

# FRESHMAN SURVIVAL GUIDE 2016-2017

**Arlington Catholic High School**  
Arlington Catholic High School  
16 Medford Street, Arlington, MA 02474  
[www.achs.net](http://www.achs.net)  
CEEB Code 220 032

Mascot: Cougars

School Colors: Blue, Gold & White

**(This Survival Guide contains very important information that pertains to your freshman; however, it highlights certain aspects of the Arlington Catholic Student Handbook. It is required that both the student and the parent(s)/guardian(s) read and become very familiar with the rules explained more completely in the handbook which is in the Student Agenda Book and on the AC website.)**

We encourage our young people to ...  
"Act justly, love tenderly, walk humbly with God"  
*- Old Testament Prophet Micah*



## MISSION STATEMENT

Arlington Catholic is a college preparatory high school committed to educating and challenging young men and women in accordance with Catholic teachings, while fostering academic, spiritual and social growth. Through a caring and supportive environment, we strive to build a sense of community while maintaining an awareness of individual needs. Arlington Catholic encourages young adults to become life-long learners, to develop a loving relationship with God, and to demonstrate a healthy respect for self and others in order to contribute to a more just society.

## **CORE VALUES**

During the 2015-2016 school year a diverse group of faculty chose to examine our Mission Statement and all areas of school life. From that, four Core Values were developed and expanded. These values are meant to guide all discussions and actions of the school towards our common vision of educating our students in mind, body, and soul.

### **We are People of Character...**

We follow the Golden Rule

We live our values in the classroom, in the school, and in the wider community

We always value and respect each other

We prioritize personal and academic integrity

We practice good sportsmanship, win or lose

We accept responsibility for our actions

### **We are Catholic...**

We respect sacred space and rituals

We start each week and class with prayer

We are of service in the classroom, in the school, and in the wider community

We value a deep and loving relationship with God

We respect different religious traditions

### **We are Critical Thinkers...**

We value independent thought and dialogue

We value knowledge and intellectual curiosity

We make connections with what we are learning to other disciplines and to the real world

We recognize that each encounter, in and out of the classroom, is a learning opportunity

### **We are a Close-Knit and Vibrant Community...**

We support each other's athletic, artistic, and academic talents

We are Cougar Crazies and Superfans

We show empathy and compassion for each other

We are friendly and welcoming to all

We support the mission and needs of the school with a generous spirit

We are AC!

## **Contact Information**

Main Office: 781-646-7770

Athletic Office: 781-646-7767

Guidance Office: 781-646-8255

www.achs.net

## **SCHOOL DAY**

The Arlington Catholic school day begins with the **first class at 7:45 a.m.** A five-minute warning bell will be rung at 7:40 a.m. Each school day consists of five periods with a rotating seven-day cycle. The school day ends at 2:15 p.m. with the exception of Wednesday, when dismissal will be at 2:00 p.m.

## **ABSENCE POLICY**

Arlington Catholic stresses the necessity for prompt and regular attendance since class participation and interaction between teacher and student are integral to learning.

An *excused absence* is one for which, in the judgment of the administration, there exists a serious reason making it difficult or impossible for a student to attend school. If a student's absence is excused, he/she is allowed to make up any class work or tests, which were missed. Examples of excused absences are: illness, inclement weather during which school is held but which poses a special problem to particular students, serious or contagious illness in the family or serious emergency in the family.

The administration/faculty feels very strongly that neither parents nor students should be allowed to adjust the official school calendar for their own convenience. Vacation periods should not begin early or be extended, nor should vacations be planned for times during which Arlington Catholic is in session. Parents should recognize that the time taken from school is academically harmful to the student and may affect course credit, and should be avoided whenever possible.

The school's policy regarding absence should be clearly understood and followed by all concerned. Students are expected to be present for all classes except when they are legitimately excused because of illness. Teachers are under no obligation to give make-up tests or extra instructional time to students absent from school for reasons other than illness. The school does not sanction class "skip days."

A pattern of absenteeism or tardiness places any student in academic jeopardy. The administration will notify the parents by phone and/or in writing (by email or letter) when a pattern of absenteeism or tardiness is developing.

Parents should bear in mind that the attendance record is part of each student's permanent record. Frequent absences, dismissals or tardiness may adversely affect a student's grade. Academic sanctions, resulting from excessive absences, could include attending summer school or withholding course credit. Disciplinary actions may also be taken.

## **ABSENCE PROCEDURES**

Parents are expected to report a student's absence each day it occurs. The absent student call-in telephone number is: **(781) 777-7024**. This should be done by phoning the school before 8:00 AM.

A student who is absent may not participate in any school activity on that day. A student who is absent on Friday may not participate in any school activity that weekend, unless a school administrator grants permission.

A student who has been absent is responsible for all work, which he/she has missed. All work must be made up within five school days from the first day back except in cases of prolonged absence due to illness. In such cases an extension may be granted after consultation with teachers and the student's guidance counselor.

A student who has been absent because of illness for five consecutive days or more is required to present a doctor's certificate on returning to school. This doctor's certificate must be turned in to the school nurse who will keep the certificate on file.

## **DISMISSAL FROM SCHOOL**

Medical, dental, or registry appointments and college interviews should not be made during school time. The administration also strongly discourages dismissals prior to assemblies and liturgies. Students who are dismissed before 10:45 will be marked absent for the entire day. Dismissals on Wednesdays may affect a student's ability to pass their Arts & Enrichment course.

**Students must present a written note, which needs to include the reason for the dismissal and a parent's phone number, to the main office, either in person or from a parent's email to [mainoffice@achs.net](mailto:mainoffice@achs.net), by 7:40 am of the day of the dismissal. After verifying the dismissal with a phone call to the parent, the main office will issue a dismissal pass. Students present the dismissal pass to the teacher at the time of dismissal and then must sign out at the main office. This procedure must be followed unless there is an emergency which warrants a dismissal on short notice; failure to follow procedure may result in detention.**

**Students may not use their cell phone to contact a parent to be dismissed. They must come to the main office or report to the nurse for proper parent notification. Regardless of the reason, students who use their cell phones in this manner are subject to disciplinary consequences.**

**If a student is dismissed from school prior to the last period of the school day, he/she must obtain permission from an administrator in order to participate in any school activity on that day.**

Students dismissed early for any extracurricular activity are responsible for making up all missed work including class work, homework, tests and quizzes.

## **TARDY to SCHOOL**

Just as it is important for a student to be present each day in school, so it is equally important for each student to be on time for school and for each class. Tardiness to class disrupts the teaching and learning time of others.

Parents are expected to report a student's tardiness each day it occurs. A student who reports tardy after 10:45am will be marked as absent for the school day.

Students who are late for school will report immediately to the main office for a tardy pass. The student then proceeds to his/her scheduled class and presents the teacher the tardy pass to gain admission. Parents are expected to send a note with the student or call the main office to explain the tardiness. The administration will track explanations for tardiness.

In order to accommodate occasional delays (traffic, car problems, personal reasons, etc.) students are allowed to be tardy three times in the course of a quarter without incurring disciplinary action. Students who accumulate more than 3 tardies are deemed to be habitual in their infraction and will be subject to disciplinary action, including detention for the fourth and each subsequent tardy. A call or note will not automatically excuse the student from detention.

Students who are tardy because they depend on others for transportation may still be assigned a detention if they arrive late to school. Timely transportation to and from school is the responsibility of the student/parent.

## **DISCIPLINE POLICY AND PROCEDURES**

(Please refer to the Student Handbook for further information on **Discipline Policy on page 14.**)

### **DISCIPLINE POLICY**

In order to realize the mission and educational goals of Arlington Catholic High School, adherence to school rules and regulations is expected. Self-respect and respect for others are the foundation of these rules.

Any student who is on school property, or who is in attendance at a school sponsored activity, whether on school property or not, whose conduct interferes with or obstructs the mission or operation of the school, or the safety and welfare of the students or any school employee, is subject to disciplinary action as outlined in this Handbook.

Senior students who are disruptive in the final days of school or at any senior activity, such as Prom or Class Day, may have the privilege of attending Graduation or other events revoked at the sole discretion of the ACHS administration.

All disciplinary obligations must be met before a student is allowed to take mid-term or final exams. Seniors must fulfill all disciplinary obligations in order to participate in ANY senior activities.

### **DISCIPLINE PROCEDURES**

Teacher Retention - A student may be retained by a teacher for various academic and/or disciplinary reasons which occur in class or study. A student who has been given a retention must report to the teacher issuing the retention. Any student who fails to report for a teacher's retention will receive a school detention in addition to serving the original teacher retention.

Removal from Class – If a student is sent out of class by the teacher for disciplinary reasons, the student is to report immediately to the Dean of Students. The teacher will notify the main office of the student's dismissal from class. Should the Dean of Students be unavailable, the student must report to the Main Office and remain there until the Dean of Students arrives.

Detention - Detention is intended for infractions of school rules and policies, including attendance issues. Detention will be held on each Monday, Tuesday and Thursday from 2:20 to 2:50 p.m. During detention, the student is expected to sit quietly and do academic work. Detention is held in full uniform.

A student, whose behavior warrants frequent detentions, may face more serious consequences. Any student failing to comply with the rules of detention, or who fails to report, without the permission of an Administrator, may be suspended.

Recognizing that students sometimes have transportation issues that may prevent them from attending a retention or detention, the responsibility is on the student to communicate with the person who has assigned the retention or detention and together the student and teacher or Dean of Students/ Principal will determine an alternative time.

### **TEACHER RETENTION AND SCHOOL DETENTION TAKE PRECEDENCE OVER ALL EXTRA-CURRICULAR ACTIVITIES, AS WELL AS OVER PERSONAL/EMPLOYMENT SCHEDULES.**

Suspension - Students may be suspended from school (either in-school or out-of-school) for a specific time and may not return to classes without a parental conference. The student is responsible for all class work missed. They may, at the discretion of the administration, receive no credit for any exam, classwork, homework, quiz, test, or paper missed during the suspension. Students and parents should be aware that many college applications include specific questions regarding school suspension.

In both cases of suspension, a student may NOT participate in any extra-curricular activity on the day(s) in which he/she is suspended.

## **CELLULAR PHONES, DIGITAL DEVICES, AND ELECTRONIC DEVICES**

Students are NOT allowed to use cell phones, digital devices, or electronic equipment for non-educational purposes in the following areas of the school: in classroom; during study, and in the library. Cell phones, digital devices and electronic devices are NOT allowed to be used in the hallways, lavatories, or at lockers. Checking messages, including those from parents, is considered using the cell phone/digital device and is a serious distraction in an educational setting.

Students will be allowed to use their cell phone or digital device in a non-disruptive manner in the following areas: homeroom, cafeteria during lunch only and during senior lounge (senior cafe and senior library study). In all other areas, the cell phone and digital devices are not to be used for non-educational reasons. Students are required to bring their own iPad to school to be used for educational purposes during the school day.

Taking pictures, recording videos or recording conversations without administrative/teacher permission at any time during the school day are NOT allowed.

Failure to comply with a teacher request to confiscate a student's cell phone/digital device will result in serious disciplinary action. These devices are considered educational tools when brought to school. As such, they are not intended for recreational/social uses during the school day except in specifically designated areas. The school reserves the right to oversee and determine the appropriate use of these devices when the student is at school.

On the first infraction, the teacher will assign a retention and may confiscate the device. For a second infraction, the device will be confiscated to be turned into the Dean of Students who will impose disciplinary action. This will include but not be limited to a minimum of two detentions and parent notification. A third offense will result in more serious consequences such as in-school suspension and parent meeting. Any subsequent infraction will bring further action such as disciplinary probation.

Backpacks are also not allowed to be carried into classrooms or throughout the school. They are to be kept in student lockers during the school day.

The school assumes NO responsibility for the above items.

Students are also responsible for adhering to the conditions of the Acceptable Use Policy for access to the internet, electronic information, Google Apps for Education school email account and networks as well as the appropriate usage of the iPad and other digital devices outlined in this handbook.

## DRESS CODE

The purpose of the dress code at Arlington Catholic is to develop in students a sense of pride in themselves and their school as well as prepare students for future endeavors where proper dress is required. Cleanliness and neatness are important. Students are expected to come to school dressed in a manner that reflects **proper fit, good grooming, moderation and refinement**. Specific guidelines are as follows:

### ALL STUDENTS

1. A polo shirt with the AC logo, long or short sleeve in navy, gray or white (purchased through the uniform company). T-shirts/polo shirts representing AC or AC sport teams are never allowed and can never take the place of the AC polo shirt.
2. A white or matching long sleeve shirt may be worn underneath school polo shirts.
3. An AC polo shirt **MUST** be worn underneath any and all AC sweatshirts.
4. **Docker style Boot Cut dress slacks** in NAVY BLUE or KHAKI only:  
These are the only pants that are allowed as part of the uniform.  
Jeans, leggings, tights, yoga pants, warm-up pants, skinny style pants tight around the ankles or thighs **are not allowed**. The pant must be a Boot Cut style (pictures available on school webpage under 'Students' to help clarify this if needed).
5. **Girls may choose to wear skorts instead of pants. The skorts must be purchased through Collegiate House** and must be worn with either navy tights or navy knee socks.
6. Docker style dress shorts for boys may be worn during the months of May and June. Shorts must be khaki or navy blue only.
7. Solid-colored sneakers or shoes must be worn with socks.
8. "Ugg" Boots and work boots may be worn in winter months, but pant legs must easily cover the boots.
9. Flip flops, sandals, slippers, crocs and backless shoes are not allowed.
10. Athletic teams or clubs are not allowed to wear any type of uniform on game days or any other day.  
Male team members may wish to "dress up" by wearing shirts and ties on game days but will not wear their game jersey; female athletes may also wish to "dress up" by wearing dress slacks and blouse but will also not wear their game jersey.

### EXCEPTIONS:

The administration has the right to make the final decision on what is considered appropriate dress. The dress code is in effect from the time the 7:40 bell rings until dismissal time. (Detention will be held in full dress code)

During the school year, there will be times when the student body has permission to be out of uniform. In these cases a student is expected to be dressed in appropriate, modest attire. Students may be sent home if not dressed properly.

### THE FOLLOWING CLOTHING IS NOT ACCEPTABLE AT ANY TIME; INCLUDING "TAG DAYS":

- half or midriff shirts of any kind
- tee shirts advertising alcohol/drugs or containing vulgarities
- ripped jeans/pants, short skirts, short shorts or cutoffs of any kind
- strapless shirts/dresses
- hats and sunglasses are never allowed during the school day
- **Any other clothing deemed inappropriate by the faculty or administration**

### UNIFORM VIOLATION POLICY

Teachers will assign school detention to students who are out of uniform. Detention may be assigned at any time during the school day. Repeated violations of the uniform policy will be subject to additional disciplinary action.

## MEET THE ADMISSIONS/GUIDANCE OFFICE

781-646-8255

Director of Admissions	Stephen Barrett, <a href="mailto:sbarrett@achs.net">sbarrett@achs.net</a>
Director of Guidance	Janet Delude '96, <a href="mailto:jdelude@achs.net">jdelude@achs.net</a>
Guidance Counselor	John DeLorenzo, <a href="mailto:jdelorenzo@achs.net">jdelorenzo@achs.net</a>
Guidance Counselor	Jessie Dunn '01, <a href="mailto:jdunn@achs.net">jdunn@achs.net</a>
Guidance/Adjustment Counselor	Christy Kiernan, <a href="mailto:ckiernan@achs.net">ckiernan@achs.net</a>
Guidance Counselor	Neil Gendron, <a href="mailto:ngendron@achs.net">ngendron@achs.net</a>
Administrative Assistant	Betty Lally '74, <a href="mailto:blally@achs.net">blally@achs.net</a>

### GUIDANCE SERVICES

Guidance counselors are available to the students before and after school and during the student's study period. Students are invited to visit their guidance counselor at any time or by appointment. The department adheres to a general policy of confidentiality except when the safety of students or others is jeopardized. The name of the guidance counselor assigned to your child is listed on all schedules and report cards.

Although the duties of the guidance counselors are many and varied, counselors help their students in the following ways:

- **Group Guidance Sessions**

Sessions will be held during student's study periods to deal with adapting to high school, study skills, adolescent development, and any other general concerns students may have to deal with during the year.

- **Academic Counseling**

Counselors giving academic counseling help their students plan their schedules, keep in mind graduation requirements and college requirements, future goals and the interests of each student. If you are having trouble with a particular course level or a particular class, see your counselor who will have place you more appropriately if that is the proper solution. All during your high school career you will have the opportunity to meet with your counselor to define and better plan for your future goals.

- **Personal Counseling**

Personal counseling is offered by a licensed clinical social worker and is available at the school for short-term personal counseling. Through personal counseling, counselors help students cope with educational, personal, and social problems that may be interfering with school life. Counselors try to help students come to greater self-understanding and to grow as individuals. Students often come on their own to see their counselors or are sometimes referred by student's guidance counselor.

- **Post-Secondary Educational Counseling**

When students begin to think about what they want to do with their life after high school, they are encouraged to meet with their counselor to discuss their options. Counselors will have information about different colleges/universities as well as computer software to assist students in the search for the right place/program for their needs. Counselors will help students assess career goals, and relate your abilities, aptitudes and interests to future goals.

#### **Additional Guidance Services available:**

Peer Tutoring

Test Prep

Outside Tutoring

Standardized Testing (EXPLORE, PSAT)

Referrals for Psychological/Education Testing or Counseling for Personal Issues



## **HOW TO ADVISE AND GUIDE YOUR SON/DAUGHTER**

### **PLEASE READ AND RE-READ THE STUDENT HANDBOOK -- IT IS FILLED WITH VERY IMPORTANT INFORMATION**

#### **Guidance Counselors Are Here to Help**

Freshmen are urged **not** to wait until their counselor calls for them. If your son/daughter wants to see his/her counselor, he/she can make an appointment by signing up on the sheet posted on his/her counselor's office door. Parents are invited to call, email or visit their son's/daughter's counselor during the school day with questions or concerns. We welcome your particular insights into your son's/daughter's academic and social transitions to Arlington Catholic High School. The focus on counseling is to offer comprehensive services: personal, social, academic, career and college counseling.

Sometimes freshmen can be frustrated, discouraged and sometimes angry. The "I don't care" attitude they display is often a defense mechanism. It is important for these students to know that their parents have not given up on them. They also need to know that their parents are interested, supportive, and willing to take the time and effort to help them figure out how to be more successful in school.

#### **Monitor Attendance**

Arlington Catholic stresses the necessity for prompt and regular attendance since class participation and interaction between teacher and student are integral to learning. It is extremely important for students to be in school, on time, every day. Unless a child is truly ill, he or she needs to be in school. Just as it is important for a student to be present each day in school, it is equally important for each student to be on time for school and for each class. Tardiness to class disrupts the teaching and learning time of others.

#### **Monitor Cell Phone/Social Media Use**

Students are not allowed to use cell phones, technology devices, or electronic equipment in the classrooms, during study, in the library, in the hallways and lavatories or at the lockers. Students will be allowed to use cell phones in a non-disruptive manner in the cafeteria during lunch only. Parents should make sure that their child is not uploading, downloading or distributing pornographic, obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language; violating any local state or federal statute; or vandalizing, damaging or disabling the property of another individual or organization through any type of social media. It is highly suggested that parents disable cell phones during the school day.

#### **Be interested by regularly monitoring Grade Books**

Your child needs to know that someone cares, and is checking on how he/she is doing. He/she needs to know that successes will be recognized and that poor performances will be noticed. Make certain that your children know that their academic progress is important to you. Attend all open houses and parent conferences. Keep a regular review of your son's/daughter's Grade Books account in order to be aware of his/her ongoing progress in his/her classes. Know when each grading period ends and make sure you see report cards as soon as they are ready online. Contact the teacher by email if your child has a low grade in a class and be consistent with your interest.

#### **Discuss classes and set goals**

Sit down with your children at the beginning of each grading period and help them set realistic academic goals for that term. Setting goals gives your children something to work for, and makes them aware of exactly what your expectations are. Work with your child's guidance counselor to discuss class schedules each year.

### **Work with the school**

Know that teachers, counselors, and the administration are there to help your child get the best education possible. A health problem, a death in the family, or a divorce can affect your child's attitude and performance in school. If such a circumstance should arise, call the school and tell someone what is going on. If you have a question or concern that relates to a specific teacher or class, feel free to email the teacher. For other questions and concerns, call or email the child's guidance counselor.

### **Encourage your son or daughter to advocate for him or herself**

Students need to become comfortable approaching teachers and counselors for help. Encourage students to make appointments with their counselor starting this year. Your children need you to be interested and involved in their academic progress; however, they must be responsible for their own grades, attendance and behavior.

Encourage and expect that your child will seek extra help from teachers, especially if they are finding a subject difficult.

If you think there are other causes for your child's not doing well in school, make an appointment to see his/her guidance counselor. Recognizing that there is a problem is the first and most important step in finding a solution.

### **CHAIN OF COMMUNICATION**

Students are expected to use the following line of communication to help support your child's growth and development here at AC.

Teacher – Guidance Counselor – Dean of Students - Principal

### **Encourage your son or daughter to attend Help Sessions**

Teachers are available at the end of school to help students who request extra help. It is the responsibility of the student to seek help from a teacher when needed. Teachers are available Monday, Tuesday & Thursday after school. An After School Study program is offered each day in the library from 2:30 to 4:30 p.m. Students may also take advantage of tutoring assistance, which will be arranged by the guidance counselors.

### **Encourage your son or daughter to become involved in a wide variety of activities**

In addition to asking students to list their high school activities, many college and scholarship applications ask for evidence of leadership. Keep in mind that colleges are looking for students who become involved in their community.

### **College planning already?**

When a student becomes a freshman everything now "counts". College admission departments **definitely** look at the 9<sup>th</sup> grade as the student's initial foray into the college process. Freshman grades, credits, and attendance all become part of your son's/daughter's transcript, and although many people will tell you that college admission departments tend to "forgive" the 9<sup>th</sup> grade academic record, it is far better that your son/daughter take off running instead of limping through the year.

### **Collect the following items in this folder provided for you:**

- Copies of report cards
- List of awards and honors received
- List of community organizations and clubs
- List of paid and volunteer jobs
- Any other pertinent information during your child's high school career

### **ARLINGTON CATHOLIC ACHIEVEMENT CENTER**

The Arlington Catholic Achievement Center works to empower students by providing the skills, resources, and structure needed for them to achieve academic success. Guided by a Learning Specialist, small group work focused on study skills and executive functioning allows students to become more effective and efficient learners. In addition, Arlington Catholic's unique sense of community permeates the Center's walls as faculty and peer tutors work collectively to guide students during the school day. Finally, the Achievement Center vows to "accept the challenge" by offering enrichment workshops for all students, enabling them to develop their talents and to academically and spiritually differentiate themselves as they make their way into adulthood. The Achievement Center is open to all students at no additional cost to families.

## MEET THE FACULTY/STAFF

Susan Ampe '80	Science	sampe@achs.net
John Balliro	English	jballiro@achs.net
Stephen Barrett	Director of Admissions & Intl. Student Coordinator	sbarrett@achs.net
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Rose Benedetti '03	Mathematics	rbenedetti@achs.net
Stephen Biagioni	Principal	sbiagioni@achs.net
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Michael Bruno	Mathematics	mbruno@achs.net
Christina Buckley	Mathematics	cbuckley@achs.net
Linda Butt	Vice Principal	lbutt@achs.net
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Serge Clivio	Theology	sclivio@achs.net
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Lauren Dever	Director of Achievement Center, English	ldever@achs.net
Jessie Dunn '01	Guidance	jdunn@achs.net
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Betty Lally '74	Guidance	blally@achs.net
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Michelle Maffeo	Mathematics	mmaffeo@achs.net
Kaylee Martin	English, Social Studies	kmartin@achs.net
Emily McClintock	World Language	emclintock@achs.net
Sr. Barbara McHugh	Campus Minister, Theology	sbarbara@achs.net
Anne Meinke	Mathematics	ameinke@achs.net
Andrea Morrissey	Science Chairperson, Campus Ministry	amorrissey@achs.net
Daniel Munroe	Science	dmunroe@achs.net
William Murray	Classics	wmurray@achs.net
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Sr. Catherine Nevin	School Store	cnevin@achs.net
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Kelly Seibel	Library	kseibel@achs.net
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Daniel Shine	Director of Athletics	dshine@achs.net
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Maggie Taverna	Social Studies	mtaverna@achs.net
Janine Towle	Science	jtowle@achs.net
Martin Vazquez	Mathematics	mvazquez@achs.net
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Mike Zampell	Mathematics	mzampell@achs.net

## **ARLINGTON CATHOLIC ACCEPTABLE USE POLICY OF SCHOOL-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS**

In making decisions regarding student access to the internet, Arlington Catholic considers its own stated educational mission, goals, and objectives. Electronic research skills are now fundamental to preparation of citizens and future employees. Access to the internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world.

Arlington Catholic expects that faculty will blend thoughtful use of the internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible access from school to internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives. Arlington Catholic has decided to employ an internet access filter through CyberPatrol, a subscription service that is updated weekly. Using this tool, administrators can allow different levels of access governed by unique rule sets. The rule set filters out student use of all World Wide Web sites whose content includes material deemed incompatible with the standards and morals of the school pursuant to its mission objectives.

Outside of school, families bear responsibility for the same guidance of internet use as they exercise with information sources such as television, radio, movies, cell phone, and other possibly offensive media. Students utilizing school-provided internet access are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply. The purpose of school-provided internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Arlington Catholic. Access is a privilege, not a right. Access entails responsibility. Arlington Catholic reserves the right to suspend a user's access privileges in the due course of disciplinary measures.

Users should not expect that files stored in school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

*The following uses of school-provided internet access are not permitted:*

- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material
- To transmit obscene, abusive, or sexually explicit language
- To violate any local, state, or federal statute
- To vandalize, damage, or disable the property of another individual or organization
- To disrupt or interfere with the learning environment and instructional time of teachers and students

*\*Arlington Catholic reserves the right to amend these stipulations as situations arise.*

## iPAD SPECIFIC USAGE POLICY

The following are conditions for appropriate use of the iPad and are considered part of the overall Acceptable Use Policy:

- A. Students are required to maintain adequate storage space on their iPad for course material. Should students choose to store personal music or video files on the iPad, they may want to purchase an iPad with additional storage space.
- B. The iPad comes equipped with audio and video recording capabilities. Students are NOT allowed to record classes, teachers, or other students without the expressed permission of the classroom teacher or administrator in addition to those being recorded.
- C. In compliance with our rules regarding appropriate behavior, and to maintain a safe school environment, the school can choose to conduct a random search, without prior notice, of any area of the school, including but not limited to the school's electronic systems and technological resources, as well as any item of a student's personal belongings. The right to search and sanction is extended to any electronic resource used by students at school or school-related activities. Electronic resources include, but are not limited to: student-owned or student-assigned iPads, computers, laptops, cell phones, ipods, other electronic equipment; Facebook, Instagram, and blogging sites. The administration reserves the right to hold students accountable for any material posted on their devices, equipment, or sites that is contrary to the standards, morals and mission of the school. The administration may review social networking sites and other internet activity at any time
- D. Any attempt to bypass the school's filtering system is considered a violation of the Acceptable Use Policy. Use of unauthorized proxy servers to intentionally bypass the school filters will result in disciplinary action. Using the 3G or 4G capabilities of the iPad is NOT permitted during the school day as it can be used to bypass the school's filtering system.
- E. During class time, the teacher will direct the use of the iPad and determine if and how the iPad is to be utilized. When a student's iPad is at school, it is an educational tool in our academic setting. Using the iPad for gaming, social interactions or viewing videos/movies is not allowed at school.
- F. Utilizing the school network or equipment, as well as laptops and iPads, to create, access, download, edit, view, store, send or print materials or programs that are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene or otherwise inconsistent with the values or standards of the school is prohibited. Using, accessing, distributing or creating such resources will place the student under disciplinary review.
- G. *\*Arlington Catholic reserves the right to amend these stipulations as situations arise.*

## Google Apps for Education Usage Policy

Arlington Catholic High School provides staff and students with a Google Apps for Education account. Google Apps is a free web based suite of programs provided by Google for schools to use. All staff and students have access to Google Apps for Education. Google Apps includes such programs as Google Drive, Google Calendar, and Google Gmail. All of the Google Apps services can be accessed from anywhere you have an Internet connection (school, home, smart phone, etc.) This reduces and replaces the need for flash drives and/or external data drives. Since Google Apps is all online, it is the same everywhere you use it. There is no issue with having one version of a program at home and a different version at school. Google Apps allows you to easily share documents and files with teachers and other students, so you can turn in assignments electronically and collaborate on projects with classmates.

Gmail -is the email program that comes with Google Apps for Education. With this email account you can communicate with staff and students easier within our own domain. This school account and must only be used for educational purposes. School staff and administrators have access to student email for monitoring purposes.

Students may use Apps tools for personal projects (related to school only i.e., to set up Turnitin Accounts, Naviance accounts,) but may not use them for:

- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a web site to sell things)
- Inappropriate sexual or other offensive content
- Threatening another person
- The misrepresentation of Arlington Catholic School staff or students- (Apps, sites, email and groups are not public forums. They are extensions of classroom spaces.)

Google Calendar- Google Calendar allows you to maintain multiple calendars for all your needs. You can keep calendars private, or you can share them with others as you determine. You can also invite people to specific events on your calendar.

Google Drive - Google Drive gives all users up to 30GB of cloud storage space for most file formats. Google Drive can be accessed from any computer with an Internet connection. Google Drive allows users to access and share files from any device that has Internet connectivity. Google Drive includes the following programs:

Google Documents - word processor similar to Microsoft Word

Google Presentations - multimedia presentation tool similar to Microsoft PowerPoint  
Google Spreadsheets - spreadsheet program similar to Microsoft Excel

Google Forms - survey/data collection tool for creating forms and collecting data from an audience

Google Drawings - simple graphic design program

Google Blogger - blogging / digital portfolios

Google Sites - website creation.

YouTube

Google Classroom - learning management tool for teachers and students

## **DIRECTIONS FOR ACCESSING MMS GRADEBOOK PARENT PORTAL**

We are pleased to provide you access to the Parent Portal of MMS GradeBook. The steps for setting up the GradeBook account are as follows:

Log on to [www.achs.net](http://www.achs.net). Click on to the Students or Parents section at the very top of the page. Then click on the GradeBook link. This will bring you to the GradeBook page. Once there on the Parent Portal log-in, click "Create Account"

To register, you must enter the Parent First Name and Parent Last Name as they appear on mail you receive from school. You do not need a salutation of any kind.

You will be prompted to create a Parent Login Name. Please create a login that is easily remembered, and store this name somewhere accessible.

Once your Parent Login Name has been created and entered, next enter your child's seven-digit Student ID number. This will be on the report card or on the school schedule your child has received. Once this has been entered, click "Create Account."

You will then receive an email giving you a temporary password. This email will be sent to the email address you have provided us; if your email address has changed, or changes during the year, please contact Mr. Barrett. Without the correct email address, your GradeBook account will not be accessible. In some cases, the temporary password email is filtered into your spam or junk email folders, so be sure to check in these folders if you do not receive your temporary password email to your primary email inbox.

Once you receive your temporary password, you will need to return to the GradeBook login site, select Parent, enter your self-created login name and your temporary password. You will then be prompted to create a new password; again, please create a password that is easily remembered and written down in a secure place. We do not have access to your login name or password; if these are misplaced or forgotten, please notify us since we will have to erase your current account and ask you to redo this process from the beginning.

Once your GradeBook account has been set up, you will have access to your student's recorded grades, current assignments, teacher's email, and allow you to register for classes for next year. Also, since your access to your student's grade will be constant throughout the year, the school will not send out Interim Reports via the mail.

If you have any questions relative to your GradeBook account, contact Mr. Barrett at (781) 777-7014 or by email at [sbarrett@achs.net](mailto:sbarrett@achs.net).



The school week is on a 7-day rotation and they are called “A”, “B”, “C”, “D”, “E”, “F” and “G” in which you will have 5 out of your 7 classes and the classes rotate (see the “Schedule of Periods” below). So in 7 days you will attend your classes 5 times. Your last two classes each day do not meet the following day.

**Schedule of Periods**

	Day A	Day B	Day C	Day D	Day E	Day F	Day G	Wed. Times
Period 1 7:45 - 8:50	Mod 1 Room	Mod 6 Room	Mod 4 Room	Mod 2 Room	Mod 7 Room	Mod 5 Room	Mod 3 Room	Period 1 7:45 - 8:35
Period 2 8:54 - 9:59	Mod 2 Room	Mod 7 Room	Mod 5 Room	Mod 3 Room	Mod 1 Room	Mod 6 Room	Mod 4 Room	Period 2 8:39-9:29
<b>HR - 13 min.</b> <b>10:05 - 10:18</b>	HR	HR	HR	HR	HR	HR	HR	HR - 13 min. 9:33-9:46
Period 3 10:22 - 11:27	Mod 3 Room	Mod 1 Room	Mod 6 Room	Mod 4 Room	Mod 2 Room	Mod 7 Room	Mod 5 Room	Period 3 9:50-10:40
Period 4 11:30 - 1:07 1st - 11:30 - 11:52 2nd - 11:55 - 12:17 3rd - 12:20 - 12:42 4th - 12:45 - 1:07	Mod 4 Room	Mod 2 Room	Mod 7 Room	Mod 5 Room	Mod 3 Room	Mod 1 Room	Mod 6 Room	Period 4 10:44-11:34
Period 5 1:10 - 2:15	Mod 5 Room	Mod 3 Room	Mod 1 Room	Mod 6 Room	Mod 4 Room	Mod 2 Room	Mod 7 Room	Period 5 11:37-12:58 1st 11:37-12:02 2nd 12:05-12:30 3rd 12:35-12:58 Arts/Enrichment 1-2 p.m.

**First Bell: 7:40      School Begins: 7:45      Dismissal: 2:15      Wednesday Dismissal: 2:00**

You will have a Homeroom Period daily. During this time announcements will be said either by the Principal or a student or a faculty member. Listen carefully to the announcements. You are also able to purchase a bagel from the café or eat and drink a snack you may have brought from home.

**Explanation of Schedule Rotation:** Below is an example of the rotation schedule for the month of September.

SEPTEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					9 A	10
11	12 B	13 C	14 D	15 E	16 F	17
18	19 G	20 A	21 B	22 C	23 D	24
25	26 E	27 F	28 G	29 A	30 B	

## SPECIAL BELL SCHEDULES

### 10:30 a.m. Liturgy Schedule

PERIOD	BEGINS		ENDS
1	7:45 a.m.		8:29 a.m.
2	8:33 a.m.		9:17 a.m.
3	9:21 a.m.		10:05 a.m.
Homeroom	10:09 a.m.		10:26 a.m.
Mass	10:30 a.m.		11:27 a.m.
4	11:40 a.m.		1:17 p.m.
		1st Lunch	11:40 a.m. - 12:02 p.m.
		2nd Lunch	12:05 p.m. - 12:27 p.m.
		3rd Lunch	12:30 p.m. - 12:52 p.m.
		4th Lunch	12:55 - 1:17 p.m.
5	1:21 p.m.		2:15 p.m.

### 1:15 p.m. Liturgy Schedule

PERIOD	BEGINS		ENDS
1	7:45 a.m.		8:30 a.m.
2	8:34 a.m.		9:19 a.m.
Homeroom	9:22 a.m.		9:37 a.m.
3	9:41 a.m.		10:26 a.m.
4	10:30 a.m.		12:07 p.m.
		1st Lunch	10:30 a.m. - 10:52 a.m.
		2nd Lunch	10:55 a.m. - 11:17 a.m.
		3rd Lunch	11:20 a.m. - 11:42 a.m.
		4th Lunch	11:45 a.m. - 12:07 p.m.
5	12:10 p.m.		12:55 p.m.
Mass	1:15 p.m.		

### Noon Dismissal Schedule

PERIOD	BEGINS		ENDS
1	7:45 a.m.		8:29 a.m.
2	8:33 a.m.		9:17 a.m.
Homeroom	9:21 a.m.		9:36 a.m.
3	9:40 a.m.		10:24 a.m.
4	10:28 a.m.		11:12 a.m.
5	11:16 a.m.		12:00 p.m.

### 1 Hour Delay Schedule

PERIOD	BEGINS		ENDS
1	8:45 a.m.		9:35 a.m.
Homeroom	9:39 a.m.		9:54 a.m.
2	9:58 a.m.		10:48 a.m.
3	10:51 a.m.		12:28 p.m.
		1st Lunch	10:51 a.m. - 11:13 a.m.
		2nd Lunch	11:16 a.m. - 11:38 a.m.
		3rd Lunch	11:41 a.m. - 12:03 p.m.
		4th Lunch	12:06 p.m. - 12:28 p.m.
4	12:31 p.m.		1:21 p.m.
5	1:25 p.m.		2:15 p.m.

### 2 Hour Delay Schedule

PERIOD	BEGINS		ENDS
1	9:45 a.m.		10:23 a.m.
Homeroom	10:27 a.m.		10:37 a.m.
2	10:41 a.m.		11:19 a.m.
3	11:22 a.m.		12:51 p.m.
		1st Lunch	11:22 a.m. - 11:42 a.m.
		2nd Lunch	11:45 a.m. - 12:05 p.m.
		3rd Lunch	12:08 p.m. - 12:28 p.m.
		4th Lunch	12:31 p.m. - 12:51 p.m.
4	12:55 p.m.		1:33 p.m.
5	1:37 p.m.		2:15 p.m.

## **CLUBS AND ACTIVITIES**

We strongly suggest that all AC students participate in at least one club or activity. Students who are involved in extracurricular activities generally do better in school than students who are not as involved. Listed below are many of the clubs that are available to students. Please contact the teacher listed for more details. Some clubs require a small dues. Listen to announcements for more specifics about club meetings as well as other clubs that are not listed below. If students are interested in a club that does not exist, they should seek out a teacher and maybe a new club can be created.

### **AC Cougar Cinema Club**

Moderator: Ms. Fiorentino (Room 211)

Meetings: Once a month on Thursdays

Description: We will watch a movie once a month on a Thursday at 3:30 P.M. where food, drinks, comfy chairs, and a new movie (that will be voted on by the club) will be provided. The movies we will watch are going to span over all genres of all educational, yet entertaining classics & modern movies. From superhero movies, to WWII movies, to documentaries, and everything in between. Every movie will be discussed with every member. (All opinions will be taken into consideration)

### **AC Hiking Club**

Moderator: Ms. Buckley (Room 205)

Meetings: Listen to announcements for more info

Description: This club will be available to juniors and seniors who will complete two hikes each year, one in the fall and one in the spring.

### **AC Human Rights/Social Justice Club**

Moderator: Ms. Seminara (Room 210)

Meetings: Every other week; Listen to announcements for more info

Description: The goal of this club is to educate its members and the larger school community about human rights issues both domestic and international.

### **AC Drama Club (ACDC)**

Moderator: Mrs. Billings (Room 104)

Meetings: Rehearsals are scheduled on Wednesday afternoon and/or evening between 3:30P.M. -- 8:30P.M.

Additional rehearsals are scheduled as show week approaches, and vary based on the student's role(s).

### **AC Robotics Club**

Moderator: Mr. Vazquez (Room 312)

Meetings: Listen to announcements

Description: The AC Robotics club explores the creation of autonomous, programmable robotic devices using the KIPR Link Robot Controller and the Create controller from iRobot. In the first school semester, we create robots following our own creative whimsy. In the second school semester, we concentrate on our entry in the annual Botball Robotics Competition whose regional tournament is held at UMass Lowell in March. The club is open to all students but can only reasonably support under 12 members. Participation in the Botball tournament will be drawn from the most active, faithful members.

### **Art Club**

Moderator:

Meetings: Every other Monday from 2:20-3:00

Description: Art Club: explores all things creative! We design murals, paint, sculpt and work on the sets for the Spring Musical. No prior art experience necessary.

### **Campus Ministry Club**

Moderator: Sister Barbara McHugh (Campus Ministry Office)

Meetings: Twice monthly

Description: The Campus Ministry Club invites members of the student body to share their faith with others. The students participate in school Masses and Prayer Services. Students are encouraged to offer their services as lectors, servers, Eucharistic Ministers, etc. for these gatherings. The club also promotes service to others. Some of the projects that the club participates in annually include Denim Day for breast cancer, Christmas gifts to the needy, and the Walk for Hunger.

### **Cougar Growl**

Moderator: Ms. Hogue (Room 206)

Meetings: Listen to announcements

Description: Journalists wanted! The Growl is the student-produced newspaper of AC. It is a way for students to be involved in all things AC! By attending sporting events, and school activities, students will be able to explore their journalistic abilities as reporters. Writers, photographers and editors are all needed to make this a success.

### **Debate Club**

Moderator: Mr. Wilcox (106)

Meetings: Listen to announcements

Description: We will meet to discuss and debate a variety of issues throughout the year. Listen to announcements for the topic and join us!

### **Fiber Arts Club**

Moderator: TBA

Meetings: TBA

Description: The Fiber Arts Club is open to all students who are interested in learning how to knit. Members can be experienced in knitting, or you can be just starting to learn. Members can also fulfill half of their community service hours if they knit items for a given charity (hours will be logged and turned into Sister Barbara).

### **Homework Club**

Moderator: Mrs. Kiernan

Meetings: Tuesday afternoons from 2:30-3:30 at St. Agnes School

Description: Arlington Catholic in conjunction with St. Agnes School has developed an after school Homework Club for grammar school students who will benefit from academic support. AC students will be paired with a St. Agnes student that they will work with weekly from October- May. The Homework Club is a rewarding experience and is a great opportunity for students who might be interested in a future career in the education field. Please see Mrs. Kiernan if you have any questions or concerns.

### **Humanitarian Club**

Moderator: Mrs. Morrissey

Meetings: Every other Monday

Description: The AC Humanitarian Club serves as the social outreach and social justice branch of Campus Ministry. The club's motto is "People Helping People". Members give back to their community and try to save the world one step at a time. Anyone who wants to make a difference is welcome! Here, at AC, the club holds fundraisers throughout the year to benefit various charities in addition to raising the money needed to participate in the Urban Challenge immersion program at the Romero Center in Camden, NJ. This program offers students the opportunity to learn about Catholic social teaching and to work side by side with some of the poorest members of American society. Members also volunteer in the local community and participate in activities such as the Relay for Life, the Greater Boston Food Bank, Rosie's Place, clothing drives, and other activities. The club maintains the school's recycling program by emptying recycling bins from classrooms and office spaces.

### **Liturgical Choir**

Moderator: Sr. Barbara, Campus Ministry Office

Meetings: Listen to announcements, generally Tuesdays after school

Description: An important component of nurturing the faith life of students is found in the form of worship we share in common. The Liturgical Choir at various times during the year learns music that enhances the school liturgies and prayer experiences as well as other celebrations. Their performance leads the assembly to fuller participation through the gift of music.

### **Math Team**

Moderator: Mr. Bruno and Mr. Hyland (Room 102 or 103)

Meetings: Competes 1st Thursday of the month; practices 2 Thursdays a month

Description: Participates in regional math competitions with other school both public and private. Students from all levels are welcome to join and “think outside the box”.

### **Model United Nations Club**

Moderator: Mr. Foley (Room 307)

Dues: Approx. \$85 (this covers the cost of the conference)

Meetings: We generally meet every other week. The conference will be in Boston the weekend of February 5-7. We may also participate in a one day conference in November or December.

Description: Students will be assigned certain roles to play at the conference which includes over one thousand students from across the country. Our students represent certain nations in various UN committees. They are assigned a problem or crisis that they, working in conjunction with other students in their committee, must resolve.

### **National History Day**

Coordinator: see your Social Studies Teacher for more info

Description: The History Day Contest encourages students to conduct primary and secondary research on a specified historic theme then to make presentations which may include a paper, an exhibit, a performance, a documentary or a website. Intra- and inter- school competitions are held and the better work moves onto state and even national levels of competition. The opportunities to develop study skills and interpersonal relationships are outstanding.

### **Photography Club**

Moderator: Mrs. Morrissey

Meetings: Every other Monday, listen to announcements

Description: Anyone interested in taking pictures is welcome to join the Photography Club! The club offers students the chance to gather together and to share their photos and techniques. Students post their favorite photos on the club’s Facebook page, as well as on the club’s bulletin board in the cafeteria. Members go on various trips, such as local nature walks as well as trips to the Museum of Fine Arts, the Aquarium, and the Boston Public Garden. Some students volunteer to photograph school events and the club has a display of work at the annual Fine Arts evening in May. Students are not required to have expensive cameras but can join the club and use their iPhones or iPads and have a rewarding experience.

### **Ping Pong Club**

Moderators: Mrs. Kiernan & Mrs. Dunn (Guidance)

Meetings: Every other week on Thursdays; listen to daily announcements

Description: Everyone is familiar with the sport of table tennis having played with friends at informal venues. The Cougar Ping-Pong Club (CPPC) is dedicated to creating a competitive environment for table tennis players of all levels. CPPC has two professional-quality tables. We are located in Cafeteria 3 and meet every other Thursday at 2:30. All are welcome and encouraged to come have some fun!

## **Psychology Club**

Moderator: Mr. Naughton (Room 207)

Meetings: Once a month (probably on Mondays- listen to announcements)

Description: The goal is to promote an awareness of Psychology. Activities will include viewing psychological movies, possible service projects or field trips, and Brain Awareness Week in the winter.

## **Rugby Club**

Follows spring sports schedule. See Mr. Foley in 307.

Description: Learn the fundamentals of the second most popular team sport in the world. Rugby is a cross between soccer and American football. AC fields a boys' team which competes against other high school teams throughout Massachusetts. Teams compete for a state championship sponsored by the Massachusetts Youth Rugby Organization.

## **SADD (Students Against Destructive Decisions)**

Moderator: Mr. Clivio (Room 315)

Meetings: Thursdays after school

Description: To build awareness of events affecting high school students, specifically related to drinking and drug use. The club runs Grim Reaper Day and other activities.

## **Science Team**

Moderator: Mrs. Towle and Mr. Murphy (Room 306)

Meetings: Tuesdays after school. Competitions are the 2nd Tuesday of the month.

Description: The Science Team competes in the North Shore Science League, which consists of about thirty other area schools. The events in the competitions encompass all areas of science, including physics, biology, and chemistry. Many of the events are hands-on and incorporate laboratory experiments and engineering design.

## **Student Council**

Mrs. Meinke (Room 224)

Meetings: TBA

Description: The Student Council is made up of 24 members elected from the Sophomore, Junior and Senior class. Elections for the following year are held in the spring.

The purpose of the Student Council is as follows:

- to improve school spirit and morale
- to coordinate school functions and activities
- to improve and encourage student- faculty relations
- to provide an open forum for the faculty as well as the students
- to promote Arlington Catholic in the community
- to promote the general welfare of the whole school

## **World Language Club**

Moderators: Mrs. O'Connor (Room 105)

Meetings: Monthly (days vary)

Description: The World Language club is open to all students at AC. You do not have to be studying French or Spanish to join. If you have an interest in learning about Hispanic and francophone cultures you are welcome. We hope to have monthly meetings and/or field trips. In the past some of the activities we have done include; learning to salsa dance, yule log decorating contest; trivia contest; croissant party; movies and refreshments and much more. For more information see Mrs. O'Connor or any of the language teachers.

## ARLINGTON CATHOLIC ATHLETIC TEAMS

Fall  
Cheerleading (Football)  
Boys & Girls Cross-Country  
Football (Boys)  
Boys & Girls Soccer  
Volleyball (Girls)  
Golf

Winter  
Cheerleading (Basketball & Hockey)  
Boys & Girls Basketball  
Boys & Girls Ice Hockey  
Boys & Girls Indoor Track  
Mixed Gender Swimming

Spring  
Baseball (Boys)  
Boys & Girls Tennis  
Boys & Girls Spring Track  
Softball (Girls)  
Boys & Girls Lacrosse

Arlington Catholic competes at the varsity level in all of the sports listed above. Arlington Catholic also competes at the junior varsity and/or freshmen level in the sports listed above, whenever feasible.

**Daily schedules can be checked at [www.highschoolsports.net](http://www.highschoolsports.net)**

**Concussion Protocol:** All student-athletes must take a baseline testing. This policy is published on the school website.

### CHAIN OF COMMUNICATION

Everyone is expected to use the following line of communication  
Head Coach - Athletic Director – Dean of Students - Principal

### RULES AND REGULATIONS FOR ALL STUDENT ATHLETES

**Physical Examination** – All students wishing to participate in a sport must have a yearly physical completed within a thirteen month period of the athletic season in which the student wishes to participate. The student must submit to the coach a completed “orange card” signed by a parent, the athletic director, and school nurse.

**Academic Eligibility** – Students wishing to participate in a sport cannot fail more than one (1) course and must have an overall minimum cumulative grade point average of C- (70) for the quarter.

MIAA/ACHS game/contest eligibility extends from the Monday after report cards are posted for a quarter, to the Monday after report cards are posted for the following quarter. Ineligible players may be allowed to tryout for a team at the discretion of the coach and administration.

**Student Athlete Conduct Code-** All student athletes at Arlington Catholic are expected to conduct themselves in a manner that reflects pride, respect, and a high level of sportsmanship. Unacceptable conduct, such as theft, vandalism, disrespectful behavior, unsportsmanlike conduct, fighting, bullying, hazing, sexual harassment, unauthorized presence of alcohol or legally defined drugs, and violation of the law and/or discrimination, which tarnishes the reputation of everyone associated with the team and the Arlington Catholic community, may result in suspension or removal from a team. The coach, athletic director, and/or an administrator will determine the penalty if a student athlete violates the “Conduct Code.”

**Locker Room/Bus Conduct** - Because coaches cannot be in the locker room and/or the bus at all times, it is imperative that the student athletes accept responsibility for these areas and exhibit appropriate behavior at all times. No cell phone usage is allowed in the locker room at any time. Because lockers should be locked at all times, and valuable items and/or large sums of money should not be brought to school. **The school is not responsible for any thefts.**

**Athletes may not use their school lockers after practices or games.**

**Attendance at Practice/Games** - All student athletes are expected to attend all practices and every game. Any student athlete with an unexcused absence from practice may be denied the privilege of playing in the game following the missed practice. When a player is forced to miss a practice/and or game due to an injury requiring medical attention, the student-athlete will not be allowed to practice or play in a game until certified to do so by a physician, licensed physical therapist, or certified trainer. Specific practice/game policies for each team will be distributed and discussed at each team’s pre-season meeting.

**MIAA. Rule 62 Chemical Health Rule** - During the athletic school year (from the first allowable day for fall practice, through the end of the academic year, or the final competition of the year, whichever is later), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. "This policy includes products such as NA or near beer". It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

The MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student athletes might be present at a party where only a few violate this standard.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academics, or otherwise, the penalty will not take effect until that student is able to participate again.

The MINIMUM PENALTIES are:

**First Violation:** When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, a student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation.

**Second and Subsequent Violations:** When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport.

If after the second or subsequent violations, the student of his/her own volition becomes a participant in an approved chemical dependency program or a treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification.

**Penalties** shall be cumulative each academic year. If the penalty period is not completed during the season of the violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

**Refer to MIAA Handbook at MIAA.net, rule 62, pages 55-57, for a complete explanation of the Chemical Health rule.**

**Concussions Protocol: All student-athletes must take baseline testing. This policy is published on the school website.**

## **SCHOOL ATTENDANCE**

To participate in a practice or game, a student must be in school for a minimum of three (3) hours on the day of the practice or game, and the school hours missed must be for an excusable reason. A student dismissed from school prior to the last period MUST obtain permission from an administrator in order to participate. In the event of a Saturday, Sunday, or holiday practice or game, the student athlete must satisfy this attendance policy on the Friday (for Saturday or Sunday) or day before (for a holiday) preceding the practice or game. Extenuating circumstances, which prevent the student athlete from being in school for that period of time, must be presented to an administrator in order for the decision to be made as to whether or not the student athlete may participate. The administrator will respond immediately to the request. Coaches will be emailed daily attendance.

Since presence in class is of prime importance, student athletes are expected to be in school, on time, on the day following a game. Failure to meet this expectation may result in disciplinary action.

Students dismissed early for any athletic activity are responsible for making up ALL missed work including class work, homework, tests and quizzes.

Suspension - Any student suspended from school may not practice, play or be with the team on the day(s) in which he/she is serving the suspension. The coach has the ultimate authority to determine when the suspended student-athlete returns to the team.



## **ATHLETIC FEE / EQUIPMENT RESPONSIBILITY**

The athletic fee for all sports (regardless of level), except football and ice hockey, is \$150.00 per season. The fee for football and ice hockey is \$260.00. Payment of the fee does NOT guarantee playing time to any student athlete. These fees are subject to change.

Student athletes assume all responsibility for uniforms and equipment issued to them. If anything is stolen or lost, they must pay the replacement cost.

## **VACATION/ABSENCE POLICY**

Vacations/extended absences during the season are discouraged. Students who plan to go on vacation or miss practice or games for other reasons during a season, in which they participate in a sport, must understand that their playing time could be affected due to their absence from practice and/or games.

A student athlete who intends to be absent from a practice or game due to a vacation with his/her family is required to do the following:

Parent **MUST** notify the head coach, athletic director and dean of students **IN WRITING** prior to tryouts, Be willing to accept the consequences regarding playing time and status i.e. starter, 2<sup>nd</sup> string on the team as determined by the coaches and school administration.

A student athlete who intends to be absent from a practice or game due to a vacation apart from his/her family or for any other reason is required to do the following:

Parent **MUST** notify the head coach, athletic director and dean of students **IN WRITING** prior to tryouts  
Be prepared to practice one day for each practice and/or game missed before returning to competition,  
Be willing to accept the consequences regarding playing time and status i.e. starter, 2<sup>nd</sup> string on the team as determined by the coaches and school administration.

Absences resulting from an extended school sponsored trip i.e. week in a foreign country, or an athletic trip that might enhance the student-athlete's future, will be treated the same as a family vacation.

The coach may impose a penalty beyond the minimum penalty stated in the above policy.

## **TRANSPORTATION**

Since transportation is provided to all away athletic contests, student athletes are required to travel to and from games with the team. If an extenuating circumstance occurs requiring the need for a parent to transport his/her child, the parent must make the arrangement with the coach. No parent, or any other person designated by the parent to transport his/her child, will be allowed to transport any other member of the team unless that parent of that student has provided permission.

## **ARLINGTON CATHOLIC WELLNESS CENTER POLICY**

The following are the rules and regulations governing the use of the school's Wellness Center:

- Only Arlington Catholic students, faculty and staff may utilize the Wellness Center.
- Those using the Wellness Center participate at their own risk. Arlington catholic is not responsible for any injury that may occur. Participation in exercise activity is on a volunteer basis.
- Proper fitness attire is required in the Wellness Center. This includes: shirts, sweatpants or shorts, and proper footwear. Jeans, work boots, sandals, flip-flops/backless shoes, and bare feet are not allowed at any time.
- Food, gum, and drinks other than water are not at any time.
- Proper behavior is required. Please be courteous of all who use the Wellness Center at all times.
- Athletic teams may book time slots in advance for team use of the facility; otherwise, the facility is available to all members whenever the center is open.
- Equipment must be wiped down when finished being used. All free weights must be stacked when finished. It is everyone's responsibility to keep the Wellness Center clean and neat at all times.
- Any damage to equipment, unsafe conditions, or injuries should be reported to the Wellness Center monitor or Athletic Director as soon as possible.
- The school reserves the right to revoke privileges of those who do not follow the rules of the Wellness Center.

# COUGAR SONG

OH YOU COUGARS, OH YOU COUGARS,  
WITH YOUR HOME BY LAKE.  
HOW YOU MAKE ME SHIVER,  
HOW YOU MAKE ME SHAKE!  
OH I LOVE YOU WITH MY HEART AND  
WHATEVER ELSE IT TAKES,  
FOR THE FIGHTING COUGAR SPIRIT  
IS SO DOG GONE GREAT!



WE ARE AC!!!