

# Catholic Memorial

HIGH SCHOOL • MIDDLE SCHOOL

*College Preparatory*

## Parent/Student Handbook

2008-2009

235 Baker Street, West Roxbury, MA 02132  
617-469-8000 • FAX 617-325-0888  
web site: [www.catholicmemorial.org](http://www.catholicmemorial.org)

**• Regular School Schedule:**

Homeroom:	7:55	-	8:10
Period 1:	8:13	-	8:56
Period 2:	8:59	-	9:42
Period 3:	9:45	-	10:28
Period 4:	10:31	-	11:14
Period 5:	11:17	-	12:00
Period 6:	12:03	-	12:46
Period 7:	12:49	-	1:32
Period 8 & announcements:	1:35	-	2:20

**• Mass Schedule:**

Homeroom:	7:55	-	8:05
Period 1:	8:08	-	8:42
Period 2:	8:45	-	9:19
Assembly:	9:23	-	10:40
Period 3:	10:43	-	11:17
Period 4:	11:20	-	11:54
Period 5:	11:57	-	12:29
Period 6:	12:32	-	1:06
Period 7:	1:09	-	1:43
Period 8 & announcements:	1:46	-	2:20

**• Rally Assembly Schedule:**

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:	10:05	-	10:41
Period 5:	10:44	-	11:20
Period 6:	11:23	-	11:59
Period 7:	12:02	-	12:38
Period 8 & announcements:	12:41	-	1:17
Assembly:	1:20	-	2:20

**• Faculty Meeting Schedule:**

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:	9:56	-	10:29
Period 5:	10:32	-	11:05
Period 6:	11:08	-	11:41
Period 7:	11:44	-	12:17
Period 8 & announcements:	12:20	-	1:00

PW: CM088

**• 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. 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 2:20 p.m.

**POLICY OF NON-DISCRIMINATION**

Catholic Memorial 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 concrete 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 co-curricular 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 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.

## STATEMENT OF PHILOSOPHY

### • Catholic Memorial

The Catholic Church has received the mission of proclaiming and establishing the Kingdom of God among all peoples. The specific mission entrusted to Catholic Memorial through the Congregation of Christian Brothers by the Church is the evangelization of youth through the apostolate of Christian education.

Inspired by the vision of Blessed Brother Edmund Ignatius Rice, Catholic Memorial:

Gives priority to education in a living faith whereby students grow to appreciate the life and mission of Jesus Christ with a view to being committed to the world as He was, with a special concern for the poor and underprivileged. To this end, CM develops a curriculum which promotes the harmonious growth of the whole person.

Catholic Memorial works at forming a community composed of students, administrators, teachers, staff, and parents. This community seeks to live by Gospel values, recognizes the dignity of each individual, contributes to the building up of the local community, and works for the establishment of peace and justice in society.

### • The Student

The central purpose of the school community is the religious, moral, intellectual, physical and social education of our students. The Catholic Memorial community seeks to create an atmosphere of Christian care and concern in which students can grow to maturity. The school is committed to:

Developing critical-thinking skills in each student and helping him challenge the forces that threaten human life, and providing a disciplined atmosphere in which each student is encouraged to grow in freedom and to take increasing responsibility for his own education and the life of the school community.

Respecting the diverse backgrounds, traditions, and beliefs of our students

Valuing the dignity and potential of all in our school community and encouraging the strong to support the weak,

Enabling each student to develop a healthy self-image and to form positive relationships with others, Promoting an appreciation of each student's cultural heritage,

Preparing each student for his vocational role in life,

Providing opportunities for each student to experience God in the wonders of creation, in worship, and in service to others,

**• The Staff**

The President, Principal, administrators, teachers, and staff play a central role in implementing the philosophy of the Christian Brother School. The entire staff is encouraged to:

Embody this philosophy in their professional relationships with students, with each other, and with all members of the school community,

Participate in the various aspects of school life: religious, social, cultural and academic,

Avail themselves of suitable opportunities to further their professional and personal development,

Place their professional expertise at the service of the students, and

Cooperate with other educational agencies in developing, implementing, and evaluating curricula which responds to the needs of students and which corresponds to the Mission of the school.

**• The Parents**

The primary right and obligation to educate young people belongs to their parents. In choosing Catholic Memorial, parents subscribe to its philosophy. Parents are encouraged to exercise their right and obligation by:

Giving the school their trust and cooperation,

Ensuring that their sons respect and cooperate with teachers, staff, and administrators,

Supporting the various activities of school life, and

Taking responsibility, in collaboration with others in the school community, for the quality of education and for the character of the school.

**• Administration**

Catholic Memorial is the responsibility of the Trustees of the Congregation of Christian Brothers who seek to protect and further the apostolic purpose of the Congregation. The Trustees delegate administration of the school to the local Board of Directors. The Board of Directors acknowledges the apostolic purpose of the Congregation and the responsibility entrusted to it by the Trustees. Day-to-day administration is delegated to the President and Principal.

In the appropriate exercise of their authority, those responsible for the school ensure that:

1. The philosophy of the Christian Brother School and the Essential Elements of Christian Brother education are adhered to.
2. Professional standards of education and management are carried out in the school.
3. Appointments and promotions of all faculty and staff are made impartially and in the best interest of the school.
4. Suitable cooperation in educational matters is maintained and developed with the Archdiocese of Boston and all state and local authorities.



**THE CATHOLIC MEMORIAL STORY**

Catholic Memorial High 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., LL.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, 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.

In addition to Catholic Memorial, the Christian Brothers staff another school in New England: Bishop Hendricken High School in Warwick, Rhode Island. In addition to Catholic Memorial and Bishop Hendricken, 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

### OFFICERS OF THE CORPORATION

Mr. Paul Sheff, '62  
*President*

Richard F. Chisholm  
*Executive Vice President*

Michael E. Mullaney  
*Vice President for Finance*

Edward F. Lenox, Esquire  
*Clerk*

### BOARD OF DIRECTORS

Robert F. Maloney, '77  
*Chair*

Michael Broderick, '80

Msgr. George F. Carlson

Richard F. Chisholm

Daniel Conley, '76

William H. Curley, Jr., '79

James Finnegan, C.F.C.

Charles Galligan, '80

John Geraci, '88

Roy Gillette, '77

Pierce Haley, '82

Msgr. William M. Helmick

Kathleen Scully Hodges

Brian G. Leary, '73

Ms. Dana Leccese

Robert F. Maloney, '77

Ronald K. Perry, '76

Joseph P. Plunkett, IV

Paul Sheff, '62

Albert M. Todesca, '70

Paul A. Todesca, '72

## ADMINISTRATION

Mr. Thomas Beatty .....Mathematics Coordinator

Mr. Alessandro Campea .....Athletic Director

Mr. Vincent Catano .....English Coordinator

Mr. Richard F. Chisholm .....Principal

Mr. Donald A. Cormier .....Head Teacher, Middle School

Dr. Michael Dempsey .....Social Studies Coordinator

Mrs. Ellen Eberly .....Professional Development Coordinator

Mrs. Kate Heaton .....Senior Service Coordinator

Dr. James P. Keane .....Vice Principal

Mr. Joseph McGonegal .....Director of Communications

Mr. Michael E. Mullaney, C.P.A. ....Controller

Mrs. Ann Murphy .....Admissions Assistant

Mr. Patrick Murray .....Director of Student Activities

Br. Kirk Phelps, C.F.C. ....Science Coordinator

Mr. Thomas Ryan .....Dean of Students

Mr. Brian Scott .....Director of Campus Ministry & Theology Coordinator

Mr. Paul Sheff .....President

Mrs. Margaret Sittig .....World Languages Coordinator

Mr. Craig Spaner .....Fine Arts Coordinator

Mr. Robert F. Tegan .....Director of Guidance

## SPECIAL SERVICES

Mr. Doug Zack .....Director of Advancement

Mr. John Mazza .....Director of Admissions

Ms. Patricia Walsh .....Executive Assistant Director of Donor Relations and Special Events

Mr. David Erwin .....Assistant Director of Advancement and Alumni Relations

Ms. Ann E. Magyar .....Media Center Director, VHS Coordinator

Mrs. Patricia Marchand .....Director of Food Service

Mr. Frank Thibeault .....Director of Facilities

Mr. William Coakley .....Maintenance

Mr. Thomas Francis .....Maintenance

Mr. Richard Chiozzi .....Maintenance

Mr. Paul Collins .....Maintenance

Mrs. Linda Camerano .....Cafeteria Staff

Mrs. Karen Blodgett .....Cafeteria Staff

Mr. Ken Burke .....Cafeteria Staff

Ms. Natalie Lee .....Cafeteria Staff

Mrs. Sylvan Hanna .....Cafeteria Staff

Mrs. Lori Paladino .....Cafeteria Staff

Mrs. Constance Powell .....Cafeteria Staff

Ms. Joyce Burke .....Nurse

Mrs. Anne Marie Bosse .....Nurse

## FACULTY

Mr. Herbert Andrews .....Mathematics

Mr. Douglas Atkins .....English

Mr. Thomas P. Beatty .....Mathematics, Track Coach

Mr. Richard Bloomstein .....Science

Mr. Christopher J. Boyle .....Theology, Head Swimming Coach

Mr. Vincent Bradley .....Social Studies, Student Government

Mr. Nicholas Colarossi .....English, Drama

Mr. Alessandro Campea .....Athletic Director, Head Football Coach

Mr. Paul Capodilupo .....Mathematics

Mr. Harold Carey .....Mathematics, Basketball, Head Baseball Coach

Mr. Vincent J. Catano .....English, Head Track Coach

Br. Anthony K. Cavet, C.F.C. ....World Language, Theology

Ms. Mary Concannon .....Middle School Guidance, Social Studies

Mr. Donald A. Cormier .....Middle School Head Teacher, Social Studies

Mr. Robert Croteau .....English, Forensics, Bookstore

Br. John P. Crowley, C.F.C. ....Assistant Athletic Director

Mrs. Leslye DeMoura .....English

Dr. Michael Dempsey .....Social Studies

Mr. David Donovan .....Science

Mrs. Ellen Eberly .....English, Forensics

Mr. Leonard Finamore .....Physical Education, Athletic Trainer

Mr. John Finn .....Social Studies, Head Soccer Coach, Track

Dr. Marta C. Frisardi .....Science

Mr. William Hahn .....International Student Coordinator, Theology, CMTV, Head Wrestling Coach

Ms. Ashley Hamilton .....World Language

Mr. William Hanson .....Guidance, Head Hockey Coach

Dr. Cornelius Holland .....Guidance

Mr. Joseph D. Hurley .....English, World Language

Mrs. Karen Hynes .....World Language

Mr. Thomas Jordan .....Social Studies

Mr. Timothy Lewis .....Theology

Ms. Naomi Lockwood .....World Language

Ms. Ann Magyar .....Librarian

Ms. Ann Malachowski .....Fine Art  
 Dr. Andrew Malioneck .....Theology  
 Dr. Deborah Margolis .....School Psychologist  
 Mr. Joseph McGonegal .....English, BERSI Coordinator  
 Mr. Thomas Meagher .....Assistant Dean of Students  
 Mrs. Ann Murphy .....English  
 Mr. Patrick Murray .....Director of Student Activities, Science, Baseball  
 Br. Jeffrey W. Oxx, C.F.C. ....Social Studies  
 Mr. John F. Palermo .....Mathematics, Baseball  
 Mrs. Stephanie Peacock .....Fine Art, Social Studies  
 Mr. Leo Peltier .....Computers, Track  
 Mr. Joseph Perfetti .....Mathematics  
 Br. Kirk Phelps, C.F.C. ....Science  
 Mrs. Megan Reilly .....World Language  
 Mr. Brian Scott .....Theology  
 Mrs. Margaret Sittig .....World Language  
 Mr. Mark Smith .....Social Studies, Theology  
 Mrs. Claire Solman .....Science  
 Mr. Craig Spaner .....Music, Chamber Orchestra, Jazz Ensemble  
 Mr. Bernard J. Sullivan .....Social Studies  
 Mr. John S. Tassinari .....Science, Chess Club  
 Mr. Denis Tobin .....World Language, Mathematics, Head Basketball Coach  
 Mr. Philip R. Tracy .....World Language  
 Mr. Drew Wile .....Science

**OFFICE STAFF**

Mrs. Elaine Adjemian .....Administrative Assistant to the Guidance Department  
 Mrs. Taryn Lookner .....Business Office  
 Ms. Nancy Graham .....Administrative Assistant to the President  
 Ms. Roberta Egidio .....Administrative Assistant to the Principal  
 Mrs. Marlene Stout .....Administrative Assistant to the Admissions Director  
 Mrs. Susan Sullivan .....Assistant to Athletic Director  
 Mrs. Celia Susi .....Administrative Assistant of Office Services and Communications



**SCHOOL CALENDAR 2008-2009**

*(tentative)*

**AUGUST**

14 .....Physicals Due (for ALL Students - fall athletes, Gr. 7 & 9 students, any students new to CM)  
 15 .....Feast of the Assumption  
 18 .....Fall Sports Begin  
 18-21 ..Senior Class Formal Portraits (9:00 a.m.)  
 18-22 ..Book Sales (4:00 p.m.)  
 28 .....Student Leadership Dinner 6:00 p.m.

**SEPTEMBER**

1 .....Labor Day (Offices Closed)  
 2 .....Faculty Meeting 8:30 a.m.  
 Parent Orientation: All Senior Parents 7:00 p.m.  
 3 .....Student Orientations  
 8:00 a.m. - Juniors  
 9:30 a.m. - Grade 8  
 11:00 a.m. - Sophomores  
 Parent Orientation: Grades 7 & 9 parents and all parents new to CM 7:00 p.m.  
 4 .....Student Orientations  
 8:00 a.m. - Seniors  
 9:00 a.m. - Grade 7  
 10:00 a.m. - Freshmen  
 Peer Ministers - Retreat  
 5 .....First Full Day of Classes  
 5-7 .....Student Action Leadership Conference  
 8 .....Middle School Reading Portfolios Due  
 Middle School Advisee Day  
 10 .....Assembly Schedule, Mass of the Holy Spirit  
 11 .....HS Summer Reading Test  
 12 .....MS Field Trip  
 15 .....Joe Gibbons Golf Tournament  
 16 .....Middle School Parent Mini-Schedule 7:00 p.m.  
 17 .....Mini College Fair (Seniors)  
 19 .....Olympic Day (all classes)  
 21 .....Opening Family Mass & Installation of the new School President 10:00 a.m.

23 .....Board of Directors Meeting 8:00 a.m.  
 High School Parents Mini-Schedule 7:00 p.m.  
 24 .....Middle School Guidance Coffee for new parents 8:00 a.m.  
 Frosh Gym Night  
 24-26 ..Called & Gifted II  
 25 .....NHS Applications Due  
 30-10/3 ....School Administrators' Retreat

**OCTOBER**

1 .....Mini College Fair (seniors)  
 4 .....SAT Exam 7:30 a.m. (not at CM)  
 5 .....Breast Cancer Walk  
 9 .....Picture re-takes (underclassmen)  
 10 .....Freshmen Retreat  
 13 .....Columbus Day - No Classes  
 15 .....Joint Meeting  
 Board of Trustees and Members of the Corporation 3:45 p.m.  
 President's Dinner 6:00 p.m.  
 Progress Reports Due  
 17 .....Faculty Professional Day (no classes)  
 Progress Reports mailed  
 18 .....49th Annual CMI (at Franklin Park)  
 19 .....Open House 1:00 p.m.  
 20-21 ..Alumni Phon-a-thon  
 20-24 ..NHS Fall Clothing Drive  
 21 .....Middle School Advisee Day  
 22 .....Dismissal @12:00 p.m. all students  
 College Visting Day (Seniors)  
 Testing Day Gr. 9, 10, 11  
 Mini-Schedule Gr. 7&8  
 Parent-Teacher Conferences 2-4 p.m. and 6-8 p.m.  
 24 .....Freshman Retreat  
 25 .....ACT Exam (Seniors) 7:30 a.m.  
 28 .....PLAN Test (Sophomores)  
 28-29 ..Alumni Phon-a-thon  
 28-31 ..Called & Gifted I  
 31 .....End of First Quarter

**NOVEMBER**

- 1.....Feast of All Saint's  
SAT Exam 7:30 a.m.
- 2.....Mass for Deceased Alumni, their families and friends 9:00 a.m.  
Daylight Savings Ends
- 3.....Alumni Phon-a-thon 6:00 p.m.
- 4.....Grades Due
- 5.....Guidance Night for Sophomores & their parents 7:00 p.m.
- 6.....Report cards mailed  
NHS Induction 7:00 p.m.
- 7.....Sophomore Retreat
- 10.....Alumni Phon-a-thon 6:00 p.m.
- 11.....Veterans' Day (no classes)
- 12.....Middle School Advisee Day
- 12-20 ..Thanksgiving Food Drive
- 14.....Sophomore Retreat
- 15.....CM & all Catholic high schools' entrance exam 8:00 a.m.
- 17.....Physicals due for all winter athletes
- 17-18 ..Alumni Phon-a-thon 6:00 p.m.
- 20.....Thanksgiving Liturgy
- 20-22 ..Fall Play 7:00 p.m.
- 26-30 ..Thanksgiving Recess
- 27.....Thanksgiving Day Varsity Football @ BC High 10:15 a.m.
- 28.....Hall of Fame Banquet 6:00 p.m. (Moseley's)
- 30-12/6AIDS Awareness Week

**DECEMBER**

- 1.....Start of Winter Sports Season  
Deadline for College Application for mailing before Christmas
- 2.....Christmas Concert @ Holy Name Church 7:00 p.m.
- 5.....NHS Blood Drive
- 6.....SAT Exam (7:30 a.m.)
- 7.....Junior Ring Mass 10:00 a.m.
- 8.....Assembly Schedule  
Feast of the Immaculate Conception
- 8-19.....Christmas Gift Drives
- 9.....Progress Reports due
- 10.....Winter Sports Recognition
- 11.....Progress Reports mailed  
Retirees' Luncheon 11:30 a.m.  
MS Advisee Day
- 12.....Budget and course request deadline ('09-'10)
- 13.....Catholic High Schools Entrance Exam 8:00 a.m.

- 15.....Parent/Teacher Conferences, 3:00 p.m.
- 18.....Assembly Schedule  
"Lessons and Carols"
- 19.....MS Field Trip
- 20.....Middle School ISEE Exam, 8:00 a.m.
- 22-1/2..Christmas Vacation
- 25.....Christmas Day
- 31.....Financial Aid Deadline for grades 7 & 9

**JANUARY**

- 1.....Solemnity of Mary
- 5.....Classes Resume
- 13 ..Board of Directors Meeting 8:00 a.m.
- 15.....Faculty Meeting Schedule (dismissal @ 1:00 p.m.)  
End of Second Quarter (H.S.)
- 16.....H.S. Mid-Term Exams  
End of Second Quarter (M.S.)
- 19.....Martin Luther King Day (no classes)
- 20-23..Mid-Term Exams (H.S.)  
Standardized Testing (M.S.)
- 21.....Middle School Grades Due  
Middle School Information Night 7:00 p.m.
- 23.....Middle School Report Cards Mailed
- 24.....Mid-Term Make-up Day
- 26-30...Catholic Schools Week
- 28.....Assembly Schedule Mass  
High School Grades Due
- 30.....Report Cards mailed (H.S.)

**FEBRUARY**

- 5.....Class of 2013  
Welcome Reception
- 6.....Eighth Grade Retreat
- 10.....Middle School Advisee Day
- 11.....Guidance Night for Juniors and their Parents 7:00 p.m.
- 16-20 ..Winter Vacation
- 25.....Assembly Schedule  
Ash Wednesday

**MARCH**

- 2.....Physicals due for all Spring athletes
- 3.....Progress Reports due
- 5.....Progress Reports mailed

- 6.....Middle School Advisee Day
- 8.....Daylight Savings Time Begins
- 10.....Board of Directors Meeting 8:30 a.m.
- 11.....Senior Class Assembly  
Parent/Teacher Conferences 3:00 p.m.
- 13.....Financial Aid Deadline for grades 8, 10, 11, 12)
- 16.....Start of Spring sports
- 17.....St. Patrick's Day (no classes)
- 18.....Senior Service Day
- 20.....End of the Third Quarter (Seniors only)
- 23-27 ..School Administrators & Board Chairs Meeting
- 24.....Grades due (Seniors only)
- 25.....Senior Service Day  
Junior Retreat
- 26.....Report Cards mailed (Seniors)
- 27.....End of the Third Quarter
- 30.....Faculty Professional Day (no classes)
- 31.....Grades due (9:00 a.m.)

**APRIL**

- 1.....Junior Retreat  
Senior Service Day
- 2.....Report cards mailed
- 3.....NHS Blood Drive
- 4.....ACT Exam 7:30 a.m.
- 5.....Palm Sunday
- 5-12 ..Holy Week
- 6.....College Fair (Juniors) 8:30 a.m.
- 7.....Board of Directors Meeting 8:00 a.m.  
Assembly Schedule  
"Stations of the Cross"
- 8.....Senior Service Day  
7th Grade Career Day  
8th Grade Field Trip
- 9.....Holy Thursday  
Middle School Advisee Day
- 10.....Good Friday
- 11.....Holy Saturday
- 12.....Easter Sunday
- 13-17 ..NHS Clothing Drive
- 14-15 ..Spring Musical
- 14-17 ..NCEA Convention  
Anaheim, CA
- 15.....MS Guidance Coffee 8:00 a.m.  
Senior Service Day
- 20-24 ..Spring Vacation

- 29.....Senior Service Day
- 30.....Art Show & Art Awards 6:30 p.m.

**MAY**

- 2.....SAT Exam 7:30 a.m.
- 4.....AP French Exam 12:30 p.m.
- 5.....Founders' Day  
Progress Reports due  
Spring Concert 7:00 p.m.
- 6.....AP Calculus Exam 8:00 a.m.  
Seventh Grade Retreat  
Eighth Grade Career Day  
Senior Service Day
- 7.....AP English Exam 8:00 a.m.  
Last day of classes for Seniors  
Progress reports mailed
- 8.....AP US History Exam 8:00 a.m.  
AP European History Exam 12:00 p.m.  
AP Art (portfolios due)  
Frosh/Soph Semi-Formal 7:00 p.m.
- 10.....Mothers' Day
- 12.....Academic Awards Night 7:00 p.m.
- 14.....Athletic Awards Night 7:00 p.m.
- 15.....Senior/Junior Prom 7:00 p.m.
- 20.....Graduation Practice 9:00 a.m. @ Holy Name  
Baccalaureate Mass, 7:00 p.m. @ CM
- 21.....High School Graduation 4:00 p.m.  
Ascension Thursday  
Assembly Schedule  
dismissal @ 1:00 P.M.
- 22.....President's Holiday (no classes)
- 25.....Memorial Day (no classes)
- 28.....Last Day of Classes (High School)
- 29.....Middle School Field Trip
- 29-6/4..Final Exams (High School) 8:00 a.m.

**JUNE**

- 4.....Last Day of Classes (Middle School)  
Middle School Awards 7:00 p.m.
- 5.....Final exam make-up day
- 6.....SAT Exam 7:30 a.m. (not at CM)  
Grand Reunion 4:00 p.m.
- 8.....Grades Due
- 9-10 ..Faculty Professional Days
- 9.....Board of Directors Dinner 6:00 p.m.
- 11.....Farewell Reception 6:00 p.m.
- 12.....Report Cards mailed

## 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	1/2	Latin	1/2
French	1/2	French	1/2
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. All students are required to take the following subjects:

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 I+*	1	World Language I-II*	1
Social Studies 9*	1	Social Studies 10*	1
Latin I**	1	Latin II**	1
Computers*	1/2	Health/or Public Speaking*	1/2
Fine Arts*	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	

\* Required Course

**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 go on 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. If a course is a semester course, the student must pass this course at the end of the semester. 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 that students with three(3) or more failures on their report card withdraw from Catholic Memorial.

Each course at Catholic Memorial requires careful preparation as well as complete attention during the class period. This preparation includes both study and homework. 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.

### 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.

### 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. Homework may not be done during homeroom period.

### 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.

Students are cautioned to check the official booklist before buying second-hand books. The edition must be that specified on the booklist.

### Examination Grades

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 will be 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 doctor stating that the absence was due to illness. All students who must take a make-up exam will be charged a fee of \$25.00.***

As part of the academic requirements, all students must take exams. Failure and/or refusal to take an exam could result in immediate dismissal from Catholic Memorial.

Students are admitted to exams only when all financial accounts are paid and 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.

**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, given the severity of the offense, 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*."

**Grading System**

For grading purposes the school year is divided into four quarters. In the High School program formal examinations are written 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:

**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. Also, all Seniors must 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. Usually the lowest mark a student may receive for a quarter mark is 55%, while the lowest mark that a student generally may receive on a Midterm or Final examination is 40%. An exception to this rule will be made if a student does not take a final or midterm examination. If a student does not take an examination and does not have a doctor's note or serious excuse for missing the examination he will automatically receive a zero for that examination. (The Vice Principal will determine each case.)
3. Honor Roll:  
**Principal's List:** an average of 94.5% or better with no grade less than 89.5%.  
**First Honors:** For a student to make first honors he must have an average of 89.50% or better with no grades less than 79.50%.  
**Second Honors:** For a student to make second honors he must have an average between 84.50% and 89.49% with no mark lower than 74.50%.
4. 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 photostatic copy of this record is sent from the Guidance Office to the college.

**Letters of Recommendation**

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

**Test Days**

The following are the days in the schedule in which each department is permitted to give tests  
 \*Electives include Accounting, Economics, and Computers  
 TEST DAYS WILL ROTATE ON A SEVEN-DAY ROTATION.

Theology.....	A	D	F	Math .....	A	C	E
Electives* .....	B	E	G	Science.....	B	D	F
English .....	C	E	G	Social Studies .....	A	C	F
World Language.....	B	D	G				

**Summer Reading Philosophy**

Here at Catholic Memorial, an important part of our college preparatory program is the Summer Reading Program. Research in the field of education 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 in high school and to better prepare him for the intellectual rigors of college, reading must be given a high priority. To help our students develop life-long reading habits, we require them to read during the idle months of summer vacation.

Reading, and all the various processes it involves, is important, intellectual labor that can be the gateway to developing a life of serious independent learning. As a student reads, he improves his reading speed and his ability to process printed information. He also increases his attention span, broadens his vocabulary, and improves his ability to recognize acceptable grammar usage. Even more importantly, reading exposes him to thoughts, ideas, and life experiences beyond his ken. Unlike the kind of passive learning wrought from television, reading actively engages the imagination while pushing the reader to make connections to daily life and to other works of literature.

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.

Some of the required reading selections are "fun reading" because, after all, reading should be an enjoyable activity. Others, however, are decidedly difficult, academically challenging texts. 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 of English, Social Studies, and Theology so that summer reading determines 10% of first quarter grades in those courses. Summer reading material may also surface in tests throughout the first and second quarter and on Midterm exams.

The required reading assignments are posted on our website: [www.CatholicMemorial.org](http://www.CatholicMemorial.org). Although all CM high school students are required to read four specific texts over the summer, we encourage students to read even more. A suggested list is included to direct students towards high-interest, academically challenging books.

We also encourage students to consider reading multiple works by a single author. For instance, a student who reads *A Tale of Two Cities* and likes it, is urged to read as much of the work of Charles Dickens as possible. The goal of summer reading, like the goal of education itself, is to cultivate independent learners. Good literature introduces students to types of thinking and experiences that can help broaden their knowledge base.

#### A.P. Placement Policy

Given the highly charged nature of Honors and Advanced Placement courses, the Vice Principal and Area Coordinators, will rank rising sophomores, juniors, and seniors based on first semester grades to determine who gets admitted.

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.

#### 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 the semester averages.

If a student is ineligible during the try-out period for a sport, he is ineligible to play that sport for the entire season.

**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 day report cards are mailed. A student will be ineligible for a minimum of half the marking period at which point a student's ineligible status may be reviewed. In order for this status to be reviewed, the student in question must apply to the Vice Principal. The Vice Principal will then review the student's status with his teachers and come to a decision. Ineligible students may not participate in a school activity without the written permission of the Vice Principal or Dean of Students.

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.

#### Course Changes

All parental requests for course changes will be considered by the Guidance Department and the Vice Principal. Final approval rests with the Vice Principal. **No schedule changes may take place after September 15.** A student who transfers from a course with a failing grade will not receive academic credit for that course.

#### Diploma

No diploma will be issued to a senior until all tuition and fees due the school are paid in full. Any scholastic deficiencies on a senior record must be successfully cleared as well. Also, a senior must be a representative citizen of Catholic Memorial. No student who has been expelled is entitled to a diploma from Catholic Memorial. No student who left Catholic Memorial in poor standing or whose conduct indicated a disregard for the policies, regulations, and philosophy of our school community is entitled to receive a diploma.

## RELIGIOUS ACTIVITIES

We cultivate the maturation of the C.M. students and their longing for God and service to neighbor through various religious programs, community liturgies, and through academically rigorous theology classes. With Campus Ministers, committed Christian Brothers, and dedicated lay Christians within the Catholic Memorial Family, 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

Non-Catholic students are encouraged to participate in school-wide religious services and are required to take mandatory academic courses in Theology each year.

## 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 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.

## SCHOOL RULES

### General:

**That a Catholic Memorial student will conduct himself as a gentleman at all times is probably the only school rule necessary. Students should be aware that at all times they are representing 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 gentlemanly conduct, whether in or out of school.**

**All students are expected to stand respectfully and participate or remain silent during the pledge of allegiance and daily prayer.**

### 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 8:00 A.M. and 10:00 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 to the Dean of Students 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 must 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.
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. He will simply be given a "zero" grade on all quizzes, exams or tests that he missed; nor will he be allowed to make-up any of this material.
8. Students who are absent from a class 15% of the time will receive no credit and a grade of 55% for that particular quarter. A student who misses more than half of a given class period will be considered absent. All absences will count towards the 15% limit with the exception of the following (provided all class work is made up):
  - a) School Field Trips/School Business/School Activities
  - b) Assemblies (in school).
  - c) Illness documented in writing by a physician within two school days after the student returns to school.
  - d) Doctor/Dentist appointments documented in writing by the physician or dentist upon the student's return to school from the appointment.
  - e) Court appearances documented in writing by the Clerk of Court upon the student's return to school.
  - f) School suspensions.
  - g) Extenuating circumstances determined by the Administration.

The decision to invoke the 15% rule rests with the Dean of students and will be determined on a case-by-case basis.

The school will notify the parent/guardian if their son is excessively absent. The school's policy regarding absences should be clearly understood and followed by all concerned. Students are expected to be present for all classes except when they are legitimately excused. **Tests or quizzes missed because of absence must be made-up the first day the student returns to school. Teachers may allow a student a longer period of time but it is up to the teacher's discretion.**

9. A student who achieves ten consecutive absences for physical, psychological, or emotional reasons cannot return to classes without the permission of the Principal or his designee.

- **Absences and Extra-curricular Activities:**

- Students absent from school may not attend extra-curricular activities or school functions on the day of the absence.
- Students who become ill at school and go home sick may not participate in any extra-curricular activities that day.
- 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:**

- Any student not in his assigned homeroom by the bell is late and will be immediately sent for a late slip to the office of the Dean of Students. A note from home will not automatically excuse lateness.
- 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."
- Once a student has arrived on campus, he may not leave without permission from the Administration.
- 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.
- All determinations regarding penalties for being late are left to the discretion of the Dean of Students.
- A student who receives ten latenesses or tardies (excused or unexcused) to school within a semester will face disciplinary action.

- **Medication:**

- 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 doctor. 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 physician, and date. Oral authorization in this regard is unacceptable.
- 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.**
- 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.

- **Students becoming ill at school:**

- 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.
- 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.

- **Communication:**

- 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 Dean of Students, or the Vice Principal.
- Parents should insist that their son handle situations that are rightfully his concerns. If he says that he does not know whom to contact, he should be directed to find out and approach that individual. When parents do the contacting, well-intentioned as they are, their son's maturity in assuming personal responsibility is impeded. Occasionally, parents may desire to consult teachers at some time other than regularly scheduled meetings. Teachers will be available for reasonable requests.
- 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.
- 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.
- 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.
- Spontaneous parent visits to classrooms are not allowed.

- **Interruption:**

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.

- **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.**

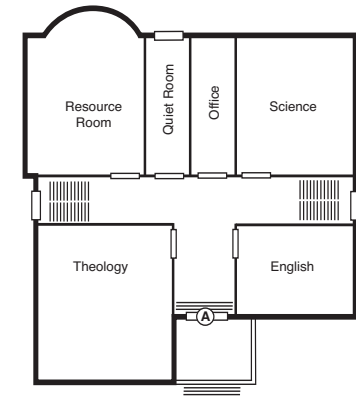
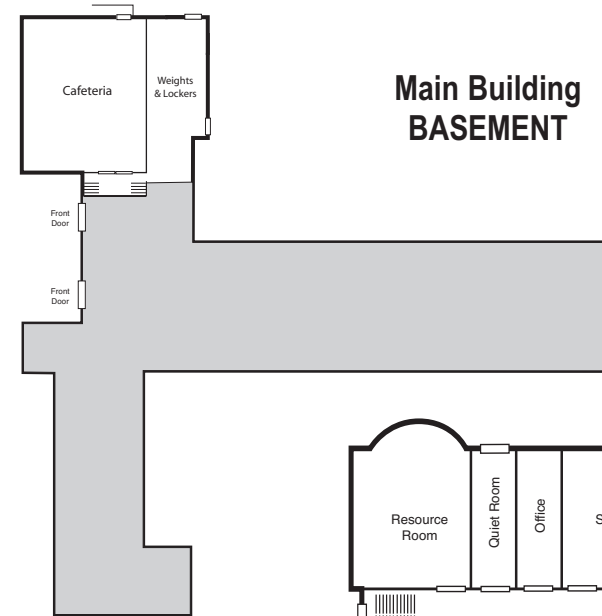
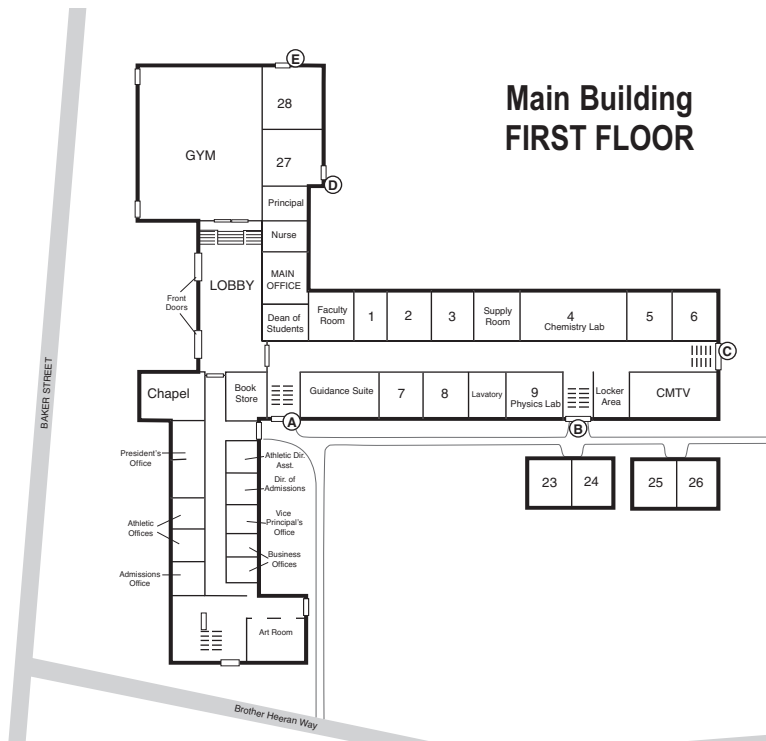
- **Lost Property:**

While the school assumes no responsibility or liability for lost or stolen personal property, in the Middle School such losses should be reported to the Head Teacher immediately. In the High School, such losses should be immediately reported to the Dean of Students. For easy identification, all personal property, including books, should have the owner's name and homeroom written on them.

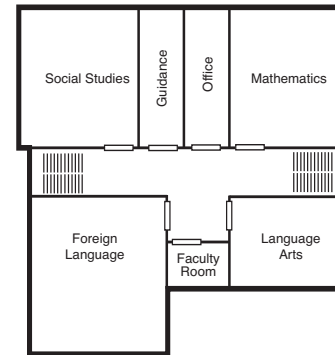
- **Lost and Found:**

- Items found in the Main Building should be brought to the Main Office.
- Items found in the gym should be brought to the Athletic Director's Office.
- Items found in Donahue Hall should be brought to the Head Teacher's Office.

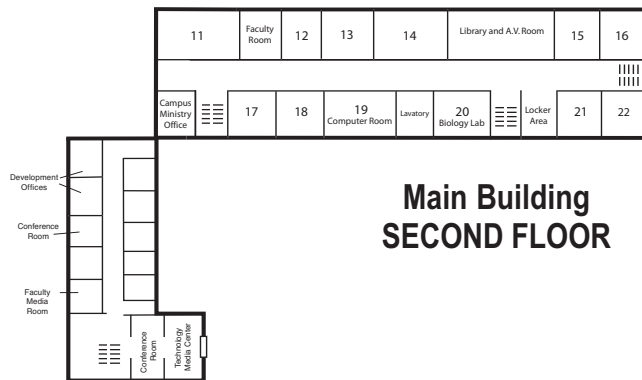
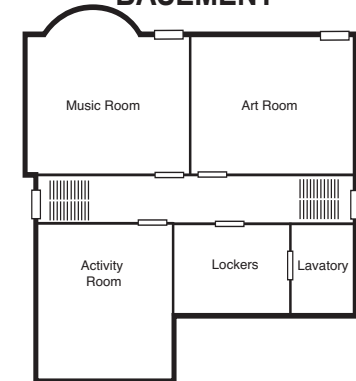
# MAP



## Donahue Hall SECOND FLOOR



## Donahue Hall BASEMENT



- **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 feasible the student, with permission from the Dean of Students, is allowed two (2) 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. Also, approved college visits may not be taken during the month of May.

**DRESS CODE:**

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

**GRADES 7&8**

*(Before Columbus Day and After April Vacation)*

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

*(Between Columbus Day and the start of April Vacation)*

White oxford cloth shirt with a button-down collar, regimental striped tie (tied at the collar), navy blue pants (Dockers™ only), 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™ dress pants (colors: navy blue or khaki) with a leather belt, socks, and dress shoes.

*(Between Columbus Day and the start of April Vacation)*

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™ dress pants (colors: navy blue or khaki) with a leather belt, socks, and dress shoes. In addition, a red or navy blue, CM-monogrammed dress sweater may be worn over the shirt. Only approved CM sweaters or pull-overs will be permitted.

*(After April Vacation)*

A CM-monogrammed, solid color, knit polo shirt (colors: evergreen, burgundy, white, blue, cobalt blue or black), a pair of Dockers™ dress pants (colors: navy blue or khaki) with a leather 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.
- Boots will only be allowed during inclement weather.
  - 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 Dean of Students is the final judge of dress code conformity.

- Earrings or any other body piercings are not allowed (covered or uncovered). Any student who refuses to remove an earring will be sent home.
- All students must enter the school building each morning properly dressed for class. All students must remain in full dress code throughout the day.**
- Hats and headgear cannot be worn in the school buildings.
- Chronic offenders of the dress code will be suspended from school.

- **Smoking/Possession of Tobacco Products:**

**Catholic Memorial strongly discourages its students from smoking.**

- According to state law, smoking is not allowed in any school building.
- 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.
- 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.**

- **Neighborhood:**

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

- **Traffic:**

- When moving from class to class, students should do so in an orderly fashion and stay to the right of the corridor and staircase.
- Running or horseplay in the classrooms, corridors, or staircases is never allowed.
- Under no circumstances are students who are participating in athletics, and who are dressed for the occasion, allowed to enter or leave from the Main Lobby of the school.

- **Automobiles:**

- 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 Dean of Students and must have a school parking permit.
- The parking area in front of the school is reserved for school vehicles and visitors. The roadways are never to be used for parking.
- No student is allowed to return to his car during the school day without permission from a teacher or administrator.
- The speed limit on school property is 10 m.p.h. and it is strictly enforced.
- All cars entering the main parking lot must use designated entrances and exits.
- Parking behind Donahue Hall is reserved for faculty and staff.

- g. 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.
- h. Students who violate the rules of the parking lot may forfeit the privilege of its use.
- i. Any student reported driving recklessly to or from school will lose parking privileges.

- **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 may go to their lockers before and after school, and before and after their lunch.
3. 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.
4. On the last day of classes before Summer Vacation, all materials must be removed from lockers. Anything left will be subject to disposal.

- **Leaving Campus:**

Students are not permitted to leave campus during the school day except with the express permission of the Vice Principal or the Dean of Students.

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 2:20 p.m.

- **Visitors:**

Only with the permission of the Principal, the Vice Principal, or the Dean of Students, may students invite guests to our school. Visiting students must have written parental permission for their visit. 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.

- **Abusive Behavior:**

At Catholic Memorial respect for each individual human being is religiously grounded in the truth that each of us has been created in the image of God, that the Kingdom of God is within each of us, and that all of us are God's children. In light of this, abusive behavior and bullying of any kind, of anyone, for whatever reason, is not tolerated and is subject to disciplinary action. Anyone (faculty, coach, staff, or student) who engages in abusive words or actions is subject to removal from our school community.

If any student believes that he has been subjected to abusive behavior whether by a student, a school employee, or any other person who comes on school property with permission, or that he has witnessed the sexual harassment of another, the student should report the incident promptly to the President, Principal, or any other administrator with whom the student feels comfortable.

- **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 RETALIGATION 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 and 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 Mr. Richard Chisholm, the School Principal, Mr. Michael Mullaney, Controller, or Dr. Deborah Margolis, 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.



----- **Disciplinary Enforcement Ladder** -----

• **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 fifty (50) minutes.
2. Students must serve on the same day 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 Dean of Students or the Moderator of Detention (in the Dean's absence) may postpone a detention.
5. Students who absent themselves from detention without permission will be liable to four days of detention.
6. Students who accumulate multiple detentions may be required to serve on Saturdays.
7. A student who cuts detention for the third time will be suspended from school until the Dean of Students can meet with the student and his parents. The suspension may continue beyond this time if deemed appropriate by the Dean of Students.

**Days in Detention**

*The number of days noted are only a general guideline for first offenses. The guidelines may be exceeded at the discretion of the Dean of Students.*

\* Flagrant abuse of these school rules could render a student liable to suspension from school, all school sponsored activities, and membership in curricular or co-curricular activities, including membership in the National Honor Society. Flagrant abuse of school rules renders a student liable to immediate expulsion.

1	Destruction of Property* Disobedience Disorderly Conduct Dress Code Violation Failure to Return (Deficiency, Test, Report Card, etc.) Food Out of Cafe/Gum Chewing (\$5.00 fine) Late for School/Class Littering Locker Violation No Absent Note Out of Bounds Spitting on School Property	3	Lying Academic Integrity* Sent Out of Class*
2	Failure to Report when Requested Disrespect* Smoking/ Possession of Tobacco (\$50.00 fine)* Forgery of Signature Cell phone or electronic device violation	4	Cutting Detention* Violation of Internet Policy*
		5	Cutting Class* Off Campus* (\$25.00 fine) Hazing* Fighting*
		10	Truancy*

• **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.

• **Home Study:**

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

• **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 Dean of Students. 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.

• **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.

• **Violations and Penalties:**

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 accumulates 10 violations 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.

• **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 64, 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.

**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 Dean of Students 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 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 a suspension.

• **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 are never allowed in the classroom or in any area of the school except 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.

• **Cheering/Fan Behavior at All School Events:**

Our school community counts on good sportsmanship on the part of student participants and fans. We discourage in our athletes and spectators 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.

**The Dos**

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

**The Don'ts**

- a. Be abusive in any way whatsoever, language or gesture.
- b. Carry banners through, or sit on, the opponents' side.
- c. Applaud any injury to any player.
- d. Cheer when the cheerleaders are performing their cheer.

• **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.

• **Studies:**

Students must remain silent during all study periods except those held in the cafeteria.

• **Safety:**

The rules of safety will be constantly emphasized in our school. The following are general safety rules:

1. All students, employees, and visitors will be required to wear eye protective devices while the laboratory is in operation.
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 in Catholic Memorial or in its environs.
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 Dean of Students.

• **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 PA system.

- **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.

- **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.

- **Cell Phone Policy:**

No beeper, cellular phone, or electronic devices can be viewed, heard, or used during the school day. If any such items are seen or heard by a faculty or staff member, they will be confiscated and sent to the Dean's Office. The item will not be returned to the student until a parent has contacted the Dean of Students. If an emergency arises, parents must contact their son through the Main Office.

- **Radios:**

Students are not permitted to use radios, CDs, or tape players with headphones. Ipods, Game Boys and other electronic equipment should not be brought to school. Any such equipment will be confiscated.

**Internet Use:**

CM is a college preparatory school providing a liberal arts curriculum with an emphasis on values and respect for the dignity of all human beings. In that spirit we offer Internet access to our students for educational purposes. The internet enables us to connect to school, libraries, museums, government agencies and many other information providers, greatly expanding our available resources and providing opportunities for interactive projects. While recognizing that the Internet is an unregulated world-wide network over which we have no control, and which may contain material that is not in keeping with our educational goals, we feel that the academic resources available on the internet are indispensable to today's students. We place responsibility upon each student to use this service in a manner consistent with the school's rules and philosophy and for the purposes intended – academic research and classroom projects. Catholic Memorial cannot be held responsible for material accessed over the Internet.

**Goals:**

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.

- **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.

- **Guideline for Home Use of E-mail:**

Because so many young people use email at home, we feel it is important to emphasize the following guidelines for safe and courteous email use:

1. Be aware that people you meet online may misrepresent themselves. Do not arrange to meet with someone you have met online without the approval of your parents.
2. Do not give out personal information, home address, phone number, credit card or other financial information, etc.
3. Do not give out any information about anyone else. Respect people's privacy.
4. Do not send viruses, spam, chain letters, or anything that could be harmful.
5. Be polite. Refrain from swearing, name-calling, and mean-spirited or tasteless comments. Do not use code words or symbols that would be offensive. Remember, rude or threatening email can be more than impolite; it can be considered harassment.
6. Be aware that email is not private. It can easily be transmitted to a mass audience. Don't say anything you would not want to hear on the evening news.
7. Remember also that email is not anonymous and can be easily traced.
8. Do not type in all capitals. On the Internet it is taken to be shouting and is considered very rude.
9. Remember, although email has the relaxed feel of casual conversation, the other person cannot see you and pick up facial expressions or body language. Therefore, he or she might not be able to tell if you are joking or being sarcastic. Avoid sarcasm and be very careful not to say something that might be misinterpreted.
10. Do not open any attached files if you are not expecting them or do not know what they contain. That is how viruses are spread.
11. Don't believe everything you read. Many people circulate email jokes and hoaxes. Don't be taken in and don't continue to circulate them. Evaluate your sources.

- **Unauthorized Use of School Name:**

No student, or student's parent or guardian, without the expressed prior written authorization of the school's principal (administrative head), 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.

- **Library/Media Center:**

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

- **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, Readville, Newton and Watertown.

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 Dean of Students. 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. The fee for this service is \$1,500 per year.

- **Driver Education:**

A complete course in driver education is offered at the school several times during the year. This course consists of thirty hours of classroom instruction, six hours of behind-the-wheel training, and six hours of observation in a driver-training vehicle. The program is under the auspices of Dedham Auto School, 144 River Street Dedham, MA 02026.

- **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.

- **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 Dean of Students who will arrange for a new card to be issued for a \$10.00 fee.

• **Guidance Department and Counseling Staff:**

- Mr. Robert Tegan.....Director of Guidance
- Ms. Mary Concannon.....Counselor
- Mr. William Hanson.....Counselor
- Dr. Cornelius Holland.....Counselor
- Dr. Deborah Margolis (on call).....Psychologist
- Mrs. Elaine Adjemian.....Administrative Assistant to the 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 interview 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. A student should request at least two appointments 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 the special Guidance line: (617) 469-8010.

In particular, Juniors and Seniors should seek out assistance from the counseling staff regarding post high school plans. It is never too early to begin. Seminars will be held for both parents and students to inform them of the many opportunities available to them.

• **Transfers:**

A student transferring from Catholic Memorial must present a written request from his parents to the Principal that his records 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.

• **Tuition and Fees:**

School Tuition .....	\$12,175
Graduation Fee (Senior Only) .....	\$250
Registration Fee (New Student Only) .....	\$300
Bus Transportation Fee .....	\$1,500
Advanced Placement Exam Fee (High School) .....	Approximately \$90
	(price is determined by the College Board)

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.

• **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](http://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.

• **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:

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

• **Student Insurance:**

Complete information regarding a student insurance policy is made available each September. The school's policy covers a student while in school and traveling to and from school and is covered by tuition. There is a further policy available covering a student 24 hours per day. It is strongly recommended that each and every student become part of this latter policy.

**Physical Education Program:**

Each cycle, under the direction of trained personnel, physical training is given to all students. 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 physician.

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

**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.

**ATHLETICS**

Catholic Memorial 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. 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. Student athletes may not accelerate until all teams at all levels have been determined.
3. A coach, in consultation with the Athletic Director, may accelerate a student to the next level team.
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  
 Soccer .....John Finn  
 Cross Country .....Vin Catano  
 Golf.....John Palermo

Football - Varsity, JV, Freshman, M.S.  
 Soccer - Varsity, JV, Freshman, M.S.  
 Cross Country - Varsity, JV, Freshman, M.S.  
 Golf - Varsity, JV

**WINTER SEASON**

Basketball.....Denis Tobin  
 Hockey .....Bill Hanson  
 Indoor Track .....Vin Catano  
 Wrestling .....Bill Hahn  
 Swimming.....Chris Boyle

Basketball -Varsity, JV, Freshman, M.S.  
 Ice Hockey - Varsity, JV, Freshman, M.S.  
 Wrestling - Varsity, JV, Freshman, M.S.  
 Swimming - Varsity  
 Indoor Track - Varsity

**SPRING SEASON**

Baseball.....Hal Carey  
 Lacrosse .....Brian Scott  
 Outdoor Track.....Vin Catano  
 Volleyball .....Timothy Hughes  
 Tennis .....Leo Peltier  
 Rugby .....Michael Tubridy

Baseball - Varsity, JV, Freshman, M.S.  
 Volleyball - Varsity, JV  
 Tennis - Varsity, JV  
 Outdoor Track - Varsity, JV  
 Lacrosse - Varsity, JV, Freshman, M.S.  
 Golf - MS

**STARTING DATES**

<i>Fall Season</i>	<i>Winter Season</i>	<i>Spring Season</i>
The Monday before Labor Day	The Monday after Thanksgiving	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: A student will be ineligible to participate in any interscholastic sport or any school activity, except intramurals, if he is placed on Academic Probation.
2. In order to be eligible for participation, 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 Dean of Students.

## 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 EXAMINATION

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.

## ACTIVITIES

Participation in school events or activities—including graduation—is an honor, not a right. Should there be illegal or improper behavior by a student before, during, or after school events or activities, such participation may be denied.

### a. Campus Ministry:

The Campus Ministry Team is a group of Juniors and Seniors who are recommended into the program by the faculty. The Team participates in a series of training sessions and then works with the Campus Minister and other faculty members to prepare and conduct student retreats.

### b. Chess Club:

At Catholic Memorial chess is a varsity sport. The team competes in the South Shore Interscholastic Chess League, the largest in the state. Analytical thinking, ability and patience are necessary to be a good player. Practices will be held at the discretion of the team advisor and fellow members in the Physics Lab. The season runs from December until March. Home and away matches are played on Mondays.

**c. C.M.T.V:**

CMTV is the school T.V. Station which broadcasts over the school's closed-circuit T.V. system. Students write their own scripts and telecast their own programming. The C.M. "Knightly News" airs each morning.

**d. Forensic Team:**

The Forensic Team has an outstanding record of achievement, including recent national championships. The main function of the team is to introduce students to the craft of formal public speaking through competition with other schools. The Forensic Team has been known to travel hundreds of miles to tournaments which are held at high schools and colleges along the east coast.

**e. Honor Societies**

The National Honor Society is a service organization that serves the school by tutoring, assisting at school functions, and devising the means of improving the intellectual atmosphere of the school. The Latin and French Honor Societies reward stellar academic performance in Latin and French based upon nationally recognized criteria.

**f. Junior Classical League:**

The Latin Club, Catholic Memorial's chapter of the Massachusetts Junior Classical League, is designed to promote and enhance an appreciation of the classics through various activities. The organization, working in conjunction with the state and national leagues, fosters an appreciation of the literature, language and culture of the ancient Greek and Roman societies. The club heightens the student's recognition of the impact of classical society on today's world

**g. Math Club**

The Math Club's main purpose is to investigate topics not usually seen in the classroom setting and to generate an interest in the various areas of mathematics. Some of the topics to be discussed are probability and game theory, electronic calculation, computer language and topology.

**h. Newspaper -- Knight Insight**

The main goal of the newspaper is to keep the school informed and to provide a means by which students and faculty may express themselves. Students are needed to do any and/or all of the following: reporting, writing, typing, editing, and formatting.

**i. Prom Committees**

The Junior and Senior Proms are organized by student committees. It is the responsibility of these committees to sell tickets, collect money, and to make arrangements for entertainment and facilities. Announcements will be made for anyone wishing to join.

**j. Ski Club**

The Ski Club plans, coordinates and executes at least one ski trip each winter. Not only are experienced skiers welcome, but boys who wish to come along for a first time ski experience are also welcome. Anyone can join.

**k. Student Government Association**

The purpose of the S.G.A., as outlined in its constitution, is to:

1. Act as a Forum where students and faculty can express their ideas and share these ideas with one another.
2. Act as a vehicle of school communication and action.
3. Act as a service organization.
4. Work with the administration in enacting school policies.

There are two levels of participation in the activities of the S.G.A. The first is formal – as elected school-wide officers, class officers and homeroom delegates. The second is by participating in meetings. The S.G.A. encourages members of the school community who are not formal members to work on committees in the planning and carrying out of S.G.A. agenda items.

**l. Yearbook – Talisman**

Talisman is the Catholic Memorial yearbook which contains pictures of every student and of many activities in the school. Students take many of the candid shots of students and teachers. The staff meets twice a week. Work begins in September and continues throughout the year.

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**Environmental Protection Agency Compliance**

Dear Parents and Students:

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, 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 May 10, 2007 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.

**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*

**THE CREST OF CATHOLIC MEMORIAL**

The crest of Catholic Memorial 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."



**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

**School 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.

school colors: silver and red • school nickname: knights

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## INSURER VERIFICATION SAMPLE

A.

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. 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.**

Date \_\_\_\_\_ Signature of Parent or Guardian \_\_\_\_\_

## TRAVEL PERMIT SAMPLE

B.

I hereby give my consent for (Name of Athlete) \_\_\_\_\_ to travel to and from athletic events scheduled by the Catholic Memorial 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.**

Date \_\_\_\_\_ Signature of Parent or Guardian \_\_\_\_\_

## ATHLETIC RESPONSIBILITY ACKNOWLEDGMENT & CODE OF CONDUCT SAMPLE

C.

(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 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.**

Student/Athlete's Signature \_\_\_\_\_ Print Name \_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_

**HANDBOOK ACKNOWLEDGMENT**

**D.**

**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 fundraising 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 \_\_\_\_\_ date

Father's or  
Guardian's Signature \_\_\_\_\_ date

Mother's or  
Guardian's Signature \_\_\_\_\_ date

(2008-2009)

*Please sign, remove from book, and deliver to:  
Catholic Memorial School, 235 Baker Street, West Roxbury, MA 02132*

Blank lined area for writing on page 55.

