neck or wrist is limited to small chains.

- Earrings and body piercing are not allowed (covered or uncovered).
- Hats, visors, or any head coverings are not to be worn in the building at any time during or after school hours, or at any school function.
- 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.

### 11.3 – GIRLS DIVISION DRESS CODE

It is suggested that girls order the minimum of the following: Pants (2), Dress Shirts (1), Polo Shirts (3) Pullover Sweater (1)

- **Pants** - Grey, navy, black, or khaki-colored pants may be worn. Pants must be free of designs or embroidery work. No jean styles, cargo, yoga, or painter's pants; no cut or altered pants. Pants are required to have a button on the waist band and a zipper. Pants with drawstring waist or banded/elastic cuffs are not allowed.
- **Plaid Kilt-** The Plaid Kilt may be worn in place of approved pants. Plaid Kilts must be purchased only from the official MC uniform store. **Plaid kilts must be worn appropriately and with solid black or navy tights.**
- **Shirts** - An MC-monogrammed polo shirt, purchased only from the MC uniform store may be worn. A white button-down oxford/dress shirt may also be worn under an MC monogrammed sweater. 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 or long-sleeved t-shirts may be worn underneath a regulation MC shirt. Turtlenecks and long-sleeved t-shirts must be solid navy, grey, or white in color and free of designs or words. Hooded sweatshirts are not allowed. Winter coats are not allowed.
- **Footwear** - Boat shoes, flats or sneakers and socks are to be worn at all times. Students may not wear heels, Yeezys, slippers, moccasins, sandals, Crocs, flip flops, slides or open toe shoes.

All shoes with laces must be tied. Students may wear low cut boots during cold or inclement weather provided they are neat.



MC Polo



Dry-Fit MC Polo



MC Cardigan



MC Pullover 1/4 Zip



MC Long Sleeve Polo



Khaki Pants



Plaid Kilt

**Girls Personal Appearance-** Hair must be neatly groomed and of natural color. Final judgment about what constitutes “natural color” lies with the Administration. Students will be given a day to make the correction or face disciplinary action including suspension. No extreme hair styles or hair colors.

- Visible body piercing other than pierced ears, including but not limited to, tongue and nose piercing, is not allowed.
- Hats, visors, or any head coverings are not to be worn in the building at any time during or after school hours, or at any school function.
- Tattoos and body scarring are highly discouraged. Any Student with a previously existing tattoo must always cover it during the school day, and at all school-sanctioned activities.

## 11.4 – PROVISIONAL DRESS CODES

### Dress Down Day Guidelines

Jeans may be worn. Shaving rules apply for boys. Sneakers or regular shoes must be worn. No sandals, Crocs, slippers, slides or flip-flops. No tank tops, sleeveless shirts, jewelry, pajamas bottoms. No shorts unless they are just above the knee and loose fitting. Revealing clothing or clothing with offensive logos/designs are not appropriate.

Yoga pants or leggings may be worn when a long shirt is worn with them. No sheer or see-through shirts, crop tops or tube tops, halters, spaghetti straps, or blouses that allow undergarments or midriff to be visible.

Any Student choosing not to participate must be in regular, approved clothing for the day.

### 11.5 – LITURGIES AND OTHER FORMAL EVENTS

Boys 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.

Girls must wear dress shoes (no boots or sneakers), plain white dress shirts, khaki color pants or kilts, and Malden Catholic V-neck pullover sweater when the school community gathers for school-wide liturgies or other occasions as announced by the Administration. Malden Catholic sweaters can be purchased from the MC uniform store. When attending school funerals or wakes or other occasions announced by the Administration, Students are expected to be attired in the mass attire. Students are expected to be similarly attired at other formal events as announced by the Administration. Plaid kilts must be worn appropriately and with solid black or navy tights.



### 11.6 – PURCHASING UNIFORMS

Malden Catholic offers an online clothing store through *Collegiate House*. The links to the online store are listed below:

<https://www.collegiatehouse.com/product-category/malden-catholic/mc-boys-uniform-choices/>

<https://www.collegiatehouse.com/product-category/malden-catholic/mc-girls-uniform-choices/>

### 11.7 – DANCES/PROM

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.

### **Dance Attire**

Dance attire should reflect young women and men attending a Catholic school. It is the responsibility of the Student and the Parent to meet the guidelines when purchasing dance attire. Students wearing inappropriate clothing will not be admitted into Malden Catholic dances. When in doubt, bring the outfit (before removing tags or losing receipts) to the Academic Administration for approval.

### **Male Attire**

Young men wear slacks, collared shirts, ties, and dress shoes. Shorts, cargo pants, t-shirts etc. are not appropriate. The Prom is a formal event and gentlemen wear a tuxedo or formal suit and tie and dress shoes.

### **Female Attire**

Young women should wear dress pants, skirts, and dressy tops or dresses. The Prom is a formal event. The length of the dress must be no shorter than 4 inches above the knee, have no plunging open backs, no revealing plunging necklines, no cut outs or open areas revealing sides, fronts below the neckline, or other inappropriate areas. No mesh, lace, see through or other material that gives the illusion of cut outs or revealing low backs, sides, stomachs, or cleavage. Slits should not be above the mid-thigh.

### **11.8 - GRADUATION ATTIRE**

Detailed information about graduation will be provided to seniors by the Academic Administration. ***All students will wear Caps and Gowns, provided by the school.***

- Boys will wear a white dress shirt with tie, dress pants, and dress shoes with socks.
- No boots, sneakers, flip flops, slippers, or sandals are permitted.
- Girls should wear dresses, skirts with a top, or dress pants with a blouse. Dress/skirt length must be longer than mid-thigh. No plunging necklines, low backs, or exposed midriffs. Dress should be appropriate for an occasion of this seriousness.
- Dress shoes must be worn. Heel may be no greater than 2".
- No boots, sneakers, flip flops, slippers, or sandals are permitted.
- Hair color for graduation for both girls and boys should be a natural hair color and should be in no way distracting.
- Tattoos and piercings must be covered.



## **SECTION 12: STUDENT DISCIPLINE**

### **12.1 – 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 Principal. The Dean of Students reviews disciplinary records at the end of the school year. A history of recurring problems may lead to Student dismissal.

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.

### **12.2 – 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.

### **12.3– CONDUCT, WHETHER INSIDE OR OUTSIDE 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.

### **12.4 - 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.

### **12.5 – PUBLIC DISPLAYS 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.

### **12.6 – ANNOUNCEMENTS**

Student announcements will be made daily. Students are expected to listen attentively and to keep themselves informed. Students are responsible for pertinent information therein. Students may not submit announcements that are not approved by an adult.

### **12.7 - DETENTION**

Detention is held daily from 2:25 until 3:00 PM. Students must report on time and without books, papers, or jackets. Notification of detention will be made through a slip or verbally to the Student. A Student who is assigned detention must go on that day unless he/she is excused by the Dean of Students. A Student who absents himself/herself from detention will be given an additional detention. A Student who misses detention a second time without permission will be suspended.

### **12.8 - PROBATION**

Probation indicates that a Student's attitude, behavior or academic achievement is threatening his/her 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/her 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.

### **12.9 - 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 re-admittance 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/her suspension.

### **12.10 - EXPLUSION**

After consultation with the Division Leader, Dean of Students and Principal will recommend to the President 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 President. The President will hold a meeting of appeal to review pertinent information inviting the Parent(s)/legal Guardian, the Student, the Division Leader, Dean of Students and Principal to attend. After the meeting, the President will make the final decision. There is no appeal for drug distribution, and academic dismissals.

### **12.11 – DISMISSAL FROM CLASS**

A Student sent from class must report at once to the Dean of Students at the School Office, whether he/she is explicitly told to do so by his/her teacher or not. He/She will remain in the Office until told to leave, and he/she will receive further instructions.

### **12.12 – 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.

### **12.13 – 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. No Student should share his/her 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.

### **12.14 – LOST AND FOUND**

Any material found should be turned in to 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.

### **12.15 - MESSAGES**

School Administrators will always assist in an emergency but, in general, will not interrupt classes to deliver messages, forgotten lunches, or athletic gear.

### **12.16 – 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. Please refer to the “60 Minute Delay Schedule” in this handbook in the event that the opening of school is delayed.

**12.17 – PARENTAL APPOINTMENTS**

Parents who wish to see a teacher are asked to do so by emailing the teacher directly. If Parents wish to see an Administrator, they may call that individual at the School Office for an appointment.

**12.18 – STEALING**

Theft of any sort is a serious offense meriting full use of disciplinary sanctions including expulsion.

**12.19 – 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.

## **SECTION 13: STUDENT SAFETY**

### **13.1 – 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:

### **13.2 – 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.

### **13.3 - 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 Principal. 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 Principal 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 Principal shall assess safety standards and procedures every two years. The Principal 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 President.

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.

#### **13.4 – 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.

#### **13.5 – 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/she may not leave. Except on occasions of school Masses or assemblies, a Junior or Senior, in good academic standing, with an unstructured last period of the day may leave, provided that a signed permission slip is on file at the Main Office. A Junior or Senior, in good academic standing, with an unstructured period at the start of the day, will be expected to be in school for their scheduled homeroom period, provided that a signed permission slip is on file at the Main Office.

All doors are locked at 7:55 AM. 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.

### **13.6 – ILLNESS/INJURY**

If a Student becomes ill or is injured during the school day, he/she should report to the Nurse's office, after first informing the Teacher in charge. School authorities will then contact his/her Parent or Guardian. No Student who is ill is to go to the restroom 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. 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/she is going to the Nurse's office. If a Student gets sick prior to school, during lunch, or has a true emergency, he/she 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.

### **13.7 – VISITORS**

All visitors must check in at the school office. No visitor is authorized in the school building without the expressed permission of the school administration.

### **13.8 – 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.

### **13.9 – 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 co-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 2:30-5:00 PM. Although we strongly encourage Students to become involved in co-curricular activities, we also request that all Students who elect to stay beyond the 2:30 PM 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.

### **13.10 – ALCOHOL AND DRUGS POLICY**

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/daughter may be asked to withdraw from Malden Catholic and the information will be filed with the Division of Youth Services via the Form 51A.

### **13.11 – ALCOHOL AND DRUGS – 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/herself as a user prior to being identified through other means (direct observation, drug testing, police report etc.). Once the Student identifies himself/herself, 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.

### **13.12 – DRUG SCAN OF 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:

1. A public address announcement about the visit would be made only immediately prior to the start of the scan.



2. 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.
3. 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.
4. During an announced scan, Teachers are to keep all Students in the classroom or room being perfected. Students must remain seated.
5. 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.
6. Any Student reporting late to school after a scan has begun will be kept at the School Office.
7. 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.
8. If a scan is to involve random classrooms, simple, specific instructions will be given at the classroom.
9. A scan inside the building should be completed within a class period.
10. Teachers are asked to continue with the regular business of their classes; however, keep Students seated.
11. Scans may also occur in the parking lot.
12. An announcement will be made when that the scan has concluded.

### **13.13 – HAZING POLICY**

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 of 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/herself 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.

### **13.14 – POLICY ON SEXUAL HARASSMENT**

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 he/she 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.

### **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/she 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/she complains of sexual harassment or assists the school investigation of such a complaint is also prohibited.

### **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/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

### **13.15 – SEXUAL HARASSMENT - PROCEDURE FOR COMPLAINT AND INVESTIGATION**

If any Student believes that he/she 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/she has witnessed the sexual harassment of another, the Student should report the incident promptly to the President or 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 President or 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.

### **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 he/she 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/her participation, be subject to disciplinary action.

### **13.16 – 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.

Each Student will receive a safety contract that should be reviewed, signed and returned 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.

### **13.17 – BULLYING PREVENTION AND INTERVENTION PLAN**

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”).

**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 co-curricular 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 President 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.

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

1. The Dean of Students will receive reports on bullying.
2. The Principal has collected assessment data and will work with the Dean of Students on an on-going basis to gather more current data and any necessary improvement measures.
3. The Dean of Students will record and track incidents.
4. The Principal, Division Leader, Dean of Students 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, co-curricular 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 President 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 Schools to provide ongoing professional development for all Staff. However, the Administrative Team 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/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.
  - 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.
- maintaining a safe and caring classroom for all Students.

### **13.18 – CHEMICAL HEALTH/TOBACCO**

Malden Catholic prohibits 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.

### **13.19 – 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.

### **13.20 – CONCUSSION EDUCATION**

As prescribed by State law and school regulation, all athletes will participate in summer concussion education on-line.

### **13.21 – 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 he/she has 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:**

All Student athletes who plan to participate in co-curricular athletic activities along with their Parents shall satisfy the following pre-participation requirements before practice or competition the following:

1. A current physical must be on file in the Nurse's Office.
2. Complete the school approved training on head injuries and concussions in athletic activity.
3. 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. 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.
4. 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.
5. Failure to return the Pre-Participation form, will results in the Student not being 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 co-curricular 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 co-curricular 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 co-curricular athletic activities.
  - i. The plan shall be developed by the Student's School Nurse, Athletic Trainer, and Division Leader 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 co-curricular 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, Athletic Trainer or Neuropsychologist if available until full return to classroom and co-curricular 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 co-curricular 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 co-curricular 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. An Athletic Trainer in consultation with a licensed Physician.
  - 3. A duly licensed Nurse practitioner in consultation with a licensed physician.
  - 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>

### **13.22 – 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), her 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 co-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 Dean of Students will meet with him/her and his Parents/ Guardians and will require that he be involved in a similar counseling program as the mother.

### **13.23 – 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 Dean of Students to explain the severity of the infraction. The Student's Parents/Guardians will also be notified via a phone call from the Dean of Students 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.

## SECTION 14 - THE USE OF TECHNOLOGY

### 14.1 – 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 always using good and ethical judgment. 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/her conduct using technology and network resources and will be held accountable for his/her actions.

For purposes of this policy, the term "technology" or "network" includes, but is not limited to hardware (computers, printers, projectors, wired and wireless networks, and all related materials), software, and internet-based programs (Malden Catholic's website, LancerLink, 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 yourself 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 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.

4. 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.
5. 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. Electronic communication between faculty and Students through email **must** utilize the Malden Catholic-branded email accounts.
6. All students are required to bring their own Windows 11 laptop. Other devices such as MacBooks, Chromebooks and iPads are not allowed as some courses require the use of software that will only run on a Windows-based computer. [Laptop Requirements](#) can be found on Malden Catholic's website under Student Life/Technology.
7. Students are required to register their laptop at Malden Catholic in order to gain access to Malden Catholic's wireless network. Wireless registration instructions are available to Students in the School Links & Files Section of their LancerLink home page.
8. Students will be able to access the Internet using their registered Windows 11 laptops on MC's wireless network. All inbound and outbound Internet traffic is inspected by a perimeter firewall that protects MC's wireless and wired networks and connected devices from attacks, malware, and other web-based threats. Additionally, since Malden Catholic receives partial reimbursement for our Internet Access from the FCC via their Schools and Libraries E-Rate program, our firewall also has web filtering in place to ensure that Malden Catholic provides all students with [CIPA-Compliant](#) Internet Access.
9. Incoming students will be assigned their own single sign-on credentials that will consist of a user ID (MC Email Address) and a unique one-time password. When students activate their SSO account, they will be prompted to enter their unique one-time password and will then be prompted to enter a complex password that meets the following requirements:
  - a. Must be at least 8 characters
  - b. Cannot be longer than 32 characters
  - c. Cannot contain the student's first and/or last name
  - d. Have at least 1 letter (a, b, c...)
  - e. Have at least 1 number (1, 2, 3...)
  - f. Have at least 1 non-alphanumeric characters (special characters): (~!@#\$\$%^&\* \_ - += `| \(){}[]:;'"<>.,?/)
  - g. Include both uppercase and lowercase letters
  - h. Cannot contain only one character (i.e., "111111" or "aaaaa")
  - i. Cannot contain consecutive characters (i.e., "123456" or "abcdef")

Students will use their SSO credentials to log into both their Microsoft 365 and G Suite for Education accounts. Students will also use the same user ID to log into LancerLink. While students can select their own LancerLink password, it is highly recommended that they use their SSO password. Fewer things to remember = fewer things to forget.

10. Malden Catholic has implemented Second-Factor Authentication on our Microsoft 365 Accounts to protect all student, faculty and staff accounts from unauthorized access by off-campus individuals. New students will be sent instructions in July on how to remotely complete the setup of their MC-provided Microsoft 365 accounts. During this process, each student will be asked to provide their cell phone number to complete the setup of Second-Factor Authentication on their account. Once every 90 days, remote Microsoft 365 account users will be asked to reauthenticate by entering an authentication code that Microsoft will send to the account holder's cell phone.
10. 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/her 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.
11. Students shall not use VPN software to bypass Malden Catholic's firewall, nor shall students use a cellular hotspot to bypass Malden Catholic's firewall.
12. Never provide personal information online.
13. Students are provided access to a printer in their Division's Learning Commons. Students shall use these printers for only school related materials and not in excess.
14. Students are responsible 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.
15. Upon graduation or withdrawal from Malden Catholic, all associated MC-provided accounts for the student will be deleted. It the responsibility of the graduating or withdrawing student to make a personal copy of any electronic data stored in their MC-provided accounts that they wish to keep.

#### **14.2 - 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.

### **14.3 – WIRELESS NETWORK POLCY**

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 required to bring their own Windows 11 laptop, that meets the [current Laptop Requirements](#). These laptops cannot use 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 laptop 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. Students must fully install Sophos Endpoint Advanced with Intercept X software, provided by Malden Catholic. The firewall will only allow traffic from student laptops that have Sophos Endpoint Advanced fully installed and running in a Green (Healthy) or Yellow (Unhealthy) state.
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.

### **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 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.**

#### **14.4 - 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.

#### **14.5 - 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.

#### **14.6 - 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.

#### **14.7 - 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."

#### **14.8 - 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.

#### **14.9 -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 Dean of Students. 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.

#### **14.10 – CELL PHONES AND HANDHELD ELECTRONICS**

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 2:20PM). Should an emergency arise, Parents may call the school office and leave a message for their child. Cell phones or other handheld electronic entertainment devices used during the school day will be confiscated by the faculty and turned over to the Dean of Students. The Student will be assigned detention. If confiscated, devices will be secured in the Dean of Students Office. First offense will result in detention. Second offense will result in detention and Parental notification.

#### **14.11 - 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.

## **SECTION 15 - GENERAL INFORMATION**

### **15.1 – CHANGE OF ADDRESS**

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

### **15.2 – SCHOOL DIGITAL 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.

A Student must produce his/her ID card immediately when asked to produce it by a faculty or staff member. A Student who refuses to produce his/her ID or is not carrying it is liable for disciplinary action. Student ID cards are non-transferable. 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 Anthony Palladino or [palladino@armark.com](mailto:palladino@armark.com).

### **15.3 – 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 President may utilize the school's name or identifying logo, for any purpose, including but not limited to the use of the school's 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.

#### **15.4 – 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 included in this handbook.

#### **15.5 – DROPPING STUDENTS OFF AT SCHOOL**

It is important that our before and after school Student drop off procedures be done as safely as possible. Students may be dropped off at two locations: Girls drop off is at the front entrance at door #1 (Crystal Street) and the Boys and Boys drop off is at Door #11 (rear entrance).

#### **15.6 – STUDENTS DRIVING TO SCHOOL/PARKING LOT**

Any Student driving a car, even occasionally to school, must register it with the Dean of Students and must receive a parking placard. 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 placard, 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/her privilege of driving to school.

#### **15.7 – SAFE DRIVING PRACTICES**

All Students are expected to demonstrate safe driving etiquette. This means recognizing Malden Catholic's campus is a *school zone* and drivers should remember Students are crossing streets and parking lots. Vehicle speeds should be slow and drivers attentive. Any Student who does not demonstrate safe driving practices will have their vehicle banned from the campus.

Malden Catholic Students should remember they represent the school no matter where they are – on and off campus. Students who violate driving laws or bring discredit to the school community through the use of their personal vehicle will be considered in violation of our discipline code.

#### **15.8 – MASSACHUSETTS BAY TRANSPORT AUTHORITY (MBTA)**

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.

MBTA Student cards for half fare during school hours are available free and 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 adults. Repeated offenses of up MBTA regulations will result in travel restrictions and/or expulsion.

### **15.9 – 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*.

### **15.10– LBK TRANSPORTATION**

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*.)

## **SECTION 16: MC HISTORY/PEOPLE OF NOTE**

### **16.1 – A BRIEF HISTORY OF MALDEN CATHOLIC**

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/her many wonderful, unique gifts to be shared with others. This understanding inspires the meaning of our school motto: “*Plus Ultra*” - “More Beyond”.

## **16.2 – LIST OF HEADMASTERS/PRESIDENT**

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

**17.1 – BULLYING PREVENTION & 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:** \_\_\_\_\_

**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): \_\_\_\_\_

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

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

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

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

**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.**

BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM  
FOR ADMINISTRATIVE USE ONLY

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

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)

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

17.2 – GUEST AUTHORIZATION RELEASE

## MALDEN CATHOLIC Guest Authorization Release

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

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

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

Guest 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 \_\_\_\_\_

## Parental Permission Form

We hereby request that our Student: \_\_\_\_\_ 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/daughter’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/daughter.

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

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

Emergency contact person

Emergency phone number

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

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

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

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

### 17.4 – FAMILY TRIP PERMISSION FORM

# 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/she 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/her to make up the work that he/she 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: \_\_\_\_\_

\_\_\_\_\_  
Dean of Students Signature

**17.5 – FAMILY TRIP NOTIFICATION/CONSULTING FORM**

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

(To be given by the Dean of Students 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/her 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** \_\_\_\_\_    **Dean of Students** \_\_\_\_\_





## MIAA Head Injury and Concussion Law Form

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 \_\_\_\_\_