

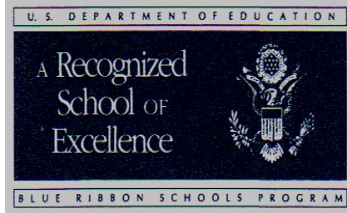
EAST CATHOLIC HIGH SCHOOL

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www.echs.com

Main Office Hours:
7:00a.m. - 3:00p.m.

Accredited by the
New England Association of
Schools and Colleges and the
State of Connecticut

Member of National Catholic Educational Association
Connecticut Association of Independent Schools
Connecticut Association of Schools



Blue Ribbon School of Excellence
National Exemplary School Award

U.S. Department of Education
East Catholic High School is a school of the Archdiocese of Hartford
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Mrs. Maria Maynard
Mr. Thomas E. Maynard

Administration

Mr. Thomas E. Maynard, Interim Principal/Chief Administrator
Ms. Susan Perillo, Vice Principal
Mr. James Roberts, Interim Vice Principal

August 2016

Dear Parents, Guardians, and Students,

It is with pride and honor that I welcome you to East Catholic High School for the 2016-2017 school year. For over 55 years, East Catholic has exemplified what a community of faith and “whole child education” should be; providing opportunities to grow and lead abound at East Catholic. I expect each of you to fully participate in the East Catholic Community and commit to the fulfillment of our mission. As part of our continued efforts to be more efficient and protect God’s resources, we publish our Parent/Student Handbook electronically.

Located on the East Catholic PlusPortals website, www.plusportals.com/echs.com, the East Catholic Handbook outlines the summary of our school’s philosophy, mission, traditions, procedures, and policies. It is important to understand the handbook is our contract between the school, the students, and his or her family; please read through it carefully. The “Parent/Student Handbook Acknowledgement Receipt Form” and the “Photographic/Video Release Form” (optional) must be submitted to the student’s homeroom teacher no later than September 16th. Your submission/signature is an indication that you understand and agree to abide by all the policies and procedures outlined. Your failure to return it in a timely fashion may cause us to suspend the student from class until the form(s) are completed.

East Catholic is more than just a high school; it is a Catholic community of faith. Students, teachers, staff, faculty, and families consent to a way of life and learning rooted in the Gospels and our faith. This school year, as we embark on this journey together, I look forward to praying with each of you and serving the East Catholic Community.

Peace,
Thomas E. Maynard,
Interim Chief Administrator and Principal

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Notice

The regulations stated in the handbook are not to be considered all-inclusive. East Catholic High School reserves the right to act in a manner consistent with its educational goals in any situation which might be considered detrimental to the well-being of any individual or the institution as a whole. The Principal/Chief Administrator may amend and interpret any part of this handbook at his discretion.

EAST CATHOLIC HIGH SCHOOL FOUNDATION DOCUMENTS

Vision Statement

Of the Catholic Schools of the Archdiocese of Hartford

Catholic Schools in the Archdiocese of Hartford welcome students of all faiths, ethnic groups and socio-economic backgrounds. The fundamental purpose of Catholic schools is to:

- Provide a safe, nurturing and secure environment in which students encounter the living God, who in Jesus Christ, reveals His transforming love and truth;
- Partner with parents to support students in their learning and in their search for knowledge, meaning, and truth;
- Create a Catholic climate that contributes to the formation of students as active participants in their school and parish communities;
- Foster a culture of educational excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective, and an emphasis on moral education, community, and service;
- Promote life-long learning that advances the development of the whole person - mind, body, and soul; and
- Graduate students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.

Mission Statement

East Catholic High School is a regional college-preparatory secondary school of the Archdiocese of Hartford. Building on Catholic Tradition and teaching, we educate young men and women according to the Gospel and the life of Jesus Christ. Inspired by the charism of the Sisters of Notre Dame de Namur, we proclaim God's goodness in all things. Our program challenges all students intellectually, spiritually, and physically, and enables them to develop their God-given talents. We prepare students to become life-long learners and responsible citizens with a strong moral foundation, an appreciation for diversity, and a dedication to service, justice, and peace.

Philosophy Statement

East Catholic High School, a college-preparatory school of the Archdiocese of Hartford, serves students from more than thirty-five towns in the Greater Hartford area and eastern Connecticut. At East Catholic, we strive to teach as Jesus did, challenging, loving, and guiding our students, all within a welcoming and nurturing environment. We believe that our success in educating a student is only possible when the faculty and staff of East Catholic, the student, and

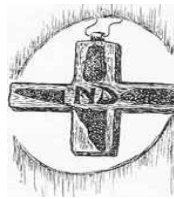
the parent work in partnership and agree upon the core beliefs expressed in our mission statement. We attempt to create an authentically Catholic yet ecumenically sensitive atmosphere in which each student can grow spiritually and intellectually.

Inspired by the charism of our founding order, the Sisters of Notre Dame de Namur, we seek to proclaim God's goodness in all things by educating the whole person-spirit, mind, and body. We form students who are increasingly aware of their spiritual lives as central to their being, and we cultivate this awareness through our curriculum, our extensive retreat and spiritual formation programs, and service learning. Our instruction in faith and justice is grounded in Catholic social teachings which acknowledge the value and dignity of all human life.

The academic program at East Catholic, which is based on archdiocesan, state, and national curriculum standards, seeks to address the needs of students of varying academic abilities and prepares all learners for advancement to the college level. Our curriculum and comprehensive co-curricular program encourage all students to challenge themselves academically and physically and to develop their God-given talents. We aspire to develop students who think critically and cultivate life-long learning. We are committed to producing graduates who act with integrity and self-discipline as good citizens of their country and Christian leaders for the Church and the world.

SCHOOL HISTORY AND TRADITIONS

Sisters of Notre Dame de Namur



St. Julie Billiart founded the Sisters of Notre Dame to respond to the poorest and most abandoned people in the world. The Notre Dame charism seeks to change structures that oppress others and enable the poor to obtain what is rightfully theirs. Aligned with East Catholic's Mission they believe that education in varied forms is the best way to accomplish these goals. The Sisters of Notre Dame de Namur have been associated with East Catholic High School since its founding in 1960. We are grateful beyond measure for the community's continued commitment to East Catholic High School.

East Catholic Coat of Arms



The upper left quarter is taken from the coat of arms of the Archdiocese of Hartford and identifies the school as archdiocesan. The second quarter, with its crown of three stars, symbolizes Mary, the Mother of God, and is taken from the coat of arms of the Sisters of Notre Dame de Namur used at the time of the school's founding, the religious community affiliated with the school since its founding. The third quarter depicts two earthen jars which recall the wedding feast of Cana, the school's patronal feast from which the school's motto is taken. "Do whatever He tells you." The fourth quarter is taken from the coat of arms of John XXIII, Holy Father at the time of the school's dedication.

East Catholic Mascot



The students of East Catholic selected the Eagle as the school mascot in the fall of the school's first year in existence (1961). The choice was fitting for two reasons.

- The Eagle is spoken of often in Holy Scripture with reverence and inspiration.
- The Eagle is also a symbol of the United States of America.

East Catholic School Song

BLUE AND WHITE

East Catholic youth, we bravely aim
For vision and for might
To earn the high, exalted name
Of those who champion right.
Our own in contest, game, or life
Will wage a valiant fight
Which shall in days of joy or strife

Enhance the Blue and White.

Four years together on the hill
Where fir trees meet the sky
Too soon the call to test our skill
And bid a sad good-bye
But still when two or three shall meet
And old tales shall recite
Our hearts will gladden to repeat
This pledge to Blue and White.

Administration

The East Catholic administration operates in a collaborative manner working to ensure students, parents and faculty are supported in the quickest and most efficient manner possible. To assist in this effort each member of the administrative team has assigned responsibilities, while at the same time supports the efforts of the others.

Student Experience & Class Specific Activities (includes discipline issues)

9th & 10th Mr. Roberts

11&12 Ms. Perillo

(In situations with/between students who have different administrators, either Vice-Principal can handle the issue/discipline issues. All administrators at East Catholic are responsible for all students but will take referrals and primary specific to grade levels).

Academic Related Discussions

Mr. Roberts

Social Studies

English

Fine Arts

Religion

Ms. Perillo

Science

Math

World Language

(Subject matter or teacher related administrative issues will be directed to the VP overseeing that area. Student discipline issues regardless of subject matter are referred to the grade level administrator listed above.)

Athletic Department – Mr. Maynard

Campus Ministry – Mrs. Bischoff

Clubs and extracurricular activities – Ms. Perillo

Online Programs – Mr. Maynard

ACADEMICS AT EAST CATHOLIC

Academic excellence builds a solid foundation for a successful future. As they strive for this excellence, East Catholic students are challenged to develop their ability to read well, write clearly, calculate accurately, think logically, and reason critically through the lens of faith. The standards of the academic program are described in the following policies and procedures. The Principal, with the Vice Principals, handles all aspects of academics as it relates to teachers, students and parents.

Graduate Profile

During their four years at East Catholic High School, students begin to acquire the knowledge, skills, and behaviors necessary to become responsible adults formed by Catholic tradition and values. By the time of graduation, an East Catholic senior

- Is learning to live according to Gospel values. The East Catholic graduate will have attained an intellectual grasp of the teachings of the Catholic Faith, and will be in the process of developing a personal devotion to prayer, and a commitment to helping those in need. He or she will learn to define success more in terms of integrity, self-discipline, and service to others than of personal gain.
- Is learning what it means to be a contributing member of society, a good citizen of his or her country and of the world community. He or she will be developing an appreciation of cultural differences and respect for all people as children of God.
- Has begun to learn and use effective communication skills. The East Catholic graduate will have had practice in reading, writing, listening and speaking effectively for a variety of audiences, in a number of different situations, and through both print and electronic media.
- Is developing an awareness of how to use technology in an efficient and morally responsible way.
- Is coming to value the Earth as part of God's living creation and to realize the necessity of stewardship of natural resources.
- Has begun to recognize and work to develop his or her talents and to appreciate the talents of others.
- Is developing the ability to solve problems effectively. The East Catholic graduate will have learned to analyze a problem, examine the options, and work toward a logical, practical, and ethical solution.
- Is prepared to engage in life-long learning and critical thinking. The East Catholic graduate will have learned the skills requisite for acquiring, assessing, and integrating information, and will have come to recognize the way in which he or she learns best and to experience the joys of learning.

Graduation Requirements

Six academic subjects (excluding Physical Education, Health, and Freshman Seminar) must be taken and passed each year unless there are extenuating circumstances. The passing of Physical Education, Health, and Freshman Seminar, however, is a requirement for graduation. The completion of required service hours (STRETCH) in religion is also a requirement each year. For East Catholic's complete program of studies, please visit our website at www.echs.com under the heading "Academics."

Graduation Requirements

24 credits are required for graduation

4 English

4 Religion

4 Mathematics

3 Science (Biology required)

3 Social Studies (Civics & U.S. History required)

2 World Language

1 Fine Arts

3 Electives

School Diploma

East Catholic High School offers a four year, secondary college preparatory program. All requirements for the diploma must be met within that time frame. There is no adjusted program of study at East Catholic High School.

Regardless of the number of previous credits earned, seniors must pass six academic subjects in their senior year, unless there are extenuating circumstances and approved by the principal. Failure to meet this requirement may defer issuance of a diploma and may prevent the student from participating in graduation ceremonies. Early graduation is not permitted at East Catholic.

To be awarded a diploma, a student must meet all the academic requirements outlined by the school. In addition, to participate in graduation exercises, the student must be in good standing. Further requirements for participation include:

- attendance at both graduation rehearsals
- attendance at the senior baccalaureate liturgy celebrated prior to graduation
- proper deportment at all school and senior events

All tuition and fees must also be paid in full before participating in senior events, including graduation.

Homework Policy

Homework is an essential part of an academic curriculum. Students should expect homework in each major subject on a nightly basis. Individual homework policies are explained on each teacher's syllabus. Homework is assigned in class and listed on the Plus Portal. Should there be issues with the Portal, or an assignment is not posted promptly but is assigned clearly in class, students are still responsible for meeting the assignment requirement.

Grading

A passing grade at East Catholic is a sixty (60). A grade below sixty (60) will not be credited toward promotion or graduation. Failures must be made up in an approved program: Summer school, private tutoring by a qualified tutor, or by special arrangement approved by the administration. Transcript credit will be granted for any course made up during the summer; however, these course credits will not be factored into the earned G.P.A.

Academic grades at East Catholic are numerical. Failing grades are those below sixty (60). Some courses and some circumstances call for special grading:

AUD	Audit (no credit)
WP	Withdrawal Passing (no credit)
WF	Withdrawal Failing (no credit)
EX	Exemption from Physical Ed (credit)
P	Pass (credit)
F	Failure (no credit)
I	Incomplete (no credit)

Grade Point Average

East Catholic uses a weighted Grade Point Average (GPA) based on a 4.0 scale. The weighted Grade Point Average takes into account the fact that more advanced courses earn more quality points for a grade than the same grade in a less difficult course. Thus each numeric grade is assigned quality points adjusted according to the level of the course and the credit earned.

Grade Scale/Quality Points (Sample)

Grade Earned	A.P.	Honors	Advanced	College Prep
95	4.9	4.65	4.4	4.15
85	3.9	3.65	3.4	3.15
75	2.9	2.65	2.4	2.15
65	1.9	1.65	1.4	1.15

The GPA is determined by multiplying the quality points by the weights (or amount of credit per course) in order to determine the adjusted quality points. The total adjusted quality points are then divided by the total weight to compute the cumulative GPA.

GPA Calculation (Sample)

	Quality Points	x	Weight	=	Adjusted Quality Points
88 in Honors	3.95	x	1.0		3.95
88 in Advanced	3.70	x	1.0		3.70
92 in Advanced	4.10	x	1.0		4.10
85 in Advanced	3.40	x	0.5		1.70
90 in College Prep	3.65	x	1.0		3.65

Total Adjusted Quality Points 17.1 ÷ 4.5 = 3.8 GPA

Honor Roll

An honor roll is published after each marking period to recognize those who have attained:

HONORS WITH DISTINCTION – an average of ninety (90) or above with no academic grade below eighty-five (85).

FIRST HONORS – an average of eighty-five (85) or above with no academic grade below eighty (80).

SECOND HONORS – an average of eighty (80) or above with no academic grade below eighty (80).

To celebrate this achievement, East Catholic provides the names of Honor Roll recipients to local media. A student whose report card was finalized late due to incomplete grades or corrections, might not be included in the media release.

Pass/Fail/Audit

Juniors and seniors may elect to take a seventh subject in addition to their major required subjects on a Pass/Fail basis with administrative approval and within the designated time frame. They will receive credit on their transcripts for a pass/fail course, but it will not factor into their GPA. They may also audit a seventh subject with administrative approval if they want to learn more about a subject but do not want to take it for credit. Students who audit classes must attend each class and do all the required work. They will not receive credit for the course but it will appear as an audited course on their transcripts.

Monitoring Student Progress

Student Status

Students and parents may check the grade status for any course through PlusPortals. Parents and/or students should contact the individual teacher with questions or concerns regarding a student's progress in a class.

To standardize the Portal experience the following grade codes/options will be used universally at East Catholic.

-A blank space will indicate that the "assignment has been given but not yet collected" by the teacher.

-Numeric grade value or other indicator of a specific score (A, 95, √+)

- "CO" for an assignment has been handed in, but is not given a score and is not calculated in the average.

- "X" exempting a student from an assignment, this will not be calculated in the average.

- "I" notes an incomplete assignment that is counted in average currently as a 0. This will convert to an earned grade.

- "MA" notes a missing assignment that is counted in average currently as a 0. This will convert to a grade if turned in within the time allotted.

- "PEN" notes a pending assignment that has been received and grading is in progress. This is currently not calculated in averages.

Make-up Work

It is the policy of the school that students will have the number of days to make up the work equal to the number of days out of school. Juniors/Seniors participating in the Kairos Retreat will have one full academic week for make-up work to be completed without a late penalty. Students have full responsibility for obtaining and completing work missed. It is strongly encouraged that students utilize the portal to start missing work during their absence. Upon returning to school from an absence, the teacher and student must arrange a mutually acceptable schedule/plan for completing assignments.

Ordinarily, PlusPortals communication will serve as the primary channel for gathering make-up work. However, while PlusPortals may provide assignment information, students must also consult their teachers regarding due dates, possible meeting times, or any other requirements of the teacher. Students may communicate with their teachers by email. In addition, while students are afforded a day for each day absent, teachers may enforce guidelines for make-up work that take effect after this allotted time frame.

In cases of prolonged illness, the student's guidance counselor and administrator

must be notified. In consultation with the appropriate Vice Principal, the guidance counselor will coordinate assignments and assist in making appropriate accommodations for completing missed work.

Students who are on school business and miss a full school day, a partial day, or class time must contact their teachers and arrange a mutually acceptable plan for completing missed work.

INCOMPLETE GRADES ON REPORT CARDS MUST BE MADE UP WITHIN TEN (10) SCHOOL DAYS AFTER THE CLOSE OF A MARKING PERIOD, UNLESS THERE ARE EXTENUATING CIRCUMSTANCES DETERMINED BY SCHOOL ADMINISTRATION.

Report Cards

Report cards are issued quarterly (refer to calendar for end of marking period dates). The report cards will be distributed to the students in homeroom for the first three marking periods. Exceptions will not be made for early distribution of report cards. Only the fourth quarter report cards will be mailed to the parents. The distribution date will be approximately two weeks after the close of the marking period.

Student Schedule and Relevant Academic Changes

Schedule and Schedule Changes

Student course selections for the following year are made early in the second semester. All student schedules are reviewed by the guidance counselors. Course selection changes may be made only if students do not attain the required grades and final averages, and/or have a schedule conflict, or if a course is withdrawn from the program due to under-enrollment. Subjects may not be dropped because of the difficulty of the subject or its detrimental effect on scholastic average or GPA.

Course Changes

Students will receive a list of their course selection for the following academic year in early June. Students and parents should review this list and request any course changes as soon as possible. All course selections are considered final after September 16th. Any changes after this date initiated by students or parents will require a \$100 course change fee. No fee applies if the change is initiated and recommended by the student's current teacher, school counselor, or the designated Vice-Principal.

Level Changes

In extenuating circumstances a level change may be necessary after the deadline. These level changes are made in collaboration with the teacher, department chair, guidance counselor, and parent and require the approval of the designated Vice-Principal. All changes are subject to space availability. When a level change happens after the student has completed one quarter (or more), the original course with the grade(s) earned will appear on the student's report card. In addition, the report card will include the new course(s) and grade(s) earned in subsequent quarters (see sample report card on the following page -courses 011/01 and 012/01).

#	CRS/SC	COURSE NAME	1	2	3	4	5	6	7	8	9	10CR	11	12	13
			1st	2nd	MEX	MID		3rd	4th	FEX		FNL		C 1	C
1	011/01	H Lit Arts		88	90				92	91	85		90		
2	012/01	English 1	90									90		23	
3	892/01	JazBnd8/8	89	89		89			97	95			93	1	
4	622/04	Biology	90	90	86	89			92	90	84		89	2	5
5	919/01	PE B9&10	P	P									P	1	5
6	411/02	H Spanish1	89	86	85	87			88	80	80		85	1	5
7	221/02	H Geometry	90	95	87	91			90	90	76		89	9	1
8	101/01	H Bibl Sur	94	90	99	93			89	93	90		92		30
9	069/05	Fr Skills	P	P		P			P	F			P		

The student's transcript will also reflect the course level change. Final GPA for the course will be calculated using the quality points and credits earned in each level (sample below).

Sample Transaction

GR:YEAR	#	COURSE	FNL	CREDIT
09:12-13	011	Honors Literary Arts	90	0.75
09:12-13	012	English 1	90	0.25
09:12-13	069	Freshmen Study Skills	P	0.50
09:12-13	101	Honors Bible Survey	92	1.00
09:12-13	221	Honors Geometry	89	1.00
09:12-13	411	Honors Spanish 1	85	1.00
09:12-13	622	Biology	89	1.00
09:12-13	892	Jazz Band 8/8	93	1.00
09:12-13	919	PE Boys 9&10	P	0.25
TOTAL CREDITS:				6.75

Examination Policy

Mid-year and final examinations will be administered in January and June respectively. The examination grade constitutes one-fifth (1/5) of the semester grade. **No exams will be given prior to the scheduled exam period.** The second semester exam dates will be published by the administration pursuant to adequate completion of the required number of instructional days. These dates will generally be announced on or after April 15th. Students may not take exams unless their tuition payment is up to date.

Standardized Testing

Students at East Catholic High School take PSAT in sophomore and junior years, and the SAT and/or ACT (American College Test) in their junior and/or senior years.

Eligibility

Students who participate in athletics and co-curricular activities will be allowed only one failure in any subject, (excluding Physical Education, Health, and Freshman Seminar) and the total course load requires an average of seventy (70) or better. Marking period grades (not semester grades or final grades) are to be used in determining scholastic eligibility to participate in interscholastic athletics and co-curricular activities.

Student eligibility will be determined for all students on the date that report cards are distributed or on the fourteenth calendar day following the end of the marking period, whichever comes first. Scholastic failures cannot be made up for eligibility purposes in any manner until the next report card. Scholastic incompletes must be made up within ten (10) school days following the end of the marking period. Incomplete grades are counted as failures for the eligibility process.

Academic Probation

Students at East Catholic can take advantage of many resources available to support academic success, such as after school help from teachers, National Honor Society tutors, and faculty tutors in the Saint Julie Academic Center.

A student may be placed on Academic Probation for the following reasons:

- a. failing two or more subjects for any marking period, or
- b. earning an average below 70 for any marking period, or
- c. exhibiting a serious deterioration in academic performance, or exhibiting continued poor academic performance, as evidenced by falling grades, failure to complete homework assignments, negligence in seeking extra help, and/or a general indifferent attitude toward academic responsibilities.

Students placed on Academic probation will be monitored and evaluated throughout the subsequent quarter by means of grade updates, as well as end-of-the-quarter report cards. Students who make significant progress and improvement during this quarter can return to being students in good academic standing. However, a student who fails to make significant progress in both academic performance and attitude may be asked to leave East Catholic in January or June of that academic year.

In some situations, the Administration will implement a specific probationary stipulation outside the traditional academic probation criteria. In such cases, the Principal and/or the designated Vice Principal will determine the conditions of a

specialized probation agreement. Depending on the circumstances, a student breaching such a contract may be subject to automatic removal or non-re-admittance.

Transfers

Parents who want to transfer a student to another school must request a transfer of records in writing. No records will be forwarded to the new school and no transfer notice will be sent until such a note has been received by the designated Vice Principal. We ask that parents extend to us and the new school the courtesy of notifying the Principal of East Catholic High School of such intentions prior to their application elsewhere.

All financial commitments must be paid in full before complete records are forwarded.

National Honor Society

New members of the East Catholic National Honor Society are inducted in the spring of their junior or senior year. An invitation for membership consideration is issued to eligible students who have earned a cumulative adjusted GPA of 3.75 at the end of the first semester. Effective for the Class of 2019, students must earn a cumulative adjusted GPA of 3.80 at the end of the first semester. Those invited must submit a formal National Honor Society Candidate Information Form by the deadline to have their selection considered. Membership is not only based on academic achievement, but also the administration and faculty's evaluation of a student's leadership, character, and service.

A committee of five faculty members, assigned by the principal, confidentially reviews the information forms and selects the students. The list is given to the NHS advisor who sends out initial letters of selection and non-selection. Students who are not selected have the opportunity to write an appeal to the committee. A secondary appeal is available to the principal in accordance with NHS bylaws.

Students who fail to maintain the membership requirements for National Honor Society during their senior year will be disqualified from membership.

Yearly Admission

East Catholic High School admits students of any race, creed, or ethnic origin.

All students are accepted on an annual basis. The acceptance of the registration fee* in the spring for the following school year does not necessarily constitute final acceptance for continuation at East Catholic. Re-acceptance for successive years is based on the attitude, behavior, and academic

achievement of the student and is entirely the decision of the school. The decision will be made in the best interest of East Catholic and the student. Any student who is not readmitted to East Catholic or is asked to leave during the school year cannot be on campus or attend any East Catholic functions both on and off the campus.

Academic failure and/or a disciplinary record make a student subject to non-readmission. A student may not re-enter school in September unless all tuition charges for the previous year have been paid in full. Exceptions to this policy may only be made by the Principal.

In some cases students may be admitted under probationary criteria. Those students will be monitored and evaluated following the procedure under Academic Probation.

**Consult the Tuition Contract for more information. Registration fees, under the conditions outlined above, are nonrefundable.*

Curriculum

The East Catholic High School program of studies is available on the school's website under the "Academics" tab.

Homebound Instruction Provisions

A student unable to attend East Catholic for health reasons may be eligible for home instruction provided by the student's local public school district. In order to receive homebound tutoring from his or her local public school, the student must withdraw from East Catholic and enroll in his or her local public school.

ATTENDANCE POLICIES

East Catholic has both the authority and responsibility to require regular attendance on the part of all students. Unauthorized absences, habitual tardiness and class "skipping" are not permitted. Absence from school should be only for a serious reason or legitimate illness.

Students who have been absent from an individual class ten (10) days in a semester may result in loss of credit for the semester or the year. In the case of seniors, when absenteeism is at a level which causes poor academic achievement, the school reserves the right to not issue a diploma.

If a student will be out for a prolonged period due to illness, the designated Vice Principal must be contacted so that special arrangements can be made. Attendance documentation must be provided to the Main Office. Students who require special academic support or homebound tutoring due to serious

illness or accident will coordinate with the designated Vice Principal. While East Catholic is not able to provide some services, we will assist in the coordination of care to ensure academic continuity.

When a student is absent from school for the full school day, he/she may not attend or participate in any extra-curricular activities without the express permission of the designated Vice Principal. To do so makes a student subject to disciplinary action. On a day in which a student is absent from school, he/she may not be in school or on school grounds without prior approval of an administrator.

When a student is absent from school for part of a day, the student must be present in school or at a school-sanctioned function (e.g. field trip, retreat, etc.) for at least four hours on the day of the activity in order to attend or participate. Partial-day absences may be judged by an administrator at his/her discretion.

Attendance is taken in homeroom. All students must be in homeroom by 7:32 AM; any student who arrives to school after this time will be considered tardy. Homeroom teachers record attendance from 7:32 to 7:37 AM. Students who arrive at school after 7:37 AM must report to the Main Office to sign in. Students are expected to use their ID card to sign in. Students who arrive after 8:00 a.m. without a note/phone call will remain in the Main Office until the parent/guardian is contacted.

Absence

The parent must call the school attendance line (860-645-1818) no later than 8:30 AM and leave a message in voicemail or call the main school line and leave a message at extension 6233. Failure to call may result in students being marked truant. The Main Office documents and verifies student attendance for the student's academic record.

On the day when a student returns to school, he/she must bring a note dated and signed by the parent stating the reason for the absence. These notes should be brought to the Main Office before the start of homeroom period. If a student has been absent for 3 or more days, she or he must report to the school nurse and provide a doctor's note to the school before readmission. As soon as possible, families must make arrangements with their guidance counselor to ensure make up work has been coordinated. If possible, students are encouraged to stay current with class assignments.

Students who know of a necessary absence in advance should bring a note from a parent/guardian to the Main Office requesting permission for the absence (including college visits). In such cases, it is also the obligation of the student to notify teachers.

Written requests for absences for school activities such as class trips and field trips should be submitted at least 24 hours in advance to the moderator of the activity.

Tardiness

East Catholic recognizes that its student population is drawn from many towns which, in some cases, are a considerable distance from the school. However, opening exercises and classes must begin at a fixed time. Accordingly, parents and students will need to adjust their morning schedule to arrive at school on time.

Due to traffic and weather conditions and to avoid tardiness, parents and students should plan to arrive at campus by 7:05 AM. This additional time also allows students to prepare for the academic day.

The school will deem a tardy excused when the Main Office receives one of the following:

1. A phone call from the parent/guardian to speak with Mr. Kravontka (EXT. 6233) to explain why the student is arriving late.
2. A written note from the parent/guardian explaining the specific reason as to why the student is arriving late.
3. Documentation from a doctor's/dentist's office or medical facility.

Habitual excused tardiness will be subject to administrative review.

Each semester, students who are tardy more than six (6) times unexcused will receive a detention. Those students who are habitually late (over 7 tardies) will serve a detention for each occurrence. At 10 unexcused tardies a Saturday detention will be issued. When accruing 13 or more unexcused tardies, student attendance will be subject to administrative review. Juniors and seniors will lose the privilege of leaving school during their last period free, a student may lose all "free periods," or, students may serve an afternoon detention for each occurrence.

- The duration of this status will be outlined in an attendance agreement between the administration and student.
- Students may also be subject to the loss of participation in athletics and school/extracurricular activities.

Students who are tardy because of late-arriving school buses, weather

conditions, accidents or other issues deemed appropriate by administration will be recorded as tardy excused.

During the course of the academic day any student who is tardy for a class will be subject to a personal detention from the individual teacher. After three (3) occurrences students will be referred to the Main Office for disciplinary action. Class absences and tardiness will be recorded on report cards and can be verified by the office at any time.

For the safety and security of students, East Catholic maintains a closed campus. Students are not permitted to arrive at the end of first period simply because first period is unscheduled/free. To do so, makes a student subject to detention or a full day suspension. Seniors in good standing may be eligible for such privileges with Principal approval.

Dismissal

Early Dismissal

If a student requires an early dismissal, a note from home, reason, dated and signed by a custodial parent or guardian must be turned into the Main Office before homeroom. Parents are encouraged to schedule appointments for after school or if necessary when the student has a last period free. No student may leave the building before the end of scheduled classes for any reason without the express permission of the parent and the approval of the administration.

Dismissal Due to Illness

Students must report to the school nurse if they wish to be excused from school during the day because of illness. The school nurse will notify the parent. To avoid confusion students are not to contact the parent independently without the knowledge of the nurse. No student may be dismissed without parental consent.

If a student is released from school by the nurse, he or she should not return to school that day for any reason without prior approval of the school nurse. A parent or a responsible person designated by the parent must accompany a student upon dismissal for reasons of illness. In cases of illness, no student may leave school alone without the permission of the parent. If the student is dismissed because of illness, the student must sign out in the nurse's office.

Senior and Junior Dismissal (end of day free period)

Ordinarily, students must remain in the building until 2:00 PM. Seniors and

Juniors may have the privilege of being dismissed after their last scheduled class of the day. Seniors and Juniors utilizing the early dismissal privilege must leave the building and grounds immediately following the end of their last scheduled class. Seniors and Juniors who leave after their last scheduled class may not return before 2:10 PM. If they choose to stay, they must go to the library.

This privilege may be revoked due to discipline, tardiness, behavior in the parking lot, or not leaving campus grounds or buildings immediately after they are dismissed. To remain in the building or on school grounds without official permission will be considered “out of bounds” and may be subject to disciplinary action.

The Sophomore and Freshman classes are not eligible for the early dismissal privilege and must remain in designated classes/free periods until 2:00 PM.

Dismissal for all Students (after 2:00 PM)

After 2:00 PM, all students are expected to leave school or report to the appropriate designated area or activity by 3:00 PM. Supervision is provided on campus until 4:00 PM in the school library/media center from Monday-Thursday and until 3:00 on Friday.

ATHLETIC POLICIES

Eligibility – See Academic Section

Athletics are an important part of the student experience. A student's time on an athletic team is viewed as a continuance of the school day and the student's formation. Coaches at East Catholic participate in the *Play Like a Champion Program* through the University of Notre Dame and see their coaching role as a ministry. As part of the East Catholic staff coaches will review their players' academic progress.

Sports

Interscholastic sports for boys are: football, basketball, baseball, cross-country, golf, ice hockey, indoor/outdoor track, lacrosse, soccer, swimming, tennis, and wrestling.

Interscholastic sports for girls include basketball, cross-country, field hockey, ice hockey, golf, indoor/outdoor track, lacrosse, soccer, softball, swimming, tennis and volleyball.

The athletic department also has a cheerleading squad.

Club and Intramural sports are encouraged and organized whenever student interest and facilities make a program feasible.

School teams are a vital part of the physical education and fitness program. They are intended to further impress upon the student the need for healthy and meaningful exercise. Consistent with all East Catholic programs, sports play a significant role in the development of the whole person.

The entire coaching staff and administration at East Catholic feel that any student who participates in any of the athletic programs should consider it a privilege and an honor. Student athletes are representing their team, their family and their school. With this in mind, the following code of conduct must be followed by all athletes while they participate in any program:

- Student athletes are required to attend all scheduled practices and games. Missing practices and games without an adequate excuse will result in disciplinary action determined by the guidelines established by each individual sport.
- Student athletes are required to set a proper example for their teammates and peers. Detentions are not an excused absence. Athletes assigned a detention must serve it as scheduled. If an athlete is suspended from the team, he/she will be required to attend all games and practices. Failure to do so could lead to dismissal from the team. Employment is not an adequate excuse for absence.
- The use of tobacco, alcohol, anabolic steroids, and/or illegal drugs will not be tolerated. The misuse and abuse of legal drugs will also not be tolerated. Violation of these rules will cause the athlete to be subject to dismissal from the team and may result in suspension or expulsion from the school. **All CIAC controlled activities sponsored by East Catholic are included in this policy.**
- Students should always strive to present first-class appearance, conduct, and performance. Appropriate dress to and from games or the team uniform will be required. Unsportsmanlike conduct/profanity will not be tolerated and will be dealt with according to school policy, the rulebook of that sport and coach. **All National Federation Rules and CIAC Disqualification and Sportsmanship Rules will apply.**
- Student athletes are to be present a minimum of four hours in school in order to participate in a game or practice session that day. Special exemptions may be granted in case of emergencies by the administration. All student athletes are expected to arrive in school on time the day after an athletic event.

An athlete must remain with the team for the completion of the entire season in order to earn an award on either the freshman, junior varsity, or varsity squads

unless released because of medical reasons.

Athletes are not allowed in: the gyms, locker rooms, workout room, or fields, until the coach is present. Team practices take place at varying times. Therefore, students who elect to remain at school must report to the library, when opened, until the practice begins. Students are not permitted to be in locker rooms before or after school without supervision. Failure to follow these directives may result in disciplinary action which may include: action taken by the athletic department, detention, suspension, or expulsion.

In addition, athletes are responsible for rides to and from practice sessions and to the school for transportation to games. Transportation to most interscholastic athletic contests will be provided by the school and all student athletes will be expected to utilize such transportation.

The coach reserves the right to make decisions relevant to that sport. The player accepts responsibility to follow all rules. The athletic department will at no time discuss playing time or a coach's decisions relevant to a particular sport. Any questions concerning a particular sport should be first addressed with the varsity coach of that sport. In the event that a parent/guardian/player needs to address matters relating to other issues or perceived conflicts, they should contact the Athletic Director.

In addition, when a student has shown a noticeable decline in his or her subjects or is failing to attain grades proper to his or her known ability, the school administration reserves the right to deny the student the privilege of participation in sports and other school activities until improvement is shown. A student may also be denied the privilege of participating in the sports program at any level as a result of disciplinary infractions.

Students, parents and guests attending athletic events in support of school teams are expected to behave at all times in a manner and attitude of true sportsmanship. At no time will disrespect or ridicule of opposing teams or officials be tolerated.

Mid-Term Examinations – Practice Policy/Athletics

- All athletic practices during the exam period will be “optional” for the student athlete.
- All “optional” practices held during the exam period will be limited to one hour and forty five minutes (1:45).

This policy will be in effect starting the Monday of exam week and end with the last exam on Friday or, in case of inclement weather, on the day of the last exam.

For planning purposes, student athletes must inform their coaches if they will or will not attend an “optional” practice.

Captains Council

As part of the University of Notre Dame program, *Play Like a Champion*, team captains participate in a monthly leadership training program coordinated by the Athletic Department. Students represent each sport and are selected by the coach to participate. Members of the Captains Council may be formally appointed captains or other students who have a leadership role on the team.

COMMUNITY FAITH LIFE

All that we endeavor to do at East Catholic High School is grounded in the Gospels and the person of Jesus. Catholic schools are Christian communities focused on the core spiritual values of teaching, serving and building community. East Catholic is no exception. Our rich spiritual life is due in large part to the commitment of the community. Since its founding, East Catholic has treasured its relationship with the Sisters of Notre Dame de Namur and the charism of their foundress, St. Julie Billiart. The Sisters of Notre Dame's commitment to service and Catholic education has inspired generations of East Catholic graduates to reach beyond themselves and serve. "How good is the good God" is the mantra of the SND community and is evident in the spiritual life of our school.

In addition, East Catholic offers numerous opportunities for spiritual growth, service and participation in the sacramental life. Prayer is central to our life as a community. We begin each class with prayer, and we pause each morning for third period prayer and the personal intentions of our community. School-wide liturgies, prayer services and the sacrament of reconciliation are offered periodically throughout the school year.

Our Campus Ministry department is staffed by two lay teachers and offers opportunities for spiritual counseling, retreat ministry, peer ministry and service outreach. We observe sacred space in our school chapel where the Blessed Sacrament is reserved for quiet prayer on a regular basis. Students are encouraged to engage in their own spiritual quest and the communal spiritual life of the school.

Service That Requires Engaging The Compassionate Heart (S.T.R.E.T.C.H)

This unique program is East Catholic's formalized service program. The school has partnered with numerous agencies that serve those in need in our community. The program is also provides leadership opportunities for students as STRETCH leaders who coordinate the program under the direction of Campus Ministry.

Students at East Catholic are required to participate in the STRETCH program each of their four years. While most students exceed the minimum, all are

expected to complete 10 hours at the selected agency. Students will select the agency within their religion class and are required to attend all training and service opportunities assigned.

Failure to meet the requirements will result in an “incomplete” for the student’s religion grade.

Peer Ministry

As a community of faith, student leadership in faith life is critical. Peer Ministers are juniors and/or seniors who have been selected by the Campus Ministers. Selection for Peer Ministry is a difficult process due to the high number of exceptional, faith-filled young people at East Catholic.

Retreat Programs

Students participate in grade level retreats each year. Retreats are mandatory and are an excellent opportunity for students to grow closer to the living God and each other. East Catholic also offers a number of other retreat opportunities that are publicized throughout the school year.

CONDUCT POLICIES

Expectations

In disciplinary matters, East Catholic High School strives to instill and promote the spirit of Christian honesty, conflict resolution, and compassion. Students are expected to take responsibility for their actions and the possible ramifications of their behavior. While compassion is the hallmark of a faith-based community, so also is accountability. Disciplinary measures will be taken to protect the community as well as the health, safety, and educational function of the school. Our code of conduct is also intended to modify behavior, encourage maturity, and bring about a lasting and positive commitment to the school and its mission.

How a student behaves on and off-campus directly reflects upon the East Catholic community. East Catholic reserves the right to take disciplinary action if the school believes that a student’s conduct both on or off-campus has been: inappropriate, harmful to others, damaging to the school or the school’s reputation. Our students are expected to represent East Catholic with respect, integrity, and honor, always safeguarding the reputation of themselves and the school. Violating the conduct code, or engaging in improper behavior severely damages the fabric of our community life, and as such, constitutes breaking the student’s contract with the school and could result in dismissal from East Catholic.

The behavior regulations and procedures outlined in this handbook are not meant to be all-inclusive. East Catholic reserves the right to interpret and enforce rules as it sees fit and in the best interest of the student and school.

Parents/guardians and students must understand that by freely choosing East Catholic, they also freely choose to be in compliance with its rules and regulations and will support them, even when they disagree.

Due Process

In disciplinary matters, teachers and the administration will explain why disciplinary action is warranted and will provide students with an opportunity to tell/explain their side of an issue.

Disciplinary System

East Catholic strives to work in partnership with parents. However, just as parents are entitled to remove their student from the school, the East Catholic Administration also reserves the right to require a student to withdraw.

The East Catholic disciplinary system provides students and parents with a guide for general disciplinary procedures and consequences. All official acts of misconduct (those referred to administration) are recorded in a student's disciplinary file.

-Serious infractions may result in immediate expulsion/withdrawal.

Athletic/Extracurricular/Social Events and Discipline

Involvement in extracurricular activities, interscholastic athletics, honor societies and clubs is a privilege. Students may be removed from a sport or extracurricular activity due to unsuitable behavior or a student's decision not to make a significant positive change. The privilege of attending or participating in an event/activity/sport may be denied as a disciplinary consequence. This includes class activities such as graduation events and ceremonies.

Detentions

Personal/Teacher's Detention

"Personals" or teacher's detentions are first given by teachers or staff members to correct behaviors, typically without involving administration. The action is taken to provide teachers and students with an opportunity to clarify expectations and work together on modifying behavior. The time/date, length, and activity of a personal are decided by the teacher. Personals are recorded by individual teachers and are only referred to the designated Vice Principal in chronic situations. Parents/guardians and students wishing to inquire about a personal detention or disciplinary action should contact the teacher or staff member involved within three days of receiving it.

Not attending a teacher's detention may be considered defiance or disrespect,

and could demonstrate an unwillingness to recognize the teacher's efforts to work positively and collaboratively with the student. In the event of a missed personal detention, the teacher can refer the student to the designated Vice Principal. Teachers may also assign personals for misconduct that takes place anywhere in the building or campus.

-In the event a student receives two teacher's detentions for the same day, every effort should be made to reconcile the situation with the teachers involved. When students are unable to make alternative arrangements, they should report the problem to the designated Vice Principal. The Vice Principal will rectify the situation in order to avoid additional detentions for missing a "personal."

-In some cases, students cannot locate their teacher to serve a "personal." If this occurs, the student should report to the Main Office. If there is validity to their claim, the teacher's detention may be served in the office, or Office Staff may assist in locating the teacher.

School Detention

School detentions assigned by administration must be served at the required time as scheduled. Parents/guardians and students wishing to inquire about a detention or disciplinary action should contact the administrator involved within two days of receiving it; otherwise, it will be processed as a detention.

Ordinarily, administration does not excuse or overturn the disciplinary actions of teachers. However, administration will ultimately determine disciplinary consequences. While the teacher or staff member may use the term "detention" or submit an incident report for referral, detention may not be the final outcome. Repeated school referrals will result in reports of misconduct and may result in suspension and/or athletic and co-curricular restrictions. Suspension or other disciplinary action may be taken depending on the severity or frequency of the infraction.

Students will be given at least a 24-hour notice of the time and date of the detention. In some cases, several days may pass before a student's name appears on the detention schedule.

Sports, extra-curricular, or employment schedules are not accepted as reasons for not serving a detention at the appointed hour. If there are serious circumstances to prevent a student from serving a detention on a particular day or time, it is the responsibility of the student to make arrangements with the designated administrator to schedule the hours to be served. This should be done as soon as the student receives the referral and not on the day that the detention is to be served.

Ordinarily, school detention is held on Tuesday and Thursday from 2:05 PM to

3:05 PM. Students are to be in uniform and must be prepared to either do academic reading or writing. Skipping a school detention becomes a separate offense in itself and will require the student to make up the hour/hours missed and serve an additional hour.

In most cases, school detentions and other referrals become part of a student's disciplinary record. While the number of hours served varies, the hours are not calculated as individual infractions.

General Guidelines School Detentions

One Hour

Unexcused tardy to class

Uniform/dress code violation

Radios/unauthorized electronic devices/cameras in school

Inappropriate iPad usage

Cell phones during school hours

Failing to serve a teacher's detention/personal

Two Hours

Gambling, card playing, dice games, games of chance

Out of Bounds (not in assigned location)

Misuse of a teacher/parent note-pass

Throwing things (may also require suspension). As a rule, East Catholic does not allow any objects to become airborne (except as directed during athletic activities, math/science experiments) - projectiles of any kind are forbidden.

Disregard for safety in the parking lot (may also require suspension)

Free Period and Lunch Detention

When appropriate, students may be required to serve their free periods or lunch periods in a designated location. Such arrangements will be made according to the infraction and at the discretion of the administrator.

Saturday Detention

At the discretion of the administration a Saturday detention may be assigned for chronic, repetitive infractions or more serious issues. It may also be required for students who may benefit from attending detention on a non-school day. It is the student's responsibly to arrange for transportation. Saturday Detentions are held from 8:30 a.m. to 12:00 p.m. on designated days.

Notification of Detention

Parents are notified of detentions/disciplinary actions on the Portal or by email, letter, or by a copy of the referral itself. When the notification is mailed, it may

arrive before or after the detention is served. The copy of the referral will ordinarily contain the scheduled date of detention. If a letter is used, it will often contain the date of an infraction (or reflect when the referral was reported to administration), but may not reflect the actual day on which the detention was or will be served.

Truancy (Outside of School)

Truancy is not only a serious violation of school policy, but Connecticut State Law as well. A student absent without the consent of his/her parents or guardians is considered truant.

Examples of Truancy Outside of School

- Leaving school grounds without permission
- Leaving school grounds without proper documentation filed with the Main Office. Having a note to leave campus does not authorize a student to leave unless the Main Office has issued the proper paper work.
- Coming to school, but not attending class.
- Coming to school, leaving, and then returning without proper permission.
- Being absent from school for any amount of time without the consent of parents/guardians.
- Leaving or attempting to leave with an athletic team when the student does not have permission, is not on the team, or is suspended from participating.

General Disciplinary Guidelines for Truancy Outside of School

- First Truancy from school- Saturday Detention and 1 day In-School suspension
- Second Truancy from school- One day home suspension, Saturday Detention and Disciplinary Probation
- Third Truancy from school- Indicates an unwillingness to comply with the school's rules and, in most cases, the student will have to be withdrawn from East Catholic. Parents/guardians will attend a meeting with the appropriate administrators and/or staff.

Truancy Inside/During School (Out of Bounds*)

East Catholic students are expected to take personal responsibility for following their daily schedule and must be in the designated location. East Catholic cannot be liable for students who willingly violate this basic expectation. School personnel should be aware of, and grant permission for, and movement around the building and campus.

Examples of Truancy Inside/During School

- Being absent from class without permission (skipping class); Students

are expected to know their schedule. Being unaware of class times/locations is not a valid excuse for missing a class. Attendance is taken in most locations in the building including “free” periods. Therefore, a student cannot “accidentally” assume they have, for example, a “free period.”

- Staying in a restroom without notifying the Nurse’s office;
- Obtaining permission to go to a specified location and not going there;
- Going to any destination for which the student does not have permission;
- Going to any location “on the way” to a specified location;
- Not going to the location (bathroom, drinking fountain) closest to the room the student left;
- Being anywhere in the building or on campus that is deemed an inappropriate or illogical location.

General Disciplinary Guidelines for Truancy and Out of Bounds

- First infraction for Skipping Class- Three hour detention
- Second infraction for Skipping Class- Saturday Detention
- First infraction for general out of bounds- Two hours detention
- Second infraction for general out of bounds- Saturday detention
- Third infraction for general out of bounds- Suspension and Disciplinary Probation outlining further action.

If the safety of the student or the general welfare of the school is compromised because of truancy or being out of bounds, the administration will determine the disciplinary action (the penalties outlined above are not all-inclusive and only reflect the ordinary responses to truancy/out of bounds infractions).

*“Out of Bounds” is a term used to describe any situation where a student is not where he/she is supposed to be. This includes before, during, and after school situations.

Cheating/Plagiarism/Academic Dishonesty

Cheating is considered a very serious offense and is completely inconsistent with the gospel values of honesty and integrity. Any of the following may be classified as cheating (this is **not** a comprehensive list of cheating/plagiarism offenses):

- Using or photocopying the academic work of another;
- Copying of homework for which credit is given;
- Plagiarism (intentional or unintentional), which includes failure to cite direct quotes and/or parenthetical citations and/or failure to provide a complete list of sources cited;
- Downloading documents from the Internet and presenting part or all of the same as original work by the student;
- Any circumstance/situation which a teacher deems to have invalidated the assessment/assignment;
- Turning in work that is, in whole or in part, the work of another person or persons;

- In some cases, working on homework with another student (regardless of whether or not it is turned in) can be considered cheating. In such cases, the teacher who assigned the work will determine if cheating has occurred;
- Looking at another student’s paper during an assignment/test/exam;
- Unauthorized use of electronic devices during assessments;
- Providing another student with answers, a completed assignment, or any other academic information that could enable another student to cheat/plagiarize.

Important Information Regarding Cheating/Plagiarism/Academic Dishonesty

- Providing a student with any kind of information that could be copied/paraphrased or used in any manner can be considered academic dishonesty/cheating. It is not acceptable to claim: “I was showing them how to do it.”; “I was just helping them.” or “I never knew they would copy my work.”
- Students should consider all assigned work to be an independent endeavor. If teachers choose to allow groups, they will clearly indicate their intentions. Without such expressed permission, work assigned is to be done individually and not shared with others.
- Students and parents must remember that “intentions”, however good or misguided, are not usually considered viable excuses in cases of cheating/plagiarism/academic dishonesty. Students are expected to know what constitutes cheating/plagiarism (in a school-wide context and in compliance with individual classes), and understand that teachers cannot grade or give credit for work that does not belong to the student, or is not properly cited as the work of others.
- Students and parents should also remember that taking a test or doing an assignment in possession of, or having access to, the answers may be considered cheating. In most cases, no distinction will be made regarding the student’s use or nonuse of the answers.
- As a general rule, students do not receive credit on assignments that involve cheating/plagiarism.
- In extreme cases, such as cheating/plagiarism on final exams or major projects, the student may fail the class depending on the weight given the assignment.

General Disciplinary Guidelines for Cheating

First Cheating/Plagiarism Infraction

- Teacher reports to designated Vice Principal.
- The student will receive no credit for the assignment/test/exam.
- The teacher will call the student’s parents.

Depending on the severity of the infraction, a student may also be subject to additional disciplinary action.

Second Cheating Plagiarism Infraction

- The student and parent(s) will meet with the designated Vice Principal.
- The student will receive no credit for the assignment/test/exam.
- The teacher will call the student's parents.
- The student will ordinarily be suspended at home for at least one day.

Probation may also be enacted with a second cheating offense.

Third Cheating/Plagiarism Infraction

A third cheating infraction indicates a serious challenge. A meeting will be held with the designated Vice Principal/Principal, the student and parent(s), and any relevant parties to decide the possibility of expulsion, suspension, non-re-admittance, and or a probationary status.

Planning, attempting, and conspiring to cheat usually results in a three hour detention. However the consequence for this offense may vary depending on the circumstances.

Bullying/Hazing/Harassment

According to CT State Law Section 10-222d of the general statutes, "*Bullying*" means (A) the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school or (B) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes physical or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v) substantially disrupts the education process or the orderly operation of a school. Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture.

Bullying has no place at East Catholic and should be reported immediately to an administrator. It is important to note that bullying, harassment and hazing are all violations of the school community and shall be considered a major disciplinary offense.

East Catholic High School does not endorse nor allow hazing as an initiation rite for activities, clubs or athletics. Involvement in hazing is cruel and has no place in school life. A student who engages in hazing of others may be subject to suspension or expulsion.

Harassment of any kind should be reported to guidance counselors and/or any administrator.

Parents and students may report acts of harassment, bullying, or hazing and remain anonymous. The guidelines for such reports are available in Campus Ministry, the Guidance Department, and Library-Media Center. All reports are taken seriously and are investigated in a timely manner.

Internet Conduct

Students attending East Catholic High School represent the school at all times, in and outside the school. Therefore, the school will hold the students accountable for Internet communications that are inappropriate, serve to bully/harass, taunt/disrespect, convey threatening messages, or communicating information/material that is contradictory to Catholic teaching. Internet activity which reflects negatively on East Catholic's students, staff or school community will not be tolerated.

The school's name, image, logo, documents, etc. cannot accompany or be attributed to any communication that may overtly or covertly suggest or promote behavior that is illegal, immoral, threatening or be offensive in any way to the school, its administration/faculty/staff, or any other individual or entity related to the East Catholic community. If a student wishes to attach East Catholic to their name or online information, their Internet activities will be subject to review under the guidelines outlined above. Because of the constant circulation and ubiquitous nature of material shared on-line, posted information can be altered, resurface, and be printed. Therefore, students will be held accountable for the possible ramifications of their on-line behavior.

Students cannot use the name (coded or representing the name), picture, likeness (drawings/visual images of any kind), voice recordings, or post any material about a student, staff/faculty/administrator without the expressed permission of the individual.

Parents/guardians and students must understand that there are limits to East Catholic's ability to regulate our students' use/misuse of social media. In some cases, students are careless with personal information, "correspond" with hundreds of individuals (known and unknown), and/or communicate using a multitude of social networks/channels. In addition, it is often impossible to "trace," "track," or determine the origins/transformations/possible ramifications of unfortunate electronic activities. Therefore, East Catholic cannot always intervene in situations caused by student(s): being unaware of the inherent dangers involved in simply using any social network, being careless, and/or being intentionally reckless. Parents/guardians should be aware of, and monitor, their students' interactions in all the realms of social networking and electronic communications.

Probation

Disciplinary Probation

At times, it is necessary for the administration to place certain students on disciplinary probation. The purpose of probation is to help students overcome certain problems which they are having in regard to following the rules and regulations of the school. Any student who is placed on disciplinary probation

will be required to sign a contract drawn up by the administration. Such a contract will state the requirements by which a student may remain at East Catholic. Violation of the provisions of the contract may lead to: suspension, expulsion, non-re-admittance, removal from athletic participation, or removal from specified athletic practices or games. Students may, at the discretion of the administration, be removed from disciplinary probation.

Social Probation

Any student who is placed on social probation will be required to sign a contract drawn up by the administration. Such a contract will state the requirements by which a student may remain at East Catholic. Violation of the provisions of the contract may lead to suspension, expulsion, or non-re-admittance. A student under social probation has lost the privilege to participate in any co-curricular activity. This includes, for example, the privilege to participate on athletic teams, to be a spectator at athletic events; to participate in clubs, dances, plays or class activities and to be on campus after school. Such students are also required to leave campus by 2:15 PM each day unless they are staying with a teacher for academic reasons (the designated administrator must be notified in the event of such arrangement). The duration of the social probation will be determined by the administration. Activities of an academic nature are excluded from social suspension.

Administrative Probation

In some situations, the administration will implement probationary stipulations that deal with specific infractions, issues, or any other behaviors that are deemed to be detrimental or disruptive to the school environment. In such cases, the Principal and/or Vice Principal will determine the penalty for violating the conditions of a specialized probation agreement. Depending on the circumstances, a student breaching such a contract may be subject to automatic removal or non-re-admittance.

-East Catholic reserves the right to require verifiable professional counseling, as a condition of maintaining a student's enrollment.

Removal from Class for Investigation or School Business

There are times when it is necessary to remove a student from class to investigate a situation. Students may also be asked to report to the Main Office if they are a witness to an event or may be able to provide needed information. On some occasions, students are called to the Main Office to take care of school business.

Students may also be removed from class for disciplinary reasons or to rectify dress code problems. Parents/guardians must understand that removing students from class is necessary in order to operate a well-functioning school. Moreover, parents/guardians should not expect to be notified when their son/daughter is

called upon. It is not the prerogative of parents/guardians to decide if/when their son/daughter may report to the Main Office.

- *When a student exhibits behaviors or physical characteristics that may be indicative of, drugs, alcohol, substances (of any kind) that cause mind altering behavior, or the characteristics of a possible health issue, or a safety concern, the faculty/staff/administration may intervene. In such cases, students **will** be questioned regarding their use of drugs or alcohol or any other possible cause for unusual behavior or physical characteristics. With regard to alcohol, East Catholic may screen students randomly at events/activities with an alcohol testing device. If there is reasonable suspicion that a student has brought and/or consumed alcohol, that student may also be asked to submit to an alcohol screening test.*

Suspension

In-School

In-school suspension is assigned depending on the circumstances related to a particular offense, or is appropriate considering the student's existing disciplinary record.

The administration may choose to require a student to serve an in-school suspension for all or part of a school day. Such action is taken when it is felt that the student will benefit by being separated from the school mainstream for a period of time. In-school suspension may include a loss of: cafeteria privileges, "free periods", or participation in academic classes. In the event that a student is not allowed to attend class, it is the student's responsibility to make arrangements with their teachers to make up any work missed in a timely fashion and at the convenience of the teacher.

In-school suspension may be immediate, and, if it is for the entire school day, the parent will be informed of the suspension. If a writing assignment is given, it must be completed by the end of the suspension day.

Out-of-school

Suspension is a temporary removal from school and all of its activities. It is intended to provide time for reflection and contemplation of one's actions. Upon returning from suspension, it is expected that the student will re-commit to the mission of East Catholic and become a positive contributor to the school community. Suspended students are not to report to school for any activity or be on school grounds before or after school. This includes practicing, playing in, or attending any athletic event or school activity. **Parents/guardians and students must realize that East Catholic is a school that does utilize out-of-school-suspension.** Parents/guardians should be prepared to make appropriate arrangements in the event of an out-of-school suspension.

When the student returns to school, it is the student's responsibility to make

arrangements with their teachers to make up any work missed in a timely fashion and at the convenience of the teacher. Students will have a number of days to make up work equal to the number of days out of school. A student who has been suspended twice in one academic year may be asked to leave East Catholic High School.

Removal from Class

When a teacher decides that a student is interfering with the educational environment or acting inappropriately, he/she may require the student to report to the Main Office. Being sent out of class is an unusual and significant issue and is often attached to additional detention time. The Vice Principal will make determinations regarding suspension because of habitual class removal.

Suspension and Expulsion

A student may be suspended or expelled for conduct which endangers persons or property or which is seriously disruptive to the educational process. These standards of conduct are in effect on school premises, school vehicles, buses or school sponsored activities, as well as non-school related activities which occur off-campus. Some examples of such prohibited conduct are (this list is not all-inclusive and some infractions, depending on the severity, can result in immediate expulsion):

- Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse, use of obscene or profane language or gestures;
- Physical assault on another person on school premises, or buses or while participating in a school sponsored activity;
- Conduct causing threat of danger to the student's own physical well-being or the physical well-being of others;
- Taking, or attempting to take school property, personal property or money from another person;
- Willfully causing, or attempting to cause damage to school property or buses or property of staff members or other students;
- Being in an unauthorized area of school property;
- Failure to leave school premises promptly after having been directed to do so by the principal or any other person in charge of the building or property;
- Disruption/disrespect during Mass;
- Possession, use, transmission or being under the influence of any illegal substance or alcoholic beverage and/or knowingly being in the presence of anyone using such substances both on and off-campus. All prescriptions and/or controlled substances must be monitored and stored with the school nurse. Any misuse of prescriptions/controlled substances will warrant suspension or expulsion;
- Possession or transmission of any firearm, knife, explosive, weapon, or other

dangerous object, instrument or facsimile;

- Using any tobacco products including E-cigarettes in school, on school trips, while practicing or playing on/in a team/activity, or on school buses;
- Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property;
- Intentional and/or successful incitement of truancy by another pupil;
- Intentional use of racial or ethnic slurs;
- Sexual harassment;
- Blackmailing, threatening or intimidating school staff or another student;
- Interfering in any way with the appropriate educational functioning of school computers and/or the computer files;
- Fighting- either on or off-campus (all or both students involved are usually expelled- regardless of which party initiated the altercation or which party believes they were “defending” themselves);
- Cheating (see cheating section under conduct);
- Leaving school grounds during regular school hours;
- Repeatedly cutting classes;
- Forgery of a school document or parent or guardian signature -ECHS will define Forgery (*also see Parent/Guardian Signature under General Policies*);
- Carrying or use of laser/pointer lights;
- Water guns, water balloons, or any related water or liquid spilling/throwing;
- Any activity involving projectiles;
- Being on campus without official business;
- Misrepresenting the school on/off-campus;
- Giving false information to the faculty/staff/administration;
- Habitual Out of Bounds infractions;
- Habitually breaking school rules;
- Improper use of Internet, electronic devices, cameras, audio recorders, cell phones;
- Poor judgment;
- Truancy (inside or outside of school);
- Behavior in the parking lot (*see “Parking” section under General Policies*);
- Defacing school/personal property;
- Engaging in any behavior that includes, but is not limited to: yelling at another student, using antagonistic language, posturing with aggressive physical movements, stances, or proximity to another person, or any other behavior that can be interpreted as a prelude to a physical altercation, any negative interaction between students that provokes other students to gather in defense of one “side” or another. *Once both parties have interacted in such behaviors, no distinction will be made as to which student “started it.”*

Expulsion Procedures

Students who, in the judgment of the school administration, commit a serious breach of conduct either on or off-campus are subject to immediate expulsion. A student who commits such an act will be suspended immediately and every effort will be made to notify the student's parent(s) before the student leaves the school. The student is suspended out of school until the student and parent(s) meet to discuss the situation with the Principal and the designated Vice Principal.

The student and parent(s) have a right to a hearing with the faculty Disciplinary Review Board (DRB). In this capacity, the DRB is an advisory board to the Principal. The Principal will inform the student and the parent(s) of the final decision. Parents may also appeal a Principal/Chief Administrator's decision regarding dismissal of their son or daughter to the Deputy Superintendent. After hearing the appeal, the Deputy Superintendent shall inform the Principal/Chief Administrator of his/her decision and, if necessary, assist in the development of an alternative plan of action. The Superintendent shall make the final decision.

The Principal may intervene in disciplinary matters at any time and make decisions regarding consequences as he deems appropriate. The Principal may stipulate conditions for further enrollment, participation in athletic and extracurricular activities (or any other school event including graduation activities/ceremonies). The Principal may also amend or interpret the existing disciplinary systems and practices.

Compliance with Local, State and Federal Law

East Catholic is not simply an institution; we are a community working to nurture the atmosphere of trust and support. Students must obey all local, state, and federal laws on school property, during school hours, or while engaging in any school activity. For example, speeding, interfering in any way with the safety of school buses, weapons, pulling fire alarms, will not be tolerated.

-Also see disciplinary regulations outlined in the Attendance and General Policies sections.

-See the Business Office for information regarding financial aid and disciplinary stipulations.

GENERAL POLICIES

After School Policies

East Catholic High School dismisses at 2:00 PM. Students have until 2:30 PM to visit teachers/counselors and go to their lockers. They have until 3:00 PM to wait outside in front of the building for pick-up.

Student Responsibilities

After 3:00 PM, students remaining on campus must be with a teacher, attending

a club/activity, or participating in athletics. Students remaining on campus waiting for rides or for practice/activities to begin must also be supervised. For these students, East Catholic offers the Library/Media Center from 2:30 – 4:00 PM on Monday to Thursday and 2:30 – 3:00 PM on Friday. Students who choose to go to the library must follow the rules set forth by the librarian. Failure to follow these rules will be considered a conduct violation with disciplinary consequences. Once a student signs into the library, he/she may not leave until it is time for their pick-up or practice/activity, at which time they will sign out. Once a student has signed out of the library, he/she will not be allowed to return that afternoon.

Students found unsupervised, after 3:00, will be considered out of bounds and subject to disciplinary action. Students may only arrive at the Library/Media Center after 3:00 PM with a signed note from a teacher/moderator indicating the time they departed that person's location in the building. Students are required to use the sign-in/sign-out books in the Library. Locker rooms are out of bounds without the supervision of an adult moderator or coach. Students may travel the center stairways of the building after school since the end stairways are locked.

Pick-up Times and Procedures

All students not involved in a specific activity should be picked up from East Catholic High School by 4:00 PM. (On early dismissal days before vacation and inclement weather days, supervision will end at noon and students will not be allowed to remain on campus after that time.)

Students utilizing the Library may be picked up in the front circle until 4:00 PM. All other pick-ups may be made in the back of the building by the Cafeteria circle (those involved in athletics, etc.).

Eligibility for Student Leadership Positions

Positions of student leadership at East Catholic are considered an honor and privilege. A student must also be in good standing to seek and accept leadership roles. Leadership positions include, but are not limited to: team captains, student ambassadors, presidents of clubs, members of Student Government, peer ministers, or any other capacity that could provide an opportunity for leadership.

Failure to remain in good standing may jeopardize a student's ability to run for or participate as a leader.

Age of Majority

East Catholic High School has adopted the following policy in view Public Act 127 of the 1972 Connecticut State Legislature which established eighteen years of age as the age of majority. East Catholic shall continue to recognize its moral responsibility to the parent regardless of the age of the students in its charge.

Therefore, the school shall continue to contact and report to parents as before. Furthermore, all applications for admission and/or transfer, requests for necessary permissions from the principal, responsibility for payment of tuition, etc., shall rest with the parent.

In addition, there shall be no drinking of alcoholic beverages by students during any school function. All policy regulations are adopted under the assumption that reasonable school regulations should apply to all students regardless of age and that persons eighteen years of age or older will be considered students first and adults second.

Assemblies

All students should conduct themselves in an orderly manner while attending all assemblies. No students may excuse themselves from attending any assembly. Students are to proceed to an assembly with their class and they are to remain in the assigned section until dismissed.

Cafeteria

The cafeteria affords students an opportunity to enjoy a social time while eating lunch. It is expected that each student will respect the rights of others. Conversation should be kept at an appropriate level. Disruptive behavior or “horseplay” is not accepted. Students are to be seated during lunch period and they are expected to clean the table and floor of their seating area. When asked, students are expected to assist cafeteria proctors in maintaining a clean cafeteria. East Catholic is a community. In such an atmosphere, everyone is expected to respect and care for the school environment. To this end, **students may be asked to clean tables of debris even if they did not generate the mess.**

Lunch Line Policies

Students are expected to follow all directives issued by the catering staff. Students should be respectful at all times while lining up, ordering, and purchasing food. Concealing items in any manner may be considered stealing. Failing to pay at the appropriate time and location may also be considered theft. If a cashier is not available, students must inquire about payment with the catering staff or a cafeteria proctor. If a food item is not paid for, and is taken to a cafeteria table, the action will be considered stealing. Failure to follow cafeteria procedures may result in disciplinary action. In some cases, a student may also lose the privilege of purchasing food from the catering service.

Cafeteria Seating

Seating is by class (freshman, sophomore, junior, senior) and students must sit in their assigned area. **Only a Senior** is allowed to invite two guests to their section. Health and building codes require that at no time may food or beverages be taken from the cafeteria. Backpacks are not allowed in the lunch line and

must be placed under the tables. Backpacks may not be worn while making selections or while purchasing food. No food is to be taken from the cafeteria or consumed in class unless an administrator has granted permission.

Campus Use

Students are not to be on campus unless they are attending or participating in an official school-sanctioned function. If students wish to use school grounds for any reason, they must be granted permission by the administration and be supervised by an East Catholic staff member. This rule includes the use of school playing fields. In addition, students are never allowed to cook items on grills, stoves, or any other equipment that generates heat, involves fire, or could cause a fire without adult supervision (this rule also applies to off-campus school activities).

Students are not permitted to use East Catholic as a meeting place for their own social activities. Depending on the circumstances, failure to follow these directives will result in suspension or expulsion.

Cell Phones / Mobile Communication Devices

Cell phone use at East Catholic High School is prohibited between 7:32 AM and 2:00 PM (until 3:00 PM if in detention). Cell phones which are visible or audible to a faculty or staff member anywhere in the school building will be confiscated immediately. Confiscated cell phones will be turned into the Main Office and returned to the parent at the end of the day. When the phone is received, a parent will be notified of the action and the student will receive an automatic detention.

Providing a “fake” phone, arguing or failing to immediately surrender the phone will be considered defiance/ disrespect and will be subject to additional disciplinary action. While turning over a cell phone, camera, or any electronic device, students are not permitted to: dismantle, remove operating or memory components, or render the device inoperable in any way.

Parents should not call or text students during the school day. In emergency situations, parents may give phone messages to the Main Office. Messages are delivered to the student only in the event of an emergency.

The use of any cell phone function during a test will be considered and treated as cheating.

–Also see “Cheating / Plagiarism / Academic Dishonesty” under Conduct Policies.

–Also see “Electronic Equipment” under General Policies and “Internet Conduct” under Conduct Policies.

Child Abuse Laws

Faculty, Staff, and Administration abide by state law and Archdiocesan policy regarding child abuse and neglect. Civil authorities will be contacted whenever there is cause to suspect or believe a student is experiencing harmful conditions.

Confiscation Policy

Any item that violates a school policy, causes a disruption to the learning environment, or is detrimental to the well-being of teachers, staff or students may be confiscated by a teacher/staff member at any time. Such items are brought to the Main Office and must be retrieved by a parent. Possession of such items may result in disciplinary action.

When academic materials/assignments are confiscated, such as history work being done in English class, the teacher/staff member commandeering the materials will send them to the appropriate teacher/staff member. The teacher receiving such materials will decide if credit will be given or impose other penalties. In such cases, students should be prepared to receive consequences from both teachers.

Corridor Regulations

When classes are in session, no student should be in corridors without a pass. Being in the corridors or the restrooms during a class period without a pass will result in a detention. Students leaving a classroom, for any reason, must also sign out. Upon return, they must sign in. The time and destination must also be noted. When students are going to the bathroom, they must go to the bathroom closest to their classroom. Whatever the identified destination, students must not deviate from the logical route. Visiting classrooms, offices, or being in an illogical or inappropriate place will be considered “out of bounds” and the student will be subject to disciplinary action. Students may not leave any classroom, office, or common area without permission. Passes are available from teachers or proctors. At the start of each class period, students who are free must be in the cafeteria, the library/media center or study hall.

Students must plan ahead. They must get whatever materials they need from their lockers between classes. Only students who have written permission from a faculty member will be allowed to go to their lockers while classes are being held.

At no time does the term “free” indicate permission to go wherever a student wishes. The whereabouts of all students must be known to faculty or staff during the school day. If a student is eligible for the privilege of early dismissal because of having the last period free, he/she must leave the school building and grounds. If the student decides to remain at school, he/she must be in the cafeteria or library/media center. Being anywhere in the school or on the grounds without proper permission is referred to as “out of bounds.”

Custody

If a student is registered with information regarding both parents, East Catholic will assume that both parties have educational rights/custody. In the event a parent/guardian does not have custody, the school must be notified in writing and provide all relevant court documentation. If East Catholic is not provided with proper custodial documentation, the school will share academic information with the non-custodial parent.

Electronic Devices / Cameras

Students may not use non-approved electronic devices during the instructional part of the school day, from 7:32 AM to 2:00 PM (until 3:00 or 4:00PM if in detention). Students are permitted to use iPads for appropriate instructional use. Inappropriate use of an iPad will be subject to this policy. Devices such as cameras, camera phones, video and/or audio equipment are never to be used during the school day and should not be brought to school without prior approval. Such equipment is also forbidden after school, unless proper permission has been granted.* Parents and students must be aware that electronic devices will be confiscated immediately. Such devices must be surrendered without protest and may also be inspected to determine the circumstances under which the item was being used. Confiscated devices will be turned in to the Main Office and returned only to the parent or guardian during regular office hours. **Arguing or failing to immediately surrender the device will be considered defiance/disrespect and will be subject to additional disciplinary action.**

**Parents/students and teachers/staff must request approval from the designated Vice Principal. For verification, those operating such equipment with authorization will have/carry the proper documentation as issued.*

-Also see "Cell Phones" for further information.

Email/Phone/Portal (Teacher/Staff- use of)

Individual teachers and staff members have East Catholic voicemail, email and Portal access. They are expected to respond within 48 hrs to any parental contact. In the event you do not receive timely communication please contact the teacher or Main Office to ensure the message was received.

Entering and Exiting the Building

Once classes have begun, individual students must enter and exit the building through the main entrance/front door. Access is gained through a buzzer system. All other doors to East Catholic remain locked during the school day.

Field Trips

It is a privilege to attend field trip activities. East Catholic permission slips are required for field trips. Students may be denied participation in a field trip for attendance, academic or disciplinary reasons. A student may also be prevented from attending an excursion if they have not turned in a completed permission slip twenty-four hours prior to departure. If a student fails to return a permission slip in the allotted amount of time, he or she may have to remain in school. Written notes that do not contain the exact language of the form shall not be accepted. Forms must be signed by the student's legal/custodial parent/guardian. No documents requiring a parent signature can be signed by the student or anyone else unless they are the legal/custodial parent(s). Parents cannot give students permission to sign on their behalf. *–Also see “Exam / Payment Policies” in the TUITION PAYMENT / OPTIONS section of the Handbook. –Also see “Parent / Guardian Signature” in the GENERAL POLICIES section of the handbook.*

Food/Drink

With the exception of water, for safety, cleanliness, and to prevent disruption, food/drink must only be consumed in the cafe. Teachers/staff are under no obligation to make special provisions or exceptions for any food/drink or something in a student's mouth.

Ordinarily, food/drink that is visible or being consumed in unauthorized locations will be confiscated and discarded in the trash. No exceptions, explanations, or circumstances will justify challenging a decision to confiscate. In addition, parents/students will not be compensated, in any way, for discarded food/ drink. Students may not consume, attempt to finish eating/drinking, or swallow something, to avoid disciplinary action. Parents/students must understand that all food/drink is subject to teacher/staff inspection at any time or place.

Photograph and Video participation/Opt out

Over the course of the year, photos and videos of students may be taken for use in school publications, placement on our website, or for distribution to local press. The purpose of these photos is to acknowledge students for honors and awards they may have received or to highlight school-related activities or projects in which the students have participated. Students always have the option of indicating they do not wish to be in a photo.

If a parent wishes to opt out of a student's participation a form is available in the Main Office.

Identification Cards

Each year, students will be issued a student identification card after the first month of school. The card must be presented for admittance at certain school

functions/athletic events and used to check out library books. **Most importantly, the identification cards are primarily used for signing in and out of school for tardies and dismissals.** For information regarding identification cards, parents and students should contact the Main Office.

Liability

East Catholic High School at no time is responsible for the safety and transportation of any student when the student is away from the school's property. This policy applies even if the student has been granted an approved absence or, with school approval, is attending a class or event during normal school hours away from school property. The only exception to this policy is a student who is a member of an official school team whose transportation for team purposes is provided by, or arranged by, the school. Students who are injured during school or at a school-sponsored function/activity are required to complete an accident report form (available in the nurse's office, training room, and Athletic Director's office).

Lockers (Academic and Athletic)

All lockers are considered the property of East Catholic High School. The school reserves the right to and will inspect lockers at any time when a reason exists to suspect that the locker may contain materials injurious to the best interests of the school. *-Also see "Search and Seizure" under General Policies.*

Each student is furnished a locker for storage of books and outside clothing. All students are required to keep their locker clean and **locked** at all times with the lock provided (students should spin the combination dial when shutting locker). No students may use any other locker than that which is assigned to them. Failure to follow these policies will result in disciplinary action. Keeping personal valuables in lockers is ill-advised. Unfortunately, thefts do occur. **No responsibility will be accepted by the school for any items lost or stolen from lockers.** Valuables should not be brought to school.

Students are responsible for removing items from their lockers. The school is not responsible for belongings removed from lockers at the end of a sports season, the school year, or any other time students are instructed to remove belongings.

Locker Procedures and Repair

When a locker is assigned, the student must inspect and test the unit to determine if it is functioning properly. Homeroom teachers can answer any locker related questions. With this particular type of locker, **you must spin the dial after shutting the door. Otherwise, the combination dial will remain unlocked. You must spin the dial to lock the locker.** If there is a suspicion that the locker could be or is malfunctioning, the student should empty the locker of its contents and

immediately report to the Main Office. Arrangements will be made for the student's belongings and to have the locker repaired. The student to whom a locker is assigned is responsible for the contents and cleanliness of that locker at all times (this includes locker-room lockers). A charge of \$25 will be issued to every student whose locker has been defaced or not cleared at the end of the year.

Locker Instructions

TURNING RIGHT- Spin the dial four or more full turns and stop at the **first** number. TURN LEFT one full turn past the first number and stop at the **second** number. TURN RIGHT to the **third** number- Lift handle to release door. To lock, shut door and spin dial.

Lockers in Physical Education Classes

Students must provide their own lock* for physical education classes and when participating in after school athletics. Lockers must be secured when stowing their belongings in the locker room. Parents and students should purchase quality padlocks of maximum strength and mechanism durability. The school will not be responsible for items left in lockers, secured or unsecured.

**When necessary, the school may remove a student's lock. Students are not compensated when locks are removed.*

Students are responsible for removing items from the locker rooms as the Athletic Department dictates. The school is not responsible for belongings removed from lockers at the end of a sports season, the school year, or any other time students are instructed to remove their belongings.

-Also see "Search and Seizure" under General Policies

Locker Room Use

Students are not permitted to be in locker rooms during the school day without permission. Students are not permitted to be in locker rooms before or after school without the supervision of a coach or staff member. Failure to follow these directives may result in disciplinary action which may include: action taken by the athletic department, detention, suspension, or expulsion.

-Also see "Search and Seizure" under General Policies

-Also see "Lockers Academic and Athletic" in the section above

Lost and Found

Any item of value a student finds in the building or on the school grounds should be brought to Campus Ministry. Students who have lost anything should report that loss to the Main Office. **East Catholic is not responsible**

for lost, damaged, or stolen items.

Parent/Guardian Signature

There are occasions when East Catholic High School requires a parent/guardian's signature on certain documents. These forms must be signed by the student's legal/custodial parent/guardian. No documents requiring a parent signature can be signed by the student or anyone other than the legal/custodial parent/guardian. Parents cannot give students permission to sign on their behalf, even if the child is 18 years or older.

Parent Organization

The East Catholic Parents Association (PA) operates under bylaws with elected officers. The PA works to assist the Principal and work with the community for the betterment of the East Catholic.

Parking

All cars parked on East Catholic property must be registered. Due to space and safety considerations the privilege of driving to school and parking on East Catholic property is by permit only and reserved first to members of the senior class, then junior class only (if space allows); in general due to space sophomores are not allowed to park on campus unless special arrangements have been made with the designated Vice Principal. Students will be provided a parking sticker to display on their vehicle.

All cars must be parked in the appropriate assigned numbered parking space. Cars that are improperly parked are subject to towing. **There is an annual fee charged to park on campus. Only one parking space per student will be issued. Students should place the parking sticker on their primary vehicle. In the event that a student needs to use an alternate vehicle, that vehicle must also be registered with the Main Office; they will utilize the same assigned/numbered parking space.**

Failure to park in the assigned location may lead to loss of driving privileges and the possibility of the vehicle being towed away at the student's expense. Students who abuse their vehicles and drive carelessly will be subject to suspension of their parking privileges for a designated period of time. All cars must be parked properly within the painted guidelines. No student may park in construction areas, in any fire lane, or in the loading area.

Parking at East Catholic without registering the vehicle will be subject to a daily \$5.00 fine.

Any vehicle **not displaying** a parking sticker, even if it is registered, will be subject to a \$5.00 fine per violation.

Habitually defying the parking regulations will result in disciplinary action, which may include losing the privilege of parking on campus.

Motorcycles, motorized bikes, or any similar vehicles are not allowed to be used by students on school grounds.

The use of skateboards, scooters, toboggans/sleds, rollerblades, or playing with any other type of athletic equipment, is prohibited in the parking lot.

Behavior in the Parking Lot

Any behavior in the parking lot that is considered to be a disregard for safety will be subject to disciplinary action. Because of the importance of safety in this area, violations may result in suspension and/or loss of the privilege to park on campus. Expulsion may also be considered if the offense so warrants.

Loitering, rough play, and throwing any items (with athletic uses or otherwise) are forbidden. Therefore, any “activity,” occurring in the parking lot that deviates from the proper arrival and departure of students, must be approved by the designated Vice Principal.

International Students Parking and Driving

Driving privileges for international students are usually determined by placement agencies. Therefore, it is the responsibility of each agency to communicate and enforce their driving regulations. East Catholic expects students, host families, and parents/guardians to be aware of, and comply with, all agency policies related to driving. East Catholic will not tolerate any attempt to circumvent an agency's driving policies. Students who are not affiliated with an agency must obey any stipulations regarding driving, as established by their legal parents/guardians and/or any other relevant entity supervising their stay in the United States. Parking on campus is a privilege (and is also subject to seniority and availability). Being able to drive does not necessarily entitle a student to park on campus. All parties must also understand that East Catholic may, at any time, for any reason, deny a student access to campus parking.

Personal Property

Students are responsible for their personal property (iPads, backpacks, cars, duffle bags, purses, books, calculators etc.) and should insure the safety of their belongings. Unfortunately, thefts do occur and the school does not accept any responsibility for personal property loss. **(East Catholic is not responsible for lost, damaged, or stolen property.)**

Photographing Students

Over the course of the year, photos of students may be taken for use in school

publications or for distribution to local press. The purpose of these photos is to acknowledge students for honors and awards they may have received or to highlight school-related activities or projects in which the students have participated. By signing this handbook, parents authorize and give full consent to East Catholic High School to publish and copyright the photographs in which their child appears while enrolled as a student in any and all programs of East Catholic High School. It is understood that East Catholic High School may transfer, use, or cause to be used these photographs in school brochures, newsletters, advertising, posters, displays, slide shows, videotapes, commercials, catalogs, and like publications or literature without limitations or reservations. Additionally, the use of a photograph or photographs does not constitute, in any manner, a waiver of East Catholic High School policies, program, or rules, nor does continued use constitute an agreement to continue the child's enrollment.

If parents do not want their child to be photographed or to have a photograph used by East Catholic High School, they may indicate that intention by signing the Photographic Form.

- Also see *"Electronic Devices / Cameras" under General Policies.*

Posters

All posters to be hung in school must receive the approval of the Principal. No poster may be placed on windows, marble or on wooden or painted surfaces. Only non-marking tape may be used to secure posters to the school walls.

Public Displays of Affection (PDA)

It is not appropriate for students to be kissing, holding hands, or engaging in any activity that involves prolonged inappropriate physical contact which may cause another student or adult to feel uncomfortable.

Records

Permanent, Clinical and Health Records for all students are kept by the school in accordance with the policies of the Office of Catholic Schools of the Archdiocese of Hartford.

Safety

- Asbestos Management reports are available upon request in the School Main Office.
- Crisis Management Plan is available upon request in the School Office.
- Should East Catholic experience a phone outage, the contact number is (860) 212-0448. Please use this number only if it is an emergency; the number is only monitored when required by an emergency.

School Board

The East Catholic School Board is consultative in function and is appointed by the Archbishop of Hartford.

School Calendar

The school calendar is located on the school website.

Search and Seizure Policy

The Administrators or their designees can search student lockers, desks, or any physical area where a student's belongings may be.

The Administrators or their designees can search a student's personal belongings. To this end, items such as: hand/gym bags, purses, backpacks, and clothing are subject to search. Moreover, any item in a student's possession may also be searched.

The examples given above are not all-inclusive and do not constitute a comprehensive list of all locations, items, or scenarios.

As a proactive and preventative measure, the Principal may randomly invite law enforcement officials with drug detecting canine units to search the school buildings/ campus.

School Schedule (students should arrive by 7:05 AM and leave by 3:00 PM)

The normal school day is from 7:32 AM to 2:00 PM, Monday through Friday. There are eight classes in a student's schedule. The class day consists of a Homeroom period and seven class periods. The schedule rotates daily by one period and is set up on an eight-day cycle. The eighth class is dropped at the end of each day, being picked up at the beginning of the following day. Students at the Junior and Senior level who have completed all their classes and study halls for the day may leave campus (remaining on campus requires the student to be in their designated /supervised/ scheduled location). Students who elect to leave school may not return prior to the close of school

	FULL DAY	EARLY DISMISSAL
AP	7:12 – 7:32	
HOMEROOM	7:32 – 7:37	7:32 – 7:36
PERIOD 1	7:40 – 8:22	7:39 – 8:04
PERIOD 2	8:26 – 9:08	8:08 – 8:33
PERIOD 3	9:12 – 9:56	8:37 – 9:05
PERIOD 4	10:00 – 10:42	9:09 – 9:34

PERIOD 5	10:46 – 12:28 (LUNCH)	9:38 – 10:03
PERIOD 6	12:32 – 1:14	10:07 – 10:32
PERIOD 7	1:18 – 2:00	10:36 – 11:01
PERIOD 8	-----	11:05 – 11:30

Student/Parent Directory

The names and addresses of students and/or their parents/guardians will not be published or released without written parental permission.

Telephone Use

Students are allowed to use the telephone only in case of necessity and must have permission from a faculty member or administrator. Calls are limited to five minutes. Students are not called to the telephone when school is in session unless it is an emergency. Students needing to make a telephone call must go to the Main Office.

Visitors

Students interested in East Catholic are encouraged to visit the school. Prospective freshmen are invited to spend a day at East Catholic. Enrolled students are generally not permitted to have visitors at East Catholic without the permission of the Principal.

Volunteers

Those seeking to volunteer, in any capacity, must be granted permission from the Principal. No individual shall be permitted to volunteer for any position where there may be regular contact with children or young people without first satisfying the background requirement and Archdiocese of Hartford VIRTUS training. Upon being granted permission and passing the background check, volunteers must also undergo proper training and orientation (as deemed necessary by the staff member supervising the volunteer).

Weather Information

In cases of severe storms or weather related emergency closures East Catholic High School is required and WILL follow the Manchester Public School System. East Catholic will also notify the community through the use of the Immediate Response Information System (IRIS) over local ABC, NBC, and CBS affiliates. Immediate Response Information System (IRIS)

is a system for broadcasting alerts to multiple communication devices simultaneously via a secure web-based administrator interface. Alerts are delivered according to individual user preference. Please keep your information and preferences current with the Main Office to ensure you will receive the alerts. The school will also place delay or closure messages on the school website.

Website/PlusPortals

The East Catholic PlusPortals website, www.plusportals.com/echs, contains important and up-to-date information for students and their families. Students, parents/guardians are encouraged to consult the Portal and website echs.com regularly for news and information.

Parents and students may also access the portal through a mobile app. The apps are listed under ParentPlus or StudentPlus in Apple App Store.

GUIDANCE AND SUPPORTIVE SERVICES

Guidance Department

The Guidance Department's goal is to assist students to develop academically and emotionally in order to attain success while attending East Catholic and be prepared in the best way for life after East.

Students are assigned counselors for their high school career with the goal of establishing a meaningful relationship in the discussion of personal problems and gaining an informed assessment of the personal and academic strengths of the student. Counselors assist students in selecting appropriate courses of study, in exploring career interests, in evaluating achievement and aptitude testing, and in making appropriate decisions regarding post-secondary education and career plans.

Counselors alert students to the availability of scholarships and financial aid to further their education and provide help in the filing of applications for such aid. Assistance is also given in college applications. The Guidance Department is open to students who wish to examine school catalogues and career literature. During the school year, counselors encourage students to meet with college and professional school representatives and representatives from the armed forces. Seniors must sign up via Naviance to meet with college representatives at least 24 hours in advance. Seniors attend meetings at 1:40 PM with permission from their last period teacher. Juniors who have last period free may visit at 1:40 PM otherwise they may attend at 2:00 PM.

College Visits

Permission will only be given for essential college visits, when necessary, and upon receipt of a written request from a parent/guardian (ECHS should have

requests submitted at least 24 hours in advance of the proposed visit). Students are strongly encouraged to visit colleges during times when school is not in session. College fairs should be visited after school hours.

Transcripts

Transcripts should be requested at least two weeks before the expected mailing date. A fee of \$4 is payable for each transcript. Final transcripts will not be issued for any student with outstanding bills.

Tutorial Services

Some tutorial services are available. Through the guidance department, volunteers from the community offer students assistance in studying and reviewing material taken in class. In addition, members of the National Honor Society and other students who are especially qualified to tutor in particular subject areas may also be available for tutoring. Faculty members are readily available to provide students with extra assistance after school and at the St. Julie Academic Center next to the cafeteria. Teachers and administrators may recommend that a student be tutored. Students and parents may also request tutoring. Such tutoring will continue only if the student cooperates fully and consistently.

In some cases a student may need additional support beyond the tutoring capability of the volunteers. In these cases parents are responsible for providing the tutor and payment for those services; East Catholic will assist in recommending a qualified tutor.

Social Worker

East Catholic has two Part Time licensed clinical social workers on staff. Both are certified mental health professionals who offer assistance to faculty, students and parents on a consultative and direct service basis. Assistance is offered in the diagnosis and identification of problems contributing to learning difficulties. The social worker acts as a liaison to, and provides referral contacts with, applicable community resources.

The social worker is also available to students who desire contact in order to explore their relationships within the school or their life communities. Self-referral is encouraged and assistance programs are available when indicated to improve and increase educational and social functioning.

At times students require a level of care that cannot be provided during the school day or with the resources available at East Catholic. In those cases parents are responsible for providing appropriate care. East Catholic will work with parents and students in these situations to support continuity of education during these difficult periods.

-East Catholic reserves the right to require verifiable professional counseling, as a condition of maintaining a student's enrollment.

HEALTH POLICIES AND SERVICES

A full-time registered nurse is provided to ECHS by the Manchester Board of Education and practices school nursing as mandated by the state statutes. The school nurse must be informed by the parent and/or doctor of any student who requires special care, treatment or medication. This knowledge will help ensure the proper health care of the student. All medication must be brought to the health office. The nurse will give the student a pass to leave class to take medication as prescribed by the physician. The school nurse is responsible for vision and scoliosis screenings for all freshmen unless the parent provides a note to the nurse declining the screening.

Allergies

East Catholic records which students may have a serious allergy. It is essential that the school nurse be notified if a student has a life-threatening allergy or other allergic reactions. In the event it is required, the school nurse or a qualified faculty/staff member may administer medication by EpiPen.

Communicable Disease

Any student diagnosed with a communicable disease or condition (pink eye, head lice, etc.) will not be allowed to attend school until cleared by his/her physician. East Catholic follows local and State health regulations in determining the time out of school.

Dismissal due to Illness

See section on Dismissals.

Excuse from Class (Physical Education) Due to Injury

On occasion, a request for one excuse from active participation in gym will be honored upon written request from the parent. However, attendance is still required. Prolonged permission for absence will be permitted only upon receipt of a doctor's statement.

Physicals

State statutes require that all high school students have a physical exam done in grade 9 or grade 10. The school nurse provides information about the required forms and deadlines. Questions about these physical exams should be directed to the East Catholic Health Office. Failure to meet this requirement in a timely manner will result in exclusion from school.

The *blue* Health Assessment Form is completed by the parent and physician and is returned to the school nurse only. Sports medical examinations are not acceptable since they do not supply all of the required information. These sports forms are for athletic use only.

Forms are available on the PlusPortal under School Resources.

Return from Prolonged Illness

See section on Absence.

Temporary Assistance Due to Injury

In some cases, students require the help of a peer to carry books and provide assistance. Normally, both students are allowed to leave class 5 minutes early. However, both students are expected to arrive at their classes on time. In addition, the selection of a “student helper” is subject to the approval of the designated Vice Principal. Both students must have an official pass authorizing them to leaving class early (given by the nurse or Main Office). If a partnership proves to be ineffective, a new student will be appointed to provide help. Disciplinary action will be taken with students who take advantage of this privilege.

School Related Injury

Any school related injury must be reported to the school nurse within 48 hours. The school nurse, teacher or coach must complete an accident report which will be filed in the student’s health folder. A copy will be sent to the school’s insurance company when it is appropriate.

As stipulated in our General Liability Policy, “...students are NOT covered for medical expenses resulting from any injury received at school or in their participation in school-sponsored events away from the school premise.”

Any medical bills or injury claim should be referred to the major medical coverage in force for your child. East Catholic provides, as an extra service, a secondary insurance policy for school related injuries. This policy is used after the family’s primary insurance has been exhausted. Information on this policy as well as policy limitations is available from the school nurse. As with all insurance coverage, the carrier determines whether or not to cover a particular injury. For example, overuse injuries are generally not covered.

Parents must contact the school nurse if an insurance claim form will be needed. The completed claim form, along with all bills incurred to that date, must be submitted by the parent to the insurance company within 90 days from the date of injury or the claim will not be considered.

Medical Conditions- Food

With some medical conditions, healthcare professionals advise patients to carry a specific food item. To be granted this permission, students must provide the nurse's office with **written documentation from the healthcare provider**. The provided information must communicate any emergencies that may arise in the event the student fails to carry food. The information submitted from the doctor's office/hospital must also indicate the duration of the student's need for such accommodations. It is unacceptable for a parent/student to decide a condition warrants the need to food without a verifiable professional diagnosis. Whatever the circumstances, the school nurse **MUST BE PROPERLY INFORMED**. Students cannot carry food without a permission form issued by the ECHS NURSE. Once issued, the student must carry the permission form at all times.

LIBRARY/MEDIA CENTER AND INTERNET ACCESS CONTRACT

Library/Media Center

An essential aspect of secondary education is acquiring the skill of independent study in preparation for a lifetime of learning. An important function of the school library/media center is to provide opportunities for developing skills in research and in independent learning. A level of quiet that is conducive to study is required for all students. Effort will be made to give help and guidance to each student. The library/media center provides computers for Internet use and for word processing.

Overdue Policy

- 1st Notice - 1 week overdue
- 2nd Notice- 2 weeks overdue
- 3rd Notice- 3 weeks overdue-Student is called to library to ascertain why materials have not been returned. Student is given until the following day to return materials and pay a fine
- 4th Notice- 4 weeks overdue-Student is given a referral which is sent to the designated administrator. Student is still required to return materials and pay any outstanding fines. Student will lose library privileges.
- 5th Notice- 5 weeks overdue-If after the student is given a detention and still fails to return materials and/or pay the outstanding fine, the parents/guardians of the student will be called.

If by the end of the semester, the book(s) have not been returned and the fine(s) are not paid, the student will be charged for the value of the book(s).

Library hours are 7:15 AM - 4:00 PM except on Friday when the library

closes at 3:00 PM.

Internet Access Contract for Students at East Catholic High School

I agree to take personal responsibility for following the rules of the acceptable use policy stated in this contract. I will not access computer/on-line resources that are not school sanctioned, such as chat rooms, games, etc.

I will use the computer/on-line resources in my school ONLY with permission of a teacher or library media specialist.

I will use language on-line which is consistent with school policy.

I will not tamper with equipment or software; nor alter the network interface; nor attempt to gain access to the data or files of others; nor attempt to access information on the Internet or other on-line services not consistent with the educational goals of the school; nor violate any copyright laws.

I will report any problems or breaches of this contract to a teacher or library media specialist.

I will not attempt to bypass any security systems, blocking restrictions, or settings.

I will use the Internet appropriately and understand that, if I do not, my behavior may result in:

- losing all computer/on-line privileges within the school setting
- being subjected to disciplinary measures under school policy and/or
- being referred to the appropriate legal authorities, if warranted

I will use my personal iPad in an educationally appropriate manner and keep it connected to the ECHS Student network at all times.

This contract will be in effect while the student is at East Catholic High School unless it is amended, in writing, by the school.

Disciplinary action will be taken if a student allows another student to use their login access code (see Conduct section of Handbook). In such a case, both students will be held accountable; students cannot logon knowing they are using another student's access code. *Also see Internet Conduct under Conduct Policies.*

If a parent does not wish his/her child to use the Internet provided by the school, the parent should schedule a meeting with the designated Vice Principal.

SOCIAL ACTIVITIES AND CLUBS

Clubs

The clubs offered at East Catholic are determined by the current student's interests. There are a number of clubs students can join; some activities may require: attendance, elections, tryouts, appointments, or criteria for participation. Involvement in clubs and activities may also be subject to academic and disciplinary eligibility stipulations.

Activity/Organization may have participation and or membership requirements.

The basic framework of all social events including time, place, dress, and nature of social affairs is determined by the Principal and aided by the designated Vice Principal and the respective Activity Moderator.

The regulations here stated are not to be considered all-inclusive. The Activity Moderator and/or chaperones at any social or co-curricular activity or event shall retain the right to bar or terminate the attendance of any student(s) whose appearance, behavior, or attitude suggests that his/her attendance or continued presence would be detrimental to himself/herself or others present. Any action so taken may be reported to the student's parents.

The club/activity moderators reserve the right to make decisions relevant to their activities/clubs/organizations. Participants accept the responsibility to follow all rules. Moderators will discuss decisions made with regard to their activities/clubs/organizations at an appropriate time. Moderators may remove a student from their activity/club/organization at any time-regardless of "student contracts" or club/activity/organization specific conduct/ participation codes.

The privilege of attending or participating in an event/activity may be denied as a disciplinary consequence. This includes class activities such as graduation events/ceremonies.

Arrival and Departure at Events/Activities

In some cases, the arrival time for an event/activity will be stipulated. Ordinarily, this is done for safety reasons. Therefore, it is important for students to be aware of, and abide by, any predetermined arrival procedures. Students may be subject to disciplinary action if they fail to arrive on time. Events and activities may also have departure requirements. In general, once a student leaves an activity/event, he/she will not be readmitted.

Dances

Depending on the event, school dances may be limited to the students at East Catholic High School. When applicable, guests will be permitted only with the approval of the group moderator and the administration and the submission of a Guest Permission Form. Students may also be required to submit a photo copy of the guest's ID. All guests must be registered to attend twenty-four (24) hours

in advance. All guests must be attending high school (grades 9-12). Students who have been requested to leave East Catholic High School for disciplinary reasons are not allowed to attend as guests. Students are expected to be orderly and courteous toward all supervisory personnel, students, faculty, and parents.

Dances are usually held from 7:00 PM to 10:00 PM. No student will be allowed to leave a dance prior to one half hour before the scheduled conclusion without prior permission. No student is to come to a social activity any later than one half hour after the activity begins without prior permission of the Activity Moderator. **AS A COURTESY TO THE CHAPERONES, PARENTS AND GUARDIANS, PLEASE ARRANGE TO HAVE TRANSPORTATION FOR YOUR CHILD PROMPTLY AT THE END OF THE DANCE – 10:00 PM.**

Dress Code for Dances

Students and guests attending dances are required to follow “dress down” attire. **No caps or headwear are allowed.** For dances which have a specific theme (Caribbean, Period, etc.), students may, if so announced, be allowed to dress consistent with the theme. All attire must be consistent with good taste, modesty, and morality. Parents of a student whose attire is deemed inappropriate by the chaperones will be contacted and the student will be required to leave the dance.

Dancing

Suggestive, sensual, or inappropriate dancing is not permitted. Students must demonstrate respect for each other in their physical contact and their language. **Inappropriate behavior on the dance floor will not be tolerated.**

Loitering (Before and After Activities/Events)

Students are not allowed to loiter on school property before or after an event/activity.

Membership in Clubs (official membership)

Official “membership” in a club is defined by the moderator. To qualify as an official member, students must meet the moderator’s expectations. If a student wishes to claim membership in a club/activity on college resumes, for award consideration, or to benefit from club/activity participation in any way, he/she must be listed on the membership roster. This document is given by the club/activity moderator to the guidance office. Club/activity moderators may also provide a list of club/activity members to the administration.

-Also see Participation Certificates for Athletics.

TUITION AND FEE POLICIES

Tuition, fees, and payment options may be found on the East Catholic High

School website.

Exam/Payment Policy

If tuition charges or other bills have not been paid in full prior to the dates assigned for mid-year or final examinations, **the examinations will not be administered. Students will sit for exams only when appropriate financial arrangements have been made with the Business Office.**

Senior students who are not in compliance with this policy will not be permitted to participate in exams, senior activities beginning with the senior prom and including the graduation exercises. Such students are entitled to an incomplete transcript. When full tuition payment is made, examinations will be administered, graded and recorded on the transcript.

School-Sponsored Trips

A student whose account is in arrears may not be allowed to participate in school sponsored trips.

Further information regarding tuition and other costs may be obtained from the Business Office.

-All financial commitments must be paid in full before complete records are forwarded.

-Final transcripts will not be issued for any student with outstanding bills.

Textbooks

Most textbooks have a digital format this year. The option for a printed text is only available for workbooks and books that do not have a digital option.

Students must use iPads in classrooms if there is a digital option available.

ECCHS worked hard to provide the best available and cheapest option to parents this year. We cannot stop parents from ordering via another vendor but it might be difficult for us to help students with issues relating to usernames, passwords, and downloads

Please direct any additional questions to Ms. Burby at burbyg@echhs.com.

Withdrawal

If a student is withdrawn during the school year, tuition will be prorated based on the withdrawal and refund policy outlined in your tuition contract. Course fees, activity fees, and registration fees are nonrefundable.

UNIFORM REGULATIONS

East Catholic believes that our uniform helps to promote school spirit. It affirms a commitment to unity and promotes a sense of family to staff and students. In addition, personal appearance and grooming is an important aspect of community life at East.

The uniform consists of: khaki or navy pants/slacks; white or blue uniform Oxford shirts and blouses (long or short sleeve); the polo shirts with East Catholic crest; khaki or blue skorts; and dress ties for boys.

Students may wear blazers or sweaters as part of the regular uniform.

NO ALTERATIONS TO UNIFORMS ARE ALLOWED OTHER THAN THOSE REQUIRED FOR APPROPRIATE SIZING.

Purchasing Uniforms:

All uniform garments must be purchased through Donnelly's School Apparel.

Donnelly's School Apparel
50 Sharpe Drive
Cranston, RI 02920

Donnelly's School Apparel
The Plaza at Burr Corners
1131 Tolland Turnpike
Manchester, CT 06040

Customer Service: 1-800-498-0045

Online ordering: www.DonnellysClothing.com

YOUNG WOMEN

Blouse: white or blue uniform Oxford, long or short sleeve. Solid white turtlenecks, t-shirts, or tank tops may be worn under the blouse (no colors- white only). The blouse must be buttoned up to, and including, the second button from the top. No undergarment should be visible outside the blouse or polo shirt.

Skort: only khaki or navy uniform skorts which must be no more than three inches above the knees. Skorts cannot be slit, altered, or rolled in any manner that would "shorten" the skort. If a student accumulates three dress code violations involving the length of her skort, she will no longer be able to wear a skort and must wear uniform slacks for the remainder of the school year.

Blazer/Sweater: uniform navy blazers or navy sweaters are required for all young women.

Stockings/socks/tights: must be worn. Materials must be navy, white, or flesh colored. *Socks:* must be solid navy or white. Materials with patterns of any kind, or in colors not mentioned above, are not allowed (all grades).

Slacks: uniform khaki or navy slacks.

Polo Shirt (optional): may be worn in place of blouse and blazer/sweater in the fall through approximately October 21st and from the 17th of April through the end of the school year. Actual dates will be the decision of the administration and announced in advance. Students who choose not to wear the polo shirt must wear the full uniform, including the sweater, vest, or blazer.

Shoes: **Solid** black or brown shoes only (no designs, visible logos, or attached ornamentations) - No Boots or sandals of any kind. Heels **MUST** be no more than one inch, measured from the back of the shoe-**backless shoes are not allowed**. Heels cannot come to a spike in any direction; heels should form a one inch high platform that reaches all three outer sides of the heel. Under shoes, the heel must reach at least three inches inward toward the middle of the sole. The shoelaces must match the shoes (solid black or brown). **No flip-flops, no shoes with wheels, no backless footwear, no slippers or slipper-like shoes, no shoes with fur or sequins, no shower or aqua shoes or house-slippers are allowed.**

Belts (optional): If a belt is worn, it must be **solid** black or brown (no designs, visible logos, or attached ornamentations).

Senior Vest Privilege

Young women in the Senior Class may wear fleece vests also **purchased only from Donnelly's School Apparel.**

Grooming for Young Women

Blouses are to be neat and are to be tucked in (front and back) at all times.

Polo shirts need not be tucked in. All garments worn under the shirts must be **solid white; no show-through graphics/writing/printing/colors.**

Socks/stockings must comply with the above regulations.

Uniforms are to be pressed, clean, and in good repair. *Slacks* are not to have split seams or ragged hems. Button down collars must be buttoned.

Bizarre *hairstyles* are not permitted. **Hair is to be of natural color and uniform length. Spiked hairdos are not allowed. Young women have one week (from their first referral) to arrange a hair appointment until detentions begin to accumulate (eventually, the student will be removed from classes until the hair is cut/colored to the satisfaction of the administration). This time limit does not allow a student to "grow out" her hair as the solution for "removing" color or the results of chemical treatment. In such cases, it is also unacceptable to suggest that compliance is not possible or that a procedure is "irreversible."**

It is impossible to include and define every conceivable hair dressing style. Therefore, parents and students should consult the designated Vice

Principal. The school administration defines and interprets the dress code and all related terminology.

Bizarre *jewelry* is not permitted. Women are allowed to wear earrings. Earrings in excessive size or number are not permitted. Tattoos, body piercing (lip, nose, eyebrow, tongue, etc.) or other forms of unconventional accessorizing are not allowed. Covering tattoos/piercings/earrings, for example, with Band Aids, is not acceptable. **NO** allowances will be made for piercings that might close up because of the absence of a stud, ring, or “plug.”

Students are not allowed to attach buttons, lapel pins, jewelry, or any kind of accessory/decoration on any part of their uniform.

Unusual or heavy *make-up* is not permitted (also no multi-colored eye shadow).

Head coverings such as large scarves, turbans, or oversized headbands are not permitted. Young ladies may wear understated headbands (no more than 2 inches wide) in a solid color that complements their hair and coordinates with the uniform. Headbands with ornate design, such as flowers, bows, etc., are not allowed.

Hats must be removed while in the building.

Each student is responsible for his/her adherence to dress code. The administration will define/determine the appropriateness of hairstyles, jewelry, and shoes on a case-by-case basis.

Failure to follow uniform policies may result in disciplinary action.

There may also be times when a student will be removed from class until the proper clothing is obtained. If appropriate clothing cannot be found or brought to school, the student may have to remain in the Main Office for the remainder of the day.

YOUNG MEN

Shirts: white or blue uniform Oxford (all undershirts must be solid white)

Blazer/Sweater: uniform navy blazers or navy sweaters are required for all young men.

Pants: uniform khaki or navy pants only.

Socks: socks must be worn-solid black, white, or navy blue.

Ties: business dress ties required. Ties are to be worn with a Windsor or Half/Windsor knot (secured at the top button).

Belts (required): solid black or brown (no designs, visible logos, or attached ornamentations).

Shoes: solid black or brown shoes- no boots or sandals allowed (no designs, visible logos, or attached ornamentations). The shoelaces must match the shoes (black or brown). **No flip-flops, no shoes with wheels, no backless footwear, no slippers or slipper-like shoes, no shoes with fur or sequins, no**

shower or aqua shoes or house-slippers are allowed. Socks are required.

Polo Shirt (optional): may be worn in place of blouse and blazer/sweater in the fall through approximately October 20th and from the 18th of April through the end of the school year. Actual dates will be the decision of the administration and announced in advance. Students who choose not to wear the polo shirt must wear the full uniform, including the sweater, vest, or blazer.

Senior Vest Privilege

Men in the Senior Class may wear fleece vests purchased only from Donnelly's School Apparel.

Grooming for Young Men

Shirts are to be neat and are to be tucked in (front and back) at all times. Polo shirts need not be tucked in. **All garments worn under the shirts must be solid white; no show-through graphics/writing/printing/colors (no under clothing can go beyond the uniform shirt. Oxford style shirts must be tucked in).**

Uniforms are to be pressed, clean, and in good repair. Pants are not to have split seams or ragged hems. With Oxford shirts, the top button and button down collar must be fastened. The tie must cover all buttons on the front of the shirt.

Hair must be of natural color. Bizarre hairstyles are not permitted. **Spiked, winged, shaggy, and messy hairdos are not allowed.** **Hair must be of a reasonable length and must be neat.** **The hair must not cover eyes.** **Young men have one week (from their first referral) to arrange a hair appointment until detentions begin to accumulate (eventually, the student will be removed from classes until the hair is cut/colored to the satisfaction of the administration).** **This time limit does not allow a student to "grow out" his hair as the solution for "removing" color or the results of chemical treatment. In such cases, it is also unacceptable to suggest that compliance is not possible or that a procedure is "irreversible."**

It is impossible to include and define every conceivable hair dressing style. Therefore, parents and students should consult the designated Vice Principal. The school administration defines and interprets the dress code and all related terminology.

Young men must shave their faces, neck, and chin. Sideburns must be short and trimmed appropriately (ECHS will determine what is appropriate). Students may be required to shave in the Main Office restroom.

Bizarre jewelry is not permitted. Young men are NOT allowed to wear earrings. Tattoos, body piercing (lip, nose, eyebrow, tongue, etc.) or other forms of unconventional accessorizing are not allowed for young men. Covering tattoos/piercings/earrings, for example, with Band Aids, is not acceptable. **NO** allowances will be made for piercings that might close up because of the absence of a stud, ring, or "plug."

Students are not allowed to attach buttons, lapel pins, jewelry, or any kind of

accessory/decoration on any part of their uniform.

Hats must be removed while in the building.

Young men are not allowed to wear headbands or any other type of hair accessory.

Each student is responsible for his/her adherence to dress code. The administration will define/determine the appropriateness of hairstyles, jewelry, and shoes on a case-by-case basis.

There may also be times when a student will be removed from class until the proper clothing is obtained. If appropriate clothing cannot be found or brought to school, the student may have to remain in the Main Office for the remainder of the day.

Dress-Down Regulations Young Men and Women

During the course of the school year, there may be occasions when students are allowed to attend school wearing clothing other than their uniforms. **Participation on “dress-down” days is a privilege.** On these occasions when students are allowed to “dress-down”, the following regulations must be followed.

- *Shirts/Blouses:* all shirts/blouses must have sleeves and fall below the waistline. Halters, “spaghetti” straps, bandeau, tube, low cut necklines, spandex, too tight and bare midriff tops are not allowed. T-shirts are allowed but must not be offensive and must not display any of the following:
 - drug advertising/comments
 - alcohol advertising/comments
 - obscenities or other comments inappropriate in nature
 - profanity
 - pornographic references real or inferred
 - rock groups, concert emblems
 - any other material/statement deemed to be inappropriate
- *Pants/Slacks:* Jeans, pants and other casual full-length attire are allowed. All slacks and jeans must be worn at the waistline and all buttons, snaps, zippers must be fastened. Pants must be free of holes or cuts. **Shorts, yoga pants, leggings, spandex of any kind, and cut-offs may not be worn.**
- At times the principal may allow shorts to be worn as a privilege.
- *Skirts:* All skirts must be at least knee length with slits no higher than the knee.
- *Specialty Days:* On certain days during the school year, a color (colors) will be identified to recognize a holiday or important event. On such occasions, students and staff wear an article of clothing in that color (blouse, shirt, sweater, etc.) to highlight the event.

- *Accessories for Dress-Down and Specialty Days:* Please refer to the “Grooming” sections for young women and men for direction as to jewelry, hats, sunglasses, and other related items.

Spirit Day Dress

Spirit days are intended to celebrate and appreciate East Catholic*. Spirit Dress refers to the top portion of the student uniform. Pants, skorts, and shoes remain in uniform code. On spirit days, students must wear East Catholic athletic/event/activity clothing as the uniform top. Students may also wear tops made for official East Catholic clubs/activities.

**Spirit clothing must be made intentionally for/by East Catholic. Clothing commemorating tournaments and other activities do not qualify as spirit wear and are not permitted. Clothing that includes East Catholic in a list of other schools does not qualify as spirit wear. Clothing must be immediately recognizable as East Catholic spirit wear. Any exception to this policy must be granted by the administration.*

ACTIVITIES AND ATHLETIC EVENTS

Students who attend school-sponsored activities at home or away must be dressed in a manner proper to the occasion. Dress for all after-school activities should be determined by the moderator depending upon the nature of the event.

Failure to follow dress code policies may result in disciplinary action.

There may also be times when a student will be removed from class until the proper clothing is obtained. If appropriate clothing cannot be found or brought to school, the student may have to remain in the Main Office for the remainder of the day.

Every effort is made to consistently enforce the uniform/dress code.

When a student is found to be out of uniform, not properly wearing the uniform, or wearing inappropriate accessories he/she may be subject to detention.

- Students/parents should not expect to have uniform/dress code detentions removed simply because the student has consistently broken a rule and was not previously disciplined.
- It is unacceptable to assume a detention is not warranted simply because other students have committed the same infraction and did not receive a detention.
- In addition, students/parents must find shoes that are in compliance with the dress code. It is not acceptable to suggest that retail stores do not carry the appropriate footwear.
- The collar size on young men’s uniform shirts must allow for the fastening of the top button.

Any alterations or additions to the uniform must be approved.

ONLY THE EAST CATHOLIC ADMINISTRATION CAN
DEFINE/INTERPRET UNIFORM/DRESS CODE POLICIES.

PARENT/GUARDIAN EXPECTATIONS

Parents/guardians of students in Catholic schools serve as the primary educators and faith formation leaders for their children, and are encouraged to participate actively in the life of their parish or faith community. We believe our school mission and the education of young men and women are truly fulfilled when families, students and the school are working together in the best interest of the student.

- Parents/guardians are expected to keep all contact information up-to-date (this includes: all phone numbers, addresses, custody/legal arrangements, e-mail addresses, and emergency contact information).
- All adults in our community should be conscious that their behavior at East Catholic events/activities (on and off-campus) sets an example for our students. Adults will be held accountable for inappropriate actions/behaviors.
- At no time (on campus or at school-related events), are parents/guardians permitted to confront, berate, interrogate, or intimidate (in any way) another parents'/guardians' student(s) or other community member.
- Communication is an important part of the home school relationship. Parents/guardians wishing to meet with members of the faculty/staff must make proper arrangements before visiting in-person. It is not reasonable to arrive at the school and expect to immediately see a faculty/staff member. For safety reasons it is not acceptable for parents/guardians to visit teachers in their classrooms without prior notice/arrangements.
- If parents/guardians have concerns/problems, it is important to address issues "at the source." For example, a concern with a teacher should start with the teacher. Skipping the most knowledgeable/informed individuals will greatly delay any inquiry. Depending on the concern, parents/guardians must understand that immediate responses are not always possible nor in the best interest of the parties involved.

Parents/guardians must understand that privacy/confidentiality restricts the release of information regarding many of the school's decisions or actions. Parents/Guardians are expected to abide by the decisions, policies, and regulations of East Catholic High School and the Archdiocese of Hartford. Failure to comply with regulations/policies, or refuse to follow the decisions/directives of the school, the parents/guardians may be asked to withdraw their student(s).

Ordinarily, East Catholic does not deprive a student(s) of an education based on the actions of their parents/guardians. However, if the parents'/guardians'

actions/behaviors: interfere with the educational environment, are not in the best interest of the student(s), demonstrate an unwillingness to comply with rules/decisions/regulations/discipline, the Principal may request the parents/guardians to withdraw their student(s). If the parents/ guardians refuse to accept the recommendation of withdrawal, the East Catholic Administration will respond by expelling the student(s).

251659264251660288STUDENT INTERNET ACCEPTABLE USE POLICY
2016-2017

The Internet and email provides invaluable resources and communications to East Catholic High School students. Students accessing the Internet are representing our school and therefore have a responsibility to use the Internet in a productive manner that meets the ethical and moral standards of an educational institution. Our goal is to provide Internet access to facilitate resource sharing, innovation, and communication as a tool to promote educational excellence. As a condition of using East Catholic High School's telecommunications system, I understand that access to the network is a privilege, and agree to the following Acceptable Use Policy:

- 1) The use of the Internet must be in support of education and research and consistent with educational standards and objectives of the school.
- 2) Transmission or storage of any material in violation of any U.S. or state regulation is prohibited. This includes copyrighted material, threatening, offensive, obscene, or any material intended to harass or demean recipients.
- 3) As in all educational settings, there is no legal expectation of privacy when communicating over the network via the Internet.
- 4) Private, commercial or illegal use of the network is prohibited. This prohibition extends to the use of the Internet or other electronic media equipment to access, store, or display pornographic or other offensive material.
- 5) Programs that infiltrate computing system and/or damage software components are prohibited.
- 6) Files, data, or information belonging to others must not be improperly accessed or misused.
- 7) Students are responsible for maintaining a secure password. They must not share their passwords or fail to logout of their account. Students are legally responsible for all activity conducted on their account.
- 8) **STUDENTS ARE NOT ALLOWED TO LOG ON TO ANOTHER STUDENT'S ACCOUNT, EVEN IF THEY GIVE THEIR PERMISSION.**
- 9) Students have access to the Z drive for data (storage) only.
- 10) Anonymous communications are strictly prohibited.
- 11) Security violations must be reported to the Technology Office immediately upon detection.
- 12) Personal information must be given out only in an instructional context.
- 13) Students are limited to printing 75 pages a semester (150 pgs. per year). After that, printing costs 10¢ a page and can be paid to the librarians. Color copies are 50¢ per page.

- 14) Remote access to the East Catholic High School network is strictly prohibited.
- 15) Any downloaded material must be in support of education and research and consistent with educational standards and objectives. To prevent computer viruses on East Catholic High School equipment, prior to downloading, determine that resident antivirus software has been updated with the latest files. Download only software of which you have a legal right to download. If a download is going to require excessive bandwidth of the network, obtain permission from the Academic Technology Office before proceeding with the download.
- 16) Data is backed up from the Z drive.
- 17) Malicious attempts to harm or destroy hardware, software, or data are strictly prohibited.
- 18) Any action, which violates existing school policy or public law, is prohibited.

East Catholic High School has taken reasonable measures to prevent obscene and controversial materials from appearing on our network, but cannot completely control access to all inappropriate materials. East Catholic High School firmly believes that the valuable information, interaction and communication available on this worldwide network far outweigh the possibility that students may procure material that is not consistent with the educational goals of our school.

STUDENT ACKNOWLEDGEMENT

I have read and agree to comply with the East Catholic High School Acceptable Use Policy. As a user of East Catholic High School's computer network and the Internet, I hereby agree to comply with the East Catholic High School Internet Acceptable Use Policy Agreement while under the jurisdiction of East Catholic High School. As a student of East Catholic High School, I acknowledge that my acceptance of this Internet Acceptable Use Policy is implied by my use of the school's equipment or of its transmission lines. This contract will be in effect while the student is at East Catholic unless it is amended.

PARENTAL AUTHORIZATION AND ACKNOWLEDGEMENT

East Catholic High School Internet use will allow students the opportunity to access and share information and communicate through the school computers with countless computer networks and databases throughout the world. Students will be able to access documents and literature from thousands of educational and government agencies.

With this educational opportunity also comes responsibility. Parents should understand the terms of this Student Internet Acceptable Use Policy. It is extremely important that these rules are followed. Inappropriate use of the

school's computers or Internet material may result in the loss of the privilege to use this educational tool, in addition to disciplinary and legal measures.

Parents should be aware that in addition to a great wealth of useful information and outright wonders on the Internet, there also exists some unacceptable material. Parents acknowledge that it may not be possible to filter out all of these objectionable materials. All classes may use the Internet for research at any time with the supervision of their teachers.

Students will be limited to printing 75 pages a semester (150 pages a year). Students can add money to their account by paying the library at a cost of 10¢ a page. Payments can be accepted only in whole dollar increments.

By signing the East Catholic High School Student Handbook, parents give their sons/daughters permission to access the Internet through the school's computers. Parents will not hold East Catholic High School or any of its personnel responsible for their sons/daughters accessing any objectionable material. Parents may withdraw their approval at any time in writing to a school administrator or the Academic Technology Department.

2016-2017 Parent/Student Handbook Acknowledgement/Receipt Form

To attend East Catholic, students, parents/guardians **MUST** complete this 2016-2017 Parent/Student Handbook Acknowledgement/Receipt Form.

Parents/Guardians cannot give students permission to sign this form, any school form or correspondence, on their behalf.

If East Catholic does not receive this form by **September 16, 2016**, the student will be suspended from classes until the form is completed.

[] I have read the East Catholic High School Handbook on the East Catholic High School Portal and agree to abide by the policies stated.

PRINT Student's First Name

PRINT Student's Last Name

Legal/Custodial Parent/Guardian Signature

When East Catholic High School requires a parent/guardian's signature, all such forms and documents must be signed by the student's legal/custodial parent/guardian. No documents requiring a parent signature can be signed by the student or anyone other than the legal/custodial parent/guardian. Parents cannot give their sons/daughters or any other permission to sign on their behalf under any circumstances, even if the child is 18 years or older.

Mother's/Guardian's Signature

Father's/Guardian's Signature

Student's Signature

Grade _____

Date _____