

Parent/Student Handbook 2011-2012



Catholic Memorial School



Regular School Schedule

Warning Bell	7:53
Homeroom:	7:55 - 8:07
Period 1:	8:10 - 8:54
Period 2:	8:57 - 9:41
Period 3:	9:44 - 10:28
Period 4:	(MS lunch) 10:31 - 11:15
Period 5:	(lunch) 11:18 - 12:02
Period 6:	(lunch) 12:05 - 12:49
Period 7:	(lunch) 12:52 - 1:36
Period 8 & announcements:	1:39 - 2:25

Mass Schedule

Warning Bell	7:53
Homeroom:	7:55 - 8:05
Period 1:	8:08 - 8:43
Period 2:	8:46 - 9:21
Mass	9:24 - 10:37
Period 3:	10:40 - 11:15
Period 4:	(MS lunch) 11:18 - 11:53
Period 5:	(lunch) 11:56 - 12:31
Period 6:	(lunch) 12:34 - 1:09
Period 7:	(lunch) 1:12 - 1:47
Period 8 & announcements:	1:50 - 2:25

Faculty Meeting Schedule

Faculty Meeting:	7:45 - 9:00
Warning Bell	9:03
Homeroom:	9:05 - 9:15
Period 1:	9:18 - 9:54
Period 2:	9:57 - 10:33
Period 3:	10:36 - 11:12
Period 4:	(MS lunch) 11:15 - 11:51
Period 5:	(lunch) 11:54 - 12:30
Period 6:	(lunch) 12:33 - 1:09
Period 7:	(lunch) 1:12 - 1:48
Period 8 & announcements:	1:51 - 2:28

Rally/Afternoon Assembly Schedule

Warning Bell	7:53
Homeroom:	7:55 - 8:05
Period 1:	8:08 - 8:44
Period 2:	8:47 - 9:23
Period 3:	9:26 - 10:02
Period 4:	(MS lunch) 10:05 - 10:41
Period 5:	(lunch) 10:44 - 11:20
Period 6:	(lunch) 11:23 - 11:59
Period 7:	(lunch) 12:02 - 12:38
Period 8 & announcements:	12:41 - 1:17
Assembly:	1:20 - 2:25

Afternoon Meeting Schedule

Warning Bell	7:53
Homeroom:	7:55 - 8:05
Period 1:	8:08 - 8:41
Period 2:	8:44 - 9:17
Period 3:	9:20 - 9:53
Period 4:	(MS lunch) 9:56 - 10:29
Period 5:	(lunch) 10:32 - 11:05
Period 6:	(lunch) 11:08 - 11:41
Period 7:	(lunch) 11:44 - 12:17
Period 8 & announcements:	12:20 - 1:00
Assembly:	1:10 - 2:25

Delayed School Opening:

If the opening of school must be delayed due to inclement weather it will be announced on local radio and television stations, and through our emergency-alert phone system. In the event of a delayed opening, homeroom will begin at 9:00 a.m. The regular school schedule will then resume with dismissal at 2:25 p.m.

** School may be dismissed prior to 2:25 p.m., but not earlier than 2:00 p.m.*

POLICY OF NON-DISCRIMINATION

Catholic Memorial School admits students of any race, color, national and ethnic origin, to all rights, privileges, programs and activities generally accorded or made available at the school and does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

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FORWARD

The primary purpose of this handbook is to acquaint parents and students with information about the many organizational facets of Catholic Memorial School.

Printed words alone are incapable of presenting the complete picture of life at Catholic Memorial. Beneath the surface of classrooms and cafeteria, assemblies and rallies, clubs and social life, there exists a powerful dynamic called School Spirit.

In all activities--academic, spiritual, physical and social, students are encouraged to grow in their awareness of the proud CM traditions that have developed over the years by past generations of students.

Catholic Memorial is not just a school but a community made up of administrators, faculty, staff, students, and their families. CM works to provide an experience for students that will enable them to become better Christians, better members of their families and communities, and better students. We want each CM student to become the kind of person God intended him to become. We try to take each student where he is and help him live up to his capabilities. This goal requires a dedication to excellence on the part of all members of the community. Such dedication is exemplified not only in the classroom, but also in our athletic teams, activities and clubs. We then challenge our students to consider that to those to whom much is given, much is also expected. Education is not just a means to future employment. It brings with it responsibility to family, school, and community. At CM we encourage our students to take seriously the Christian obligation to use their gifts and talents to help the poor and marginalized and to assume positions of leadership within the Church and society.

Catholic Memorial is a unique educational experience for our students and for their families. We have a dedicated, professional faculty and staff that cares about its students, and we want our students to enjoy school, to be proud of CM and, by extension, to be proud of themselves.

NOTE: The Administration may add, delete, or modify any section of this handbook. Changes will be preceded by appropriate notification. The interpretation and application of all school rules are at the sole discretion of the school administration of Catholic Memorial.



Essentials of an Edmund Rice Education

INTRODUCTION

Blessed Edmund Rice received a unique gift from God: a Gospel that reveals Jesus Christ as present and appealing to him in the poor.

Young men were among the poor people of nineteenth century Ireland without access to basic education and religious instruction. Edmund responded to this need by establishing schools as well as founding the Congregation of Christian Brothers in 1802. Schools conducted by the Congregation of Christian Brothers are now established throughout the world.

Today, the Edmund Rice Christian Brothers North America and their colleagues reaffirm the essential characteristics of an Edmund Rice Christian Brother Education. The Essential Elements were first written in 2000 after interviews, group discussions, surveys, and extensive participation by representatives of various communities. At a gathering in July of 2006, the power of these documents was reaffirmed by delegates from each ministry site and other Christian Brother stakeholders.

Edmund Rice Christian Brother educational ministries continue to assure mission effectiveness because they can test their faithfulness to Edmund's vision and their basic educational values against the background of clearly stated Essential Elements. The Essential Elements of an Edmund Rice Christian Brother Education find their source in ministry begun by Jesus Christ and their inspiration in the vision of Blessed Edmund Rice. These Essential Elements serve as a guide and standard in the Edmund Rice Christian Brothers' current educational ministries and in future endeavors.

PREAMBLE

Blessed Edmund Rice was given the grace to respond to the call of Jesus by identifying with Christ in the poor. His example evoked a deep awareness of God's loving presence in all with whom he came in contact. He also awakened within them a consciousness of their dignity as children of God. He invited his followers to share the Gospel insight to reach out to the needy, especially the materially poor.

The life of Blessed Edmund Rice – businessman, husband, father, widower, religious brother, teacher, and founder – challenges all involved in Christian Brother Education to live and teach Gospel values. His vision inspires the Essential Elements of an Edmund Rice Christian Brother Education:

*"Edmund Rice was moved by the Holy Spirit to open his whole heart to Christ present and appealing to him in the poor."
(1984 General Chapter).*

The Essential Elements of an Edmund Rice Christian Brother Education Calls Educational Ministry Sites and Those Working in Them to:

I. Evangelize Youth within the Mission of the Church.

- proclaim the Good News of Jesus Christ in word and deed
- permeate the entire curriculum, activities, and all aspects of the educational process with the Gospel message of Jesus Christ
- encourage young people to a deeper relationship with Jesus Christ
- provide opportunities for liturgies, retreats, vocation awareness workshops and daily prayer

II. Proclaim and Witness to Catholic Identity.

- give priority to religious instruction with opportunities for faith development and theological understanding
- participate in the sacramental life of the Church and model a living faith through the use of rituals and symbols
- foster devotion to Mary and the communion of saints
- ensure that Catholic identity permeates all endeavors: all classes and activities, procedures and policies, services and programs

III. Stand in Solidarity with those Marginalized by Poverty and Injustice.

- promote policies and structures that reflect a climate of compassion for the poor and disadvantaged
- include education and advocacy for peace, justice, global awareness, and care for the Earth
- prepare students to work toward the creation of a just society
- encourage ministry experiences that work with and serve the poor and marginalized
- support mission areas at home and abroad
- establish tuition and scholarship policies that open educational opportunities to the poor and disadvantaged

IV. Foster and Invigorate a Community of Faith.

- provide a disciplined, safe atmosphere in which students are free to grow and take responsibility for their own learning and for the life of the community
- sustain compassionate, respectful relationships among all stakeholders
- be in union with the Church through commitment to service and formation of community
- encourage faculty and staff to give daily witness to their integral role in communal faith formation
- embrace the human condition and welcome God's healing

V. Celebrate the Value and Dignity of each Person and Nurture the Development of the Whole Person.

- promote respect for each individual as created in the image and likeness of God
- value the diversity of the human family and seek to reflect diversity among the students, faculty, and staff
- promote strong programs for personal, professional, and pastoral care
- offer co-curricular activities and programs that are important to a student's holistic education
- strive to provide just remuneration for faculty and staff

VI. Collaborate and Share Responsibility for the Mission.

- empower all members of the community to share in the mission
- work with parents who are the primary educators
- collaborate with Edmund Rice Christian Brother ministries on local, regional, and international levels
 - foster a deeper understanding of the vision of Blessed Edmund
 - promote active participation in governance by boards and diocesan officials

VII. Pursue Excellence in all Endeavors.

- promote a strong academic curriculum and cultivate a desire for excellence
- develop an educational culture that fosters the growth of the whole person, higher-order thinking, and life-long learning

CATHOLIC MEMORIAL SCHOOL MISSION STATEMENT

Catholic Memorial School is an academic faith community for young men in grades 7-12. We endeavor to instill in our students a mature commitment to the demands of Catholic Christian witness and a lifelong love of learning.

Catholic Memorial serves a range of socioeconomic backgrounds and academic abilities. We embrace the diversity of the neighborhoods and surrounding towns of Boston by providing young men with a challenging college preparatory experience rooted in Gospel values. We want our students to explore their academic, athletic, creative, and spiritual potential as educated gentlemen and citizens. And we want their faith and ideals to find expression in service to God, neighbor, and the Church.

With a dedicated faculty, staff, and supportive parents we create within our program an ethic of caring for the needs of each student. In keeping with the tradition of Blessed Edmund Ignatius Rice and the Congregation of Christian Brothers, we foster a passion for social justice and respect for the dignity of those treated least, lost, and last.

THE CATHOLIC MEMORIAL STORY

Catholic Memorial School opened its doors on September 9, 1957, with 225 students and five Christian Brothers of Ireland in the former St. Theresa of Avila Parish School building. This building was donated to the Christian Brothers by the late Monsignor Charles A. Donahue, V.F., L.L.D. who was the Pastor of St. Theresa's at that time. The school was named, "Catholic Memorial" at the suggestion of His Eminence Richard Cardinal Cushing to commemorate the sesquicentennial of the Archdiocese of Boston as a memorial to all the Catholics who gave so much of themselves in the establishment of educational institutions in the Boston area.

Brother Joseph G. McKenna was the first Headmaster of Catholic Memorial School, and it was he who opened the new building which was dedicated by Cardinal Cushing on November 10, 1959. Three years later the classroom wing was opened and school enrollment increased to 1,110 students.

The Middle School program was the vision of Brother E. John Sheehan. It opened its doors in September of 1993.

The Christian Brothers North American Province operates educational institutions in New York (where they started in the U.S. in 1906), New Jersey, Florida, Illinois, Michigan, Arizona, Washington, California and Hawaii. They also support missionary efforts in Argentina and Peru, South America. The Christian Brothers run thirty-seven schools in the United States and Canada with almost 300 Brothers.

The religious order was founded in Ireland by Blessed Edmund Rice, a prominent businessman who started schools for the poor and neglected boys of Waterford. Committed to the vows of celibacy, poverty and obedience, the Brothers follow a tradition of excellence and Christian witness which is embodied in the students and alumni of Catholic Memorial.

Catholic Memorial is fully accredited by the New England Association of Schools and Colleges and by the State of Massachusetts. In addition, Catholic Memorial is affiliated with the following educational organizations:

- National Catholic Educational Association
- New England Association of Colleges and Secondary Schools
- Massachusetts Interscholastic Athletic Association
- Massachusetts Secondary School Administrators' Association
- New England League of Middle Schools

ADMINISTRATIVE ORGANIZATION OF THE SCHOOL

Trustees

Br. Lawrence T. Murphy, C.F.C., Chair
Br. Daniel Casey, C.F.C. • Br. Raymond Vercrusse, C.F.C.

Officers of the Corporation

Mr. Paul Sheff, '62, *President*
Mr. Richard F. Chisholm, *Executive Vice President*
Mr. Michael E. Mullaney, *Vice President Finance*
Mr. Edward F. Lenox, Esquire, *Clerk*

Board of Directors

Mr. Robert P. Maloney, *Chair* • Mr. William Supple, *Vice-Chair*

Robert Amrhein, MD '67	Mr. John Geraci '88	Mr. Robert P. Maloney '77
Mrs. Dana Babbini	Mr. Michael Hanley '72	Mr. Daniel Mee '77
Mr. Stephen Berte '98	Br. Paul Hannon, C.F.C. '71	Mr. John Mulhern '63
Mr. Joseph T. Brennan, Jr.	Br. Robert W. Harris, CFC	Mr. Ronald K. Perry '76
Mr. Michael Broderick '80	Rev. Msgr. William Helmick	Mr. J.P. Plunkett IV
Mr. Richard Chisholm	Mr. Kevin Hicks '78	Sr. Barbara Rogers, RSCJ
Mr. Dan Conley '76	Mr. Martin Joyce '64	Mr. Paul Sheff '62
Mr. William H. Curley, Jr. '79	Mr. Sean Kelly '79	Mr. William Supple '77
Mr. Michael Daley '74	Mr. Brian G. Leary '73	

ADMINISTRATION

Mr. Alessandro Campea Athletic Director
Mr. Richard F. Chisholm Principal
Mr. Donald A. Cormier Head Teacher, Middle School
Dr. James P. Keane Vice Principal of Academics
Mr. Michael E. Mullaney, C.P.A. Controller
Mrs. Leah Ramsdell Director of Campus Ministry
Mr. Thomas Ryan Director of Admissions
Mr. Brian Scott Vice Principal of Student Affairs
Mr. Paul Sheff President
Mr. Robert F. Tegan Director of Guidance
Mr. Doug Zack Director of Advancement

SPECIAL SERVICES & SUPPORT

Mrs. Elaine Adjemian Administrative Assistant to the Guidance Department
Mrs. Karen Blodgett Cafeteria Staff
Mrs. Anne Marie Bosse Nurse
Ms. Susan Biancetto Crossing Guard
Mr. Ken Burke Cafeteria Staff
Ms. Jacqueline Catanesi Crossing Guard
Mr. James Cerbo Assistant Athletic Director
Mr. Daniel Chisholm Admissions Assistant
Mr. William Coakley Maintenance

Mr. David Erwin	Assistant Director of Advancement and Director of Alumni Relations
Ms. Ann Flanagan.....	Administrative Assistant to the Principal
Mr. Thomas Francis.....	Maintenance
Ms. Nancy Graham.....	Administrative Assistant to the President
Mr. Robert Graham.....	Maintenance
Mrs. Silvana Hanna	Cafeteria Staff
Ms. Zeina Hanna	Cafeteria Staff
Mr. Jay Kelley.....	Director of Technology
Mr. Michael Lamb	Technology Coordinator
Ms. Natalie Lee.....	Cafeteria Staff
Mrs. Taryn Lookner	Business Office
Mrs. Patricia Marchand.....	Director of Food Service
Mr. Thomas Meagher	Assistant Vice Principal of Student Life
Mr. Joseph McGonegal.....	Director of Communications
Mrs. Connie Powell.....	Nurse
Mrs. Marlene Stout	Administrative Assistant to the Admissions Director
Mr. Matthew Sullivan	Asst. to the Athletic Director
Mrs. Susan Sullivan.....	Asst. to the Athletic Director
Mrs. Susan Timmons.....	Administrative Assistant of Office Services and Communications
Mr. Charles Thibeault	Maintenance
Mr. Frank Thibeault.....	Director of Facilities
Mr. Michael Walsh	Maintenance
Ms. Patricia Walsh.....	Director of Database Management and Stewardship

FACULTY

Mr. Douglas Atkins.....	English
Mr. John Aversa.....	Math
Mr. Cristian Baidal	World Languages
Mr. Thomas P. Beatty	Mathematics Chair, Track Coach
Ms. Krystal Bertoni	Math, World Languages
Mr. Ben Boyd.....	Fine Arts
Mr. Bradley Boyle	Theology
Mr. Christopher J. Boyle	Theology, Head Swimming Coach, MS Football
Mr. Vincent Bradley	Social Studies
Mr. Paul Capodilupo	Mathematics
Mr. Nicholas Colarossi.....	English, Drama
Mr. Harold Carey.....	Mathematics, Basketball, Head Baseball Coach
Mr. Vincent J. Catano	English Chair, Head Track Coach
Br. Anthony K. Cavet, C.F.C.	Theology
Ms. Meaghan Cells.....	Science
Ms. Mary Concannon	Middle School Guidance, Social Studies
Mr. Donald A. Cormier	Middle School Head Teacher, Social Studies
Mr. Robert Croteau	English, Forensics, Bookstore
Mr. Shawn Cusson	Science
Dr. Michael Dempsey	Social Studies Chair
Mrs. Ellen Eberly	Professional Development Coordinator, English, Forensics
Mr. Leonard Finamore	Physical Education, Athletic Trainer
Mr. John Finn.....	Social Studies, Head Soccer Coach, Track

Mr. Timothy Forti.....	Science
Mr. William Hanson.....	Guidance, Head Hockey Coach
Mrs. Karen Hynes.....	World Languages
Mr. Thomas Jordan.....	Social Studies, Tennis, Soccer
Mr. Keirnan Joyce.....	English
Ms. Ann Magyar.....	Librarian, VHS Coordinator
Mr. Andrew Malionek.....	Senior Service Coordinator, Theology Chair
Dr. Deborah Margolis.....	School Psychologist
Mrs. Debra McCourt.....	Campus Ministry, Theology
Mrs. Nora McGauley.....	Science
Mr. Peter McGovern.....	World Languages, Soccer
Mrs. Ann Murphy.....	English, Social Studies
Mr. Patrick Murray.....	Director of Student Activities, Science, Baseball, Swimming
Br. Jeffrey W. Oxx, C.F.C.....	Social Studies
Mr. John F. Palermo.....	Mathematics, Baseball, Golf
Ms. Stephanie Peacock.....	Fine Arts, Social Studies, Golf
Mr. Leo Peltier.....	Computers, Tennis
Br. Kirk Phelps, C.F.C.....	Science Chair
Mrs. Marie Plunkett.....	Science
Ms. Leslye Porter.....	English
Mrs. Megan Reilly.....	World Languages
Mr. J. Christopher Russell.....	Theology
Mr. William Schneiderhan.....	Math
Mr. Brandon Seals.....	Theology, CMTV
Mrs. Margaret Sittig.....	World Languages Chair
Mr. Mark Smith.....	Social Studies
Mrs. Claire Solman.....	Science
Mr. Craig Spaner.....	Fine Arts Chair, Chamber Orchestra, Jazz Ensemble
Mr. Alex Strum.....	English, Wrestling
Mr. Bernard J. Sullivan.....	Social Studies
Mr. Denis Tobin.....	World Language, Mathematics, Head Basketball Coach
Mr. Mark Wentworth.....	Science, Math, Baseball
Ms. Carolyn White.....	Guidance
Mr. Dengchao Zong.....	Chinese



HONOR CODE

All members of the Catholic Memorial community are expected to strive towards meeting high standards of behavior both in and out of school. To this end, we try at all times to act with personal integrity and mutual respect. Serious violation of either of these principles is grounds for dismissal. Any student who is present when a violation occurs may also be subject to disciplinary action if he supports the violation by his implied complicity.

Academic Integrity

Any student caught cheating and/or plagiarizing will receive a grade of zero on the respective quiz, homework, test, exam, paper, project, or assessment tool. The parent will be notified by the teacher and, if necessary, further disciplinary action may be taken.

The following definition of cheating and plagiarism is taken with permission from the St. Louis University High School student handbook:

"Cheating includes - but is not limited to - the passing of answers on quizzes and tests; the seeking, receiving, or transmitting of specific information about questions on a test; the lending or copying of homework; use of cheat sheets or their possession in the testing room; and acts of plagiarism."

"Plagiarism is the use of another's words or ideas as if they were one's own. To avoid plagiarism when using another person's thoughts, the writer must acknowledge the origin of the ideas and use quotations to indicate borrowed language. Within the context of a specific class, a writer may ordinarily incorporate into his paper ideas discussed in that specific class without crediting the teacher or fellow-students. In that case, there is clearly no intent to disguise the intellectual debt. However, published material including passages and ideas from handouts and class texts must always be attributed.

Students should not lend their work out to others. If one student seeks another's assistance on an assignment, the assistance should be given in face-to-face instruction - not by passing written work from one student to another. The student who ignores this advice and makes his answers or work available to another shares responsibility and consequences if cheating occurs."

Integrity: On and Off Campus

A Catholic Memorial School student should conduct himself as a gentleman at all times. Students should be aware at all times that they represent CM. Their behavior, both good and bad, reflects on the school. Therefore, each student has an obligation to his fellow students, to the faculty and to the administration to uphold the name of Catholic Memorial by courteous and acceptable conduct, whether in or out of school.

MUTUAL RESPECT

Policy of Non-Discrimination

Catholic Memorial School admits students of any race, color, national and ethnic origin, to all rights, privileges, programs and activities generally accorded or made available at the school and does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

ANTI-HARASSMENT POLICY:

Catholic Memorial is committed to maintaining a school environment free of harassment based on race, color, sex, religion, national origin, sexual orientation, age, or disability. Harassment by anyone, whether they are students, staff members, or volunteers, whether at school or at school-sponsored events is unlawful and is strictly prohibited. Catholic Memorial requires all individuals to conduct themselves in an appropriate manner with respect for their fellow employees, students, and all members of the school community, and Catholic Memorial takes seriously all complaints about harassment.

I. Definition of Harassment

In General. Harassment includes communications such as gestures, jokes, comments, innuendoes, notes, display of pictures or symbols, communicated in any form, including orally, in writing, or electronically via the Internet, cell phones, text messaging or in any other way, that shows disrespect to others based upon race, color, sex, religion, national origin, sexual orientation, age or disability.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile, or offensive.

Sexual Harassment.

While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.
2. The individual's response to such conduct is used as a basis for employment decisions affecting an employee, or as a basis for education, discipline, or other decisions affecting colleague, subordinate, or student.
3. Such conduct interferes with an individual's job duties, education, or participation in extracurricular activities.
4. The conduct creates an intimidating, hostile, or offensive work or school environment.

II. Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by students, staff members or anyone else in connection with the School. It is also a violation of the policy for a person to condone the harassment by inciting, encouraging or otherwise giving support or approval to the harassment. In addition, retaliation against an individual who has brought harassment or other inappropriate behavior to the attention of the School or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the School.

Persons who engage in harassment or retaliation may be subject to disciplinary actions, including, but not limited to, reprimand, suspension, termination/expulsion, or other sanctions as determined by the school administration.

III. Investigation

Any individual who believes he or she has been harassed, or who has witnessed or learned about the harassment of another person in the school environment, should inform the Principal, the Controller, or the School Psychologist as soon as possible. These persons are also available to discuss any concerns that you may have and to provide information to you about our policy on sexual harassment and our complaint process.

The school administration will promptly investigate every complaint of harassment in a fair and expeditious manner. The investigation typically will include private interviews with the person filing the complaint, with witnesses, and with the person complained about. If the administration determines that harassment has occurred, it will take appropriate action to end the harassment and to ensure that it is not repeated. Confidentiality will be maintained to the highest extent possible, while still allowing the School to deal with the situation effectively and to take appropriate action.

BULLYING AND CYBER-BULLYING:

Bullying and Cyber-Bullying are strictly prohibited on school grounds, on property immediately adjacent to school grounds, at school-sponsored or school-related activities, functions or programs whether on or off school grounds, at school bus stops, on school buses or other vehicles owned, leased or used by Catholic Memorial, or through the use of technology or an electronic device owned, leased or used by Catholic Memorial, or through the use of technology or an electronic device that is not owned, leased or used by Catholic Memorial, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of school.

Bullying is defined as 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 the victim that causes physical or emotional harm to the victim or damage to the victim's property, places the victim in reasonable fear of harm to himself or of damage to his property, creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bully is defined as bullying through the use of technology or any electronic communication, which shall include but is not limited to electronic mail, internet communications, instant messaging, posting on social networking sites, or facsimile communications. Cyber-bullying includes creating a web page or blog in which the creator assumes the identity of another person, the knowing impersonation of another person as the author of posted content or messages, or the distribution by electronic means or communication of messages that meets the definition of bullying above, whether distributed directly or creating a posting that may be accessed by one or more persons.

Hostile Environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive that it alters the conditions of a student's education.

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

Procedure for Reporting Bullying:

If a student witnesses, is made aware of, or suspects that an incident of bullying has occurred, the student is required to report the bullying, either verbally or in writing, to the building Principal or the staff member within the school who has been designated by the Principal for purposes of

reporting bullying. Students may make the report anonymously, although a student should be aware that the Administration cannot take disciplinary action against a student based solely on an anonymous report.

Once the report is made, the Principal or his designee will initiate an investigation in accordance with Catholic Memorial's Bullying Prevention Policy.

Any student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action.

Discipline for Bullying, Cyber-Bullying and Retaliation

Students who are found through investigation to have bullied, cyber-bullied or retaliated against a student who reported acts of bullying may be subject to disciplinary action. Discipline imposed, dependent on the nature and severity of the bullying, cyber-bullying or retaliation can range from a verbal warning to expulsion.

The school administration will notify local law enforcement if it believes that criminal charges may be pursued.

Nothing in this section prevents Catholic Memorial from imposing disciplinary sanctions on a student whose behavior does not meet the definition of bullying, cyber-bullying or retaliation but which nonetheless violates school policy.

Hazing

See Athletics.

POLICY ON AIDS

In keeping with our philosophy of Christian charity, we acknowledge that there is no moral distinction to be made in the face of terminal illness. We will, therefore, treat any person in the Catholic Memorial School community suffering from such an illness with dignity and respect. That person will remain on faculty, on staff, or in the classroom so long as there is no threat to public health. In determining a threat to public health we may refer to appropriate standards set by recognized medical organizations, associations, and public health agencies including those established by the Massachusetts Department of Public Health.

POLICIES AND PROCEDURES FOR THOSE INFECTED WITH HIV AND/OR DIAGNOSED WITH ARC OR AIDS

1. Members of the school community who test positively for HIV antibodies, or who are diagnosed with ARC or AIDS, should see to it that the Principal of the school is informed.
2. In the case of a student, the Principal will normally consult with the student's parents and his physician. The Principal will assess the particular situation and initiate steps to support and ensure the continuance of the student's educational program. These steps will be determined on a case-by-case basis. Need-to-know will be determined by the Principal in consultation with the parents and student. Otherwise, this information will remain confidential, and will not become part of the student's regular health form.
3. The school retains the right to reconsider the status of a student, an employee, or other member of the school community, who has tested positively for the HIV or has been diagnosed with ARC or AIDS and who, in the judgment of the Principal, fails to act in a responsible manner.

4. All members of the school community are expected, without exception, to respect the rights and dignity of those who are infected with HIV. Discrimination or attempts at discrimination because of unfounded fears of infection or other myths regarding the disease will not be tolerated.

Prevention

1. The school has implemented procedures for the handling of bodily fluids in order to prevent the transmission of HIV. Maintenance staff and cafeteria staff, especially, are to be familiar with these procedures.
2. The school will provide education for its students regarding AIDS and its prevention in a manner which is grounded in the vision of Christian morality and the compassion of Christ.

THEFT

Theft of any kind, whether physical or intellectual, is a serious infraction of community standards and is subject to dismissal.

BEHAVIORAL STANDARDS

Dress Code:

A student must be neatly dressed while in school. While this is basically the responsibility of the student and his parents, school authorities will become involved if this responsibility is not fulfilled.

GRADES 7 & 8

(Before Columbus Day and after April 1st)

Short sleeve uniform red knit shirt, embroidered with CM logo. Dockers™-style navy blue dress pants, belt, dress shoes (tied) and socks.

(Between Columbus Day and April 1st)

White oxford cloth shirt with a button-down collar, regimental striped tie (tied at the collar), Dockers™-style navy blue pants, belt, gray V-neck uniform sweater with CM logo, dress shoes (tied) and socks.

GRADES 9-12

(Before Columbus Day)

A CM-monogrammed, solid color, knit polo shirt (colors: evergreen, burgundy, white, navy blue, cobalt blue, or black,), a pair of Dockers™-style dress pants (colors: navy blue or khaki) with a dress belt, socks, and dress shoes.

(Between Columbus Day and April 1st)

A solid white or light blue, Oxford dress-shirt with a full, button-down collar (no stripes or flannels) to match a CM-monogrammed school necktie, a pair of Dockers™-style dress pants (colors: navy blue or khaki) with a dress belt, socks, and dress shoes. Only approved CM sweaters or pull-overs will be permitted. Boots will be allowed during inclement weather.

(After April 1st)

A CM-monogrammed, solid color, knit polo shirt (colors: evergreen, burgundy, white, blue, cobalt blue or black), a pair of Dockers™-style dress pants (colors: navy blue or khaki) with a dress belt, socks, and dress shoes.

- CM-monogrammed polo shirts are to be purchased at the CM Bookstore.
- At orientation in September, each student must purchase at least one, CM-monogrammed, school necktie from the CM Bookstore.

- Ties that are worn or damaged must be replaced.
- Students who choose to wear a t-shirt under their school uniforms must wear solid white (no printing or insignias allowed) short-sleeve t-shirts.
- a. Each student must be completely clean shaven and his hair should be no longer than the top of his collar and neatly combed at all times (no unusual hairstyles or coloring). In all questions, The Vice Principal of Student Affairs is the final judge of dress code conformity.
- b. Earrings or any other body piercings are not allowed (covered or uncovered). Any student who refuses to remove an earring will be sent home.
- c. **All students must enter Homeroom each morning properly dressed for class. All students must remain in full dress code throughout the day.**
- d. Hats and headgear cannot be worn in the school buildings.
- e. Chronic offenders of the dress code will be suspended from school.

Traffic:

- a. When moving from class to class, students should do so in an orderly fashion and stay to the right of the corridor and staircase.
- b. Running or horseplay in the classrooms, corridors, or staircases is never allowed.

Smoking/Possession of Tobacco Products:

Catholic Memorial strongly discourages its students from smoking.

- a. According to state law, smoking is not allowed in any school building.
- b. Use of tobacco or tobacco products (including chewing tobacco) is never permitted on school grounds, in the vicinity of the school, or at any school function by any CM student or guest.
- c. Students are not allowed to carry cigarettes, tobacco products, lighters or matches on school property.

Any violation of the smoking/tobacco rule will result in the student being charged \$50.00 (in addition to regular disciplinary procedures).

Gambling:

Gambling in any form is not allowed. This includes cards, dice, coin games, sports betting cards, etc.

Books and Lockers:

1. Each student must write his name and class (in ink) in each of his textbooks. It is recommended that a magic marker be used to print the student's name in large letters along the edges of the pages (opposite the binding when the book is closed).
2. Students are loaned lockers to use during the school year. School locks must be used on lockers which require a separate lock. Lockers may be searched without warning at the discretion of the Administration. The school may seize and search items including cell phones or any electronic device.
3. Students are warned not to prop open their lockers or give out their combinations to other students.
4. On the last day of classes before Summer Vacation, all materials must be removed from lockers. Anything left will be subject to disposal.

Lost and Found:

- a. Items found in the Main Building should be brought to the Main Office.
- b. Items found in the gym or on the fields should be brought to the Athletic Director's Office.
- c. Items found in Donahue Hall should be brought to the Head Teacher's Office

Cafeteria:

1. In the cafeteria, as in all other places, gentlemanly conduct should be the guide for the CM student in all of his actions. Ungentlemanly conduct will result in detention or suspension.
2. Tables and floors must be left clean. Students must be relatively quiet and orderly. Each student has the obligation to see to it that his own lunch area is left clean. Papers, food and cartons should be placed in the receptacles provided for this purpose.
3. Students should expect to be asked to help keep the cafeteria clean.
4. Food should never leave the cafeteria.
5. Students are to report to the cafeteria during their assigned lunch period. Candy, gum, tonic, and snacks should be consumed in the cafeteria.
6. During lunch, no student(s) may leave the cafeteria without the permission of a teacher.
7. In the morning, the cafeteria will close at 7:45a.m. and reopen after homeroom.

Gymnasium:

Students may not eat or drink in our gym. Only gym suitable shoes are allowed on the playing surface. No student is to be in the gym or in the weightroom at any time unless a staff member is supervising the area.

Bathrooms:

Bathrooms are to be used solely for their designated purpose. Congregating in bathrooms, leaving bathrooms unclean, or defacement of school property may result in disciplinary action.

Library/Media Center:

The Library/Media Center is open until 4:00 p.m., Monday through Friday. It is available to students who have free periods during the day and lunch periods, and to all students before and after school.

Cell Phone Policy:

No cell phone or similar electronic device can be viewed, heard, or used during the school day. If any such item is seen or heard by a faculty or staff member, it will be confiscated and sent to the Office of the Vice Principal of Student Affairs. If an emergency arises, parents must contact their son through the Main Office.

Telephone Use:

The Main Office phone is a business phone and cannot be used by students except with permission. Parents should call for students only in matters of real emergency.

Radios:

Radios and MP3-player devices should not be brought to school.

Network Administration Policy:

We offer Internet access throughout Catholic Memorial as a privilege, not a right. Students should be aware that no activities on the network are completely private and can, if necessary, be monitored by the network administrator. Anything transmitted on the CM network is the property of Catholic Memorial and may be monitored by the faculty and administration. The school administration may revoke computer privileges at any time, or pursue disciplinary or legal action against students who violate this acceptable use policy.

Students may be supervised and guided in their use of the Internet, but it is the student's responsibility to use the system in accordance with the rules. The school administration and faculty will decide whether an act constitutes inappropriate use of the school computers, its network or the Internet. The administration, faculty, and staff at Catholic Memorial School may deny, revoke, or suspend the computer use of any individual.

The school complies with the Children's Internet Protection Act.

E-mail Policy:

Catholic Memorial does not presently provide e-mail services for its students, and students should not use school computers for access to personal email accounts except for specific teacher-supervised assignments.

Internet Use:

We place responsibility upon each student to use the internet in a manner consistent with the school's rules and for the purposes intended – academic research and classroom projects. Catholic Memorial School cannot be held responsible for material accessed over the Internet.

By offering Internet access our goal is to enable Catholic Memorial students to take advantage of the extensive resources available online, to teach them to use the material wisely and effectively, and to enhance our curriculum with expanded opportunities for communication and data sharing.

We encourage our students to explore these avenues for learning which they will continue to encounter in their college and professional careers. We also emphasize the personal responsibility of each student to abide by the school's policies and code of conduct when using the system.

Acceptable Use:

School computers are provided to be used for school assignments. Acceptable uses of this system include school-related educational research, exploration, and interactive class projects. We expect students to conduct online activities with courtesy, honesty, and respect for others, and to observe all school rules and policies as stated in the Parent/Student Handbook.

School computers also provide an opportunity for creativity. School assignments may include computer-generated artwork, presentations, or web pages. However, students may not publish web pages in the school's name without permission from the Principal.

Unacceptable Use:

Unacceptable uses include, but are not limited to, the following:

- Activities that are not educational in nature, and/or not in keeping with the philosophy and rules of Catholic Memorial.
- The use of the Internet for financial gain or any commercial purpose: buying, selling, any financial transaction.
- Activities that are illegal, dangerous or destructive
- Violation of privacy or the integrity of others' files; revealing personal addresses, phone numbers, or bank or credit card information
- Copyright violation or plagiarism
- Use of another person's account
- Use of chat groups, interactive games, instant messaging, non-school-related bulletin boards, or personal e-mail
- Transmission of material which is sexually explicit, vulgar, obscene, offensive or threatening
- Hacking or attempting to violate or change secure files
- Introducing viruses or other harm to the system
- Social networking sites
- Downloading programs or installing software (without permission of the network administrator)

Catholic Memorial reserves the right to take disciplinary action and/or to refer all cases of unacceptable use to law enforcement authorities.

Conduct on MBTA, Public Buses, School Buses, and Other School Vehicles:

Students are to be courteous and considerate when entering, riding on, and leaving on MBTA, public buses, school buses, and other school vehicles. Smoking on these vehicles is illegal and forbidden by the school. Even if the state does not take action, a serious breach of conduct may lead to disciplinary action by the school. All students are subject to school rules on MBTA, public buses, school buses, and other school vehicles.

Conduct on School Vehicles:

Students are expected to conduct themselves in an orderly and respectful manner. The school vehicle is regarded as a classroom on wheels, and school policies and regulations apply while students are in and/or around the vehicle. The driver is in charge of the vehicle in the same way that a teacher is in charge of the classroom.

1. Examples of unacceptable behavior which will result in the suspension of transportation privileges include:
 - a. Fighting or assault in or around the vehicle.
 - b. Possessing or using illicit drugs or alcohol.
 - c. Smoking or lighting flammable objects.
 - d. Insulting, insolent, or otherwise unseemly behavior to the driver or other students in or around the vehicle.

- e. Causing a disturbance by teasing or threatening the driver or other students.
 - f. Damaging vehicle property and/or personal property. (It is the responsibility of the parent(s) or those students involved to make proper reimbursement.)
 - g. Tampering with or using the Emergency Door without permission of the driver.
 - h. Throwing or shooting objects in the vehicle or out the windows of the vehicle.
 - i. Throwing an object or objects at the vehicle.
 - j. Shouting or otherwise making continuing noise on the vehicle, thus creating a distraction to the driver.
 - k. Moving about within the vehicle while it is in operation.
 - l. Opening windows without the driver's consent.
 - m. Blocking aisles so as to endanger passengers.
 - f. Eating or drinking in a school vehicle.
2. Violations of these rules or any other actions not specifically listed which interfere with or threaten the safety of students and/or the driver constitute grounds for the temporary suspension of transportation privileges and/or suspension from Catholic Memorial School.

Safety:

The rules of safety will be constantly emphasized in our school.

The following are general safety rules:

- 1. All students, employees, and visitors to the science labs will be required to wear eye protective devices when labs are in session.
- 2. Obey all warning and danger signs.
- 3. Be sure of what you are doing. If in doubt, take no chances; ask your instructor.
- 4. Do not throw objects. Do not run in corridors.
- 5. Horseplay, fighting, wrestling, or childish behavior has no place at Catholic Memorial School.
- 6. Report all injuries, no matter how slight, to your instructor.
- 7. If after 10 minutes a teacher has not arrived for class, all students are to remain in the classroom and one student is to inform the Main Office.
- 8. If a teacher must leave the class in an emergency, and no directions are given, students should remain quietly in the room and remain seated. One student is to inform the Main Office.
- 9. Any student asked to leave class must immediately report to the Main Office. The Main Office will then contact the Vice Principal of Student Affairs.

Cheering/Fan Behavior at All School Events:

Our school community counts on good sportsmanship on the part of student participants and fans. We discourage all form of poor manners and bad sportsmanship, including violent actions and celebrations of violence, abusive outbursts, vulgar language or gestures, disputation, heckling, cheap shots, or ugly antics. Such behavior degrades those who engage in them and reflect negatively upon Catholic Memorial. At Catholic Memorial we are about the business of practicing good sportsmanship.

Acceptable

- a. Cheering enthusiastically, positively, and in good taste.
- b. Displaying banners that support our teams.
- c. Applauding any injured player after he receives attention for his injury.
- d. Being respectful at all times of all people in attendance, whether at home or away.

Unacceptable

- a. Being abusive in language or gesture.
- b. Sitting on the opponents' side or carrying banners through the opponents' side.
- c. Applauding any injury to any player.
- d. Cheering when cheerleaders are performing their cheer.

Automobiles:

- a. Students who drive to school are required to park in the designated student parking area and to lock their cars. All cars must be registered at the Office of the Vice Principal of Student Affairs and must have a school parking permit.
- b. The parking area in front of the school is reserved for school vehicles and visitors. The roadways are never to be used for parking.
- c. No student is allowed to return to his car during the school day without permission from a teacher or administrator.
- d. The speed limit on school property is 10 m.p.h. and it is strictly enforced.
- e. All cars entering the main parking lot must use designated entrances and exits.
- f. During the winter, some student parking privileges may be suspended because of a lack of available space. Such restrictions would begin with the sophomores and work upward to the seniors.
- g. Students who violate the rules of the parking lot may forfeit the privilege of its use.
- h. Any student reported driving recklessly to or from school will lose parking privileges.

Neighborhood:

- a. Under no circumstances should groups of CM students congregate anywhere in the neighborhood before or after school.
- b. Students are not to congregate inside or outside Dunkin Donuts, the Shell gas station, Tony's Place, or Shaw's Plaza before or after school.

Unauthorized Use of School Name:

No student, or student's parent or guardian, without the expressed prior written authorization of the school's President, may utilize the school's name or identifying logo for any purpose, including but not limited to the use of the school name:

- to open up any bank account
- to solicit funds on behalf of the school
- to collect money on behalf of the school
- to sell products on behalf of the school
- to schedule any field trip, vacation, or other accommodations
- to post on any website for any purpose including, but not limited to, support of a particular social or political agenda.

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. Unauthorized use of the school's name or identifying logo, may result in legal action.

MAJOR SCHOOL RULES

Major school rules emphasize the health and safety of all members of the Catholic Memorial community. Violation of any major school rule places a student in jeopardy of dismissal from Catholic Memorial. Similarly, students who are present while a major violation has occurred will be guilty of complicity and will be subject to a formal disciplinary review.

Unsafe Practices

Any student who places another student or adult member of the Catholic Memorial community at risk through assault, possession of a weapon or what appears to be a weapon of any kind, the creation of fires or other harmful actions, or who causes deliberate harm to another by violent means will be liable to expulsion.

Alcohol and Other Drugs:

The faculty and administration of Catholic Memorial are concerned about the problem that alcohol and other drugs can bring upon young people. Our hope is that with parental support, our students can be chemical free. We recognize the fact that many young people do experiment with substances and that some have drinking and drug problems. Our policies concerning use of intoxicating substances reflect our concerns with this problem.

We expect a "no use" policy for all of our students at all times. We strongly disagree with parents who allow parties where there will be drinking and drugging among young people. Such conduct is illegal and gives explicit permission for young people to use drugs while reinforcing the false belief that one must use a mind altering drug to be sociable.

All athletes are required, under MIAA Rule 62, to abstain from all drugs including tobacco and smokeless tobacco. (See your coach for more information about Rule 62).

In addition to other disciplinary measures, students in possession of alcohol or non-prescription drugs will be fined \$50.00.

If there is reason to believe that a student has violated the drug policy, including exhibiting strange or disoriented behavior, that student will be tested and his parents billed for the cost of the testing. If the student refuses, he will be required to withdraw. If the test is found positive, the student will be subjected to formal discipline hearings with the discipline board, regardless of whether the drug use occurred on or off campus.

Specific Policy:

1. The possession or use of alcohol and other controlled substances (any drug other than the ones specifically prescribed for the student by his physician) is absolutely prohibited for CM students on the way to school, during school hours, on the way home from school, before, during, or after any school sponsored event such as a dance, prom, athletic event at the school or another location, field trip, overnight trip, etc.
2. If a student is suspected of using an illegal substance, the Vice Principal of Student Affairs will do the following:
 - a. Confiscate the substance.
 - b. Immediately notify parents or guardians.
 - c. Convene the Discipline Board as soon as possible to meet with the student and his parents or guardians.
 - d. Work with the Discipline Board to make specific recommendations to the Principal.
 - e. Refer the student to the Guidance Department. The school reserves the right to administer a breathalyzer or other appropriate drug test.
 - f. Take other disciplinary actions as deemed appropriate.
3. Selling or supplying any drug is a major infraction of the CM rules and will result in immediate expulsion from CM. Alcohol is treated as seriously as any other drug. In cases where there is a controlled substance involved (marijuana, cocaine, etc.), proper law enforcement authorities may be notified.
4. Should it come to the attention of the faculty or staff that a party or other setting is being planned at which alcohol or drugs will be made available to minors, parents of students organizing the event will be informed.
5. CM strongly disapproves of unchaperoned spring break trips. Parents who allow their sons to participate in such activities, seriously undermine our efforts to cultivate mature Christian gentlemen.
6. By acceptance of enrollment, students, their parents and guardians consent to and authorize all reasonable action on the part of school authorities to enforce this rule including, but not limited to, the utilization of searches, questioning, and other investigative tools.
7. Smoking or possession of tobacco will result in disciplinary action.

Crisis Intervention

Because the health and safety of our students is paramount, students who are struggling with a problem or potential problem involving the use of drugs or alcohol may invoke the school's crisis intervention program. Under this program, students may contact the Principal, Vice Principal of Student Affairs, Director of Guidance, or suitable faculty member or administrator. Under this program, the student will not be held liable for disciplinary action. Rather, the student's parents

will be notified, the student will be placed on a no-use policy, be referred to an appropriate treatment program, and be placed on contract to ensure adherence to the program. Students may not invoke the crisis program if involved in an investigation. Failure to adhere to the specified contract will be grounds for withdrawal.

Searches in School Buildings or on School Property:

The school administration retains control over lockers and desk space loaned to students and regulates the parking of automobiles on and around campus. The School Principal and/or designee, therefore, has the right and duty to inspect and search (and, if necessary, disable) student lockers, desks, and vehicles. The School Principal and/or designee, in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student body, also has the right and duty to search a student's person if drugs, weapons, dangerous illegal or prohibited matter, or stolen items are likely to be found on the student's person. Items or goods retrieved from such searches may be turned over to the police for inspection and may be the subject of criminal or juvenile court prosecution or of school disciplinary proceedings.

Leaving Campus:

Students are not permitted to leave campus during the school day except with the express permission of an Administrator.

Once a student has completed his academic (credit) courses for the day, he is allowed to leave campus. In the case of teacher absence, students may be dismissed prior to the end of the academic day.

ADMINISTRATIVE RESPONSES

Disciplinary Escalation

Consequences for violating school rules will be determined based on the severity of the infraction and the number of offenses the student has incurred. A range of consequences may be applied at the discretion of the Vice Principal of Student Affairs. For first time offenses, consequences could include a verbal or written warning, detention, community service, or another appropriate method designed to instill appropriate behavior. Instances of significant or repeated conduct violations will be escalated, resulting in more intense intervention and/or more severe consequences. Flagrant abuse of school rules render a student liable to suspension from school, all school sponsored activities, and membership in curricular and co-curricular activities, including membership in the National Honors Society. Flagrant abuse of school rules renders a student liable to immediate expulsion.

Loss of Privilege

Students are extended several privileges, including participation in athletic or extra-curricular activities, library and computer use, transportation, parking, and food service. Serious abuse of these privileges could result in loss of use.

Counseling

Counseling may be recommended for students in certain situations. The term counseling has several definitions. Students may be required to meet with a faculty member or member of the administration, guidance counselor, or consulting psychologist. In each situation the matter will be considered private.

Fines

Fines may be levied for the violation of certain school rules.

Detention

(Middle School program)

1. Detention will begin ten (10) minutes after dismissal, Monday through Friday for forty-five (45) minutes.
2. Students who must report will be given 24-hours notice.

(High School program)

1. Detention will begin ten (10) minutes after dismissal, Monday through Friday for forty-five (45) minutes.
2. Students are expected to serve on the same day that they receive detention.

(All Grades)

1. Students who break school rules will be subject to detention.
2. A record will be kept of all detentions and offenses. This record will be filed with the student's record.
3. Detention may, at times, be turned into a work force and instructed to clean the school area.
4. Participation in extra-curricular activities, work, and/or appointments are not sufficient reasons for postponement. Only the Vice Principal of Student Affairs or the Moderator of Detention may postpone a detention.
5. Students who absent themselves from detention without permission will be liable to two days of detention.
6. Students who accumulate multiple detentions may be required to serve on Saturdays or school vacations.
7. A student who cuts detention for the third time will be suspended from school until the Vice Principal of Student Affairs can meet with the student and his parents. The suspension may continue beyond this time if deemed appropriate by the Vice Principal of Student Affairs.

Suspension:

In cases of serious or repeated violations of school rules, a student may be suspended from classes at the discretion of the Principal or Vice Principal of Student Affairs. A student under suspension will be required to make up all missed work.

Any student under suspension is not allowed to participate in school sponsored events.

Discipline Board:

These rules apply on all school property and its environs on all school days, at all school functions, field trips, and athletic events whether home or away.*

After a student violates a significant number of school rules, the student and his parent(s) may meet with a sub-committee of the Discipline Board. This meeting must take place within (5) five school days of parental notification. Failure to comply will result in the student being suspended.

In any serious disciplinary case(s) a student and his parent(s)/guardian(s) will be required to meet with the school's Discipline Board. (The Discipline Board acts in an advisory capacity to the Principal.)

Participation in school events or activities, including graduation, is an honor, not a right. It can and will be denied should there be any illegal/improper behavior by a student before, during or after a school event or activity.

Disciplinary Probation:

Under Disciplinary Probation, a student's behavior is closely monitored due to prior unacceptable behavior.

Probation may be incurred for frequent repetition of a serious infraction of the rules. Some of these serious infractions are: insolence to a teacher, truancy, unexcused absence from a class or leaving school grounds without permission. Violation of probation makes a student liable for expulsion. Any suspendible offense is considered a violation of probation.

A student may remain on probation throughout his stay at Catholic Memorial School.

Holdover:

A rule violation may result in a student having to complete his punishment beyond the normal school calendar such as the summer. Such a determination would be made by the Vice Principal of Student Affairs if it is determined that the punishment is more appropriately served outside of the normal school term.

Home Study:

At the discretion of the Administration, a student may be required to complete course assignments at home.

Expulsion:

1. Expulsion from school may be imposed for the following reasons: stealing, academic dishonesty, hazing (see Hazing Statute in this book), violation of probation, public disgrace to the school, serious and malicious defacement of school property or other private property, any serious breach of personal conduct or any serious cause as determined by the Principal.
2. Any student found to possess or to be under the influence of alcohol, marijuana or any other drug for which he does not have a medical prescription is liable to immediate expulsion.
3. Any student who sells drugs will be expelled.
4. Any student who assaults a teacher or member of the staff is liable to expulsion.
5. Any student who carries a weapon or what appears to be a weapon of any kind onto school property is liable to expulsion.
6. Any student who causes deliberate harm to another by violent means is liable to expulsion.
7. The Principal has final responsibility in deciding cases of expulsion.

ACADEMIC STANDARDS

Courses of Study and Academic Requirements

In order to complete the course of study for the Middle School program all students are required to take and successfully pass the following subjects:

GRADE 7		GRADE 8	
Course	Credit	Course	Credit
Theology 7	1	Theology 8	1
English 7	1	English 8	1
Mathematics 7	1	Mathematics 8	1
Science 7	1	Science 8	1
Social Studies 8	1	Social Studies 8	1
Latin	1	World Language	1
Art	1/4	Music	1/4
Physical Ed.	1/4	Physical Ed.	1/4

In order for a student to graduate from the Catholic Memorial High School program he must pass all courses. The following program of study is standard:

FRESHMEN		SOPHOMORES	
Course	Credit	Course	Credit
Theology 9	1	Theology 10	1
English 9	1	English 10	1
Mathematics 9	1	Mathematics 10	1
Science 9	1	Science 10	1
World Language	1	World Language	1
Social Studies 9	1	Social Studies 10	1
Computers	1/2	Health/or Public	
Fine Arts	1/2	Speaking	1/2
Physical Ed.	1/4	Physical Ed.	1/4

JUNIORS		SENIORS	
Course	Credit	Course	Credit
Theology 11	1	Theology 12	1
English 11	1	English 12	1
Social Studies 11	1	Elective	1
Mathematics 11	1	Elective	1
World Language	1	Elective	1
Elective	1	Elective	1
Physical Education	1/4	Service Program	

Each student is required to take four credits of Theology, four credits of English, three credits of Social Studies, three credits of Mathematics, three credits of Science, and complete a third-level course in a World Language. However, many colleges recommend four years of language study. In addition, students must take a half credit of Computer Science, a half credit of Fine Arts, and three years of Physical Education.

In order for a student to progress to the next year he must pass all of his courses for that year. Any final yearly average below 65% is considered a failure. If a student receives a failing final mark in a course he will be expected to make-up the course in summer school in order to be allowed to go on to the next grade level. No student will be allowed to proceed to the next grade if he has a failure on his record. A failure in a semester course must also be made up in summer school. A student may take a maximum of two full year courses in summer school.

Since a student may not continue to the next grade with a failure on his report card, it is the policy of Catholic Memorial School that students with three (3) or more failures on their report card withdraw from the school.

It is the student's responsibility to prepare for each class and to attend each class. ***If a student is absent from class, it is the student's responsibility to make arrangements to make up missed work.*** Students may make-up work missed during an excused absence, but suffer loss of credit for work missed during unexcused absences. In cases of prolonged illness (1 week or longer) parents should contact the Guidance Department for assignments.

Grading System

For grading purposes the school year is divided into four quarters. In the High School program formal examinations are taken in most major subjects both in January and in June. In the middle of each marking period, the school will send home an interim "progress report" informing students and parents of academic progress in each subject. In addition to indicating student strengths, the progress report will also indicate areas which need more effort and potential failing areas. At the end of each marking period, each student will receive a copy of his report card in the mail. The report card system is based upon numerical grades. These grades are out of one hundred points. The only exception to this are courses which require pass/fail grades. Marks are calculated in the following manner:

Quarter Grades

The Quarter Grade for each course is determined by homework, class work, quiz scores, tests, and other projects assigned by the teacher. The specific weight attached to each of these categories is determined by the teacher.

Examination Grades

In grades 9-11, at the end of the second and fourth quarters a semester exam will be given in each course. This exam will cover material discussed during the two previous quarters. No student is allowed to take an exam before the scheduled exam time. Students absent during an exam will be allowed to make-up the exam only with written verification from a health care provider stating that the absence was due to illness. Students who take a make-up exam will be charged a fee of \$25.00.

Failure and/or refusal to take an exam could result in immediate dismissal from Catholic Memorial School. Students are admitted to exams only when all financial accounts are up-to-date.

If accounts are in arrears, students will not be allowed to sit for examinations and no make-up dates will be granted.

1st Semester Average:

(Grades 7 & 8)

50% of 1st Marking Period Mark + 50% of the 2nd Marking Period Mark=100% of the Semester Averages.

(Grades 9 - 12)

36% of 1st Marking Period Mark +36% of the 2nd Marking Period Mark + 28% of the Midterm Examination Mark=100% of the Semester Average.

Final Average:

(Grades 7 & 8)

25% of 1st Marking Period Mark + 25% of the 2nd Marking Period Mark+ 25% of the 3rd Marking Period Mark+ 25% of the 4th Marking Period Mark=100% of the Final Average.

(Grades 9 – 11)

18% of 1st Marking Period Mark + 18% of the 2nd Marking Period Mark + 14% of the Midterm Examination Mark + 18% of the 3rd Quarter Mark + 18% of 4th Marking Period Mark, plus 14% of the final exam mark.

(Grade 12)

18% of 1st Marking Period Mark + 18% of the 2nd Marking Period Mark + 14% of the Midterm Examination Mark + 25% of the 3rd Quarter Mark + 25% of 4th Marking Period Mark. Seniors must also fulfill Senior Service Program requirements.

1. The final grade is an average of the entire school year. In order for a student to pass a course he must have a passing final school average. That means that he must have an average of 65% or better.
2. Honor Roll:
 - Principal's List: an average of 94.5% or better with no grade less than 89.5%.
 - First Honors: an average of 89.50% or better with no grades less than 79.50%.
 - Second Honors: an average between 84.50% and 89.49% with no mark lower than 74.50%.
3. Permanent Records: The Guidance Office maintains a permanent record and transcript for each student. This card records the courses taken, grades received, standardized testing scores, and the student's class rank. When a student applies for admission to college, a copy of this record is sent from the Guidance Office to the college.

Eligibility

If placed on Academic Probation, a student will be ineligible to participate in any interscholastic team or any school-sponsored club. A student will be placed on Academic Probation if:

He fails two or more subjects.

He fails one subject and the average of all of his marks is less than 70%.

Eligibility will be determined by the quarter marks, not the Midterm or Final examination marks or semester averages.

A student on Academic Probation must attend all after-school study periods. Failure to attend after school studies will result in suspension.

A student who fits one of the above criteria will become ineligible on the date report cards are scheduled to be issued. A student will be ineligible for a minimum of half the marking period at which point a student's ineligible status may be reviewed.

According to MIAA standards, any student who fails to pass four major subject areas in a given quarter is ineligible until the next report card. This is our policy as well.

Homework

Students are expected to be fully prepared for their classes each day. This will require considerable study at home. The average student spends between *two and three hours each night doing homework assignments*.

Homework does not include only written work. A portion of assignments will also include the study and review of material covered in class that day and preparation of material for the next class.

Summer Reading Philosophy

An important part of our college preparatory program is the Summer Reading Program. Research strongly suggests that students who develop strong reading habits consistently achieve higher S.A.T. verbal scores. Also, by freshman year of college, students who have developed independent reading habits tend to be better writers compared to peers without such habits. In short, to help improve a student's overall academic performance and to better prepare him for the intellectual rigors of college, reading must be a high priority. To help our students develop life-long reading habits, we require them to read during the idle months of summer vacation.

CM's Summer Reading Program is designed to help students foster sound reading habits while also introducing them to material that they will encounter in the upcoming school year. Faculty members from the various academic departments select the required texts for one or more of the following reasons: 1) to help introduce students to material and/or themes that will be explored in the upcoming school year; 2) to expose students to material that, because of time limitations, may not get fully addressed during the regular school year; 3) to help students discover the joy of reading.

Summer reading assessment or testing will depend upon the decisions made by the particular academic department. Such assessment (be it a test, project, paper, or reading journal related to the required texts) will be incorporated into the first quarter grades. Summer reading material may also surface in tests throughout the first and second quarter.

The required reading assignments are posted on our website: www.CatholicMemorial.org.

Although all CM students are required to read four specific texts over the summer, we encourage them to read even more.

Course Changes

All parental requests for course changes will be considered by the Guidance Department and the Vice Principal of Academic Affairs. Final approval rests with the Vice Principal of Academics. No schedule changes may take place after September 15.

A.P. Placement Policy

Department Chairs will rank rising sophomores, juniors, and seniors based on first semester grades to determine who gets admitted to Honors and advanced Placement courses.

Students who possess the highest ranking numbers will be offered placement in corresponding A.P. courses. When the A.P. section or sections are filled, the remaining students will be offered placement in Honor level courses depending upon student ranking and space availability.

During the selection process, if a student is offered an Advanced Placement class and chooses not to take it, he may move down to the Honors level and an Honors student, the next on the list, may move up to A.P. However, once registration closes, no "surprise" changes may occur. Students who later decide to opt out of A.P. courses will move down to regular sections to help ensure the integrity of the Honors program.

When the ranking process is completed, teachers will explain to individual students who is eligible for A.P. and ask if they wish to take it. Once the A.P. class is filled, the teacher may progress down the list until the Honors section is filled. A student who decides not to take A.P. moves to Honors.

Diploma

A diploma will be issued to a senior only when all academic requirements are met and when all tuition and fees due the school are paid in full. Also, a student who has been expelled is not entitled to a diploma. No student who leaves Catholic Memorial School in poor standing or whose conduct indicates a disregard for the policies, regulations, and philosophy of our school community is entitled to receive a diploma.

Parent/Teacher/Student Communication:

- a. In any difficulty, students should first consult their homeroom or classroom teachers. Teachers know and understand school policies, regulations, and procedures. If teachers are unable to help, students should consult their respective Guidance Counselor, the Vice Principal of Student Affairs, or the Vice Principal of Academic Affairs.
- b. If a parent has a complaint about a particular teacher, **the parent should first discuss the difficulty with the teacher.** This is best for all parties involved. If a parent is reluctant to confront a teacher alone, the intervention of an administrator may be requested.
- c. Parents wishing to make contact with an administrator or a teacher may do so by telephoning the Main Office and/or by accessing the school's voice-mail delivery system. Replies will be made as soon as possible.
- d. Teachers may not be disturbed while in class. Also, conferences involving a teacher, administrator, and parent will not be arranged without prior consultation with the teacher involved and will be scheduled at a mutually convenient time.
- e. Spontaneous parent visits to classrooms are not allowed.
- f. If parents wish to communicate with their son during the school day, it must be done through the Main Office.
- g. Only in the face of a real emergency will a student be interrupted in class. Generally, students may not be called to the telephone during the day, nor will telephone messages be delivered.

Physical Education Program:

Those who are physically unable to participate in gym classes are required to secure a written statement from a physician and file it with the school nurse. Every student, after being accepted into the school, is required to have a complete physical examination. This is usually done by a family health care provider.

During gym classes students should leave their valuables in their regular school lockers. Anything of value not left in the student's locker should be given to the Physical Education Instructor before class.

Test Days

In our six-day rotation schedule, the following are days in which each department may give tests:

Theology; English; Social Studies:Days 1, 3, 5
World Languages; Math; Science:.....Days 2, 4, 6

Identification Cards:

Each student must have a school identification card and carry it with him at all times. If a card is lost at any time during the year, it should be reported to the Vice Principal of Student Affairs who will arrange for a new card to be issued.

Custody:

The custodial parent or legal guardian is the only public person authorized to access the private information of a respective student. Especially in cases of divorce, it is the responsibility of the custodial parent to inform the school in writing who has legal custody and to describe the kind of access a non-custodial parent may have. Other relatives have no right of access to a student, unless that right of access is granted by the custodial parent or legal guardian.

Visitors:

All visitors, young or adult, must report to the Main Office and sign in upon entering the school. No unescorted visitors are permitted beyond the Main Office area. We cannot have unauthorized visitors wandering around our corridors or hanging around our facilities. Only with the permission of the Principal, the Vice Principal of Academic Affairs, or the Vice Principal of Student Affairs, may students invite guests to our school.

School Announcements:

CMTV, the school bulletin boards, and the public address system are used to make all school and activity announcements. Students are expected to read the boards daily and are held responsible for information posted thereon or announced over the public address system or on CMTV.

Books

At the beginning of the year, on the first full day of class, each student must own a complete set of books and have his name, class, and home address written in ink in several places in each book.

Lost Property:

While the school assumes no responsibility or liability for lost or stolen personal property, in the middle school building such losses should be reported immediately to the Head Teacher. In the high school building, such losses should be reported immediately to the Vice Principal of Student Affairs. For easy identification, all personal property, including books, should have the owner's name and homeroom written on them.

Transportation:

The MBTA offers bus service to Catholic Memorial School from the following locations: Ashmont Station, Forest Hills Station, Readville (Fire Station) Brighton, Newton, and Watertown.

From Forest Hills, the Charles River, Baker-Vermont and Stimson Street buses all service Catholic Memorial. These buses run every ten minutes from 7:50 a.m. to 8:30 a.m.

Supplementary bus service is available from Ashmont Station, Forest Hills, and Readville.

Dedham: The Manor Bus runs to the Charles River (Spring Street, West Roxbury).

Supplementary buses leave Catholic Memorial School each afternoon at 2:30 p.m. and return to Ashmont, Readville, and Forest Hills. A regular bus run leaves Charles River at 2:32 p.m. and passes the school at 2:35 p.m. going to Watertown.

Each student in the school is issued a Charlie Card by the M.B.T.A. (Issue is made at CM. at the opening of school) This card enables the student to travel at one-half the adult fare. (Transfers not included).

If a student has one or more transfers, a special pass may be purchased at the beginning of each month through the Vice Principal of Student Affairs. The cost is \$20.00 per month.

Any student who resides in the City of Boston and lives more than 2 miles* from CM is entitled to a free MBTA bus pass each month.

* The 2 mile distance is determined by the Boston School Department.

A bus service is available for students who live outside the City of Boston. There is a fee for this service.

Attendance:

1. Absence from school is permitted only for reasons of sickness or family emergency.

A student who is absent is required to have his parent telephone the school each morning of his absence between the hours of 7:00 A.M. and 9:00 A.M.

2. No student will be admitted to class after a period of absence unless he brings a note with him signed by one of his parents stating the reason for the absence and the date (or dates) of the absence. This note is to be presented at the attendance window and an admit slip will be issued which will be presented to the homeroom teacher.
3. A falsified note regarding truancy will render a student liable to suspension.
4. Truancy will automatically place a student on probation. If a student is truant twice, he is liable to expulsion.
5. Motor vehicle, dental, medical, and all other appointments should be scheduled after school hours, on Saturdays, or during vacation periods and not on school days.
6. During inclement weather, school cancellation is determined by the Principal. Students should listen to radio stations WBZ, WRKO and/or watch TV stations 4, 5, 7, 25, or 56 for information. The Alert-Now phone system will also be used.
7. The school feels strongly that neither parents nor students should be allowed to adjust the official school calendar for their own convenience. Vacation periods should not begin early or be extended, nor should vacations be planned for times when Catholic Memorial is in session. All unauthorized extended vacations will be considered unexcused absences and the student will not be excused from missed class material.

Absences and Extra-curricular Activities:

- a. Students absent from school may not attend extra-curricular activities or school functions on the day of the absence.
- b. Students who become ill at school and go home sick may not participate in any extra-curricular activities that day.
- c. Students arriving late to school who are not in attendance for four (4) consecutive academic classes may not participate in any extra-curricular activities that day.

Lateness:

- a. Students who are not in homeroom at 7:55 a.m. must report to the Main Office for a tardy admit slip. A student who arrives after the start of homeroom but before the start of first period, will be marked as "late." A student who arrives after the start of first period will be marked as "tardy."
- b. A note from home will not automatically excuse lateness.
- c. Once a student has arrived on campus, he may not leave without permission from an Administrator.
- d. Any student who arrives at school after 9:00 a.m. without a note and/or a phone call from his parent/guardian will not be allowed to enter classes.
- e. All determinations regarding penalties for being late are left to the discretion of the Vice Principal of Student Affairs.

Unexcused absences and lateness may have academic consequences and will result in disciplinary action as follows:

- 1. Any unexcused absence or tardy will result in a 45 minute detention.
- 2. A student who has accumulated more than five unexcused absences or tardies (in any combination) may be asked to serve detention on a weekend or vacation.
- 3. When a student accumulates ten unexcused absences or tardies (in any combination), the student will be suspended internally for one day.
- 4. When a student accumulates twelve absences or tardies (in any combination), the student will be externally suspended for one day.
- 5. When a student accumulates fifteen absences or tardies (in any combination), the student will be liable to expulsion.

Students becoming ill at school:

- a. A student who becomes ill at school must receive permission from the teacher to go to the nurse. After obtaining permission, the student must report directly to the nurse and sign-in.
- b. If a student is unable to return to class, the parent will be called to pick him up. If the student drives to school, he will be sent home after the parent is called.

Medication:

- a. A confidential file is maintained by the school nurse listing all students who take medication during school hours. Medication here applies to that which may be purchased over the counter (e.g., Tylenol) as well as that which is prescribed by a health care provider. The parent of a student requiring such medication must provide the nurse with written authorization and the following pertinent information: student's name, date of birth, medication name, specific dosage, medication times, signature of parent or health care provider, and date. Oral authorization is insufficient.
- b. No student should carry medication with him through the day. All medication should be brought to the nurse before school. The nurse will dispense prescription medication. Such medication must be taken or consumed in the presence of the nurse.
- c. No student will be allowed to remain at Catholic Memorial after the first week of October without an updated school record of health and an updated physical on file. It is the parents' responsibility to inform the school nurse of any serious medical problem(s) their son(s) may have, e.g., congenital defects, epilepsy, diabetes, etc.

Extended Absence Due to Illness, Injury, or Hospitalization

Extended absence due to illness, injury, or hospitalization falls under the authority of the Vice Principal of Student Affairs. Each absence will be evaluated on an individual basis.

Short term illness (one day to one week) should be handled by the parent and the individual teachers. Guidance counselors can facilitate the process as needed. Assignments are posted on Edline. Parents should attempt to access Edline before asking for guidance intervention. Teachers will allow reasonable time for make-up work. Generally speaking, students are allowed one extra day to make up work for each day of absence. For example, if a student is absent for three days he has three days to make up the work starting on the date of return to school. Homework, assignments, quizzes and tests are expected to be made up and the specifics regarding such arrangements are made between the teacher and student.

For extended absence (more than five days) parents need to keep the school updated. In such cases, the student's guidance counselor and the Vice Principal of Student Affairs should be informed of the details of the illness and the prognosis. In terms of work being covered during the absence, Edline is the primary source of homework information for these extended absences. Students are expected to make an attempt to complete assignments listed on Edline. If for health reasons and/or in the case of extended absence of ten days or longer, a student will be expected to master the material covered during the absence but may not be required to take make up quizzes and tests. The determination will be made by the Vice Principal of Student Affairs on a case by case basis.

In the case of extended absence for mental health reasons (whether day treatment or hospitalization) student re-entry to school will be allowed only after school contact with the mental health provider and the establishment of a formal re-entry plan. A re-entry plan generally requires a meeting at the school with the Vice Principal of Student Affairs, the student's guidance counselor, the school psychologist (if available), at least one parent or guardian, and a representative from the hospital or agency overseeing the treatment (if possible). The school must receive evidence of an ongoing mental health treatment plan, involving collaboration between school, provider, and parents before the student will be allowed to return.

Emergency or Evacuation Drill:

A chart with exit route information is contained in each classroom. When a fire alarm signals, all classroom windows are to be closed and all students are to proceed immediately, in absolute silence, and in orderly lines along the route designated for each room of the building. The last student out of the classroom is to make sure that the classroom door is closed when he leaves the room. When the return signal is given, students will silently retrace their steps back into the building. Students who do not follow fire drill procedures are liable for suspension.

Lockdown Procedure:

Follow directions as issued over the public address system.

Environmental Protection Agency Compliance

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the spring of 1992 we performed inspections of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in the main office, in the high school building, since that time. These plans are available and accessible to the public.

The EPA requires us to perform re-inspections of the asbestos materials every three years. A representative of Covino Environmental Associates, hired by the Archdiocese of Boston, visited the school on March 19, 2010 to conduct the periodic visit required by our plan.

The results of the re-inspection are on file in the management plan. All asbestos materials in this school are in good condition and we will continue to manage them, as recommended by the management planner.

GUIDANCE DEPARTMENT

The aim of the Guidance Program is to assist students in their personal, academic and vocational development. While students are free to seek advice from any teacher, they are strongly urged to use the services of the Guidance Staff which is especially prepared to give assistance. The school provides systematic aid through the direction of the Counselors by means of interviews, counseling sessions, and testing tools. All students are invited to avail themselves of the services of the Guidance Department and may do so by simply requesting an appointment in the Guidance Office. The actual effectiveness of the program depends on the cooperation of the students in seeking assistance. Normally, a student is asked to refrain from making appointments during a scheduled test, quiz, or exam and to present a Guidance Pass to his teacher at the beginning of class. A student is responsible for all work missed during Guidance appointments. However, in certain instances, this procedure may be waived because of the seriousness of the situation.

Counselors are assigned to a particular class to enable all students to be interviewed during the year. Even though a counselor is assigned to each student, a student may make an appointment with the counselor of his choice. Counselors are available to help; use their services. If parents desire to speak with a Counselor, they may arrange an interview by phoning (617) 469-8010.

In particular, juniors and seniors should seek out assistance from the counseling staff regarding the college application process. Seminars are held for both parents and students to inform them of the many opportunities available to them.

Guidance Department and Counseling Staff:

Mr. Robert Tegan Director of Guidance
Mrs. Elaine Adjemian..... Administrative Assistant to the Guidance Department
Ms. Mary Concannon Counselor
Mr. William Hanson..... Counselor
Dr. Deborah Margolis (on call)... Psychologist
Ms. Carolyn White Counselor

Transfers:

A student transferring from Catholic Memorial must present a written request from his parents to the Principal that his records may be sent to a designated secondary school. The transfer procedure will be explained to the student and/or parent at the time of transfer. The student's records will be sent directly to the designated school once all outstanding tuition and fees due the school are paid in full.

College Campus Visits (Seniors only):

College bound seniors are encouraged to schedule admission visits to universities and colleges during school holidays. When this is not possible the student is allowed two excused absences. Such students must have parent approval and verification from the Admissions Office of the school visited. School and/or Senior Service days may not be missed to visit local institutions.

Letters of Recommendation

CM and its employees reserve the right to withdraw any letters of recommendation written on behalf of a student.

RELIGIOUS ACTIVITIES

We cultivate the maturation of the CM students and their longing for God and service to neighbor through various religious programs, community liturgies, and academically rigorous theology classes. With campus ministers, committed Christian Brothers, and dedicated lay Christians within the Catholic Memorial community, the gospel values of our Church are transmitted to our students.

Chapel

Students are encouraged to use the school chapel. Because the chapel is a special place to pray, all are asked to show respect for the sacramental presence of Jesus in the Tabernacle, and for others who wish to pray.

Policy Regarding Non-Catholic Students

Students who are not Catholic are welcomed members of our community. They are required to take mandatory academic courses in Theology each year. They are also required to attend, but not required to participate in, school-wide religious services.

Catholic Memorial School fields teams in fourteen sports offered by the Massachusetts Interscholastic Athletic Association (MIAA). Catholic Memorial is a member of the highly competitive Catholic Conference League. In addition to Varsity teams, we also offer Junior Varsity, Freshmen, and Middle School teams in various sports.

Philosophy

The philosophy of the Athletic Department is no different than the mission statement of Catholic Memorial School. Athletics is an extension of the academic school day. All our coaches are expected to be teachers who not only teach proper techniques of their sport, but who also work to build character and prepare young people to carry the Christian values they learn into their adult life.

Seasons

The Massachusetts Interscholastic Athletic Association (MIAA) sets starting dates and limitations for athletic seasons. The fall season starting date is the Monday before Labor Day. The winter season begins the Monday after Thanksgiving. The spring season begins the third Monday in March. Catholic Memorial teams begin practice and tryouts on or shortly after these dates.

Cut Sports

Some sports must limit the number of participants on their teams and conduct tryouts during the opening days of the season to select their teams. Try-out sports at Catholic Memorial include soccer, golf, basketball, hockey, baseball, lacrosse, volleyball, football, cross country, wrestling, indoor track, swimming, outdoor track, and tennis.

Middle School student athletes may be considered for acceleration to the next level of play in all sports according to the following guidelines:

1. A student athlete must try out for his grade-level team.
2. A coach, in consultation with the Athletic Director, may accelerate a student to the next level team.
3. Student athletes may not accelerate until all teams at all levels have been determined.
4. All decisions regarding acceleration must be approved by the Athletic Director.
5. All requests for acceleration must be approved by the student's parents/guardians before acceleration to the next level takes place.
6. Usually, once an athlete is accelerated he may not be moved down a level during that season without the permission of the Athletic Director.
7. If a coach determines that a Middle School athlete is capable of playing higher than the next level, a decision will be made by the Principal in consultation with the Athletic Director.

Teams and Head Coaches

FALL SEASON

Football.....	Alex Campea	Football - Varsity, JV, Freshman, M.S
Soccer	John Finn	Soccer - Varsity, JV, Freshman, M.S.
Cross Country.....	Vin Catano	Cross Country - Varsity, JV, Freshman, M.S.
Golf.....	John Palermo	Golf - Varsity, JV

WINTER SEASON

Basketball.....	Denis Tobin	Basketball -Varsity, JV, Freshman, M.S.
Hockey.....	Bill Hanson	Ice Hockey - Varsity, JV, Freshman, M.S.
Indoor Track.....	Vin Catano	Wrestling - Varsity, JV, Freshman, M.S.
Wrestling.....	Matt Fay	Swimming - Varsity
Swimming.....	Chris Boyle	Indoor Track - Varsity

SPRING SEASON

Baseball.....	Hal Carey	Baseball - Varsity, JV, Freshman, M.S.
Lacrosse.....	Kevin Lynch	Volleyball - Varsity, JV
Outdoor Track.....	Vin Catano	Tennis - Varsity, JV
Volleyball.....	TBA	Outdoor Track - Varsity, JV
Tennis.....	Leo Peltier	Lacrosse - Varsity, JV, Freshman, M.S.
Rugby.....	Ross MacDonald	Golf - MS

Starting Dates

<i>Fall Season</i>	The Monday before Labor Day
<i>Winter Season</i>	The Monday after Thanksgiving
<i>Spring Season</i>	The third Monday in March

Participation on an athletic team is a rewarding experience which requires students to commit their time, energy, and spirit. For example:

1. Athletes must attend all practices, contests, and team meetings unless the coach excuses them before the absence.
2. Athletes must attend daily practices. Some practices are held on Saturdays and Sundays. The coach is present at all practices.
3. Athletes are expected to be familiar with all school policies relating to participation in athletics which are printed in the Student Handbook.
4. Parents of athletes are encouraged to support their teams. Parents are also expected to exhibit proper conduct at practices and games.

Program Goals

To teach proper morals and ethics regarding competition.

To enable as many students as possible to experience the benefits of team membership.

To acquire and develop athletic skills.

To improve physical conditioning as a requisite for good health.

To develop appropriate attitudes toward competition, sportsmanship, and self-discipline.

Coaches decide who will play at the varsity level based upon their assessment of an athlete's skills, commitment, and attitude. This assessment continues throughout the season and can result in an athlete moving among levels.

Pre-Season Responsibilities

Any candidate for an athletic team must meet the following requirements:

1. **Eligibility:** If placed on Academic Probation, a student will be ineligible to participate in any interscholastic sport or any school activity, except intramurals, .
2. In order to be eligible to participate, a student must not be 19 years old on or before September 2nd of his Senior Year. Freshmen may not compete at the Freshman Level if they turn 16 before September 1.
3. Notify the Athletic Director if a transfer student.
4. Completed all financial responsibilities for equipment issued during the previous season. A "season" for a particular sport, ends with the final MIAA-sponsored tournament or event.
5. Must have an updated physical on file in the Nurse's Office, and have submitted a signed Parent/Guardian permission form to the Athletic Office.

Tryouts

1. During the tryout period, each coach will describe his expectations for team members.
2. Athletes must demonstrate their ability to meet these expectations.
3. If an athlete is not selected for a team, he may contact the coach personally for an explanation.
4. Once a student has been selected for a team, he may not quit to join another team.
5. If an athlete is not selected for a team, he should explore participation in another sport.
6. If a student is ineligible during the tryout period for a sport, he is ineligible to play that sport for the entire season.

Team Selection

The coach and coaching staff for each sport has the sole responsibility for:

1. Selecting players
2. Deciding the appropriate level of play for each athlete.
3. Determining the amount of playing time for each athlete.

If an athlete has any questions about this process, he should ask the coach. If the matter is not resolved at this stage, parents may request a meeting with the coach. If the matter continues to be unresolved, parents may schedule a meeting with the Athletic Director.

Participation in Catholic Memorial athletics is a privilege. All athletes are expected to provide leadership for other members of the student body, and to act in an exemplary manner that will do credit to the team, the school, and the community.

Class Attendance Policy

As a general rule, an athlete must be in attendance in school for at least a half day to participate in practice sessions or contests. If a contest is scheduled for a weekend, the athlete must be in school by 11:00 A.M on Friday. All questions regarding this rule will be handled by the Vice Principal of Student Affairs.

School Equipment and Responsibilities

1. Athletes are responsible for proper care and maintenance of all athletic equipment and uniforms issued to them;.
2. Athletes will be charged replacement value for any equipment that is lost, stolen, or damaged.
3. All equipment must be returned within seven days of the end of the season.
4. Athletes may wear team uniforms only at times specified in specific team regulations.

Physical Exam

All students must pass a physical examination within one year before participation in any sport. Physical examinations must be performed and signed by a duly registered physician. An updated physical must be on file in the Nurse's Office prior to the start of the first tryout or season practice.

Injuries

If any injury or illness occurs during the season that requires medical attention, the student must have the attending physician complete the MIAA Return to Athletic Participation Form. This form must be turned in to the trainer or Athletic Director before the student may return to practice. This also applies to a player who was injured during a previous season.

MIAA Rule 62 on Chemical Health

The Chemical Health Rule has been extended to be inclusive of the period from: the first allowable day of fall practice, through the end of the academic year or final athletic competition of the year, whichever is later. (Broadening the window from "in season" to the entire academic year reflects that chemical health of our students is not simply a seasonal concern.)

Minimum Penalties

First Violation – When the Principal confirms, following the opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive 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. 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 in practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

Second & Subsequent Violations – When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in the sport. For the student, these penalties will be determined by the season the violation occurs. All

decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.

Steroid Use

The use of Anabolic Androgenic Steroids at Catholic Memorial is strictly prohibited. It has been proven that steroid use has serious short and long term harmful effects. The use of steroids is considered to be cheating. We encourage our coaches to take a proactive role in teaching our athletes about the effects of steroids.

Hazing

To comply with Mass. General Laws Chapter 269, Sections 17-19, ***read the law below and acknowledge that you have read it*** by signing a statement to that effect which will be provided at the beginning of your first year in school.

THE COMMONWEALTH OF MASSACHUSETTS

In the Year One Thousand Nine Hundred and Eighty-five

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 sections.

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 thousand dollars or by imprisonment in the house of correction for not more than one hundred days.

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 brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger of peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such a 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 organization 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 sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually,

a report with the regent of higher education and in the case of secondary schools, the Board of Education, certifying that such an 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 report.

House of Representatives, November 13, 1985

In Senate, November 14, 1985

TUITION AND FEES

Tuition and Fees:

School Tuition.....	\$14,590
Graduation Fee (Senior Only)	\$250
Registration Fee (New Student Only).....	\$300
Bus Transportation Fee	\$1,500
Advanced Placement Exam Fee (High School)	Approximately \$90 <i>(price is determined by the College Board)</i>

The registration fee and deposit are non-refundable. The \$500.00 deposit will be credited to the tuition bill.

In order for a student to receive his schedule and start school in September, tuition must be current. Any student whose tuition is not current during the school year will be suspended from classes and all school activities until tuition is paid.

All tuition must be up to date in order for a student to take his midterm exams and/or final exams.

By May 1, students intending to return to Catholic Memorial the following academic year must pay a \$500 deposit. Students failing to make a timely deposit will not be scheduled for the following year.

Refund Policy:

The withdrawal or dismissal of the student, whether as a result of accident, sickness, disciplinary action, or otherwise, does not relieve the parent of the responsibility for payment of the of the following tuition amounts as outlined:

- 25% of the tuition becomes non-refundable/payable after the first day of school.
- 50% of the tuition becomes non-refundable/payable after the completion of the first marking period (November 1).
- 100% of the tuition becomes non-refundable/payable AFTER December 1.

Tuition Plans:

Catholic Memorial offers families five payment plan options as follows:

Plan A: Prepayment via cash, check or money order of the entire remaining tuition balance on or before July 1. Families who pay the tuition balance prior to July 1 will be credited a 2% prepayment discount. Any parent, whose check is returned to the School by the bank because of insufficient funds will forfeit the 2% discount. Checks postmarked after July 1 will not be eligible for the prepayment discount. For families receiving financial aid and/or scholarships funded by the School, the 2% discount will be applied to the net tuition balance after the financial aid/scholarship amount is applied.

Plan B: A low interest, fixed rate loan program administrated by Your Tuition Solution. Flexible terms from 12 months to 60 months. To apply please log onto www.yourtutionsolutions.com or call 800-920-9777. Families who apply, are approved and who satisfy the tuition balance prior to July 1 will be credited a 2% prepayment discount. Loan applications filed after July 1 are not eligible for the 2% discount. For families receiving financial aid and/or scholarships funded by the School, the 2% discount will be applied to the net tuition balance after the financial aid/scholarship amount is applied.

Plan C: Prepayment of the entire remaining tuition balance by credit card due July 1st. CM accepts Visa, MasterCard and Discover. No discount applies to families selecting this option.

Plan D: Ten monthly electronic transfers beginning in July, and ending in April. This plan will be administrated by FACTS Management Systems. An enrollment fee is associated with this option.

Plan E: Payment of 1/2 of the tuition balance on or before July 1 and the remainder on or before January 1. No discount applies to families selecting this option.

CM PLEDGE

We are CM Knights:
men of integrity and class,
Bringing the love of Christ
To the modern world
With shields of courage
And swords of kindness.

Protected by the armor of
wisdom,
Using only truthful words as
weapons,
We are always ready
To stand up for Justice
and Peace

As we follow Christ
Our Protector and Guide
This is how we conquer evil
By doing good

Dr. Maria Cardullo

CM SONG

Stand up and cheer for CM
Give out a shout,
let's go men.
We've had the fight
to win before

That's not enough,
let's fight some more.

Silver and red we hail thee
To thee we look for victory,

Get up and go knights,
Conquer the foe, knights,
onward to victory.

Dr. Berj Berjzmkochian

THE CREST OF CATHOLIC MEMORIAL SCHOOL

The crest of Catholic Memorial School is an embodiment in symbols of the philosophy of the school as elaborated in the Student Handbook. Its symbols are illustrated on the shield to signify the protection of Christ, our Leader, whom we strive to imitate in our daily lives.

The centerpiece of the illustration is the Chi-rho, the Greek symbol for Christ, set upon a star, the symbol of enlightenment, illuminating the way towards justice and peace, as detailed in the school's curriculum. The star is also a comforting reminder to teachers and students alike of the Biblical promise that "those who instruct many unto justice will shine as stars for all eternity."

Framed by concentric circles surrounding the centerpiece is the date of foundation and the name of the school. Catholic Memorial was dedicated in 1959 by Cardinal Cushing as a memorial to all the Catholics of the diocese who contributed so much through the years in support of Catholic education, appropriately highlighted during the sesquicentennial celebration of the establishment of the See of Boston in 1808. The circles, without beginning or end, are symbols of eternity and everlasting life – the goal of all our endeavors. The complex is set upon a Celtic Cross symbolizing the Irish roots of the Congregation of Christian Brothers who conduct Catholic Memorial.

To the top right of the outer circles are an open book with pen and lamp, tools of the student in the pursuit of learning, and to the top left are crossed swords with torch identifying Catholic Memorial students as knights of Christ who help build up His Kingdom on earth as in heaven.

The shield is surrounded by a crown adorned with laurel signifying achievements in life culminating in gaining the Crown of Glory which is our final end. And embellishing the whole ensemble is a scroll displaying the school's motto in Latin, "Vince in Bono Malum – Conquer Evil By Good" or as freely translated at Catholic Memorial, "Conquer Evil By Doing Good."



INSURER VERIFICATION SAMPLE

We the parents or guardians of _____ have Insurance with (name of insurance company) _____ policy number _____ that will pay the medical or surgical expenses that results from any injury, major or minor, that the above named student may receive as a result of practicing or performing in athletics at Catholic Memorial School. This insurance will also cover the above named student while traveling to or from practice sessions or scheduled performances.

Since we, the parents or guardians of the above named student, have an insurance policy which will provide adequate financial coverage for any type injury or injuries or whatever might result there from, we, the parents or guardians, agree to release the Catholic Memorial System, and any part thereof, from any obligation as pertains to financial responsibility in these matters for the _____ school year or any period of the time thereafter.

Do not sign. Sample form.

Signature of Parent or Guardian

TRAVEL PERMIT SAMPLE

I hereby give my consent for (Name of Athlete) _____ to travel to and from athletic events scheduled by the Catholic Memorial School Athletic Department. I understand the department policy will be to provide transportation by school bus or van, but in the event a bus is not available, private transportation may need to be used. These vehicles will be driven by responsible adults (parents of an athlete or coaches), and they cannot be held responsible for any accident or injury that might occur.

Do not sign. Sample form.

Signature of Parent or Guardian

ATHLETIC RESPONSIBILITY ACKNOWLEDGMENT & CODE OF CONDUCT SAMPLE

(Athlete's Name _____ (year) _____)

Prior to participating in any practice or tryout sessions for interscholastic sports, each athlete must: Successfully pass a physical examination by a registered physician and the copy of such examination must be on file in the office of the School Nurse. One current physical examination per year is sufficient for all sports during the school year.

As a Catholic Memorial School student participating voluntarily in interscholastic athletics: I believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship, and promote the development of good character and other important life skills. I also believe that the highest potential in sports is achieved when participants are committed to pursuing victory with honor according to six core principles, ("The Pillars of Character"):

I will abide by the Catholic Memorial student Code of Conduct, the school's Athletic handbook, the coaches team rules, and the rules of the MIAA, and conduct myself in an exemplary social manner at all times. I have read and understand the rules and regulations related to the Athletic Department's Code of Conduct. I also understand the consequences and penalties as they pertain to the student handbook and the MIAA rules and policy.

Do not sign. Sample form.

Print Name

Do not sign. Sample form.

Parent/Guardian Signature:

HANDBOOK ACKNOWLEDGMENT

Please read and help your son understand the information contained in this handbook.

As a parent and/or guardian of a son attending Catholic Memorial School, I/we hereby acknowledge receipt of a copy of the Student's/ Parent's handbook. I/we have read and understand its contents. I/we also understand that the handbook controls the education and behavior of Catholic Memorial students. I/we agree to support the school in enforcing the policies and regulations as set out in the Handbook, or as later promulgated or modified by the school administration.

I/we further agree to pay the annual school tuition and other fees and to support the fund-raising activities of Catholic Memorial.

IMAGE PERMISSION

Also, I/we understand that throughout the school year Catholic Memorial may take photos of students for a variety of reasons including academic achievements, worship liturgies, athletic events and other significant moments. I/we allow Catholic Memorial to use such images for public relations purposes understanding that the digital images may be sent to statewide and national newspapers, used on the school website, or placed in newsletter, recruitment brochures or in other communication vehicles.

Student's Name (print): _____

Student's Homeroom: _____

Student's Signature _____

Father's or
Guardian's Signature _____

Mother's or
Guardian's Signature _____

(2011-2012)

Please complete this last page, sign it, and deliver to:
Catholic Memorial School, 235 Baker Street, West Roxbury, MA 02132

