2019 – 2020
MATIGNON HIGH SCHOOL
PARENT / STUDENT HANDBOOK

Expect Excellence

www.matignon.org
www.facebook.com/matignonhighschool
@MatignonHS
History of Matignon High School
Matignon High School perpetuates the name of Father Francis Anthony Matignon, Boston’s pioneer priest. Born in Paris on November 10, 1753, he grew up in a refined and cultured home atmosphere. Because of his academic ability, he entered the seminary and eventually taught Hebrew.

When the French Revolutionary government insisted that all clergy take an oath to support the constitution denying Christ and His teachings, Father Matignon steadfastly refused. Hence, he left France forever. Received by Bishop John Carroll of the new See of Baltimore, Father Matignon worked alone in Boston in 1792. By his zeal and charity, Catholicism saw a rebirth of fervor. During his early apostolate, he lived on Congress Street near the South Station.

One of Father Matignon’s most ardent hopes was to establish a Catholic school in Boston. In a letter to Bishop Carroll, Father Matignon wrote, “our only affliction here is our inability to finance a Catholic school, which is indispensable to us.” At the time of his death in 1818 his dream of a Catholic school was still unrealized.

In 1945, more than 125 years later, Matignon High School was founded by the Archbishop of Boston, Richard J. Cushing and entrusted to the Sisters of St. Joseph. The school was built in North Cambridge on Guyette Road, which was then renamed Matignon Road. While the majority of the present students reside in Cambridge, Somerville, and Arlington, enrollment represents over thirty cities & towns in Massachusetts.

When Cardinal Cushing officiated at the ceremony of the laying of the cornerstone on October 6, 1946, he made the following prayer:

“May the Matignon High School ever send forth from its doors graduates, both young men and young women, so burning to imitate Father Matignon’s many virtues and cultivate his great learning and be so filled with his ideals of service that no cry of human need, no syllable of spiritual striving will ever fall unheeded on their ears. Thus
and only thus will this be a fitting memorial for Father Matignon.”

Faithful to its founding, Matignon High School continues to provide to the present generation of students a communal and personal faith life, a challenging academic curriculum, an extensive co-curricular program and opportunities for leadership and service.

**SCHOOL SEAL**

![SCHOOL SEAL](image)

**SCHOOL LOGO**

![SCHOOL LOGO](image)

**SCHOOL COLORS**

- Green
- Gold

**SCHOOL MOTTO**

EFFICIAMUR CHRISTIFERI – Let us Become Christbearers

**SCHOOL SONG**

Lift your voice, let it ring with praise,
With the praise we will ever owe Matignon.
Lift your voice, shout it loud and strong
For the school that could only be MATIGNON.

We’ve caught the spark, now let it be
A willing to give and share.
Our Alma Mater needs our hands
To join our might to hers.

Lift your voice, let it ring with praise,
With the praise we will ever owe Matignon.
Lift your hand, let the whole world know
That we’ll ever be on the go,
Ever more loyal grow.
Loyal to MATIGNON.

We’ll march straight and strong
With head held high.
We must - for it’s born of pride.
Despite the cares that, life may bring,
We’ll take it all in stride.
Lift your voice, let the whole world know
Of the praise we will ever show Matignon.
Lift your voice, let true colors show,
And long sing we MATIGNON!
Loud sing we MATIGNON!
Proud sing we MATIGNON!

~A. J. Sullivan, Class of 1964

MISSION STATEMENT
Matignon High School is a co-educational, independent Catholic high school committed to teaching and promoting the message of Jesus Christ, academic excellence, respect for one’s self and others, and service to church and community. As a college preparatory school serving a diverse student population, Matignon High School is dedicated to educating the whole person spiritually, academically, and socially so as to inspire compassionate and confident advocates for the greater good.

SCHOOL PHILOSOPHY
Matignon High School is an independent Catholic co-educational college preparatory school staffed by religious and lay teachers. Matignon High School’s administration, faculty and staff recommitted to and charged with both the academic expertise demanded of an accredited secondary school and the unique challenges of a Catholic school— to teach Christian Doctrine, to form a faith community, and to inspire its students to serve all people. With these goals in mind, Matignon High School aims to provide experiences within a Christian community that will enable students to grow to their fullest capacity intellectually, spiritually, emotionally, physically, and socially. Such experiences will enable them to be responsive to the needs of others and to fulfill their personal, spiritual, moral and civic responsibilities. Matignon High School offers its students the opportunity to work together according to Christian principles and within a structured program.

Accordingly, the objectives of Matignon High School are:
1. To assist in the development of the students’ religious beliefs by providing doctrinal instruction and opportunities for religious and liturgical experiences.
2. To provide a sound and basic framework of instruction which would encourage critical thinking and afford academic challenge and foster creativity.
3. To create an environment wherein Christian moral and social values provide the basis for the development in the student of personal identity, self-worth, and an awareness of others.
4. To develop a sense of belonging to a community which includes students, faculty, administration, staff, alumni, and family.

ACCREDITED BY
New England Association of Schools and Colleges
Matignon High School admits students of any race, national and ethnic origin to all rights, privileges, programs and activities in the school.

**SCHOOL CONTACT INFORMATION**

Main Number - (617) 876-1212  
Fax Number - (617) 661-3905  
Website: www.matignon.org

- Admissions: Ext. 11  
- Admissions Fax: (617) 491-4015  
- Advancement/Alumni: Ext. 22  
- Athletics: Ext. 18  
- Business: Ext. 40  
- Campus Ministry: Ext. 13  
- Communications: Ext. 39  
- Guidance: Ext. 12  
- Guidance Fax: (617) 491-0290  
- Headmaster: Ext. 27  
- International Program: Ext. 35  
- Library Media Center: Ext. 24  
- School Office: Ext. 10  
- Nurse: Ext. 23  
- Principal: Ext. 14  
- Vice-Principal: Ext. 16
SCHOOL DIRECTORY

ADMINISTRATION
Mr. Timothy M. Welsh, Headmaster
Mr. Joseph A. DiSarcina, Principal
Mrs. Patricia A. D’Angelo, Vice-Principal
Mr. Gregory D. Salvucci, Jr., Associate Principal
Mr. Thomas F. Galligani, Headmaster Emeritus

INTERNATIONAL PROGRAM
Mrs. Sarah Crass, Director
Mrs. DeBenedictus, Coordinator
Mrs. Amanda Vallimont, Coordinator

GUIDANCE DEPARTMENT
Mr. Joseph Carabello, Director, Counselor
Ms. Hannah Camiel, Counselor

REGISTRAR’S OFFICE
Ms. Andrea Lemos, Registrar

NURSE’S OFFICE
Mrs. Kathleen Clark, RN, BSN
Ms. Jessie Hedderman

ADMISSIONS OFFICE
Ms. Erica McCummings, Director

CAMPUS MINISTRY
Mrs. Susan Lenn Johnson, Campus Minister

ATHLETICS OFFICE
Mr. Michael Lahiff ‘75, Director

ADVANCEMENT OFFICE
Mrs. Erin DiGuardia ‘04, Chief Advancement Officer
Ms. Tori Dugan ‘11, Director of Communications

LIBRARY MEDIA CENTER
Mrs. Mary Croxen, Library Media Specialist

INFORMATION TECHNOLOGY
Mrs. Patty Piecz, IT Support

BUSINESS OFFICE
Ms. Eileen Gustin, Chief Business Officer
Ms. Laurene Bergin

SUPPORT STAFF
Mr. Robert Lemos, Plant Manager/Cafeteria
Sister Virginia O’Connell

FACULTY
Ms. Halley Angel, English
Ms. Ashley Arthur, Theology
Ms. Cara Burke, Social Studies
Ms. Hannah Casio, Fine Arts
Mr. Nathanael Chartier, Theology Chair/ELL
Mr. Edward Cullen, Physical Education
Ms. Shannon Donahue, Science
Mr. Philip Dujardin, Theology
Mr. Paul Frassa, Mathematics Chair
Mrs. Paula Gaffey, Foreign Language Chair
Ms. Indira Garcia, Foreign Language
Ms. Sarah Hewitt, Foreign Language
Ms. Jessica Hallion, Foreign Language
Mr. Michael Hill, English/Law
Ms. Shamsa Kazmi, Science
Ms. Laura Lieberman, Mathematics/Foreign Language
Mrs. Mary Listro, English Chair
Ms. Rachael Love, Science/Health
Mr. Liam MacDonald, Social Studies
Mr. James McCormack, Mathematics
Mr. Matthew Murphy, English
Mr. Storm Obuchowski, Theology
Mrs. Patricia Piecz, Computer Science
Ms. Kimberly Seefeld, Mathematics
Mr. Walter Snow, Business/SAT Prep
Dr. Elena Tartaglini, Science Chair
Mr. Philip Trapani, Social Studies Chair
Mr. Alexander Uryga, Social Studies/ELL
Mr. Robert Zaya, Mathematics
Ms. Eileen Zhang, English/ELL
LETTER FROM THE PRINCIPAL

September 2019

Dear Parents/Guardians and Students:

Welcome to Matignon High School for the 2019-2020 school year!

“I promise you every day your children will learn something. Some days they’ll bring it home in their hands. Some days they’ll bring it home in their heads. And some days they’ll bring it home in their hearts.”

Valerie Welk (dynamic & motivational speaker and author)

We embrace our returning students and roll out the red carpet for the over one hundred members of the Class of 2023. This is an exciting time of year as we continue to grow two exciting programs that are in the forefront of tomorrow’s education. It is the fifth year that our students and faculty take advantage of a BYOD (Bring Your Own Device) program. Matignon High School will move forward and build upon an inspiring initiative having as its base STEM (Science, Technology, Engineering & Mathematics) education and the birth of robotics study. Our family is committed to the spiritual, intellectual, physical, social, and emotional growth and development of our students.

Over the recent past, Matignon High School has exhibited a refreshing energy and vibrancy that has engulfed all aspects of the school. Our administration, faculty, and students are dedicated to the school motto, “Expect Excellence.” The Matignon High School community is expected and challenged to raise their personal and academic standards and benchmarks to a higher level. This can only be achieved through cooperation and teamwork among staff, students, and parents/guardians, along with a positive attitude and a solid work ethic.

I feel very privileged, proud, and honored to serve as the Principal of Matignon High School. My goal is to make the “Matignon Experience” become the pathway for our students to maximize their academic performance, identify their passions in life, and follow their dreams. Walt Disney, the creator of Disney World, the place where we all become children, once said “All our dreams can come true, if you have the courage to pursue them.”

I wish for a very exciting, enlightening, successful, and blessed 2019-2020 school year for the staff, students, and families of the Matignon High School community.

The Principal’s door is always open to our most precious and prized members of the Matignon High School Family, our students!

Sincerely,

Joseph A. DiSarcina
Principal
**Daily Schedules**
Matignon High School is in session from 8:30 a.m. to 2:20 p.m, and each student attends 7 classes, called mods.

Matignon utilizes a hybrid schedule that combines a traditional “regular” schedule and a block schedule. The regular schedule is used on Mondays, Tuesdays, and Fridays. Students attend 6 of their 7 mods on regular schedule days, dropping 1 mod each day. The block schedule is used on Wednesdays and Thursdays. Students attend 4 mods on Wednesday, and 3 on Thursday, with the last mod reserved as time for school-wide assemblies. Both the regular schedule and block schedule rotate over 7-day cycles independent of one another.

<table>
<thead>
<tr>
<th><strong>Regular Daily Schedule</strong></th>
<th><strong>Block Daily Schedule</strong></th>
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<tbody>
<tr>
<td><strong>Monday, Tuesday, and Friday</strong></td>
<td><strong>Wednesday and Thursday</strong></td>
</tr>
<tr>
<td>7:30 – 8:00</td>
<td>Optional Clubs</td>
</tr>
<tr>
<td>8:00 – 8:25</td>
<td>Office Hours</td>
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<tr>
<td></td>
<td>Optional Clubs</td>
</tr>
<tr>
<td>8:30 – 9:20</td>
<td>Mod A</td>
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<tr>
<td>9:25 – 10:15</td>
<td>Mod B</td>
</tr>
<tr>
<td>10:20 – 11:10</td>
<td>Mod C</td>
</tr>
<tr>
<td>LUNCH</td>
<td>Mod D</td>
</tr>
<tr>
<td>11:15 – 11:45</td>
<td>1st Lunch</td>
</tr>
<tr>
<td>11:45 – 12:05</td>
<td>All in Class</td>
</tr>
<tr>
<td>12:05 – 12:35</td>
<td>2nd Lunch</td>
</tr>
<tr>
<td>12:40 – 1:25</td>
<td>Mod E</td>
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<tr>
<td>1:30 – 2:20</td>
<td>Mod F</td>
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<tr>
<td></td>
<td>Detention</td>
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<td></td>
<td>Optional Clubs</td>
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</tbody>
</table>

Drop Mod G

2:25 – 2:50 | Detention | Office Hours | Optional Clubs
ACADEMIC INFORMATION

ACADEMIC PROGRAM
Each student will carry a full schedule each year in accordance with the norms spelled out in the program of studies. For every student, Matignon High School’s curriculum includes: four units each of Religious Studies, English and Mathematics; Science with Biology required; at least three units of Social Studies and two units of Foreign Language (although three units are recommended). One unit of Computer Science 1, Computer Science 2, Physical Education/Health and Art is required.

The minimum requirements for graduation from Matignon High School are twenty three and one half college prep units plus four units for Religious Studies and completion of the Christian Service Program. Students who fail one or two subjects must attend and successfully complete an accredited Summer School Program to be readmitted the following fall. Students who have failed three (3) or more subjects in a year may be asked to complete their education elsewhere. No summer school session can adequately compensate such an extensive academic deficiency. In order to be eligible for a Matignon High School diploma, all students must successfully complete the senior curriculum; seniors are required to submit a research paper in order to graduate.

CLASS GRADING POLICIES
Teachers shall provide each student with a grading rubric, an explanation of the grading policy, a syllabus, and student expectations for the course. Students should retain and understand this information which they will receive during the first few days of the course. Parents are urged to attend the Parent Orientation evening to review these expectations.

HOMEWORK
Students are expected to be fully prepared for their classes every day. This requires considerable individual study at home. Students should be doing two or three hours study at home per night in order to be successful. Homework is due on the day a student returns from being absent if it was assigned when the student was present in class. Poor homework grades will affect the overall grade in the subject area. Students should refer to course guidelines for specific requirements.

PROJECTS
Projects and research papers must be submitted on the assigned day or grade reduction will result. Excused absences are determined by school administration. An English research paper is required for all juniors and seniors.

GRADING
Letter grades with a corresponding quality point equivalent and arithmetic averages (0-100 scale) are used to report the student’s scholastic progress. For marking purposes, the academic year is divided into quarters. The final grade in a course includes the average of each quarter. In order to pass for the year a student must attain a four quarter average of at least 60%.
<table>
<thead>
<tr>
<th>GPA Range</th>
<th>A.P.</th>
<th>Honors</th>
<th>College Prep Level 1</th>
<th>College Prep Level 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>97-100</td>
<td>A+</td>
<td>5.3</td>
<td>4.8</td>
<td>4.3</td>
</tr>
<tr>
<td>94-96</td>
<td>A</td>
<td>5.0</td>
<td>4.5</td>
<td>4.0</td>
</tr>
<tr>
<td>90-93</td>
<td>A-</td>
<td>4.7</td>
<td>4.2</td>
<td>3.7</td>
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<tr>
<td>87-89</td>
<td>B+</td>
<td>4.3</td>
<td>3.8</td>
<td>3.3</td>
</tr>
<tr>
<td>84-86</td>
<td>B</td>
<td>4.0</td>
<td>3.5</td>
<td>3.0</td>
</tr>
<tr>
<td>80-83</td>
<td>B-</td>
<td>3.7</td>
<td>3.2</td>
<td>2.7</td>
</tr>
<tr>
<td>77-79</td>
<td>C+</td>
<td>3.3</td>
<td>2.8</td>
<td>2.3</td>
</tr>
<tr>
<td>74-76</td>
<td>C</td>
<td>3.0</td>
<td>2.5</td>
<td>2.0</td>
</tr>
<tr>
<td>70-73</td>
<td>C-</td>
<td>2.7</td>
<td>2.2</td>
<td>1.7</td>
</tr>
<tr>
<td>67-69</td>
<td>D+</td>
<td>2.3</td>
<td>1.8</td>
<td>1.3</td>
</tr>
<tr>
<td>64-66</td>
<td>D</td>
<td>1.0</td>
<td>1.5</td>
<td>2.0</td>
</tr>
<tr>
<td>60-63</td>
<td>D-</td>
<td>1.7</td>
<td>1.2</td>
<td>0.7</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
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</tbody>
</table>

**Academic Honors**

Each quarter the school honors those who have risen above the average in academic achievement.

- **Headmaster’s List**: All A’s
- **Principal’s List**: All A- or above
- **First Honors**: One B, all others above or higher
- **Honors**: B- or above

**National Honor Society**

**Father Matignon Chapter**

Membership in the National Honor Society of Matignon High School is by invitation only. A faculty council of teachers selects students for membership on the basis of scholarship, character, leadership and service. Freshmen are not eligible for membership in the National Honor Society.

In order to be considered for membership, a student must qualify scholastically with a 3.70 cumulative grade point average. Next, candidates must demonstrate character, leadership and service within the school community. Required also is evidence of active membership in a minimum of three extracurricular activities per year. One activity can be outside employment during the school year. Students must submit a Student Activity Information Form which has been signed by each supervisor.

As a National Honor Society member, a student must maintain the criteria by which he/she was selected. The first failure to maintain these criteria will result in a written warning to the student; subsequent violations may cause the student to be dismissed from the society. All candidates may receive copies of the chapter by-laws indicating expectations. These by-laws are available from the adviser for student or parent reference.

**Valedictorian and Salutatorian**

Valedictorian and salutatorian selections will be made after first semester of senior year. Candidates must have been enrolled at Matignon High School at least six semesters.

**Rediker**

Matignon High School utilizes Rediker, an online platform, for grading, homework, attendance and communications with families. All families are provided a Rediker account with sign in criteria. Parents and students are responsible for all information posted on Rediker.

**Interim Reports**

All students and their parents will be notified of the student’s current academic and attendance progress.
in all subjects. Interim reports are issued mid-quarter electronically through Rediker.

**REPORT CARDS**
Report cards are issued, on a quarterly basis, in November, February, April, and June electronically through Rediker. Parents are strongly encouraged to review their child’s report card each term to ensure progress is being made consistent with the student and family’s goals. Also, parents are encouraged to be in contact with their child’s teachers and guidance counselor in order to ensure progress is being made.

**COURSE SCHEDULE CHANGES**
Since the school program is designed each spring in accordance with the course requests made by students and their families, schedule changes will ordinarily be made only if students have been incorrectly placed in a level or a course. In such cases, the students will request from the Guidance Director a Course Change Request Form. The parent or guardian will complete the request form and sign it. The student will then submit the form to the Director who will arrange for a consultation with all parties involved. If the change is warranted and possible within the limits of the school’s schedule, the Director will make the necessary alterations in the student’s program. Students may not be allowed to transfer from any course after the tenth meeting of that course.

**EXTRA HELP**
Because students may require individual work with subject teachers, teachers will schedule before or after school extra help sessions. These sessions take precedence over all co-curricular and athletic activities. Students should notify teachers they plan to come for extra help.

**MAKE-UP WORK**
It is the responsibility of the student to make arrangements for all make-up work immediately upon return to the school. The student must meet with each teacher, discuss the work that was missed (tests, quizzes, homework, projects); schedule times for work to be done; and fulfill all requirements stated by the teacher.

Students have three (3) school days to make up work after an absence. Any work not completed within three days will be assigned a grade of zero. In extenuating circumstances, extended time may be provided with the approval of the teacher, guidance counselor, or administration.

Any “incomplete” grade on a report card signifies the lack of substantial grades. A student is required to complete all work within two weeks of the close of grades to attain a grade. If the work is not completed, the recorded grade will be a zero. The Principal and the Guidance Director will be notified of any “incomplete” grades that are issued at the time of report cards.

**FAILURE REPORTS**
A notification will be sent, after the first semester, warning parents about students who are in danger of failing for the year. Parents should consult with their child’s teachers and guidance counselor about the student’s academic progress.

**ACADEMIC INTEGRITY**
As an educational institution, Matignon High School views grades earned as a reflection of the student’s original work and an indicator of the student’s level of mastery in a particular academic area. Students are expected to practice honesty and uphold integrity by submitting only their own original work on exams, tests, quizzes, projects and home assignments. Cheating, plagiarism, technology misuse, improper use of library materials or other forms of personal and academic dishonesty will be dealt with by the teacher in the following way:

- 1st offense: a grade of “0” will be given on quiz, test, exam, project or research paper;
- 2nd offense: a grade of “0”; parental conference; disciplinary action will be taken.

All instances of students found giving or receiving assistance on tests, quizzes, projects, technology or
other assignments will be handled by the subject teacher who will also notify parents, Vice-Principal, and NHS adviser when applicable.

**PLAGIARISM**
Plagiarism is defined as but not limited to
- use of Cliff notes / Spark notes;
- copying another person’s words without providing credit in terms of documentation and/or quotation marks;
- using the words, ideas (including summarizing or paraphrasing those ideas, compositions (musical and artistic) of another person without permission and/or without proper documentation;
- failing to provide a Works Cited Page.

Plagiarism will be determined at the discretion of the teacher, department head, and administrator.

**ACADEMIC ELIGIBILITY**
Members of any Matignon High School activity who fail one (1) subject may not take part in any contest, extracurricular activity, club, or practice for a two (2) week probationary period commencing on the day report cards are issued to all students of a grade level. Members who fail two or more academic subjects may not take part in any contest, extracurricular activity, club, or practice for the entire marking period beginning on the day report cards are issued to all students of a grade level. Students who fail physical education or SAT prep must make up all work before returning to the activity. Lists of ineligible students will be made available to coaches / moderators from the administration.

For those students who fail one subject, a form will be made available in the Vice Principal’s office at the end of the two-week probationary period for the student to pick up and have filled in by the subject teacher. Students may not return to the activity until this form is returned to the Vice Principal, with the approval of the teacher that the student has improved in the class. Once this process is finished, the coach/moderator will be notified by administration and/or the athletic director of the student’s eligibility by receiving a copy of the signed form. Students should work with the teacher, guidance counselor, athletic director, coach/moderator and administration to ensure that all academic eligibility requirements are fulfilled.

**BRING YOUR OWN DEVICE PROGRAM**
Matignon High School is committed to preparing students for life and careers in the digital age. As such, students will be required to have a personal electronic device as part of the Bring Your Own Device Program (BYOD). Please see Acceptable Use Policy at the end of this handbook.

**TEXTBOOKS AND WORKBOOKS**
Students are responsible for purchasing all of their own textbooks. It is expected that all students have the texts, workbooks, and other necessary material for class by the end of the second full week of school. Students may resell textbooks to underclassmen. All workbooks must be turned in to subject teachers when requested and may not be resold. Students should not borrow materials and are held accountable for their own books.

**PARENT/TEACHER CONFERENCES**
Teachers realize the necessity for and welcome the opportunity to have individual conferences with parents and/or students. Parent Teacher conferences are arranged by the school periodically during the year. In addition, parents may request an appointment with any teacher by telephoning or emailing the teacher in order to arrange a time convenient both to the teacher and to the parent.

**SUMMER SCHOOL**
Students who fail one or two subjects must attend and successfully complete an accredited Summer School Program. Students enrolled in summer school because of academic deficiency or failure must pass the course in order to earn credit. A grade of “D-” will replace the failing grade on a student’s transcript after successful completion of a summer school course.
**TRANSFER STUDENTS**

Students wishing to transfer into Matignon High School are required to provide a complete school record including both academic and discipline reports. Students will be on a probationary period for their first year at Matignon High School.

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**GUIDANCE COUNSELORS**

Guidance services are available for every student in the school. Their work includes personal, academic, and vocational counseling. The Guidance Department provides assistance with information regarding College Boards, financial aid, college admissions, educational placement and interpretation of test scores. It also conducts the standardized testing program within the school. The CEEB Code is 220515. Parents who wish to arrange a guidance appointment may call the Guidance office at (617) 876-1212, Ext. 12.

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**CAMPUS MINISTRY**

The Campus Ministry department is responsible for helping the students with their spiritual development through service trips, retreats, Masses and prayer services. At Matignon High School, students are encouraged to learn more about their faith and continue to grow as Christians both inside and outside of the classroom.

**Masses and Prayer Services**

The entire school community comes together for Mass monthly, on Holy days and Special Feasts throughout the year in our auditorium. Masses are planned by the Campus Minister as well as the students. Members of the student body act as lectors, gift bearers and Eucharistic ministers at each Mass.

Dress Code for Masses:
- Boys: shirt & tie, dress shoes
- Girls: blouse & skirt, dress shoes

**Christian Service**

At Matignon High School, Christian Service is woven into the fabric of our school community. Students will have a set number of hours required for their first three years at MHS: 15 hours for freshmen, 20 hours for sophomores, and 25 hours for juniors (60 hours total). They will also complete a theological reflection paper each year about their service to be turned into their theology teachers. All service hours must be completed at a site that has been approved by the Campus Ministry office. Once finished, students must complete the Christian Service Form from the Campus Ministry Office. Approved volunteer placements are listed at: matignon.org/service. Failure to complete the required hours within the school year or summer prior will lead to a suspension from all sports teams and extracurricular activities until the hours are completed.

**Retreats**

Each student attends a one day retreat during the course of the school year. Through various exercises, discussions and reflections the students learn about themselves, their relationships with others, as well as their relationship with God. The retreats build community and create a strong bond between the students. Attendance at the retreats is mandatory for each student.

**FAITH DEVELOPMENT PROGRAMS**

Matignon High School is a Catholic high school and its commitment to the Christian ideals is reflected in various programs that are sponsored by the Religious Studies Department and are coordinated by the Campus Minister. Among the programs offered are liturgies for small groups and for the total school community, retreats and Christian service projects.
**Nurse**
The nurse oversees all medical/health records in the school, in addition to working with students on a daily basis. The nurse also works with the administrators in monitoring student attendance.

Parents must report student absences (and dismissals) each day by calling the School Nurse: (617) 876-1212, Ext. 23 between 8:00 and 9:00 a.m.

**Health Services**
The Health Room is located on the main floor. The nurse deals with emergencies, physical examinations, referrals, parent consultations, health records, and oversees the well being of each person in the school. A physical examination, including the immunization record, is required of each student prior to entering the school. Reports of these examinations are given to the nurse and health records are maintained for each student. School personnel give graduating seniors a copy of their health records before graduation.

Each student participating in any school athletic activity must have a physical examination annually prior to tryouts. This must be completed by the individual’s private doctor and submitted to the nurse. Students should have a physical during the summer months. This policy is in accordance with the school and MIAA rules.

**Library Media Center**
The Redgate/Connolly Library Media Center is open from 6:45 am to 4:00 pm Monday through Thursday, and until 2:20 pm on Friday. This facility is to be used for class assignments, research, reading, technology resources, and quiet study.

The school library media specialist functions as a member of the instructional staff as well as its student services staff. The library media specialist works with administrators, faculty, and students to develop and maintain educational resources to support the curriculum and is available to assist students individually and in groups.

**Locker Rooms**
Athletic locker rooms are only to be used by students during their physical education classes. Students should not be using the locker rooms at any other time during the school day. Violation of this policy will result in disciplinary actions.

Students may purchase a lock for $5.00 if they are using athletic lockers.

**Lockers**
Lockers are the property of the school and as such the lockers and their contents may be inspected by the administration when they consider it necessary at any time. The school grants the students the rights and responsibilities of locker use throughout the academic year.

Lockers must be kept locked and neither money nor valuables should be left in the locker at any time. Students are not allowed to share lockers, nor should locker combinations be shared with other students. The school cannot accept responsibility for such valuables if students choose to ignore this regulation.

**Health Insurance**
All students enrolled at Matignon High School must be covered by a health insurance policy. The school strongly advises that all students take advantage of the insurance offered through the school. Policies are made available in September. Each athlete must show proof of coverage before becoming eligible for a sport.

- The usual policy covers a student while in school and while traveling to and from school.
- A further policy covers students for twenty four hours a day.
- Students participating in all athletics/cheerleading are required to show proof of coverage.
- The school provides additional liability insurance coverage for football.

**Co-Curricular Activities**

In addition to the academic curriculum, Matignon High School offers participation in many organizations, clubs and activities. Students are encouraged to become involved in at least two co-curricular activities.

The school does not condone vacation trips other than those sponsored by clubs and chaperoned by a teacher. Parents can contact the school about those activities.

**MBTA**

Student Charlie Cards for the pay-as-you-go student riders (S cards) are available in the main office. Student Monthly Passes (M7 cards) for unlimited travel are available in the main office. Full details are available from the business office. Students are expected to conduct themselves properly in all public conveyances.

**Restrooms**

Restrooms are located throughout the building for student use with approval from a faculty member.

**Dining Hall Policies**

The lunch period consists of 30 minutes, including time to and from the cafeteria. Policies include, but are not limited to, the following:

- **Students must** remain in the dining hall until dismissal.
- Food may only be consumed in the dining hall.
- Appropriate behavior and manners are to be observed.
- **Lunchroom litter is to be placed in barrels. Table and chairs must be left clean.**
- Trays are to be returned to the designated area.
- No students may loiter outside classrooms.
- Lavatories on the basement floor (near the cafeteria) must be used.
- Failure to adhere to the above policies may result in disciplinary action.

**Special Events**

During the course of the year special events that are scheduled to assist students with their spiritual, physical, social, emotional and cultural development are offered. These programs are integral to the philosophy and spirit of Matignon High School. Attendance is required at all such events.

**Athletics**

As part of the MIAA, Matignon High School offers a full interscholastic athletic program on the varsity, junior varsity and freshman levels. Included in the athletic program are baseball, basketball (boys and girls), cheerleading, cross country (boys and girls), golf (Co-Ed), football, hockey (boys and girls), lacrosse (boys and girls), soccer (boys and girls), softball, tennis (boys and girls), swimming (Co-Ed), track & field (boys and girls), and volleyball. Tuition must be up-to-date in order to participate as a member of an athletic team. All students are subject to the rules and regulations of the MIAA.

**Testing Program**

All Matignon High School students participate in the following testing program. The standardized tests that constitute this program are

- The Preliminary Scholastic Aptitude Test (PSAT) 8/9 for freshmen.
- The Preliminary Scholastic Aptitude Test (PSAT) for sophomores and juniors.

In addition to the above, the school serves as a College Entrance Examination Board testing Center for the convenience of the students. The Matignon High School CEEB Code number is 220515.

**Transcripts**

A transcript is a copy of all the information on the student’s permanent record. All transcripts are
obtained by filing a Transcript Request Form at the Guidance office. Official transcripts are embossed with the school seal and are mailed by the school directly to the college or prospective employer. No transcript will be forwarded without the authorization of the student or his/her parent. Each student is entitled to five free transcripts. A fee of five dollars ($5) is required for each additional transcript requested.

TRIPS (SCHOOL SPONSORED)
At various times in the year, the school may provide opportunities for students to participate in field trips for academic, cultural or faith development purposes. In order for such trips to occur, they must be well chaperoned and supervised. Students participating in such opportunities must file with the faculty moderator a permission slip signed and dated by their parents or guardians. For trips consisting of overnight accommodations, a completed medical form (also provided by the school) must also be submitted. Students must conform to the rules and regulations of Matignon High School on all such trips; failure to do so will result in parental notification, a request that parents transport the student home, and possible disciplinary action. Matignon High School reserves the right to deny a student’s participation in any school sponsored trip.

If school sponsored trips take place during school hours and result in the students losing class time, the students are responsible for notifying their teachers in advance and completing all class work. The faculty moderator will submit the list of students to the Vice-Principal and distribute the list to the faculty at least three days in advance.

SCHOOL CALENDAR
The current, up-to-date school calendar can be found on our website, www.matignon.org/events.

FACILITY HOURS
The school building opens at 7:00 a.m. and closes at 3:00 p.m. After 3:00 p.m., students must be supervised by a faculty/staff member, by a coach/moderator, in the Library Media Center, or in the cafeteria. There are other times when staff (coaches, moderators, teachers, etc.) will schedule activities, and for such occasions, supervision will be provided only during the time of the activity. Only those students who are monitored by an adult may be on the grounds at other times.
TUITION INFORMATION

TUITION POLICY
The following information explains the school’s tuition policies and outlines the tuition payment plans available for your child’s tuition for the 2019-2020 school year. Matignon uses FACTS Tuition Management System to administer its tuition payment plans. All families must have a FACTS tuition account.

Matignon offers its domestic students 3 payment options through FACTS:
- Payment in full - due July 1, 2019 (there is a $100 discount for this plan)
- 2 payment plan - due July 1, 2019 and December 1, 2018
- Monthly payment plan - begins July 1, 2019

A FACTS payment plan agreement with an $800 non-refundable deposit is due by May in order to secure your student’s seat in class for the upcoming year. This $800 non-refundable deposit will be applied to the upcoming year’s tuition. Upon receipt of payment to the business office, the Guidance Department will prepare your student’s schedule for next year.

Prompt payment of tuition is necessary for the school to meet its financial obligations. If a student’s account is in default, he/she may not be allowed to attend classes or participate in athletics or other co-curricular activities. All tuition and school fees must be paid in full prior to graduation in order for senior students to participate in graduation activities.

REFUND POLICY
The school’s expenses are incurred on an annual basis and therefore the school is obliged to meet costs it cannot cancel because of student withdrawals. Any refund of tuition is based on the full amount of tuition owed for the year and not what has been paid to date. A student who voluntarily withdraws from school will receive a refund of tuition paid, minus the non-refundable deposit and fees on the following basis:
- Withdrawal prior to July 1: 100% refund
- Withdrawal after July 1 through first day of classes: 80% refund
- Withdrawal after first day of classes but prior to October 1: 50% refund
- Withdrawal after October 1: No refund

If a student is permanently dismissed from school, there is no refund of tuition. Financial aid and scholarship awards are prorated to determine tuition owed when a student withdraws.

You are responsible for the payment plan you select. Changes to your FACTS payment plan must be requested and approved by the Business Office. All requests for refunds of tuition must also be made in writing to the Headmaster.
ATTENDANCE
The Massachusetts State Law requires that students attend school regularly. Unauthorized absence from school sessions may hold a student liable for suspension. Every absence must have a note on file. In order to achieve the goals and objectives of the academic program at Matignon High School, all students must be present every day of the school year unless unable to do so because of illness or a serious emergency. Regular attendance is essential for success in school. Students and their families will find that missed class work due to an absence can never be fully made up. Interacting with other students and with teachers is an irreplaceable educational experience, which cannot be duplicated in a tutorial session. Academic excellence is fostered by regular attendance. Family trips and non-school sponsored trips are considered unexcused absences.

Four-Day Quarterly Absence Policy
A student who incurs more than four (4) unexcused absences for a quarter in a specific course will automatically fail the course for the quarter. Non-emergency family and personal matters are not considered excused absences. A grade of no higher than 59 will be recorded for the course during the quarter where there is more than four absences. If a student misses more than sixteen unexcused classes in a specific course during the year, that student may fail that course for the year and receive no credit for the course. At that time, the school will determine an educational plan of action for the student. All absences will be unexcused until a valid written excuse from a medical professional has been accepted by the school nurse. This valid written excuse must be presented to the school nurse within two days of returning to school. A note from home does not excuse a student.

Seniors may only incur three absences during fourth quarter. A grade of no higher than 59 will be recorded for the course during the fourth quarter where there is more than 3 absences.

Abuse of this policy as deemed by the administration, will result in a mandatory meeting with parents/guardians to address possible disciplinary action.

Absentee Procedure
Parents: Please Note Very Important.
If a student must be absent from school because of illness or an emergency, the following procedures must be implemented. On the day of the absence the parent/guardian is required to call the school nurse between 8:00 a.m. and 9:00 a.m. at (617) 876-1212, Ext. 23 and give the following information:
1. student’s name and homeroom,
2. parent/guardian name and phone number,
3. and reason for absence.

If a call is not received by the nurse, the school may contact a parent/guardian to verify the absence.

To be considered an excused absence, a note from a medical professional must be presented to the nurse within two days upon returning to school, which will be dated and filed. This note must contain the following information:
1. the student’s full name and homeroom,
2. date(s) of absence,
3. and the reason for the absence.

No student may participate in or attend any extracurricular activity on a day that he/she has been absent. Students who are absent on Friday may not participate in weekend school activities. Parents of students violating this rule will be required to pick up the students immediately. This rule includes but not limited to such activities as the prom, school dances, school play, any athletic event, etc. Students
must be in attendance for at least 75% of the day’s program to be considered eligible for activities. Exceptions to this rule may be considered by the Principal with sufficient cause.

**ATTENDANCE (CONT.)**

**Dismissals**
From Class: any student sent from class by any member of the faculty must report immediately to the Vice-Principal. Teachers will notify the administration immediately when they send a student from a class. If the Vice-Principal is unavailable, the student must report to the Principal. Failure to do so will result in additional disciplinary action.

From School: Students are discouraged from making any appointments during the school day. If such a procedure is necessary, however, a written request from the parents stating the time and reason for dismissal must be submitted to the nurse before 8:15 a.m. on the day of the dismissal. Before leaving the building, the student must report to the main office. No student may leave the school during the day without his/her parents’, as well as the school’s permission.

Driver’s license appointments or vacation absenteeism constitute unexcused absence and should be taken care of outside of school time. Any non-medical absence is subject to the discretion of administration.

**Tardiness**
If a student is tardy to school, he/she must go immediately to the Guidance Administrative Assistant, sign in and report to his/her class. A thirty-minute school detention will be assigned to be served that same day beginning at 2:20 p.m. A communication from a parent/guardian does not negate the thirty-minute school detention. Students with excessive tardies may be subject to additional disciplinary action at the discretion of administration.

Any student missing from class will be reported to the Vice-Principal for investigation. If a student is tardy to class, he/she will be detained by the subject teacher for an appropriate time period. A student missing ten (10) minutes or more of a regular schedule class or fifteen (15) minutes or more of a block schedule class will be marked absent from the class and this will count towards the four-day absence rule. Students missing class time are expected to make up any missed work and complete any assignments in the time remaining in the period.

**Truancy**
Truancy is unauthorized absence from school, classes, gym, assemblies, and Mass. Truants are subject to detention, suspension, and other disciplinary action as recommended by the administration.

**CODE OF CONDUCT**
Each student is expected to be a good, responsible, positive community member mindful of his/her own dignity and respectful of others within the school. This expectation is viewed as a responsibility that involves all aspects and times in the student’s life. Students must behave with appropriate decorum at all times in school and at all extracurricular activities. Any form of cheating, copying other students’ work, plagiarism, etc. will result in disciplinary action. Attendance at Matignon High School requires adherence to its code of conduct policies.

**Assembly / Auditorium Behavior**
Student behavior at assemblies should be courteous, respectful of others, and quiet when not applauding. Students must sit in their designated area with their homeroom. No eating, drinking, or chewing gum is allowed. Improper behavior during events may result in:

1. Immediate removal from the auditorium.
2. Detention/Suspension.
3. Suspension of the privilege of attending other events.
All aisles must be left unobstructed at all times. All assemblies must be approved by the administration.

**Conduct**

Unreasonable behavior, deliberate or accidental, may require a parental conference and cause the administration to take disciplinary measures commensurate with the offense. Conduct contrary to reasonable behavior or failure to amend such conduct can result in a request that parents transfer the student from Matignon High School. Any student whose behavior beyond the school day brings or may bring public disgrace to Matignon High School may be subject to disciplinary action or asked to withdraw from the school. All students are also required to identify themselves to any teacher or staff member when asked.

**CODE OF CONDUCT (CONT.)**

**Detention**

The school day begins at 8:30 a.m., when all students must report to their first class. Any student not in class by 8:30 a.m. is tardy and must report to the Guidance Administrative Assistant’s office.

Students who are tardy to school will report to detention at 2:20 p.m. on the assigned day. A Saturday detention may be assigned, at the discretion of the Administration, to any student who continually violates school policy. Saturday detentions will begin at 8 a.m. and will conclude at 10 a.m. Any student who misses an assigned detention without approval from administration may be suspended.

**Student Expectations and Responsibilities**

Good order must be maintained for successful teaching and successful learning. Students must accept responsibility for providing a climate that promotes academic excellence and personal development. Some violations to the establishment of such an atmosphere are detailed as follows:

- Disrespect for teachers or for fellow students; disruption of instructional time.
- Violations of the dress code.
- Vandalism: destruction or defacing of school property; taking of others’ property.
- Use of gum.
- Improper disposal of lunch papers or waste paper; consumption of beverages outside the dining hall during the school day is at the discretion of individual teachers.
- Loud, uncontrolled or improper behavior, profane language, fighting, assault.
- Defiance as regards behavior or home assignments; insolence to faculty or staff.
- Use of any unacceptable items that could cause a disruption in the educational process.
- Improper conduct of students/athletes/fans at school and non-school events, including athletic contests.
- Excessive speed or immature driving on campus or in the neighborhood.
- Use of an electronic device unrelated to classroom activities. The device will be confiscated for the remainder of the day.
- Possession or use of alcoholic beverages, tobacco products, e-cigarettes, and/or drugs on school property, at school sponsored functions, or anytime off campus.
- Unexcused absence from class.

**Parent/Guardian Expectations and Responsibilities**

Parents/Guardians, who are role models for their children, are therefore held to the same code of conduct as students. Enrollment of the child in the school implies a partnership between the school and family. If the partnership breaks down, parents/guardians may be required to withdraw the child from school.

**Sexual Harassment**

Under the Massachusetts General laws (c. 151 C, s. I (e)), Sexual Harassment is defined as “any sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature when: (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or provision of benefits, privileges
or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.”

What might harassment look like in school?
In schools, sexual harassment can cover a wide range of behaviors, including sexual insults, name calling, inappropriate jokes, intimidation by words, actions, or gestures, offensive touching, grabbing, leering, patting, sexually offensive objects or pictures; and questions or discussions about one’s sexual experiences or activities. This is not a complete list but some examples of unacceptable behavior. It can be perpetrated by peers, school personnel or other individuals who are involved with the school setting. Sexual harassment can be student to student, staff to student, student to staff, or staff to staff.

Investigation
Any member of the Matignon High School community has the right and is urged to report any suspected sexual harassment to either an administrator or a member of the guidance department. It is strongly suggested that the report is made within a six-week time frame of the incident. A team composed of administration and staff will begin the investigation immediately. At the time of the reported incident, the accused and his/her parents will be notified and informed of the policy and procedures that will follow. The victim’s parent will also be notified and informed of the same information. The team will investigate by gathering statements from both parties and any witnesses that have been named.

Consequences
First offense parental conference with administration which could result in a one week suspension; one year probationary period; no contact between victim and accused; request for counseling or removal from Matignon High School.

Second offense could result in a transfer from Matignon High School. Students involved in such harassment will be subject to strong disciplinary action, possible suspension and possible police/court involvement.

Grievance Policy
Students may contest the disciplinary action by making a formal written statement and request for a hearing to the Matignon High School Headmaster.

Personal Harassment / Bullying
In order to emphasize the importance of respect within the Matignon High School community, the following policy on harassment has been developed: All members of the Matignon High School community are to treat each other with dignity and respect. No form of harassment will be tolerated. Harassment is defined as behavior towards another, which is unwelcome and harmful. Forms of harassment include verbal/written remarks or threats, symbols, physical contact, gestures, gossip, phone calls, email, websites, etc.

Effective discipline is a cooperative effort among students, their families, the administrators, teachers, and other staff members. The school will make every effort to involve parents by notifying them of violations and arranging meetings with the Vice-Principal and Principal when appropriate and necessary. Matignon High School has developed and implemented a Bully Prevention and Intervention Plan (see page 27).

Probation
The administration may recommend that a student be placed on probationary status if the student fails to comply with the rules and regulations of the school. The status of probation implies that the continued presence of the student at Matignon High School is in serious doubt. The student has the serious responsibility of ensuring that his/her conduct and attitude are such that he/she does not place any student in further jeopardy. A student sent to the office by any teacher for policy violation is
grounds for immediate parental contact. Probation will be handled individually by the administration.

**Fighting and Physical Assault**
Fighting and physical assaults are prohibited and will result in suspension and/or expulsion. An investigation and hearing will be held. Any student or staff member who has been determined to be the victim of an assault will be informed of the right to file a criminal complaint.

**Internet Access**
Access to the Internet is open to any Matignon High School student who agrees to follow the Acceptable Use Policy as outlined at the end of this handbook.

**Respect for Surrounding Neighbors**
Students will be extremely respectful to neighbors surrounding Matignon High School. Congregating, loitering, smoking, vandalism, fighting, littering, or verbal harassment will not be tolerated and are subject to appropriate disciplinary action.

**Suspension**
Suspension is understood as a temporary separation of a student from the school community for serious disregard of school policy. When a student is suspended, the parent must pick up the student at the discretion of administration. At this time he/she will be notified of a meeting with administrators. At that meeting discussion will concern the behavior and specific consequences. No credit will be given for class work, quizzes and tests missed during suspension; however, the student is responsible for completing all assigned work. Students may not participate in extracurricular or athletic activities during the term of suspension. In school suspension may be assigned at the discretion of the administration.

**Weapons / Violence**
Bringing a weapon to school, using a weapon on school grounds, at a school activity or having a weapon in your locker, pocket or at an after school event is a serious offense and is against the law. Penalties include a hearing, suspension, notification of police and expulsion. A weapon is defined as an object that may cause bodily harm or injury or cause damage to the building.

**DRESS CODE REGULATIONS**
As a private school, Matignon High School promotes a formal academic environment and has established a dress code policy for its students. The administration reserves the right to determine the appropriate attire for students at school and at school-sponsored events. It is expected that students will comply with these expectations and that parents will assist school personnel in enforcing dress code regulations.

The uniform regulations are as follow:

**Young Women**
Shirts: A Matignon High School long or short sleeve knit polo shirt from JB Pride Uniforms is the only acceptable polo shirt. A solid colored white, green, gray or black long sleeve shirt may be worn under a short sleeve polo shirt. A solid colored long or short sleeve dress blouse, appropriately buttoned may be worn.

Pants: Tan/Khaki/Beige dress pants are the only acceptable pant wear.

Skirts: The Matignon High School plaid skirt from J.B. Edwards Uniform Company may be worn no higher than two inches above the knee.

Mass Attire: The school skirt, dress blouse and dress shoes are required from Mass days.

**Young Men**
Shirts: A Matignon High School long or short sleeve knit polo shirt from JB Pride Uniforms is the only acceptable polo shirt. A solid colored white, green, gray or black long sleeve shirt may be worn under a short sleeve polo shirt. A solid colored long or short sleeve dress shirt, appropriately buttoned to the collar and tucked into the pants may also be worn with a tie.
Pants: Tan/Khaki/Beige dress pants are the only acceptable pant wear. Pants must be worn at the waistline and secured with a belt.

Mass Attire: Pants, shirt, tie and dress shoes are required for Mass days.

All Students
Shirts: All sweaters and sweatshirts worn during the school day must be green, gray, white or black and have the Matignon block "M" logo and be approved Matignon High School apparel. Both are allowed provided an acceptable Matignon knit polo shirt or solid color dress shirt (with a tie for males) is worn under the sweater or sweatshirt. Only athletic and extracurricular sweatshirts and jackets in green, gray, white or black with the Matignon block “M” logo may be worn in school over an acceptable uniform shirt. No other athletic or extracurricular attire may be worn in school. No t-shirts, short or long sleeved, are allowed.

Shorts/skorts: only Matignon High School tan shorts/skorts purchased from JB Pride Uniforms may be worn from September through October and May through June.

Shoes: Dress shoes with backs are to be worn with socks.

Personal Appearance: Hair must be neat and appropriate with no flamboyant colors/dyes or styles. Patterns or designs, including Mohawks, are prohibited. Young men should be clean shaven and have hair length no longer than shoulders. Tattoos must not be visible at any time. Body piercing is not allowed, except for ears. Makeup and jewelry must be kept to a minimum and must be appropriate. Appropriate hair colors and styles are subject to the approval of Matignon High School Administration.

Tag Day Dress Code
At times during the year students are allowed to attend school in relaxed dress. For those who participate in the Tag Day, the following rules will be enforced: shirts must have sleeves and must cover the waist. Non-uniform shorts are not allowed. All clothing and footwear will be subject to the school’s approval.

DRESS CODE REGULATIONS (CONT.)

Unacceptable Items
The following items will not be allowed: sneakers, flip flops, moccasins, crocs, backless sandals, slippers, black or navy pants, leggings, yoga pants, cargo pants and athletic warm-up/sweatpants. Hats may not be worn in the school building. Any clothing with print worn during tag days or at activities must contain appropriate language and messages for a Catholic school setting.

The dress code at Matignon is simple and equitable. The school reserves the right to judge new/different styles as they emerge on the market to determine if they are in conformity with the Matignon dress code. Student compliance with the dress code demonstrates respect for themselves and for Matignon community. Matignon High School administration will make the final determination in the matter of issues referring appropriateness to the Matignon dress code.

DRUGS
The use and possession of alcohol and other drugs is against the law and is strictly prohibited of all of our students at any time. The administration reserves the right to inspect and search any student’s personal items or possessions (e.g. personal communication devices, computers, backpacks, gym bags, handbags, motor vehicles, lockets, etc.) which are brought onto school property. A student is subject to suspension, expulsion and/or referral for prosecution if there is a question of:

a. Chemical use; possession of illegal drugs or alcohol for consumption, sale or distribution; possession of drug paraphernalia.

b. Acting under the influence of alcohol or other drug.

In addition, the Principal will notify the parents requiring an immediate conference; police will be
notified when appropriate. The minim school-imposed sanction is probation; the maximum school-imposed sanction is expulsion. An alcohol breathalyzer may be used at any school-sponsored function.

**Chemical Health**

In addition to the above and in accordance with Massachusetts Interscholastic athletic association regulations, a student found in the possession of or under the influence of drugs and/or alcohol will automatically be suspended for two games or two weeks of a season, whichever is greater. This applies to students in other co-curricular activities as well. Refer to policy on tobacco products. This policy will be applied to the next playing season for a student who is out-of-season.

**Smoking / Use Of Tobacco Products**

Matignon High School is committed to having a smoke free/tobacco free environment for its students, adults, and guests. Our general population will not be exposed to the hazards of secondary smoke. Smoking, vaping (e-cigarettes), or possession/use of smokeless tobacco and/or tobacco products (e.g. rolling papers) on school property and at all school-sponsored activities, regardless of location, is prohibited. Smoking and other forms of tobacco use, in accordance with the City of Cambridge law, are strictly forbidden within the school building, on the school property and at any school-sponsored activity. Violation of this rule is considered a serious offense and will result in serious disciplinary action.

**Other Regulations**

**Advertisements (In School)**

Matignon High School reserves the right to prohibit any person or persons from using the school, school property or school events in order to advertise any program or event without the expressed permission of the Principal. This means that no person may distribute brochures, fliers, announcements, etc. without first requesting in writing and gaining such permission. Persons are prohibited from coming onto school property and putting fliers on cars parked here.

Teachers and staff members are expected to publicize this policy and implement it with students. Teachers are asked to take away such materials from students and notify administration immediately. A phone call to parents will follow. Failure to protect the school from being used as a place to advertise events could then be interpreted mistakenly as tacit support of the programs.

When announcements of any kind are made, students are expected to listen in silence. Any student who wishes to have an announcement made must have approval from an administrator.

**Accidents**

Every accident in the school building, on the school grounds, at practice session or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the main office. An accident form must be completed and submitted to the Principal.

At the beginning of the year, families are required to place on file in the office two telephone numbers so that parents or guardians may be located easily. These numbers should be updated whenever necessary.

**College Visits**
Seniors and juniors may request two (2) days to be excused in order to visit colleges and universities during the academic year. Students must provide a written request signed by parents/guardians, teachers, and a school counselor to the Guidance Department at least 48 hours before the planned absence. College visitation forms are available in the Guidance Department.

**DISCRIMINATION**
In accordance with the Archdiocesan directives, Matignon High School publicizes its policy stating that, as an independent Catholic high school, Matignon High School does not discriminate on the basis of sex or race as regards accepting students or hiring personnel.

**FIRE DRILLS AND LOCKDOWNS**
Fire drills/lockdowns are an important safety precaution and as such are held periodically throughout the year. Directions are posted in each room and students are asked to leave the building by the designated route. Silence must be maintained during the drill. Students must remain in class groupings so that teachers may take attendance and supervise the safety of the students.

**GRADUATION PRACTICE**
Seniors must attend each graduation practice. Failure to do so may result in a student receiving the diploma by mail. No student is to declare himself/herself ready for full time positions until after graduation. Proper behavior is expected at all practices and activities. If behavior becomes a problem, students will not be allowed to participate in graduation activities.

**GYMNASIUM AND FITNESS CENTER**
Students are permitted to use the gymnasium and the fitness center only under proper adult supervision (coach, physical education instructor, or teacher). Students are not to be in the gymnasium, fitness center or locker rooms before school or during the school day, unless they have an assigned physical education class. Students who violate this policy are subject to disciplinary procedures. No food or drink is allowed in the gymnasium.

**SCHOOL CANCELLATIONS**
In case of inclement weather, students are advised to check local media outlets and/or the Matignon High School website for cancellation announcements for Matignon High School. Ordinarily such decisions will be made by 6:30 a.m. Do not call the school.

**PROPERTY**
To maintain Matignon High School and its surroundings, each student must make a special effort to show concern for its cleanliness, its attractiveness, and its protection from vandalism, destruction, and misuse. Damage should be reported immediately. Restitution and/or compensation by the parent of a student involved must be made when the property is defaced, stolen, or is damaged. Students may not store unsealed containers in their lockers. Food and drinks may be consumed only in the dining hall.

Any unbecoming behavior on the property weakens the name of Matignon High School and shows disloyalty to its teachers and other students. Students must take care to maintain the best condition of all spaces in the school building, in the bus, the gym, locker rooms, fields and campus in general.

**SCHOOL BUILDINGS**
Faculty supervision is mandatory whenever students are present in the school. Students engaged in athletic activities may not return to the school after games or practices. Students engaged in drama production may not return to the main building during or after rehearsals or productions. Students are not permitted to use the fitness center during the school day unless supervised by a physical education faculty member. Students may use the vending machine outside the gymnasium before or after school only. Unsupervised students must leave the buildings by 3:00 p.m. each day.
**STUDENT AUTOMOBILES**
Students who drive to school must park in legal spaces around the school assigned by the administration. Seniors will be given preference. Specific forms and fee must be submitted and a permit will be issued. If spaces are available, underclassmen will be accommodated. Failure to follow safe driving will jeopardize parking privileges. Parents will be notified of unsafe driving. In a continuing effort to provide a safe learning environment, student vehicles parked on school property are subject to search by the administration.

**SUMMER READING**
The summer reading assignments for students reflect a school-wide program across the curriculum. The faculty as a whole will be involved in this process. Assessment will be reflective of this process. Details of the assessment will be given before the end of the school year.

**CELL PHONES**
Students needing to contact home by phone may request the use of the main office phone. No student may place calls during the school day without permission from the Principal, Vice-Principal, or a member of the faculty.

In order to maintain the academic integrity within the class structure and to ensure the privacy of each individual at Matignon High School, students are not allowed to use cell phones at any time during the school day without the permission of a faculty member or the administration.

**TRANSFER FROM MATIGNON HIGH SCHOOL**
In the event that a student wishes to transfer out of Matignon High School, the parent should send a signed request to the Principal. All financial obligations must be met, and clearance will be secured from the business office and the library/media center before any transfer material will be processed. The Principal reserves the right to request that a student withdraw if he/she does not appear to be benefiting from attendance at Matignon High School. The Principal also reserves the right to refuse to accept a student’s registration for the succeeding year if the student’s behavior is not consistent with Matignon High School standards.

**EIGHTEEN-YEAR-OLD STUDENTS**
All students, no matter what age, must abide by the rules and regulations of the school as specified in this handbook.

**WORKING PAPERS**
All students hoping to obtain employment must obtain a working permit from the superintendent of schools in the public school district in which they reside. Students complete the permit and bring it to a Matignon High School administrator to be signed. Students should remember that schoolwork takes priority over employment.

**KNOWLEDGE OF REGULATIONS**
Students and parents are held responsible for knowledge of all Matignon High School regulations.
BULLYING PREVENTION AND INTERVENTION PLAN

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

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

“BULLYING” is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a Target that:
▪ causes physical or emotional harm to the Target or damage to the Target’s property;
▪ places the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
▪ creates a Hostile Environment at School for the Target;
▪ infringes on the rights of the Target at the School; or
▪ materially and substantially disrupts the education process or the orderly operation of the School.

By way of example only, Bullying may involve, but is not limited to:
▪ unwanted teasing
▪ threatening
▪ intimidating
▪ stalking
▪ Cyber-Stalking
▪ physical violence
▪ theft
▪ sexual, religious, racial or any other type of harassment
▪ public humiliation
▪ destruction of School or personal property
▪ social exclusion, including incitement and/or coercion
▪ rumor or spreading of falsehoods

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

“CYBER-BULLYING” means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing,
images, sounds, data or intelligence of any nature transmitted in whole or in part by a:
- wire
- radio
- electromagnetics

II. DEFINITIONS (CONT.)
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

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

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

“HOSTILE ENVIRONMENT” means a situation in which Bullying causes the School environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education.

“RETAIATION” means any form of intimidation, reprisal, or harassment directed against a student who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

“SCHOOL GROUNDS” mean property on which a School building or facility is located or property that is owned, leased or used by a School for a School-sponsored activity, function, program, instruction or training.

“STAFF” includes, but is not limited to, educators, faculty, administrators, counselors, School nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extra-curricular activities, support staff, and paraprofessionals.

“TARGET” means a student against whom Bullying or Retaliation has been perpetrated.

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

A. Assessing needs and resources. Every year in October, the Vice Principal will send out a survey to students, parent/guardians and staff on school climate and school safety issues. The Vice Principal will keep all specific data on the prevalence and characteristics of Bullying.

B. Planning and oversight. All Faculty and Staff should have a form in their Faculty / Staff Handbook for Bullying Prevention and Intervention Incident Reports. These reports should be filled out by the staff member receiving the bullying incident report. All staff is responsible for completing this report whenever a bullying claim is reported to them. This report should be turned in immediately
to the Vice-Principal who will investigate the claim. The Vice-Principal after investigating the claim should file all pertinent information with the Principal of the school. Each April, the Principal, Vice-Principal and Director of Guidance (the Bullying Prevention and Intervention Team “the Bullying Team”) should analyze all data on Bullying for the purpose of assessing the present problems and to measure improved outcomes.

III. LEADERSHIP (CONT.)
The Bullying Team will be responsible for:
   a) planning for ongoing professional development;
   b) planning supports that respond to the needs of Targets and Aggressors;
   c) choosing and implementing the curricula that the School will use;
   d) developing new or revising current policies and protocols under the Plan, including an Internet safety policy, and designating key Staff to be in charge of implementation of them;
   e) amending the Parent/Student Handbook and Calendar (“Student Handbook”) and Faculty/Staff Handbook and codes of conduct;
   f) leading the parent or family engagement efforts and drafting parent information materials; and
   g) reviewing and updating the Plan each year, or more frequently.

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

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

We will not tolerate any unlawful or disruptive behavior, including any form of Bullying or Retaliation, in our School, on School Grounds, or in School-related activities. We will investigate promptly all reports and complaints of Bullying and Retaliation and take prompt action to end that behavior and restore the Target’s sense of safety. We will support this commitment in all aspects of our School community, including curricula, instructional programs, Staff development, extracurricular activities, and parent or guardian involvement.

This Plan is a comprehensive approach to addressing Bullying, and the School is committed to working with students, Staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of Bullying and Retaliation. The Principal, working under the oversight of the Headmaster and the Board of Trustees, is responsible for the implementation and oversight of the Plan.

IV. PROHIBITION AGAINST BULLYING AND RETALIATION

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

Bullying is also prohibited at a location, activity, function or program that is not School-related or through the use of technology or an electronic device that is not owned, leased or used by the School if the act or acts in question:
   ▪ create a Hostile Environment at School for the Target;
- infringe on the rights of the Target at School; or
- materially and substantially disrupt the education process or the orderly operation of the School.

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

V. TRAINING (AND PROFESSIONAL DEVELOPMENT)

A. Annual Staff Training on the Plan. At the beginning of the school year, annual training on the Plan for all School Staff, and, in the discretion of the Principal, volunteers who have significant contact with students, will include Staff duties under the Plan, an overview of the steps that the Principal or his or her designee will follow upon receipt of a report of Bullying or Retaliation, and an overview of any Bullying prevention curricula to be offered at the School. Staff members hired after the start of the School year are required to participate in School-based training during the School year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.

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

VI. ACCESS TO RESOURCES AND SERVICES

A. Identifying resources. The School is a small, private school with limited resources. The Guidance Department staff would recommend outside psychological counseling to Target, Aggressor and families.

B. Counseling and other services. The Guidance Department staff would recommend to Target, Aggressor and families to access their individual health care providers for further counseling.

VII. POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION

A. Reporting Bullying or Retaliation. Reports of Bullying or Retaliation may be made by Staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a Staff member shall be recorded in writing. A School Staff member is required to report immediately to the Vice-Principal any instance of Bullying or Retaliation the Staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not School Staff members, may be made anonymously. The School will make a variety of reporting resources available to the School community including, but not limited to, a Bullying Prevention and Intervention Incident Report ("Incident Reporting Form"), a copy of which is attached to this Plan.

Use of an Incident Reporting Form is not required as a condition of making a report.

The School will:

1) include a copy of the Bullying Prevention and Intervention Incident Report in the beginning of the year packets for students and parents or guardians;
2) make it available in the School’s main office, and the counseling office,
3) post it on the School’s website

At the beginning of each School year, the School will provide the School community, including administrators, Staff, students, and parents or guardians, with written notice of its policies for reporting acts of Bullying and Retaliation.

1. Reporting by Staff. A Staff member will report immediately to the Vice-Principal when he/she witnesses or becomes aware of conduct
that may be Bullying or Retaliation. The requirement to report to the Vice-Principal does not limit the authority of the Staff member to respond to behavioral or disciplinary incidents consistent with School policies and procedures for behavior management and discipline.

2. Reporting by Students, Parents or Guardians, and Others. The School expects students, parents or guardians, and others who witness or become aware of an instance of Bullying or Retaliation involving a student to report it to the Vice-Principal. Reports may be made anonymously, but no disciplinary action will be taken against an alleged Aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of Bullying with a Staff member, or with the Vice-Principal.

B. Responding to a report of Bullying or Retaliation.

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

2. Obligations to Notify Others

a. Notice to parents or guardians. Upon determining that Bullying or Retaliation has occurred, the Dean of Students will promptly notify the parents or guardians of the Target and the Aggressor of this, and of the procedures for responding to it. There may be circumstances in which the Vice-Principal contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

b. Notice to Another School. If the reported incident involves students from more than one School district, charter School, non-public School, approved private special education day or residential School, or collaborative School, the Vice-Principal first informed of the incident will promptly notify by telephone the Vice-Principal of the other School(s) of the incident so that each School may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

c. Notice to Law Enforcement. At any point after receiving a report of Bullying or Retaliation, including after an investigation, if the Vice-Principal has a reasonable basis to believe that criminal charges may be pursued against the Aggressor, the Dean of Students will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on School grounds and involves a former student under the age of 21 who is no longer enrolled in School, the Vice-Principal shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the Aggressor.
In making this determination, the Vice-Principal will, consistent with the Plan and with applicable School policies and procedures, and other individuals the Vice-Principal deems appropriate (including, but not limited to, the Office of the General Counsel of the Archdiocese).

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

During the investigation the Vice-Principal will, among other things, interview students, Staff, witnesses, parents or guardians, and others as necessary. The Vice-Principal will remind the alleged Aggressor, Target, and witnesses that Retaliation is strictly prohibited and will result in disciplinary action. Interviews may be conducted by the Vice-Principal, other Staff members as determined by the Vice-Principal, and in consultation with the School counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the Vice-Principal will maintain confidentiality during the investigative process. The Vice-Principal will maintain a written record of the investigation.

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

D. Determinations. The Vice-Principal will make a determination based upon all of the facts and circumstances. If, after investigation, Bullying or Retaliation is substantiated, the Vice-Principal will take steps reasonably calculated to prevent recurrence and to ensure that the Target is not restricted in participating in School or in benefiting from School activities.

The Vice-Principal will:
1) determine what remedial action is required, if any, and
2) determine what responsive actions and/or disciplinary action is necessary.

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

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

E. Responses to Bullying.
1. Taking Disciplinary Action. If the Vice-Principal decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Vice-Principal, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the School’s code of conduct.

If the Vice-Principal determines that a student knowingly made a false allegation of Bullying
or Retaliation, that student may be subject to disciplinary action.

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

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

VIII. COLLABORATION WITH FAMILIES
A. Parent education and resources. The School, in conjunction with the Matignon Parents Group, will offer an annual Anti Bullying Education program.

B. Notification requirements. The School will send parents written notice each year about the student-related sections of the Plan and the School’s Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats. The School will post the Plan in the Student Handbook and in the Main Office and the Guidance Department.

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

In addition, nothing in the Plan is designed or intended to limit the authority of the School to take disciplinary action or other action under Mass. Gen. Laws. Ch. 71, Section 37O (d)(v), other applicable laws, or local School policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.
Chapter 269: Section 17. Hazing; organizing or participating; hazing defined
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 three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269: Section 18. Failure to report hazing
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 or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Chapter 269: Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report
Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the
start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution’s policies to its students. The board of higher education and, in the case of secondary institutions, 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.

**A FINAL NOTE**

It should also be understood that these rules and regulations are not all encompassing and situations may arise that will require actions as determined by the school. The Principal is the final recourse in such matters. Expulsion is the most serious disciplinary action that can be taken by the school. The administrators, faculty & staff are committed to the ideals of Catholic education and to the mission of Matignon High School. We seek to cooperate with individuals and families to assist young people in their spiritual, academic and personal growth.
MATIGNON HIGH SCHOOL BULLYING PREVENTION AND INTERVENTION INCIDENT REPORT

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

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

3. Check whether you are a:  □ Student   □ Staff member (specify role)__________________
                          □ Parent/Guardian □ Administrator
                          □ Other (specify) ______________________________________

   Your contact information/phone number: _____________________________________________

4. If a student, state your school: _____________________________________________________

5. If a staff member, state your school or work site: ______________________________________

6. Information about the incident:
   Name of Target (of behavior): _______________________________________________________
   Name of Aggressor (Person who engaged in the behavior): _______________________________
   Date(s) of Incident(s): ____________________________ Time When Incident(s) Occurred: ______
   Location of Incident(s) (be as specific as possible): ___________________________________

7. Witnesses (List people who saw the incident or have information about it)
   Name: ______________________________________ □ Student □ Staff □ Other: ______
   Name: ______________________________________ □ Student □ Staff □ Other: ______
   Name: ______________________________________ □ Student □ Staff □ Other: ______

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

9. Signature of Person Filing this Report: ___________________________ Date: ________________
   (Note: Reports may be filed anonymously.)
Investigation

1. Investigator(s): ____________________________ Position(s): ____________________________

2. Interviews:
   - [ ] Interviewed Aggressor
     Name: ____________________________ Date: ____________________________
   - [ ] Interviewed Target
     Name: ____________________________ Date: ____________________________
   - [ ] Interviewed Witnesses
     Name: ____________________________ Date: ____________________________
     Name: ____________________________ Date: ____________________________

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

Summary of investigation: ______________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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

Conclusions From The Investigation

1. Finding of bullying or retaliation: [ ] Yes [ ] No
   [ ] Bullying [ ] Incident documented as ____________________________
   [ ] Retaliation [ ] Discipline referral only ____________________________

2. Contacts
   Target’s parent/guardian date: ____________________________
   Catholic Schools Office date: ____________________________
   Aggressor’s parent/guardian date: ____________________________
   Law Enforcement date: ____________________________

3. Action Taken:
   [ ] Loss of Privileges [ ] Detention [ ] Referral [ ] Suspension
   [ ] Community Service [ ] Education [ ] Other ____________________________

4. Describe Safety Planning:
   Follow-up with Target: Scheduled for ____________________________ Initial and date when completed: ____________________________
   Follow-up with Aggressor: Scheduled for ____________________________ Initial and date when completed: ____________________________

5. Report forwarded to Principal Date: ____________________________
   (If Principal was not the investigator)
   Signature and Title: ____________________________ Date: ____________________________
NOTIFICATION OF ASBESTOS REINSPECTIONS

To: Parents and Staff of Matignon High School

From: Timothy Welsh, Headmaster

Date: September 1, 2018

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in June 2017 we had TRC Solutions perform an inspection of our school building for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in our school’s administrative office since that time.

The EPA requires us to perform inspections of the asbestos materials every three years. An accredited management planner reviewed the results of the inspection and found all asbestos material in the school to be in good condition. We will continue to manage them in place, as recommended by the accredited management planner.

The results of the inspection are on file in the management plan in the school’s administrative office. Everyone is welcome to view these anytime during normal school hours (M-F, 8:30 a.m. – 2:30 p.m.). The Asbestos Program Manager, Robert Lemos, is available to answer any questions you may have about asbestos in our building at (617) 876-1212.

Sincerely,

Timothy Welsh
Headmaster
Matignon High School
(617) 876-1212, extension 27
MATIGNON HIGH SCHOOL ACCEPTABLE USE POLICY FOR TECHNOLOGY

Matignon High School provides internet access and technology resources to promote educational excellence. The integration of technology in the classroom is used to develop the literacy and spatial skills needed to contribute in a connected world. We use this technology for collaboration, communication, creativity, innovation and research. We use technology for information fluency, to collect and analyze data and to solve problems. We develop in our students a sound understanding of technology operations and concepts. We believe technology can be transformative, and we encourage students to use technology to do what they could not otherwise do.

While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. With this technology access comes the availability of material that may not be considered of educational value. Access to such material is actively discouraged, but on a global network it is impossible to control all materials. It is the responsibility of each user to access only materials consistent with Catholic doctrine and the educational goals of the school. Violators of the school’s Acceptable Use Policy (AUP) are subject to disciplinary action, which may include suspension, probation, criminal charges and/or dismissal from Matignon High School. This AUP supports our vision of technology use and upholds in our students a strong sense of digital citizenship.

In order to utilize Matignon technology services and participate in the BYOD program, students and a parent or legal guardian must review and sign the Acceptable Use Policy. This will be considered a legally binding agreement.

a. The student is fully responsible, at all times, for the personally owned device brought to school.

Matignon High School is not liable for any loss/damage/theft of a personally owned device.

b. The student is responsible for the condition of the device brought to school, including updates, antivirus software, and repair.

c. Personal devices should be charged and recharged outside of school, unless specific permission is granted. Personal devices should be capable of lasting 4 hours without recharging.

This agreement summarizes both the acceptable uses and unacceptable uses so that you can discuss them with your parent(s)/guardian(s). You are required to comply with all terms and conditions of the ACCEPTABLE USE POLICY.

ACCEPTABLE USES

1. I will use technology for valid educational purposes. Valid educational purposes are defined as having a direct or an indirect relationship to the approved school curriculum and educational program.
2. I will only use my device in the classroom when instructed to do so by my teacher.
3. I will use my own username and password to access and work on the school network. I am responsible for any and all activity initiated with my username and password.
4. I will keep my password confidential. If I feel that my password has been compromised, I will notify my teacher, the media specialist, and/or an administrator immediately.
5. I will log off my user account when work is completed. Failure to log off may result in an unauthorized use of my user account.
6. I will immediately report to a teacher any unintended access to inappropriate material or to an unacceptable internet site. This disclosure may serve as a defense against an
allegation that I have intentionally violated this policy.
7. I will immediately report to a teacher any message received via technology that is inappropriate or causes me to feel uncomfortable.
8. I will only use appropriate and acceptable names during class activities.
9. I will only use the school’s wireless network.

UNACCEPTABLE USES
1. I will not intentionally cause or attempt to cause damage to any school equipment including hardware or software. Repairs for misuse will be charged to the user.
2. I will not install, remove, or exchange any hardware or software component from any school network resource.
3. Students are prohibited from accessing the internet via cellular means (3G, 4G, or other content service providers.)
4. I will not install, copy, or knowingly infect a computer system with a virus.
5. I will not use the device in an illegal manner or to facilitate illegal activity.
6. I will not copy someone else’s work or information from the Internet. Plagiarism will not be tolerated as per the Student Code of Conduct.
7. I will not delete, rename, move, copy or change any files or their properties, other than those files I have created or to which I am assigned.
8. I will not use software that has not been school approved.
9. I will not attempt to gain unauthorized access to the school network for the purpose of, including but not limited to:
   i. Attempting to change passwords.
   ii. Attempting to gain access to unauthorized files.
   iii. Damaging other student’s work.
   iv. Attempting to install software on a network or stand alone computer.
   v. Violating copyright laws by unauthorized copying of software.
10. I will not attempt to gain unauthorized access to the student information database either through the school network or outside resources.
11. I will not use the school network/technology to access, review, upload, download, store, post, or distribute materials that use language, images, or software that advocate violence, pornography or discrimination or that may constitute harassment, intimidation and bullying.
12. I will not use the school network to transmit or receive abusive, threatening, obscene, profane, inflammatory, or disrespectful language.
13. I will not use the school network to post personal contact information about myself or other people, such as name, address, phone number, age, sex, photos, videos or other personal information.
14. I may not violate the terms of any applicable local, state or federal laws that may apply to any software materials. Any other violation deemed as misuse of technology may be subject to disciplinary action.
15. I will never respond to, and always report to the teacher or parent, any messages that make me feel uncomfortable or that are from an unknown origin.
16. I will never send a photo of myself or anyone else unless given specific directions by a teacher.
17. Students are prohibited from using personally owned devices in locker rooms, restrooms, and nurse’s offices.
18. I will never arrange a face-to-face meeting with someone I met online.
19. I will never open attachments or files from unknown senders.
20. I will never use Social Networking website unless directed to do so by a teacher for instruction.
21. I will not ask a teacher or staff to ‘hold on’ or store my device. However, a teacher or staff member may take the device from me if the device is being used inappropriately.
22. I will not use a cell phone as a device, or a replacement device in class.
23. I will not use a hotspot or VPN in class.

Transmission of material in violation of any U.S. or states regulations is prohibited. This includes, but is not limited to: copyright material, threatening or obscene material or material protected by trade secret. Use for commercial activities, product advertisement or political lobbying is prohibited. MHS has the authority to alert officials of any violation.

Below are examples, but not an exhaustive list, of online conduct that may constitute a violation of federal and/or state criminal laws relating to cyber crimes:

**Criminal Acts:** These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, threatening/harassing email, cyber-stalking, child pornography, vandalism, unauthorized tampering with computer systems, using misleading domain names, using another person’s identity and/or identity fraud.

**Libel Laws:** Publicly defaming people through publishing material on the Internet, email, etc.

**Copyright Violations:** Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

**Vandalism**
Vandalism is defined as any malicious attempt to harm or destroy equipment or the data of another user or other networks that are connected to the internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing on-line materials without permission. Any acts of vandalism are subject to disciplinary action, which may include probation, suspension and/or dismissal from Matignon.

**School Policy**
1. Respect and protect the intellectual property of others.
   a. Refrain from copyright infringement (no making illegal copies of music, games, or movies).
   b. Avoid plagiarism.
   c. Respect and practice the principles of the school community.
   d. Communicate only in ways that are kind and respectful.
   e. Report threatening or discomforting materials to a school administrator, teacher or network administrator.
   f. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages or pictures that are pornographic, threatening, rude, discriminatory, or meant to harass; or inappropriate websites that escape filtering)
   g. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works, music, games, etc).
   h. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
   i. Avoid sending homework answers or test answers via email or phones.
   j. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, or an individual, whether the action occurs on school property or off grounds.

This is not an all-inclusive list of inappropriate uses and activities. All inappropriate uses will be at the discretion of Matignon administration and faculty.

**Supervision and Monitoring**
School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. **Students have no expectation of privacy with respect to the use of technology resources.** All IP addresses will be collected by Matignon High School in order to track and monitor devices.

Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. **The school administration has the right of access to any electronic devices brought onto school property.** They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed. The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

**Network Etiquette**

All users are expected to follow general rules of network etiquette. These include, but are not limited to the following:

1. Be polite. Do not become abusive in your messages to others. Use appropriate language. Swearing, use of vulgarity or any other foul language is strictly prohibited.
2. Do not reveal your personal information (home address, phone number, credit card or checking account numbers) or that of others.
3. Recognize that email is not private or confidential.
4. Do not use the network in such a way that you would disrupt the use of the network by other users.
5. Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital states or handicap status.
6. Postings to the school’s Facebook and Twitter pages should reflect the values and Catholic identity of Matignon. Inappropriate comments will be removed and may invoke disciplinary actions

**Responsible Use**

1. The school’s code of conduct extends to the electronic world.
   a. Technology is not to be used to access or store inappropriate materials.
   b. Technology will not be used to send out "chain" email, mass email (3 or more recipients) and/or surveys that have not been approved by faculty or staff.
   c. Technology is not to be used in a disrespectful way towards teachers by “multitasking” during class (emailing, chatting, doing homework, etc.).
   d. Technology will not be used to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but limited to suspension, criminal charges, and expulsion.
   e. Technology will not be used to express profanity and vulgarities in any online source, including Matignon website, Matignon email program, or other internet sites.
   f. Technology will not be used in a way that endangers your safety or the safety of students or staff members.
   g. Technology will not be used in a way that would disrupt the use of the network by others.

2. The network will be used for educational purposes first and foremost and should be handled with care and consideration. Playing games, online chatting, using "AirDrop" and watching entertainment videos are **not** allowed during the
school day unless associated with a class and permission from a teacher is explicitly given.

3. The network is to be used to store school-related files only. The network may not be used to store or download music, videos, game files or personal photos.

4. The network may not be used to break copyright law by using unlicensed software or pirating audio or visual materials. Accessing “pirated” materials is not only a violation of this policy; it may also be a criminal act punishable by law.

5. Do not ask others for their homework or cut and paste from the web without a full citation.

6. Never provide personal information online.

7. The MHS community should only use printers for school related materials and not in excess.

8. Students should back up their work often. Do not use technology as an excuse. If your computer fails at home, do your work on paper or in some other way. The use of a cloud account for backup is recommended.

9. In the same vein, students should take responsibility for regularly checking their Matignon email account and their teachers’ course pages or websites to stay updated on information that has been shared by the school or their teachers.

**Social Networking and Texting**

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

**Network Resources** refers to all aspects of MHS’s owned or leased equipment, including computers, tablets, printers, scanners and other peripherals, email, internet services, servers, network files and folders and all other technology-related equipment and services. These rules apply to any use of MHS’s network resources, whether this access occurs while on or off campus. Regardless of the specific wording of the AUP, network users are expected to use network resources in the spirit of cooperation and in accordance with school policies.

**Legal Issues and MHS’s Right of Access**

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

**Violations**

Any and all violations of this student Acceptable Use Policy may result in appropriate disciplinary action, including but not limited to, the loss of network privileges, suspension, criminal charges and expulsion. Persons who believe that they have been harassed or threatened by any of these methods of communications should immediately report the concern to the Vice Principal. Any student who accesses inappropriate material on the internet or who receives harassing, threatening or inappropriate materials via email or on the internet must immediately report the concern to the faculty member who is supervising the activity or to school administration so that the situation can be investigated and appropriately addressed.
Consequences for Violation: Violations of these rules may result in disciplinary action, such as the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner.

Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation.

**Students bear the responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.**

The above material was taken from the AUPs of the following schools:
- Bishop O’Connell High School, Arlington, VA
- St. Dominic Savio Catholic High School, Austin, TX
- St. Vincent – St. Mary High School, Akron, Ohio
- Rumson-Fairhaven Regional High School, Rumson, NJ
- St. Mary’s Academy, Portland, OR
- Boston Public Schools, Boston, MA
- Hanover Public School District, Hanover, MA
- Plum Borough School District, Pittsburgh, PA
We, the undersigned parent and student, hereby acknowledge that we have read the handbook, including the Technology Acceptance Use Policy, and agree to support and comply with all the regulations of Matignon High School for 2019-2020.

Parent/Guardian:
I do hereby give consent to all photographs, audio recordings, academic work, and/or video recordings taken of me or my minor child by Matignon High School’s staff or their designee. I understand that any such photographs, audio recordings, academic work, and/or video recordings become the property of Matignon High School and may be used by the school for educational, instructional, or promotional purposes in broadcast and electronic (online) media formats now existing or in the future created.

Please check one: _____ Yes, I give our consent. _____ No, I do not give our consent.

As the parent or guardian, I have read the Technology Acceptable Use Policy and I have discussed it with my child. I understand that computer access is provided for educational purposes in keeping with the academic goals of MHS, and that student use for any other purpose is inappropriate. I recognize it is impossible for MHS to restrict access to all inappropriate materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children’s computer activities at home should be supervised as they can affect the academic environment at school. I hereby give permission for my child to use technology resources at Matignon High School.

I do hereby contract with Matignon High School that I, the parent, will pay the tuition and fees in compliance with the payment plan of Matignon High School for 2019-2020. This contract is a binding legal contract.

Parent/Guardian’s Name (please print)  Parent/Guardian’s Signature  Date

Student:
I understand and will obey the rules of the Technology Acceptable Use Policy. I will use MHS technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action as stated in the Code of Discipline and/or prosecution under state and federal law.

Student’s Name (please print)  Student’s Signature  Date

“May the Matignon High School ever send forth from its doors graduates, both young men and young women, so burning to imitate Father Matignon’s many virtues and cultivate his great learning and be so filled with his ideals of service that no cry of human need, no syllable of spiritual thriving will ever fall unheeded on their ears. Thus and only thus, will this high school become a fitting memorial for Father Matignon High School."

—Cardinal Richard J. Cushing