

TUITION AND FEES

TUITION SCHEDULE

Tuition 2006-2007	\$8,950
Registration Fee	\$ 175 due at registration
Graduation Fee	\$ 250 due October 1

TUITION PAYMENT OPTIONS

		<u>Due Date</u>	<u>Amount Due</u>
<u>Plan A</u>	Deposit	by April 1	\$ 500
	Balance	by June 1	\$8,450
<u>Plan B</u>	Deposit	by April 1	\$ 500
	First payment	by June 1	\$2,850
	Second payment	by September 1	\$2,800
	Third payment	by November 1	\$2,800

Plan C FACTS Plan

Deposit by April 1 \$ 500

Ten monthly payments of \$845 each

Payments are automatically deducted from your checking or savings account from July through April. All payments must be completed, and tuition paid in full by April 2007. There is a \$38 fee (payable to FACTS) to enroll in this plan. **Malden Catholic High School does not accept monthly payments directly.**

Plan D Loan Plan

Deposit by April 1 \$ 500
Balance by June 1 \$8,450

Financing available through **Your Tuition Solution.**

Call 1-800-920-9777 or www.yourtutionsolution.com

Tuition Policy:

1. Tuition and Fees are **due and payable on or before the dates specified** in the payment schedule printed here. Tuition that is not received on the due date will be considered delinquent, and **the school reserves the right to suspend from classes any student whose tuition is delinquent.** Parents with accounts more than thirty days past due may be assessed a 1.5% late charge monthly and may be required to enroll in the FACTS Plan.
2. No student will receive his schedule or be allowed to attend classes in September unless his deposit, required payments, and signed contract have been received.
3. A student whose tuition account is not current will not be allowed to sit for mid-term or final examinations. Grades will therefore be incomplete for the year and no credit will be granted.
4. A student whose tuition account is not current will not receive a quarterly report card or be allowed to begin the next quarter.
5. No senior will be allowed to participate in Graduation activities and no final grades or transcripts will be released until all financial obligations are met.
6. Returned checks will be assessed a \$15 fee which will be charged to the student's account.
7. Parents or guardians who are experiencing financial difficulty should contact the Controller's office as soon as possible (ext. 329).

Tuition Refund Policy

The Board of Trustees has set the following refund policy.

Registration fees are non-refundable. Tuition deposits are non-refundable after April 1, 2006. **Parents are responsible to pay the required tuition, regardless of their payment plan.** Payments made in excess of the following schedule are refundable:

Opening of school	through	the first 2 weeks of Quarter 1	\$ 500
Quarter 1, week 3	through	the first 2 weeks of Quarter 2	\$2,612
Quarter 2, week 3	through	the first 2 weeks of Quarter 3	\$4,725
Quarter 3, week 3	through	the first 2 weeks of Quarter 4	\$6,837
Quarter 4		after the first 2 weeks	\$8,450

ACADEMIC REGULATIONS

The Principal is responsible for the daily administration of the academic program at Malden Catholic High School. The following regulations are subject to administrative interpretation: (*Italicized* information is new for 2006/2007.)

1. COURSE REQUIREMENTS: During his four years at Malden Catholic, a student must fulfill the following course requirements:

SENIORS: Register for 6 credits.

JUNIORS: Register for 6 and ½ credits, including ½ credit in Music or Chorale. (A.P. History students: 6 credits)

FRESHMEN AND SOPHOMORES: Register for 7 credits, including ½ credit each year in Physical Education and ½ credit in Computer (Freshman Year) and Fine Arts (Sophomore Year).

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

Constant Course	Credits Earned
English	4
Theology	4
Physical Education	1 (½ for two years)
Social Studies	3 and ½ (including U. S. History)
Mathematics	4
Foreign Language	3 (2 for students in College Prep)
Science	3
Fine Arts	½

Music	½
Computer Use	½
Christian Service	annual requirement

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

b. Before returning to MC in the fall, students must make up all failed courses in an approved summer school or tutoring program. These students will be on academic probation upon their return to Malden Catholic.

c. Students who have failing grades and who show insufficient effort and progress during the school year may be asked to withdraw at any time.

2. LEVELS OF INSTRUCTION: Every effort is made to provide students with courses commensurate with their ability, intelligence, and record of achievement. Accordingly, students, rather than be limited to a single track, may be enrolled in courses with varying levels of difficulty, as follows:

a. **Advanced Placement** - Courses demanding college level work and following College Board-approved curriculum, and requiring an A.P. Test. *Ordinarily, AP students will take the AP test. Testing fees will be*

assessed at book sales.

b. **Honors** - Courses demanding consistent honors level work and significant independent study.

c. **Accelerated** - Courses demanding above average work.

d. **College Preparatory** - Courses demanding average work.

Some courses do not distinguish levels. Physical Education and Freshman Computer do not count toward rank nor toward Honor Roll.

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

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

A. Student-Initiated:

1. Student approaches teacher with his concerns.
2. Teacher discusses student's perception that a change is necessary, asking to what extent the student has employed the ordinary tactics available for good performance, e.g., proper study time, good study habits, use of extra help.
3. Teacher asks student to see the Vice-Principal to

determine scheduling feasibility and impact on student's overall schedule.

4. When student sees Vice-Principal, student receives form requiring signature and comment of teacher, guidance counselor and Vice-Principal. The form goes to the parent to see recommendations of the school personnel who signed it.
5. Parent wishing to continue the process writes a note of formal request for change on the form, which is then returned to the Vice-Principal.
6. **The Vice-Principal decides the matter and informs the parties involved.**

B. Parent-Initiated:

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

NOTE: Course changes after the start of the year are exceptional for the following reasons:

1. In the spring students are asked to exercise care in selecting courses.
2. Ordinarily, parents have signed a student's Course Selection

Sheet to indicate approval.

3. The two weeks prior to the opening of school are reserved for considering requests for adjustment of schedules.
4. The Vice-Principal makes teacher assignments and balances classes on the expectation that the spring selection of courses is permanent.
5. In the anxious moments of the opening weeks, students often overestimate the difficulty of a course or panic over the ability to meet a challenge.
6. Dislike of a teacher or of teaching techniques is **not** sufficient reason for a change of class. Requests for a particular teacher can not be honored.

4. MARKING SYSTEM:

The school year is divided into four marking periods, each worth 22.5% of the total grade. Final examination marks appear on the report cards and count as 10% of the total grade for a full-year course, 20% for a semester course. *All AP students will be required to take AP examinations. Therefore, AP students will not sit for final exams in those classes where AP credit is granted.* The following should be used as an interpretive guide for teachers and students:

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

5. INTERIM EVALUATIONS: *During the midway point of the First and Second Quarters of this academic year, parents will receive a report of their son's progress in each of his*

subjects. These reports will be mailed home according to the schedule published in the school calendar. Parents should understand that a passing grade at the time of the Interim Evaluation is not a guarantee that the student will be passing at the end of the marking period. **Parents of students on academic probation should sign the Interim and return it to the School Office.** *For the Third and Fourth Quarters, parents will be able to monitor their son's progress throughout the quarter using the online grading system, Edline.*

EdLine

Beginning in January, 2007, our teachers will be utilizing a computer-based communications program called Edline.

For initial access, parents and students will be given activation codes for the Edline Account, allowing one to use a home computer to check latest grades, receive e-mail alerts when new grades are posted, see what homework is not turned in, and read notes from teachers. Teachers will post grades at least once every two weeks, beginning by January 17th for seniors and January 31st for underclassmen.

Instructions will look like this:

1. *To get started, go to www.edline.net and Click on: "Click here if you have a new activation code." (To see pictures of and directions for Steps 3 and 4, click the **Help button at the top of the Edline page.** Follow instructions...or, for more information click the "**Print an account setup guide**" link.)*
2. *Fill in your activation code and your son's.*
3. *Follow the remaining steps to create your Edline*

Screen Name and Password. When asked if you already have an account, click “New Account” since this is your first time using Edline.

- 4. On the last account activation page, print the “Student/Parent Quick-Start Guide” so you can make the most of Edline. After this, you no longer need your Activation Code: you will always use your Screen Name and Password to access Edline. Don’t share this information with anyone!*

Whenever you login to Edline, click on your son’s name in the yellow Shortcuts box. You will then see shortcuts to his classes and reports.

We hope that the Edline program will allow for efficient, timely, useful information for you. If you should have any questions, please contact our Technology Director Ms. Melanie Leonard (x-321) or via email at leonardm@maldencatholic.org.

6. HONORS: Each quarter students who distinguish themselves through high academic achievement will receive honor certificates. The **Headmaster’s List** recognizes those students who have achieved all grades above 90%. **First Honors** recognizes those students with all grades 85% or above, and **Second Honors** recognizes those students with all grades 80% or above. (Physical Education and Freshman Computer exempted.)

7. NATIONAL HONOR SOCIETY: Those students who have maintained an average of 88% or rank among the top 15% of their class after three semesters will be academically eligible for admission to the Brother Gilbert Chapter of the National

Honor Society. They must supply to a five-person Faculty Committee documented evidence of Character, Leadership, and Service. With help of faculty voting, the Committee evaluates each candidate, votes in a closed session, and makes the final decision on membership. There will be no appeals. Eligible deferred students may re-apply the next year.

8. HOMEWORK: Significant home study is necessary for a student’s academic success at Malden Catholic. **To be fully prepared for each day, the average student should typically spend three hours in out-of-class preparation.** Homework includes not only written work, but also study and review of the day’s class work as well as preparation of material for the next day. Students who do not develop attitudes of industry and concern for both class work and homework face possible disciplinary sanctions. Whenever a student misses class due to tardiness, dismissal, or an in-school appointment with an administrator, guidance counselor, campus minister, college representative, or the school nurse, the student must follow the same procedure for obtaining make-up work that pertains to absence from school. **When a student is absent for fewer than four days, the Office will not provide assignments. In such cases the student should contact a classmate or consult our website.** He should realize, however, that teachers may at any time amend posted assignments. The student should, therefore, check assignment accuracy with teachers upon his return.

Homework is an integral part of the educational process at Malden Catholic. Students are required to hand in all written homework assignments. If a student does not hand in his

homework during the class it is due and is not otherwise excused, he will receive a zero or no credit for that assignment, and will normally be kept after school to complete the assignment. Upon completion of the assignment, the makeup grade will replace the zero. The highest grade a student can achieve for late homework will be a passing grade. If for some reason the student or teacher cannot stay after school to complete the assignment, the maximum time for makeup of a late assignment is twenty-four hours.

9. EXTRA HELP: Teachers will notify their classes of the time and place they are available for extra help. Typically, help is available daily after school Monday through Thursday, although coaches may provide pre-school, morning extra help. Responsible students in need should make use of this service. A teacher may also require a student's presence at an extra help session. Any student who absents himself from a required extra help or make-up session will be referred to the Vice Principal for detention. Teachers will notify parents of the student's failure to report. In such cases, **no excuses**, neither work, nor sports, nor other activities are acceptable.

10. ACADEMIC PROBATION: Academic probation is viewed at Malden Catholic as a temporary condition whereby a student, in conjunction with his parents, teachers, guidance counselor, and the Vice Principal, reflects upon his undesirable academic attitude and/or performance and works toward desired goals, a realistic action plan, and conditions that will help the student to achieve academic success. The student should be able to recognize and assess his shortcomings and to apply himself in order that he is diligently working toward his potential. Each student should regard this probationary period

as serious and should see the necessity of working towards its closure. It is the hope of the school community that no student will maintain such a probationary period for the entire school year. Such a chronic duration will be cause for administrative review and may result in dismissal from Malden Catholic. Students who require summer school remediation and students who do poorly as indicated by failing grades or by serious deterioration in performance will be placed on academic probation. A student on academic probation *must* do the following:

1. Meet with his guidance counselor twice during the marking period to assess his interim evaluation and report card, and to discuss other assessments/evaluations.

2. Stay for extra-help with teachers at least twice a week or as required.

3. In cases of two or more quarterly failures or two final failures, will attend a mandatory Academic Study Hall which will be held on Tuesdays and Thursdays during the next marking period from 2:15 to 3:15 p.m. No student, for any reason (work, medical appointments, detention, teacher-initiated appointments, etc.) should absent himself from such responsibility.

4. Any senior who has one or more quarterly failures will forfeit his unstructured periods(s) for the entire next quarter and will report to the Library for a mandatory Academic Study Hall which will meet every day during the next marking period.

5. Return all assessments/evaluations (report cards, interims, progress reports) signed by a parent/guardian to the Vice-Principal within three days of mailing or distribution.

6. In cases of three or more quarterly failures will meet with the Vice-Principal and his guidance counselor to assess interim

evaluation, progress reports, and report card. At the Administration's request this meeting may include parents.

7. In cases of a mid-year failing average or two consecutive quarters with a failure, will meet with the Vice-Principal, his guidance counselor, and his parents. This meeting will update/provide an action plan and a proposal/review of intervention processes to help the student find success with his second semester as well as to determine whether Malden Catholic is a "fit" for the student.

11. ELIGIBILITY: A student who fails two subjects in a marking period may not participate in any extracurricular activity in the next Quarter of that academic year until he is declared eligible by the Principal. He is ineligible pending a review of his grades at interim evaluation and may become eligible at that time. The student must initiate the review of his marks by contacting the Principal. A student who fails three or more subjects in a marking period is ineligible for the entire next quarter. The Massachusetts Interscholastic Athletic Association, of which Malden Catholic is a member school, declares a student who **transfers** from our school to another **ineligible for one year** in any sport in which that student has played at a varsity level. Participation in varsity athletics at Malden Catholic is a privilege, not a right. Varsity athletes join a long, proud athletic tradition when they put on the Blue and Gold. Considerable time, expense, and trust are invested in the varsity athlete. Therefore, each varsity athlete must recognize his responsibility to his team, his athletic program, and his school. Malden Catholic supports the MIAA Transfer Rule.

Students without current physicals on file may not try out

or participate in any sport.

12. PARENT-TEACHER COMMUNICATION: The MC Family Newsletter is mailed bi-monthly from September through May, with summer mailings in mid-June and mid-August. Students and parents will be responsible for the information provided in this publication. Two Parent-Teacher Nights are scheduled each year and appear on the official school calendar. Also, early in the year parents have an opportunity to follow their son's schedule. Parents who wish to see a member of the administration on other occasions are asked to phone for an appointment. If they wish to see a teacher, they should do so by sending a note to a teacher through their son, or by using voice-mail or e-mail options. **(Please let the Principal or Vice-Principal know if these contacts prove difficult.) We encourage parents to make use of our Website for additional school information, including student assignments.**

13. CUSTODIAL POLICY: Malden Catholic abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

14. ABSENCE: For a student to perform optimally and to receive full credit in the year's work, he must attend school regularly. In cases of absences the following regulations and procedures apply:

a. Each day a student is absent, his **parent or guardian must call the School Office** (781-322-3098 ext. 338) between 7:30

and 8:30. The caller should identify himself/herself, give the name of the student, his or her relationship to the student and the reason for the absence.

b. A student who is absent **must bring an explanatory note** from his parent or guardian to the School Office before school begins on the day of his return. Failure to do so results in detention.

c. On the day of return to school, a student must plan a make-up schedule with his teachers. Ordinarily he will complete make-up work as soon as possible and always within five school days of his return. Teachers are not obliged to provide make-up work nor tests beyond this time.

A single-day absence will not automatically delay on the day of return a scheduled quiz, test, or long-range assignment that the student would have been aware of before his absence.

d. A student who is absent will not participate in any extracurricular activity that day without the permission of the Assistant Principal. Students dismissed before 10:30 or who arrive after 11:15 AM are considered absent. They too may not participate without permission.

e. When a student is absent, he should obtain his assignments by contacting a classmate or consult our Website. He should realize, however, that teachers may at any time amend posted assignments. Students should, therefore, check assignment accuracy with teachers upon their return. The school will provide assignments only for prolonged absences, four or more days. Requests should be made through the School Office. Such assignments will take a day to gather.

f. **Excused absences are only those due to illness explained by a doctor's note, funeral** explained by a parent/guardian's note, **court appearance** explained by a parent/guardian's note, or at the discretion of the Assistant Principal.

All other absences are unexcused.

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

1. Four unexcused absences in one Quarter will result in a three-hour detention on a non-school day. Each succeeding unexcused absence in a Quarter will result in additional non-school-time detention.
2. Eight unexcused absences will result in suspension.
3. Twelve unexcused absences for the year may result in expulsion.

g. Class attendance is an integral part of the learning experience at MC. Dismissals, tardies, appointments, field trips, sporting events, absence from school etc. add up when we consider classroom attendance. Students will not be allowed to miss more than six classes in a single subject during any quarter without academic consequences. Teachers may deduct up to a full numerical grade for any student missing more than six classes during a quarter for whatever reason. It is up to students, parents, coaches, moderators, administration, and teachers to monitor this critical area.

h. **The Administration may withhold credit** and may require summer school for a student who has been absent from a class, **whether excused or unexcused, more than 20 times** during the year.

i. The school encourages college visits during the summer and other vacation periods. **Absence due to a college visit is considered unexcused after the second approved occasion.**

15. TARDINESS: Students who are late for school **must** report to the School Office for an admission slip to class. Whenever possible, a student who is tardy for school should present a note from his parent/guardian that explains his

tardiness. A student who arrives at school after 8:30 AM, has missed a class or classes, and does not have a note from a parent/guardian that explains his tardiness will be required to contact a parent before being allowed to go to class. **Parental explanation of the tardiness does not automatically excuse his tardiness.** A student who arrives at school after 11:15 AM will be recorded as absent for the day. Consequently, he **may not participate** in any extracurricular activity that day without the permission of the Assistant Principal. Chronic unexcused tardiness will result in the assignment of the following sanctions:

1. First tardy in a marking period will result in one detention.
2. Second tardy will result in two detentions.
3. Third tardy will result in four detentions.
4. Fourth, fifth, and sixth tardies in a semester will result in Saturday or non-school day or vacation detentions of a minimum of three hours per tardy.
5. Seventh and eighth tardies in an academic year will result in an internal suspension and probation.
6. Ninth and tenth tardies in an academic year will result in an external suspension.
7. A student who has more than ten (10) tardies in an academic year may be asked to leave Malden Catholic.

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

16. ASSEMBLIES, LITURGIES, AND RETREATS: An essential part of Malden Catholic's mission is to develop the

spiritual and moral aspects of your son's character. Toward this end, we have developed a series of guest speakers, retreats, liturgies, award ceremonies, and prayer services. We feel so strongly about these programs that we have devoted a significant amount of school time to them. We want everyone to realize that these events are just as important to your son's development as the graded classes and require his attendance. Parents must not schedule appointments during these events or provide dismissal note for any reason other than a real emergency.

17. COLLEGE VISITATION: Seniors should plan college visitations when school is not in session. If, for a serious reason, a student has to visit a college during school time, he must obtain written permission from the Assistant Principal and his guidance counselor at which time the student will receive an authorization form for signature by a college official. Students must present this form together with a parental note in the School Office on the day of return to school.

18. IN-HOUSE APPOINTMENTS, EXCUSALS, DISMISSALS, AND SIGNOUT PROCEDURES: Anytime a student has an appointment during class with a guidance counselor, college representative, campus minister, or must visit the nurse's office, he must report to his scheduled class before proceeding to his appointment. Any agency scheduling an appointment should never conflict with a test or lab.

Any student who leaves the classroom without faculty supervision during a normally scheduled class must sign out and in with the teacher of that class. This rule applies to in-house appointments, dismissals from class, and excusals to go

to the bathroom, nurse's office, to get a book, or a drink of water. Classroom teachers will maintain the sign out sheets and turn them in to the Assistant Principal weekly or when they are full. Students that reflect an excessive amount of sign outs for other than valid reasons may be subject to disciplinary action.

19. PHYSICAL EDUCATION: All Freshmen and Sophomores participate in Physical Education classes. Physical Education is also an elective for juniors and seniors. If a student is to be limited in his participation in Physical Education, he must present to the School Office a written statement that clearly sets forth the limitations and is signed by the family physician. Students are expected to come to Physical Education classes prepared with gym clothes and towel.

20. LIBRARY: The Library is open from 7:00 AM to 4:30 PM every school day and by special arrangement with the Librarian. Students may take out books for a period of three weeks and renew them for another two weeks. Back issues of periodicals, records and VCR tapes may be taken out overnight and returned the next morning at 8:00 AM. Laptop and other computers are available for use in the Library. Proper ID and signature are required for their use. The Library is available for Parents and Alumni from 2:00 to 4:30 PM each day. Rather than impose fines, the Library expects students to respect the rights of others and return or renew books on time. **Silence is the rule in the Library.** Students not studying quietly will be asked to leave. Persistent abuse of Library regulations could lead to revoking a student's privileges. All library accounts must be settled before issuance of final report

cards.

21. BOOKS: Students should have a complete set of books by the first day of classes. Students should not buy second-hand books without first checking the official book list. Each student is urged to write in ink his name, address, and class in several places in each book. He may also care to use a magic marker to print his name in bold letters on each book's opening edge. Since students are required to carry with them many books during the school day, they are strongly urged to obtain a book bag for daily use that will enable them to carry the books they will need for the appropriate class. **The school is not responsible for lost or stolen books, clothing, or other personal belongings.**

22. CHEATING AND PLAGIARISM: Cheating is a very serious breach of academic discipline resulting initially in a grade of zero and subsequently in either suspension or expulsion. This rule applies to all varieties of cheating, including plagiarism, presenting another's work as one's own, copying homework, and using or providing prohibited assistance in the performance of assignments or examinations, and improper use of electronic resources.

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

give appropriate acknowledgement when repeating another's wording or paraphrasing another's argument, or when presenting another's line of thinking.

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

Responsibilities

Student:

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

Teacher:

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

Sanctions:

- a. Teacher reports *ALL* instances of cheating and/or plagiarism to the Assistant Principal.

- b. Teacher notifies student's parent/guardian of the alleged cheating and/or plagiarism.
- c. Teacher meets with the student one-on-one to address the issues of cheating and/or plagiarism in the student's work.
- d. Teacher ensures student understands what he has done wrong. If the student does not understand or refuses to admit that he cheated or plagiarized and the teacher believes that the student did, the teacher will speak with the Department Chair. If the Department Chair agrees with the teacher, a conference will be arranged with the teacher, Chair, and student. If this conference is unsuccessful, the student will meet with his parents/guardians, and the Assistant and Vice Principals.
- e. During his four (4) year tenure at Malden Catholic, a student who is found guilty of cheating and/or plagiarism will receive a *zero and up to 5 days detention* for his first offense; a three day external suspension and possible removal from activities and/or teams for his second offense; and be "asked to leave Malden Catholic " for his third offense. Each offense will be accompanied by a letter of censure placed in the student's file.

23. UNSTRUCTURED PERIODS: Students not in class may make use of the Library, the Computer Lab, the Campus Ministry Center, or the cafeteria. The Library and Computer Lab are not for socializing. Students should use computers for school work. Students should be out of corridors within the first five minutes of a period; they should not wander. Only Juniors and Seniors with an unstructured first or last period of

the day are permitted to arrive late or leave early. **Seniors with an A.P. Independent Research period must spend it in the Library or with a teacher. Such students must be in school for the start of the 2nd period of the day and may not leave until the start of the last period.**

24. SCHOLARSHIPS: Malden Catholic is fortunate to have several “restricted scholarships” provided in memory or in honor of family members of alumni. Some of these scholarships relate to a student’s elementary school or hometown, others to academic achievement, and still others to family situations or financial need. All of them relate to “good school citizenship” in behavior, attendance and participation. The small number of these which are renewable from one year to another also include the academic component that the student achieve 80% or better in each subject or risk losing scholarship funds.

25. ATHLETIC CODES OF CONDUCT: Athletics at Malden Catholic is an extension of our educational mission. We expect our student-athletes to play hard, but fair and clean; to learn self-discipline, sportsmanship, teamwork, persistence, and responsibility. We expect our coaches to be teachers of life’s lessons and role models ready to demonstrate how to win with grace and to accept defeat with class. We expect our fans to offer positive support for the action on the

field and to be respectful to all participants, officials, and one another. We expect parents to follow the channels of communication outlined in our cut-policy. (See Appendix) We join the MIAA in discouraging unacceptable behaviors at athletic events. These include the following: yelling or negative chanting or gestures toward an opponent; booing or heckling an official’s decision; displays of temper with an official’s call; taunting or trash talk; blaming loss of game on officials, coaches, or participants; loud fan-coaching from the sidelines; using profanity, displays of anger, or negative cheers that draw attention away from the game. We want fans to know that attendance at high school games is a privilege and not license to assault others verbally or to be obnoxious; and the improper behavior of others is not an invitation for us to act improperly too. All fans should promptly and politely follow direction from our game supervisor or from any MC faculty member or staff. Seniors participating in spring sports are subject to school regulations through the end of the season and tournaments. Transcripts will be withheld for discipline issues.



CHRISTIAN SERVICE PROGRAM

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

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

Underclassmen Service Requirements:

A specific number of hours at a teacher-approved service site, as follows:

- Freshmen perform 5 hours, Sophomores 10 hours, Juniors 15 hours.
- A theological reflection paper following the guidelines outlined by Campus Ministry and the Theology teacher.
- A completed Christian Service Form that briefly des-

cribes the service performed and the Site Supervisor’s name and phone number.

- Both the completed form and reflection paper submitted to the Theology teacher at the assigned date.

Senior Year:

Our service program culminates in Grade 12 where our students serve in sites such as homeless shelters, food pantries, schools, nursing homes, day-care facilities, and hospitals for a longer period of time with more in-depth theological reflection on the part of the student.

Prerequisites for Senior Christian Service:

- Written acknowledgement of support by a teacher willing to moderate the student.
- Acceptance by the volunteer site of the student.
- Name of a volunteer site supervisor who will work with the student.
- Written description of the service the student will be providing.
- Parental signature for the student participating in Christian Service.
- All relevant materials submitted to Campus Ministry a minimum of 3 weeks before beginning Christian Service.

Requirements:

All Seniors are required to perform 90 hours of Christian Service within the following guidelines:

1. *All Seniors are engaged in an intensive service experience at a service site approved by Campus Ministry.*

- *Students without any AP classes do not attend classes for the final three weeks of their academic schedule, but instead report to their approved Christian Service Site for the equivalent of a school day—approximately six hours a day totaling 90 hours of service.*
- *The Christian Service Program for students who are taking AP courses will be completed between June 1st and April 1st of the school year which will allow all AP students to solely focus on their AP exams in April and May.*
- *Students are asked to consider the following options as choices for their ninety hours of service. When a student chooses a site, he must visit the Campus Ministry Office to complete an application. If a student chooses an option not listed on this sheet, it must meet Campus Ministry's approval.*
- *When the ninety hours of service have been completed, a journal of activities performed and a five page typed paper must be passed in to the Campus Ministry Office where the journal and the paper will be read by the campus ministers. All work must be completed by the first of April.*

Options for Service

- ❖ *February Service Trip with Mr. Driscoll to New York City-YSOP*
- ❖ *Work at Xaverian House-a retirement community for Xaverian Brothers in Danvers, MA*
- ❖ *Work at Monsignor Nagle Housing and Heritage House in Malden, MA*
- ❖ *Parish work through CCD Centers or parish community service trips*

- ❖ *Rectory work*
- ❖ *Nursing home volunteering*
- ❖ *Hospital volunteering*
- ❖ *Tutoring services*
- ❖ *Two Campus Ministry Aides*
- ❖ *Two students to run the Pasta Benefits and Blue and Gold Day*
- ❖ *Two students to run the Blood Drive, the clothing and blanket drives as well as Penny Wars*
- ❖ *Two students to assist with the Lancer Blast, the Freshman Cookout and the Freshman Retreat*
- ❖ *Senior Retreat Leaders*
- ❖ *Two Junior Retreat Leaders*
- ❖ *Two students to run a Tootsie Roll Drive to benefit the Knights of Columbus*

2. All Seniors meet regularly with a faculty moderator to discuss their service and how they can more fully integrate it into their faith life and their life beyond Malden Catholic. Seniors with three or more AP classes must meet with someone from Campus Ministry as their faculty moderator because their service schedules can often be unique.
3. All Seniors must participate in a ½ day group theological reflection in early May in order to better appreciate the relationship their service plays to their faith.
4. All Seniors must keep a journal of their service experience. The format of this journal is explained by their faculty moderator and members of the Campus Ministry Department. This journal is to be brought to each meeting with the faculty moderator.
5. All Seniors write a five-page theological reflection paper

following the guidelines given by Campus Ministry. These papers are submitted to their faculty moderator.

Grading

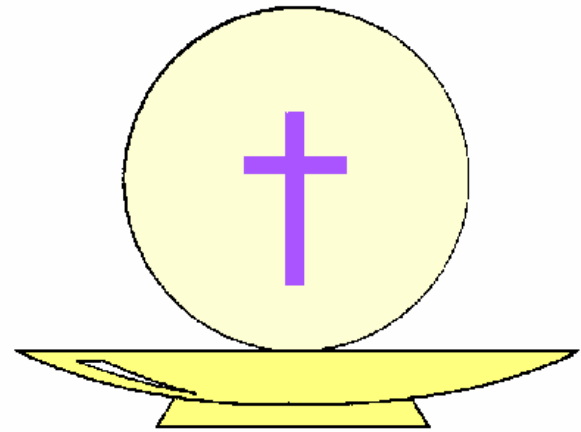
Students successfully completing this requirement receive a grade of “P”. Distinguished work in journals and reflection paper and exemplary performance at sites earn a grade of “P” “With Honor”. Grades of “F” require remedy and may delay graduation.

Medical Cautions

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

Discipline

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



STUDENT GUIDELINES

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

1. ATTENDANCE: See “Absences,” page 21.

2. TRUANCY: Students are expected to be at school on every scheduled day. Malden Catholic does not assume responsibility for truant students but deals with violations as follows: first offense results in notification of parent, multiple detentions, and probation; other offenses result in indefinite suspension and possible expulsion.

3. AIDS: Malden Catholic High School subscribes to the Aids/Acquired Immune Deficiency Syndrome Massachusetts school attendance policy as endorsed by the Archdiocesan School Office. This policy is on file in the School Office for reference.

4. ALCOHOL AND DRUGS: The abuse of alcohol and other drugs hinders personal growth and well-being, and damages the learning atmosphere of the school. The possession or use

of alcohol or drugs of any other type on school property or prior to any school-related activity will result in either indefinite suspension or expulsion. **Distribution includes the selling, providing, sharing, and giving away of illegal substances to students. The distribution of alcohol or drugs of any type will result in expulsion.** Additionally, whenever the Administration learns that a student has or is using drugs, if the student is not expelled:

1. The student will be required to **undergo drug assessment** from an agent outside the school, for which the school will help with referrals.
2. The findings of an assessment will be reported to the school.
3. In the event that parents fail to cooperate in these requirements, **their son may be asked to withdraw from Malden Catholic and the information will be filed with the Division of Youth Services via the Form 51A.**
4. **SELF REFERRAL PROGRAM:** Malden Catholic’s “Self Referral Program” is designed to allow students who are using illegal drugs, alcohol, and other controlled substances **to refer themselves to the Administration for treatment without disciplinary action, and in confidence.** The only **exception** to the above “without disciplinary action” clause will be **for athletes subject to the MIAA rules.** In order to protect the athlete and the program, the student would suffer the mandatory two-week removal from the sport. In order to be a self referral, the student must

voluntarily identify himself as a user **prior** to being identified through other means (direct observation, drug testing, police report etc.). Once the student identifies himself, the **parents will be notified** and he will be referred to an agency for drug testing, counseling, and treatment at the parent's expense. The **Guidance Department** will monitor the student's progress throughout the program and communicate with the parents as necessary. The program will be up to six months in duration depending on the severity of the problem. During this time and after completion **the student will be subject to random drug testing**. A return to using during or after the rehabilitation program, or non-compliance with the program will result in disciplinary action in accordance with the school's current policy, and may result in dismissal.

5. DRUGS: Malden Catholic believes that part of our responsibility to help provide and maintain a safe and caring learning environment for our students is that it be drug free. As a proactive step to help insure that Malden Catholic remains as safe as possible an environment for every student, the school in conjunction with the Assistant District Attorney's Office may occasionally conduct drug scans. Such scans can include the building (lockers, public areas, classrooms) as well as the premises (parking lot, vehicles, grounds). We wish to reinforce a positive message that illegal drugs are not welcome at our school and that we take seriously our responsibility to do our best to provide a secure and drug-free environment conducive to learning and to the development of healthful habits. We hope that all these actions bespeak a caring presence, and, of course, we steadily rely on the powerful

influence of parents to communicate daily messages to their children to shape healthful living.

6. CAFETERIA AND CORRIDORS: All food and beverage is confined to the cafeteria, where students are responsible for the cleanliness of the area, gentlemanly behavior, and proper disposal of rubbish. *Students may not eat or drink outside the cafeteria unless approved by the administration.* Students should clean tables before leaving. The throwing of anything in the cafeteria is forbidden. Students may bring book bags into the cafeteria, but not into the serving area during lunch periods. Ordinarily, students will remain at lunch until dismissed from the cafeteria.

7. CAMPUS: **Students may not leave campus at any time during the school day**, extending from the time of morning arrival to the time of final departure. Penalties range from several detentions, to suspension, to expulsion if there are multiple violations. Where a car is involved, the penalty is doubled, and a student's use of car on school property is restricted. A junior or a senior with an unstructured first period need not report until the time of his first class; **all students must report to their homeroom at the conclusion of the second period of the day each day.** Once a student is in the building, he may not leave. Except on occasions of school Masses or assemblies, a junior or senior with an unstructured period last period of the day may leave; **no student may leave the building before 1:25 without administrative permission.** All doors are locked at 8:15. Students late to school and all visitors must enter by ringing the doorbell at the front entrance of the school and check in at the school office. Students may not congregate before or after school in the surrounding

neighborhood.

8. RESPECT OF PERSON AND PLACE: At Malden Catholic High School we strive to encourage both mutual and self-respect and responsibility among the members of the entire community. In this social context, one's sensitivity, as well as one's home training, are reflected in observable behavior as a member of the MC Community. Behavior towards other members of the community, as well as towards property, should always indicate an understanding of Malden Catholic's efforts to realize its objectives as a Christian community. *Disrespect, slander, or libel directed at any member of the MC community through internet means such as "My Space" or other such web sites will not be tolerated and may result in expulsion. In addition, as we continue to improve our facilities, any vandalism or other inappropriate behavior that results in the destruction of school property may result in suspension and a bill for damages.* The following are considered serious violations of the rights of others: **vulgar, profane or obscene language, damage to and/or theft of property, sexism, racism, bullying and fighting.** These are examples of the many forms that violence can take, and violence of any kind will not be tolerated at Malden Catholic.

9. CARS: Because of the limited number of parking spaces, only Faculty, Staff, Seniors, and Juniors are allowed to use the school parking lot during school hours. Any student driving a car even occasionally to school must register it with the Assistant Principal and must receive a parking decal for the driver's window. Parking for students begins at the back of the school and continues around to the area of Room 114. Parking is also allowed on Crystal Street,

Maplewood Street, and the cul-de-sac at the rear of the school. Parking is not allowed in the new lot adjacent to the field. Vehicles parked in the school lot must be parked in legal spaces, must display a parking decal, and are subject to search. Please respect the spaces designated for the handicapped, as well as those areas reserved to allow for fire apparatus in cases of emergency. **Once on school property, cars are to be vacated immediately, and students may not return to them during the school day.** Any student who parks in an undesignated area or a no-parking zone will be assigned detention or towed. Students should drive slowly and carefully on campus: reckless driving is a serious offense. Violation of these regulations will render a student liable for detention, suspension, or expulsion, or the student may forfeit his privilege of driving to school.

10. CONDUCT, WHETHER INSIDE OR OUTSIDE THE SCHOOL: The student is a Malden Catholic student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school and/or poses a threat to the safety or well being of Malden Catholic students or faculty, may be disciplined by the administration. Sanctions may include suspension or expulsion.

11. CUTTING CLASS: Students must attend all of their scheduled classes. The penalty for the first instance of cutting a class will be three detentions and parental notification, while the penalty for continued offenses will be suspension.

12. ANNOUNCEMENTS: Several times during the day (8:05, 1:20 and 2:10) announcements may be made over the

public address system. Students are expected to listen attentively at these times and to the reading of the Student Bulletin. Students are responsible for pertinent information therein. Announcements may be submitted by teachers, moderators, or coaches only.

13. DANCES: MC sponsors school dances to promote healthful recreation and social growth consistent with Catholic values. **Students who are not in attendance on the day of a dance will not be permitted to attend the dance.** Proper behavior and dress is expected of students at school dances. Dances begin at 7:30 and conclude at 10:30 PM. Parents must pick up students promptly at 10:30. Attendance is open only to Malden Catholic students and to girls, who may be required to hand in an ID which will be returned as they leave the dance. All students are subject to search before entering and during the dance. Upon leaving the dance, students will not be readmitted and must leave the property. Students who lend school ID's or allow non-MC students into a dance will be subject to suspension and forbidden from attending future dances. Such students may be excluded from the Junior/Senior Prom, Freshman/Sophomore Semi-formal or the Winter Ball. The school does not endorse same-sex dating at our dances. Smoking is prohibited on school property during dances. **Any student attending a dance while under the influence of alcohol or drugs will be ejected and subject to the school's regulations.**

14. DISCIPLINE SANCTIONS:

DETENTION: Detention is held daily from 2:30 until 3:15

PM. Students must report on time and without books, papers, or jackets. Notification of detention will be made through a pink slip or verbally to the student. A student who is assigned detention must go on that day unless he is excused by the Assistant Principal. A student who absents himself from detention will be given an additional detention. A student who misses detention a second time without permission will be suspended.

PROBATION: Probation indicates that a student's attitude, behavior or academic achievement is threatening his continuance at Malden Catholic. Any student who has been suspended or whose daily behavior is chronically poor, or any student who has violated school regulations concerning the use of drugs/alcohol will be placed on Disciplinary Probation. This involves:

1. Parental notification and possibly a conference with parents.
2. There may be a simultaneous sanction such as detention, service hours or suspension.
3. Where drugs are involved, the appropriate policy will be followed.
4. Depending on the violation, the student may be placed on probation for a marking period, semester, academic year or the duration of his career at Malden Catholic.
5. Any serious violation of school rules by a student on Disciplinary Probation may result in the student's expulsion from school.

SUSPENSION: Suspension is a temporary separation of a student from the school and is the step before expulsion. It will be assigned for a varying number of days and will include the

following: immediate parental contact by an Administrator; exclusion from classes or separation from the school; and a parental conference at the end of the suspension before re-admittance to class. **A student on suspension will be allowed three days to make up all work missed. The student is responsible for arranging a make up schedule. Additionally, the student will be placed on probation and given detention time upon his return to school.**

EXPULSION: At the recommendation of the Assistant Principal, a student is expelled by the Principal. A student will be subject to expulsion for any conduct either at or away from school which is of such a nature as to jeopardize the good name of the school, or which is detrimental to the common good, or harmful or offensive to any member of the school community. Following the second suspension, any serious infraction of the rules, e.g., selling stolen books, tampering with fire alarms, distribution of drugs, vandalism, stealing, violence, harassment, blatant disrespect, or wanton disregard of school rules will ordinarily result in the dismissal of a student.

APPEAL PROCESS

A student who has been expelled from school or asked to withdraw for a disciplinary matter may appeal that decision to the Appeal Board through the Headmaster within five days of the dismissal. The Appeal Board is composed of the Headmaster, the Vice-Principal, the student's guidance counselor, an appointed faculty member, and a faculty member of the student's choice. Academic dismissals are not subject to this appeal process. Only the student and his parents/guardians may attend the appeal meeting. The Assistant Principal will be asked to present pertinent information, and the student and

parents will have opportunity to speak and the Board may ask questions. The Appeal Board advises the Headmaster, who makes a final decision on the matter.

15. DISMISSAL FROM CLASS: A student sent from class must report at once to the Assistant Principal at the School Office, whether he is explicitly told to do so by his teacher or not. He will remain in the Office until told to leave, and he will receive further instructions.

16. DRESS CODE: We have made our dress code consistent and complimentary to our educational goals. We trust that it best serves the image of Malden Catholic and our students. It is our belief that an important part of the educational experience requires a student's attention to his personal appearance. We also maintain that our students should understand the meaning of situation-appropriate attire. Therefore, neatness and cleanliness are the prevailing considerations.

Students are required to be in dress code during the entire school day, and when they are conducting official school business. Students are allowed to go to their lockers in the morning to make any adjustments, but must be a proper dress code prior to coming into the cafeteria or library. Students must remove their hats prior to entering the building. Detention, extra help, academic study hall, and summer school are considered part of the school day. Dress code for extra-curricular activities will be at the discretion of the moderator or coach.

SLACKS: chino, "Docker-type" slacks or dress corduroy only. Colors must be navy, beige, brown, black, or gray. **No**

jean styles, cargo or painters pants, no cut or altered pants.

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

SHIRTS: A solid color, long or short sleeve button-down Oxford shirt or an MC-monogrammed polo shirt, Athletic Team/Extracurricular shirt or turtleneck **purchased only from the MC bookstore**. No plaids, stripes, or flannels. Shirts must be buttoned up to (but not including) the top button and must be tucked neatly in one's pants.

SWEATERS: A v-neck or crew neck dress sweater or sweater vest only may be worn over a regulation MC shirt or turtleneck. The sweater must hang no longer than the waist. **Students may not wear "overshirts" or long sleeved T-shirts under short sleeve shirts. No sweatshirts, or sweaters with any writing or brand names allowed. Students may wear the MC fleece during the winter. No other fleece is authorized.**

FOOTWEAR: Students **MUST** wear socks and dress shoes. These include black, brown, beige, or white loafers or bucks. **Students may not wear boots, sneakers of any type, sneaker type casuals, moccasins, or sandals. Shoes must be tied.**

PERSONAL APPEARANCE: Students must be clean shaven and their hair should be no longer than the top of the collar and neatly combed at all times. *Hair length, style, color, or cuts that present an unkempt, ostentatious appearance, or that reflect poorly on the school will not be tolerated. Students will be given a day to make the correction or face disciplinary*

action including suspension. Sideburns must be no longer than the bottom of the ear. No extreme hair styles or hair colors. **Earrings and body piercing are not allowed (covered or uncovered).** Jewelry of any kind around the neck or wrist is limited to small chains. **Shell, rope, and large chain type necklaces and bracelets are not to be worn.**

Hats are not to be worn in the building at any time during or after school hours or at any school function.

Tag Day Guidelines: Shaving rules apply. Sneakers or regular shoes must be worn. No sandals or flip-flops. No tank tops or gym shorts.

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

***PROVISIONAL DRESS CODE:** during extremely hot or cold weather the Administration may allow for modifications to the dress code. These modifications include the wearing of shorts and sneakers along with a short sleeve polo or collared shirt. The shorts must be plain colored dress shorts, not athletic or cut off. Additionally, during inclement weather students may wear hiking or work boots in good taste. The pants will not be tucked in the boots and the boots will be tied.*

17. EARLY DISMISSAL: Early dismissal from school may be granted for serious reasons provided the student present to the Assistant Principal before the first period of the day an explanatory note from his parents or guardian. **Medical and dental appointments, as well as those for a driver's license, should not be scheduled for school hours. No dismissals on days of school-wide Liturgies will be excused. (See #36)**

18. FIRE DRILLS: State law requires that fire drills be conducted in silence so that in a real emergency directions may be heard by all. Particular instructions appear in each classroom. We will not tolerate breaches of discipline during fire drills.

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

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

21. LOCKERS: Students are responsible for the care of their lockers. No student is to mark or place anything in his locker that may not be removed cleanly, nor should he place anything in his locker which may be offensive to another person. Students must be careful not to disturb classes that may be in session while at their lockers. Students should visit lockers only at authorized times: **Freshmen and Juniors may visit their lockers before or after school, following homeroom, and before or after their lunch period only. Sophomores and Seniors may visit their lockers before or after school, after the third period of the day, or before or after their lunch period only.** No student should share his combination with anyone and should always check to make sure that his locker is completely closed before leaving it. **The school is not responsible for the safety of the contents of the student’s book or physical education locker. Lockers are the property of Malden Catholic High School and as such are subject to search at any time.**

Students are expected to empty school lockers of books and other possessions by the end of the last day of examinations in June.

22. LOST AND FOUND: Any material found should be turned in to the Assistant Principal at the School Office.

23. MESSAGES: School administrators will always assist in an emergency but, in general, **will not interrupt classes to deliver messages, forgotten lunches or athletic gear.**

24. NO SCHOOL: For information, students should listen to radio stations WBZ, WHDH, or TV Channels 4, 5, or 7. A snow day will cancel the rotation for that day and, upon return,

we will move to the next rotation. Please refer to the “60 Minute Delay Schedule” in this handbook in the event that the opening of school is delayed.

25. PARENTAL APPOINTMENTS: Parents who wish to see a teacher are asked to do so by sending a note via their son. If parents wish to see an administrator, they may call that individual at the School Office for an appointment.

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

27. SMOKING: Malden Catholic discourages smoking or tobacco use in any form, both for health and for safety reasons. Suspension will be assigned to a student who smokes tobacco, or who uses a lighter or matches on school property, or within sight of the building and at any and all school activities.

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

29. HOMEROOM: Homeroom is held each day, for eight minutes between the second and third periods of the day. **Students are expected to come to Homeroom on time, to be seated and attentive.** During this time, various kinds of school business will be conducted, such as the reading of the Student Bulletin.

30. IPODS AND HANDHELD ELECTRONICS: *IPODs and other handheld electronic entertainment devices must be kept in the student’s locker or book bag in the off position during the school day. They cannot be visible. Students are not allowed to use IPODs or other handheld electronic entertainments devices inside the school building during the school day (8:00AM to 2:15PM). IPODs or other handheld electronic entertainment devices used during the school day will be confiscated by the faculty and turned over to the Assistant Principal. The student will be assigned detention.*

31. VISITORS: All guests must check in at the school office.

32. WEAPONS: Any instrument that may be used to attack another individual or his/her property is considered a weapon. Such items might include but are not limited to guns, knives, etc. Any student found to be in possession of a gun, knife or any other deadly weapon at school, on school grounds or at an off-campus school event will be expelled.

33. FIGHTING: Fighting is a serious violation of school regulations. It is contrary to our beliefs on the sacredness of the human person and will not be tolerated. A student who fights will be suspended initially. There are circumstances where fighting may result in expulsion.

34. NURSE: The role of the school nurse is to administer school health policies, to deal with emergency situations that may arise, as well as to dispense only those medications prescribed by students’ physicians and provided by parents. Written documentation of parental consent must be on file for

any and all medications, including Tylenol, dispensed by the School Nurse. Tylenol will be dispensed only with parental permission at the discretion of the School Nurse only after the Nurse completes her assessment of the student. **Parents or guardians are expected to notify the School Nurse with changes in student's status regarding health, allergies, or medications.** The School Nurse is authorized to request physicals required before athletic participation may begin. Parents are asked to cooperate in a timely way.

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

year. The MIAA recommended physical form is attached at Appendix H.

35. SKIP DAYS: There are no skip days provided within the school calendar, nor will students' taking such days be tolerated. Any student who participates in a skip day will be subject to suspension.

36. CELL PHONES AND BEEPERS: *Cell phones must be kept in the student's locker or book bag in the off position during the school day. They cannot be visible. Students are not allowed to use a beeper or a cell phone inside the school building during the school day (8:00 AM to 2:15 PM). Should an emergency arise, parents may call the school office and leave a message for their son. Beepers and cell phones used during the school day will be confiscated by the faculty and turned over to the Assistant Principal. The student will be assigned detention.*

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

38. CHANGE OF ADDRESS: Any change of address or of telephone number of home or work **must** be reported to the

School Office as soon as the change has been effected.

39. ARRIVAL AND DEPARTURE: Students are encouraged to arrive at school no later than twenty minutes before the start of the first period of the day (7:45). Doing so allows them sufficient time to go to their lockers, visit the cafeteria and get to class on time without having to rush. Students should not congregate at the main entrance or front lobby in such a way as to block entry, *impede visitors, or engage in activities that could be harmful to the school community and property.*

Students should not congregate in the surrounding neighborhood before or after school. We expect that students will be respectful of the people and their property in the area that borders our school.

Students may not smoke on school grounds. This includes the area in front of the building, the parking lot and Brother Gilbert Stadium.

40. FIELD TRIPS AND PARENTAL PERMISSION FORM:

For all Field Trips and off campus activities (other than athletic) sanctioned by the school, where students will be under the supervision of a Malden Catholic faculty member, parents are required to sign a Parental Permission Form. Students will submit the form to the school office, activity moderator, or teacher, as applicable. A copy of the Parental Permission Form is attached at Appendix H.

41. UNAUTHORIZED USE OF SCHOOL NAME

No student, or student's parent or guardian, without the express prior written authorization of the school's Principal (administrative head), may utilize the school's name or

Headmaster, or identifying logo, for any inappropriate 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. Any such unauthorized use of the school's name or identifying logo, may result in legal action.

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

42. ID CARDS: *Students will take an ID card picture during Student Orientation conducted prior to the first week of school. Students will be issued their ID cards during the first two weeks of school. Subsequently, students should have their ID cards with them while attending school or school sponsored events. Their ID cards will have their student ID number and a bar code on them for purposes of conducting transactions in the cafeteria and other areas of the school. (For more information on setting up an account for the cafeteria, go to the MC website at www.maldencatholic.org and under General Info, click cafeteria services.) ID cards will also be used to*

gain entry into dances sporting events and other activities. Due to security and monetary reasons, students should not give their ID cards or number to anyone else. Students should also report lost or stolen ID cards to the Main Office immediately.

43. TRANSPORTATION:

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

- a. The MBTA runs bus service close to MC on Broadway, Everett and Maplewood Square, Malden. Both bus routes service the Orange Line trains. In addition, the MBTA provides a bus at dismissal everyday that takes students to the Malden Square MBTA station, Orange Line. MBTA student discount passes can be purchased monthly in the Main Office.*
- b. The Malden Catholic Lancers Association (MCLA), our parents club maintains a data base of parents willing to car pool, for more information contact the Main Office.*
- c. MC offers a bus service through LBK Transportation Company for those commuting from the NE and NW on two routes, generally coming from the Danvers area and Wilmington area respectively. (For more information on the bus service, go to the MC website at www.maldencatholic.org and click on Student Transportation.)*



REGULAR DAILY SCHEDULE

Malden Catholic High School operates on a seven-period day, seven-day rotating schedule. Freshmen and Sophomores have seven periods of instruction each day; most Juniors, six and one-half; and Seniors six.

The school day begins at 8:05 AM and ends at 3:10 PM. Students are expected to arrive at school allowing enough time to be in their classes at the start of the day. Students are normally dismissed after the last period of the day at 2:10, provided they have fulfilled all of their responsibilities. In the event a student is assigned an extra-help, make-up, or detention session, it is his responsibility to be present at the session, which may extend until 3:10.

DAILY ROTATION

DAY	1	2	3	4	5	6	7
P	1	2	3	4	5	6	7
E	2	3	4	5	6	7	1
R	3	4	5	6	7	1	2
I	4	5	6	7	1	2	3
O	5	6	7	1	2	3	4
D	6	7	1	2	3	4	5
S	7	1	2	3	4	5	6

CLASS TIMES

8:00	Warning Bell
8:05 - 8:48	Period 1
8:51 - 9:34	Period 2
9:37 - 9:45	Homeroom
9:49 -10:32	Period 3
10:36-11:19	Period 4
11:22-11:47	Lunch I
	Period 5A 1st half
11:22-12:12	Period 5B
11:47-12:38	Period 5C
11:47-12:12	Lunch II
12:12-12:38	Lunch III
	Period 5A 2nd Half
12:41 - 1:25	Period 6
1:28 - 2:10	Period 7

SHORT PERIOD DAY—MASS SCHEDULE

8:05 - 8:38	Period 1
8:41 - 9:14	Period 2
9:17 - 9:50	Period 3
9:53 - 10:26	Period 4
10:29 -11:02	Period 5
11:05-11:29	Lunch I 1st half Period 6A
11:05-11:53	Period 6B
11:29-11:53	Lunch II
11:29-12:17	Period 6C
11:53-12:17	Lunch III 2nd half Period 6A
12:20-12:53	Period 7
12:56 - 2:10	Period 8 (Mass)

NOTE: From time to time there will be Faculty Meetings, school-wide Liturgies, or assemblies that will require the use of an eight period day. (If period eight is used for an assembly or Mass, it may be placed somewhere else in the schedule. This will result in dismissal at the usual time.)

MORNING PRAYER SCHEDULE

8:25	Warning Bell
8:30-9:11	Period 1
9:14-9:55	Period 2
9:59-10:39	Period 3
10:43-11:24	Period 4
11:27-11:50	1 st Lunch
	Period 5A 1 st Half
11:27-12:15	Period 5B
11:50-12:40	Period 5C
11:50-12:15	Lunch II
12:15-12:40	Lunch III
	Period 5A 2 nd Half
12:43-1:23	Period 6
1:23-1:26	Announcements
1:29-2:10	Period 7

HALF-DAY SCHEDULE

8:00	Warning Bell
8:05 - 8:35	Period 1
8:38 - 9:08	Period 2
9:11 - 9:18	Homeroom
9:22 - 9:52	Period 3
9:56 -10:26	Period 4
10:29-10:59	Period 5
11:02-11:32	Period 6
11:35-12:05	Period 7

60 MINUTE DELAY SCHEDULE

9:00	Warning Bell
9:05 – 9:40	Period 1
9:43 –10:18	Period 2
10:21-10:56	Period 3
10:59-11:24	Lunch I
	Period 4A 1 st Half
10:59-11:47	Period 4B
11:24-11:49	Lunch II
11:49-12:14	Lunch III
11:49-12:14	Period 4A 2 nd Half
11:24-12:14	Period 4C
12:17-12:52	Period 5
12:55- 1:32	Period 6
1:35- 2:10	Period 7

NOTICE OF NON-DISCRIMINATORY POLICY

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

MALDEN CATHOLIC LANCERS ASSOCIATION

We encourage parents to be active members of the MCLA, which meets at school on the first Thursday evening of the month from September through June.

This Association is established to promote and advance the aims and ideals of Malden Catholic High School; to perpetuate its traditions; to encourage enrollment, to promote social activities, and support fund-raising activities for the benefit of the MCLA Community; to promote and encourage students to participate in the extracurricular programs and generally to assist its Headmaster, Faculty and Student Body wherever possible. The Association shall respect the established school policies and practices as set forth by the Headmaster.

2004-2005 MCLA Officers

President	Paula Black	Recording Secretary	Nancy Smith
Vice-President	Maria Fallano	Corresponding Secretary	Donna Freni
Treasurer	Nick Restuccia		

Parent Fundraising

Malden Catholic strives to keep tuition affordable for all families. The tuition levels actually account for less than 70% of the actual cost to operate the school. As such, all members of the MC community are invited each year to participate in advancing the schools mission through various programs and events.

All parents will be asked to participate in the Annual Fund Program that directly supports all areas of the school: academics, faculty salaries, athletics and other extra-curricular activities. Occasionally, parents will also be invited to participate in a fundraising event as well.

All fundraising in the name of Malden Catholic, whether on campus or off campus, requires the approval of the Advancement Office as well as the Headmaster of the school. All activities will adhere to the proper tax procedures and solicitation guidelines as directed by the Advancement Office. All monies are expected to be accounted for through the Controllers Office. Requests should be made at least two months in advance of the proposed fundraiser. The Principal will be responsible for checking and approving dates to coordinate with the school calendar.