

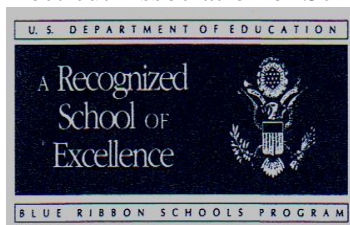
2024-2025 Parent/Student Handbook

East Catholic High School
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Main Office Hours:
7:00 a.m. - 3:00 p.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
Fr. Michael Whyte, Vicar for Catholic Education and Formation
Mrs. Valerie Mara, Superintendent of Catholic Schools
Laura McCaffrey, Executive Director of Finance and Technology

Members of the East Catholic School Board

Sean P. Brennan '85
William Creamer, Past Parent '23, Current '24 & '25
Molly Devanney '96
Sr. Peggy Evans, SNDdeN
Matthew Hallisey – Chair, Past Parent '21 & Current '24

Michael Massaro '88 – Past Parent '19
Laura McCaffrey
Dr. Cherron Payne
Fr. Marcin P. Pluciennik
Roberto Zaccardelli '83, Past Parent '11 & '13

Administration

Mr. Sean P. Brennan '85, Chief Administrator
Ms. Gina Burby, Dean of Academics
Mrs. Janice A. Reilly, Dean of Student Life
Fr. Matthew Collins, Chaplain

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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 that might be considered detrimental to the well-being of any individual or the institution as a whole. The Chief Administrator may amend and interpret any part of this handbook at their discretion.

EAST CATHOLIC HIGH SCHOOL FOUNDATION DOCUMENTS

“Everyone who enters East Catholic High School will be treated with love, respect, and kindness”

Mission Statement

East Catholic High School is a regional college-preparatory school of the Archdiocese of Hartford. Building on Catholic Tradition and the charism of the Sisters of Notre Dame de Namur, we challenge our students to build strong moral character while pursuing academic excellence, responsible citizenship, active participation in community service, sportsmanship, and an appreciation for the fine arts. Guided by the teachings of Jesus Christ, East Catholic is a welcoming environment for all students.

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
- Graduate students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world

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, 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

Serving under the direction of the Archdiocese of Hartford Center for Catholic Education and Formation the administration of East Catholic High School is structured to enhance the effective operation of the school. The administrative team shares a common commitment to excellence and works collaboratively to support the school's mission. Areas of responsibility are assigned to each of the administrators by the Chief Administrator, based on the needs of the organization in collaboration with the administration, faculty and staff.

The school is led by the Chief Administrator. The Chief Administrator is a ministerial position that serves as the administrative, educational, and faith formation leader of the school. The Dean of Student Life reports directly to the Chief Administrator and serves as the instructional leader responsible for the operation of the school through management and administration of day-to-day functions. The Dean of Academics oversees and supports the academic program and personnel necessary to maintain and enhance a quality academic program and overall student experience for the school. All administrators at East Catholic High School share in the responsibility for student and faculty safety and security. In times of emergency please contact the nearest administrator for assistance.

ASSIGNED AREAS OF RESPONSIBILITY OF ADMINISTRATORS

	Actions	Oversight
Chief Administrator	Administrative, educational, and faith formation leader of the school.	School board, Community Relations, Faith formation, International, All staff functions, Wellness and Athletics, School culture
Dean of Academics	Oversees and supports the academic program and personnel necessary to enhance a quality academic program and overall student experience.	Academics, Department Chairs, School Counseling

Dean of Student Life	Oversees the daily operation of the school, and serves as the instructional leader.	Discipline, Advisory, Campus Ministry, Clubs, Trips, and School safety. .
Dean of Wellness and Athletics	Oversight of the Wellness program, Fitness Center, and athletics department, including evaluation of personnel, programs and facilities.	Coaches, Conferences, Transportation, Wellness and Athletic schedules, Risk management.
Director of School Counseling	Responsible for the school counseling department, summative evaluation of its personnel, programs and facilities, and successful interaction with the faculty, staff, parents, and administration.	College preparation, student scheduling, college application, Naviance.

Department Chairs

English – Mrs. Kirsche
 Fine Arts – Ms. Brasche
 Mathematics – Mrs. Andrews
 Religion – Mrs. Shattuck
 Science – Mr. Roberts
 Social Studies – Mr. Healey
 World Languages – Ms. Marcucio

Directors

Director of Admissions – Mr. Malone
 Director of Advancement – Ms. Scalora
 Director of Campus Ministry – Mrs. Barksdale
 Director of Marketing Communications – Ms. Shea

School Counselors

Department Head - Ms. Boisselle
 Mrs. Luker
 Mrs. McLaughlin

Social Workers

Ms. Boisselle
 Mrs. Corliss

Contacts for co-curricular and online programs are as follows:

Athletic Department – Mr. Dahlquist
 Campus Ministry – Mrs. Barksdale
 Clubs and Co-curricular activities – Dean Reilly
 Online Programs – Mrs. Bouvier

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 and FACTS Portals.

Website/FACTS

The East Catholic FACTS website, <https://familyportal.renweb.com/> contains important and up-to-date information for students and their families. Students, parents/guardians are encouraged to consult the FACTS Portal and website echs.com regularly for news and information.

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. In addition, students are provided with opportunities to explore various ways to solve problems and effectively communicate solutions. The standards of the academic program are described in the following policies and procedures. The administrative team 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. An East Catholic graduate:

- Has been taught how to live according to Gospel values, has attained an intellectual grasp of the teachings of the Catholic Faith, and is in the process of developing a personal devotion to prayer, and a commitment to helping those in need.
- Has defined success in terms of integrity, self-discipline, and service to others rather than of personal gain.
- Has learned 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 has developed an appreciation of cultural differences and respect for all people as children of God.
- Has effectively learned and use communication skills to articulately express themselves through reading, writing, listening and speaking to a variety of audiences, in a number of different situations, and through both print and electronic media.
- Has developed an awareness of how to use technology in an efficient and morally responsible way.
- Has come to value the Earth as part of God's living creation and to realize the necessity of stewardship of natural resources.
- Has recognized and developed his or her talents and appreciate the talents of others.
- Has developed the ability to solve problems effectively analyze problems, examine options, and work toward logical, practical, and ethical solutions.
- Is prepared to engage in life-long learning and critical thinking, has learned the skills for acquiring, assessing, and integrating information, and has come to recognize the way in which he or she learns best and to experience the joys of learning.

Graduation Requirements

Six academic subjects must be taken and passed each year unless there are extenuating circumstances. The completion of ten service hours is also a requirement each year.

****In addition, students must also complete Health and Wellness, and Physical Education requirements. Each student is required to complete a minimum of 40 hours of community service over four years**

***A minimum of 25 credits are required for graduation: For the Classes of, 2025, 2026, 2027 and 2028.**

- 4 English
- 4 Religion
- 4 Mathematics
- 3 Science (Biology required)
- 3 Social Studies (Civics & U.S. History required)
- 3 World Language
- 1 Fine Arts
- 1 Integrated Technology (Required)
- 2 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.

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 Chief Administrator. 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 behavior at all school and senior events

Financial obligations must be paid in full before participating in senior events, therefore student transcripts will remain incomplete.

Homework Policy

The goal of homework is for the students to spend time studying independently in a manner that supports or extends learning in the content areas. Homework may be assigned to reinforce skills, concepts, information learned in class or prepare students for upcoming class topics. Homework also serves to teach students to take responsibility for completing tasks independently.

Homework is an essential part of an academic curriculum. Individual homework policies are explained on each teacher's syllabus. Homework is assigned in class and listed in Google Classroom. Should there be issues with Google Classroom, 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 credit-recovery program such as 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. Some courses and some circumstances call for special grading:

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)
IP	In Progress for on-line classes for quarters 1 and 3

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 $17.1 \div 4.5 = 3.8$ 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 recognize this achievement, honor roll recipients will receive letters of commendation with copies to their permanent record files. 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.

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 indicates the "assignment has been given but not yet graded" by the teacher.
- Numeric grade value or other indicator of a specific score (A, 95, $\sqrt{+}$)
- “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

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 student has one day to make up work for each day absent.

Google Classroom will serve as the primary channel for gathering make-up work. However, while Google Classroom 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 parent/guardian must notify the school nurse and their school counselor to 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. If a student arrives late or is scheduled to be dismissed early and subsequently misses an assessment, he/she must communicate with the teacher that day.

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 posted quarterly (refer to calendar for end of marking period dates). The report cards will be posted in the students’ FACTS Family Portal. The posting date will be approximately two weeks after the close of the marking period.

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 school 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. 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 at the end of the first 8 day cycle at the beginning of the academic school year. 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 Dean of Academics.

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, school counselor, and parent and require the approval of the Dean of Academics. 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 Transcript

#	COURSE	LEV	ABS	FNL	CREDIT
022	English II	Adv		90	1.00
115	Honors Church & Sacrament	Hon		91	0.75
118	Church & Sacraments	Adv		93	0.25
221	Honors Geometry	Hon		90	1.00
421	Honors Spanish 2	Hon		89	1.00
536	Modern World Civilization	Adv		93	0.50
546	Civics	Adv		91	0.50
629	Health			97	0.25
631	Honors Chemistry	Hon		83	0.75
687	Chemistry	Adv		97	0.25
765	Digital Art & Design	Adv		93	0.50
922	Winter Sports Phys Ed			EX	0.25
TOTAL CREDITS:					7.00

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. Student's may not begin the following semester until their exams are taken. 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. If tuition is owed, students may sit for an exam, however it will not be graded until the financial obligation has been met.

Standardized Testing

Students at East Catholic High School take PSAT in sophomore and junior years, and the SAT® and/or ACT ® in their junior and/or senior years.

Eligibility

Students who participate in athletics and co-curricular activities will be allowed only one (1) failure in any subject, excluding Physical Education and Health. 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.

School Counseling and Supportive Services

School Counseling

The goal of School Counseling 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 will be assigned a counselor 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.

Advisory Program

Each student has an additional adult advocate on campus. Here are a few highlights of what students and families can expect:

- Faculty and some staff will serve as Advisors.
- Approximately 10-12 students will be assigned to each Advisor.
- Advisories will meet on even days of the 8-day cycle. Freshman will meet with their advisors every day for the month of September.
- On odd days, students will be able to see teachers for extra help, clubs can meet, etc. during that time.
- The Advisor will check in regularly with parents of their advisees and be available should parents have questions or concerns.

Tutorial Services

Members of the National Honor Society who are especially qualified to tutor in particular subject areas may be available for tutoring in the St. Julie Academic Center next to the cafeteria. Faculty members are readily available to provide students with extra assistance after school. Teachers, counselors and administrators may recommend that a student be tutored. Students and parents may also request tutoring. Such tutoring will begin in October and continue only if the student engages 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 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.

Academic Integrity

At East Catholic, academic integrity is both a mindset and a set of behaviors; student mistakes and successes are essential to the learning process. As they learn, all students are to respect their own intellectual property and that of others, and to follow these expectations:

The behaviors expected of you are to:

- Complete all academic assignments responsibly and independently;
- Take assessments/exams without cheating;
- Conduct independent research responsibly, without plagiarism;
- Ask appropriate clarifying questions and advocate for their own learning.

Academic Dishonesty

Academic dishonesty includes planning, attempting, or conspiring to cheat as well as the act of cheating itself.

Cheating is considered a very serious offense and is completely inconsistent with the gospel values of honesty and integrity. In general, no credit will be given for the assignment/assessment/exam. Any of the following is classified as cheating:

- Submitting the academic work of another as one's own;
- Plagiarizing (intentional or unintentional), which includes:
 - failure to cite direct quotes and/or parenthetical citations;
 - failure to provide a complete list of sources cited;
- Working with one or more persons on assigned independent work;
- Providing another student with answers, a completed assignment or any other academic information that enables another student to cheat;
- Using unauthorized electronic devices during assessments;

General Disciplinary Process for Academic Dishonesty

In every case, the teacher will report the infraction to the Dean of Academics. From there, the following steps will be taken.

First Infraction

- The student will meet with the Dean of Academics and any relevant parties to discuss the circumstances.
- The teacher will notify the student's parent(s)/guardian(s) of the consequences.

Second Infraction

- The teacher will notify the student's parent(s)/guardian(s).
- The student and parent(s) will meet with the Dean of Academics to discuss the circumstances and consequences.

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

Third Infraction

The teacher will notify the student's parent(s)/guardian(s).

Due to the severity of the situation, the student and parent(s)/guardian(s) will meet with the Chief Administrator and any relevant parties to determine consequences, including the possibility of suspension, dismissal, or expulsion.

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.

Academic Probation

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

The purpose of the Academic Probation is to provide guided support for students who are experiencing academic difficulty. The goal is that they will improve their academic standing,

A student will be placed on Academic Probation for one of the following reasons:

- a. receiving two or more failing grades in a quarter or semester
- b. a cumulative GPA below 2.0
- c. chronic absences

A student on Academic Probation will be required to meet with a support person or a social worker on a weekly basis. Also, the student will receive any other supports that the Dean of Academics and the student's school counselor deem appropriate. The school counselor will contact the student's parent(s)/guardian(s) to express concerns about their performance and to schedule a meeting with the counselor, Dean of Academics and any other appropriate parties to discuss the actions taken to help the student improve.

To be removed from Academic Probation, a student's cumulative GPA may not fall below a 2.0 for two consecutive quarters (including semester grades). A student who fails to remove him/herself from Academic Probation after three consecutive quarters may be dismissed.

Academic Probation is determined by quarter / semester grades, midterm and final exam grades may also be considered when deciding whether a student will be placed on Academic Probation. Any student receiving a failing grade on one or more of his/her exams will be required to meet with the Dean of Academics and/or Chief Administrator, their school counselor and social worker, when appropriate, and may, at the discretion of the administrator, be placed on Academic Probation. A student failing 2 or more courses may be dismissed from the school.

AI Generators

AI tools, including text generators, are becoming increasingly accessible and can be useful for learning and creativity. However, it is essential that students use these tools responsibly and ethically to maintain the integrity of their work.

- **Permitted Uses:** AI tools can be used to assist in brainstorming, grammar checks, organization, and formatting, but they should not replace the student's critical thinking, originality, or academic effort.
- **Prohibited Uses:** Submitting entirely or predominantly AI-generated work as one's own is prohibited. Assignments must reflect the student's own understanding, analysis, and synthesis of the material. The use of AI to complete assessments, essays, or problem sets without proper disclosure or permission from the instructor is considered academic misconduct.

If AI tools are used to generate part of an assignment, students must clearly disclose this in their submission. This includes specifying which sections were AI-generated and citing the tool used. Failure to disclose AI assistance may be considered plagiarism and result in academic penalties.

Unauthorized use of AI tools for assignments will be treated as a violation of the academic integrity policy. Penalties may range from a warning to more severe academic consequences, such as failing the assignment or course.

National Honor Society

New members of the East Catholic National Honor Society are inducted in the fall of their junior or senior year. An invitation for membership consideration is issued to eligible students who have earned a cumulative adjusted GPA of 4.0 at the end of their sophomore or junior year. 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, selected by the NHS advisor and approved by the Chief Administrator, 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 Chief Administrator 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.

Curriculum

The East Catholic High School program of studies is available on the school's website under the "Academics" tab. It can also be accessed on the PlusPortals under School Resources 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. The student's placement may be held until he/she can return to East Catholic.

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.

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 Epi Pen.

Communicable Disease

Any student diagnosed with a communicable disease or condition 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.

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 by an MD, Physician's Assistant or Advanced Practice Registered Nurse. The local Board of Education determines the specific grade level. A freshman at ECHS is required to have a physical exam and an updated immunization record in order to begin grade 10. Beginning on January 1 of the school year the student starts grade 9 through the summer the student finishes grade 9, the student needs to have a physical exam. The parent should provide the blue State of CT Health Assessment Record Form to the physician at the time of the appointment. This form can be found on the ECHS website as well in the Health Office at ECHS. 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.

The Health Assessment Record forms are available on the ECHS website under the Admissions Department ~ Accepted Students.

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 school nurse. The teacher in each class assigns the "student helper". 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.

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 student accident insurance policy for school related injuries. This policy is used after the family's primary insurance has been exhausted. Information on this policy 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 for 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. All students are permitted to carry water in a clear container. Students have access to their water bottles in all classes except in science labs and computer labs. The use of a water bottle cannot be disruptive in a class.

Attendance Policy

Schools shall adhere to the statutes established by the Connecticut Department of Education regarding school attendance. The responsibility for compliance with this law belongs to the parent(s)/guardians(s) of the child. Students must attend school punctually and regularly and conform to the attendance policies and procedures established by the school and outlined in the parent/student handbook.

This section covers:

- Absences
- Tardies
- Dismissals

As an integral part of academic achievement, East Catholic has both the authority and responsibility to require attendance on the part of all students. Attendance is taken at the beginning of each class. All students must be in class by 7:32AM; any student who arrives to school after this time will be considered tardy. Classroom teachers record attendance from 7:32 to 7:45AM. Students who arrive at school after 7:37AM must report to the Main Office to sign in. Students are expected to sign in the main office. Students who arrive after 8:00AM without a note or phone call will be asked to text their parent before leaving the main office. Seniors may arrive late if they have first period free. Upon arrival they must sign in the main office.

When a student is absent from school for the full school day, he/she may not attend/participate in any co-curricular activities or be on school grounds without the express permission of the Dean of Student Life. To do so may make a student subject to disciplinary action.

All students must be present for at least four hours per academic day in order to be considered in attendance. This will enable them to participate in athletics and co-curricular activities. Partial-day absences may be judged by the Dean of Student Life at his/her discretion.

The day a student returns to school from an absence, they are responsible to contact their teachers(s) within 24 hours to make the necessary arrangements to complete their missed work. For each day of an illness, the student will have one day to complete missed work. Failure to do so will result in a zero for the assessments. For extended absences from school due to illness, a family may request additional time beyond the required five days for their child to make up all missed work. Documentation from the treating physician is required the day of the student's return in order for the request to be considered for administrative approval.

For any class missed due to late arrival and/or early dismissal, students must speak with their teacher, submit work due and complete any assessment scheduled that day. Failure to do so could result in a zero for missed work.

Students who require special academic support or homebound tutoring due to serious illness or accident will coordinate with the Dean of Academics. While East Catholic is not able to provide some services, we will assist in the coordination of care to ensure academic continuity.

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

Absence

The parent must call the school attendance line (860-645-1818) no later than 8:00AM 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 absent. The Main Office documents and verifies student attendance for the student's academic record.

Chronic absences is defined as missing 10 percent or greater of the total number of days enrolled during the school year for any reason. It includes both excused, unexcused, out of school suspensions and in school suspensions that last more than one half of the school day.

Level 1 Absences: The first 9 absences will be excused with a note, in person notification or phone call from the parent/guardian.

Level 2 Absences: Absences of 10 or more will be excused, with a note from the parent/guardian (and in some cases will require additional documentation), in the following instances:

- **Student illness**, with a note from an appropriately licensed medical professional who can verify all student illness absences, within 10 days of absence.
- **Student's observance of a religious holiday.**
- **Death in the student's family** or other emergency beyond the control of the student's family.
- **Mandated court appearances**, to include additional documentation such as a police summons, a subpoena, a notice to appear or a signed note from a court official.
- **The lack of bus transportation** that is normally provided by the Town.
- **Extraordinary educational opportunities** pre-approved by school administrators.

The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family vacations during these times, so as to eliminate the need to interrupt the students learning process. Missed assignments are the student's responsibility. Teachers are not required to give make up test/quizzes or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

If a student has been absent for five or more days due to illness, she or he must report to the school nurse and provide a doctor's note to the school before readmission.

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

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.

Should a student arrive late to school, one of the following must be submitted to the Main Office: A phone call from the parent/guardian is made to the school at extension x6233 to explain why the student is arriving late. A parent may call in 5 times per semester for an excused tardy. A student is allowed 5 unexcused tardies per semester. Students who exceed their 5 excused and 5 unexcused tardies will go under administrative review

1. Notification from the parent/guardian explaining the specific reason as to why the student is arriving late.
2. Documentation from the treating physician's/dentist's office or medical facility.

Habitual tardiness will be subject to administrative review. For the students who drive to school excessive tardiness may result in the loss of driving privileges.

Students who are tardy because of late-arriving school buses, weather conditions, accidents or other issues deemed appropriate by administration will not be recorded as tardy.

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. Parents/Guardians will be notified after their third tardy.

For the safety and security of students, East Catholic maintains a closed campus. Freshmen, Sophomores and Juniors 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.

Dismissal

Early Dismissal

If a student requires an early dismissal, a note from home, or phone call, reason, dated and signed by a custodial parent or guardian must be turned into the Main Office before first period. 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. Students must sign in if late using their student ID's. When leaving early the student must sign out in the main office.

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)

Students must remain in the building until 2:00PM. Seniors may have the privilege of being dismissed after their last scheduled class of the day, not before period 5. Juniors may have the privilege of being dismissed after their 6th period class and have last period free. 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 may not return before 2:00PM. If they choose to stay, they must go to the cafeteria.

This privilege may be revoked due to academics, discipline, tardiness, behavior in the parking lot, or not leaving campus grounds or buildings immediately after they are dismissed. Students who 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 (2:00 PM.) After 2:00PM, all students are expected to leave school or report to the appropriate designated area or activity.

Dress Code

- East Catholic believes that our dress code helps to promote equality and taking pride in ones' appearance.
- The school administration defines and interprets the dress code and all related terminology.
- Failure to follow dress code policies may result in disciplinary action.

The Dress Code consists of: khaki or navy pants; white or blue dress code Oxford shirts (long or short sleeve); the polo shirts (long or short sleeve) with East Catholic logo; khaki, blue or plaid skorts; and dress ties for boys.

Students have the option to wear blazers, dress code quarter zip sweatshirt and sweaters as part of the regular dress code.

Purchasing dress code garments:

Dress code garments may be purchased through School Uniforms by Tommy Hilfiger (found on the school website or from the school store.) Students may buy Oxford shirts and pants at a store of their choosing, as long as it follows the rules stipulated below.

Polos, ¼ zip, sweaters, and senior vests may be bought through Rainbow Graphics
https://stores.inksoft.com/east_catholic

Young Women

Shirt: white or blue dress oxford, long or short sleeve. T-shirts, or tank tops may be worn under the blouse (no colors-white only). The shirt must be buttoned up to, and including, the second button from the top. No undergarment should be visible outside the shirt or polo shirt. Oxford shirts are to be neat and are to be tucked in (front and back) at all times. The sweater and ¼ zip are not a replacement for the shirt.

Skort: only khaki, navy or plaid uniform skorts which must be mid-thigh. No rolling of the skort is allowed.

Blazer/Sweater/1/4 zip: East Catholic navy blazers, sweaters, and ¼ zip's are required for all young women during winter dress code. The ¼ zip can be worn all year round.

Stockings, socks or tights may be worn. Full length solid black leggings may be worn underneath the skort. Socks should be tasteful in design, color and content.

Pants: dress code khaki or navy pants. No patch pockets and not form-fitting.

Polo Shirt (optional): may be worn in place of shirt and blazer/sweater in the fall and in the spring. Dates will be announced. Polo shirts need not be tucked in.

Shoes: Solid leather black, brown or tan shoes only (no designs, visible logos, or attached ornamentations.) – Solid Vans or knock offs and solid Sperry's or knock offs made be worn. No Boots, (above the ankles) 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 and no sneakers are allowed.

Mass Days and Special Occasions, Oxford shirts and ¼ zips must be worn

Senior Vest Privilege

Young women in the Senior Class may wear fleece vests also purchased through Rainbow Graphics.

Grooming for Young Women

Bizarre/outlandish hairstyles are not permitted. Hair is to be a natural color. Spiked hairdos are not allowed. Young women have one week (from their first referral) to arrange a hair appointment until the first detention.

It is impossible to include and define every conceivable hair dressing style. Therefore, parents and students should consult the Dean of Student Life.

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. Allowances may be made at the discretion of the Dean of Student Life for piercings that might close up, a clear plug may be allowed.

Head coverings such as large scarves, turbans are not permitted. Exceptions may be allowed for religious or cultural traditions. Please consult Dean of Student Life.

Hats must be removed while in the building.

Each student is responsible for his/her adherence to dress code. There may also be times when a student may be removed from class until the proper clothing is obtained. If appropriate clothing cannot be found or brought to school, the student may be sent home.

Young Men

Shirts: white or blue dress code oxford (all undershirts must be solid white) Shirts are to be neat and are to be tucked in (front and back) at all times. The sweater and ¼ zip are not a replacement for the shirt.

Blazer/Sweater/1/4 zip: East Catholic navy blazers, sweaters, and ¼ zip's are required for all young men during winter dress code.

Pants: dress code khaki or navy pants only. No patch pockets not form-fitting.

Socks: socks may be worn and should be tasteful in design, color and content.

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

Belts: Optional solid black or brown

Shoes: Solid leather black, brown or tan shoes. - Solid Vans or knock offs and solid Sperry's or knock offs may be worn without laces. 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 canvas shoes, 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 or sneakers are allowed. Socks are required.

Mass Days and Special Occasions, Oxford shirts with a tie and ¼ zips must be worn

Polo Shirt (optional): may be worn in place of shirt and blazer/sweater in the fall and in the spring. Dates will be announced. Polo shirts need not be tucked in.

Senior Vest Privilege

Men in the Senior Class may wear fleece vests purchased from the school store.

Grooming for Young Men

Dress code clothing is 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 a natural color. Bizarre/outlandish hairstyles are not permitted. Spiked, winged, shaggy, and messy hairdos are not allowed. Hair must be no longer than the collar 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 the first detention.

It is impossible to include and define every conceivable hair dressing style. Therefore, parents and students should consult the Dean of Student Life. 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.

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. Allowances may be made at the discretion of the Dean of Student Life, a clear plug maybe allowed.

Hats must be removed while in the building.

Young men are not allowed to wear headbands or any other type of hair accessory. Exceptions may be allowed for religious or cultural traditions. Please consult Dean of Student Life.

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 may be removed from class until the proper clothing is obtained. If appropriate clothing cannot be found or brought to school. The student will receive a detention.

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 dress code. 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, political or any other material deemed inappropriate.
- *Pants:* Jeans, pants and other casual full-length attire are allowed. All pants 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 Dean of Student Life may allow shorts to be worn as a privilege.
- *Skirts:* All skirts must be mid-thigh or longer.
- *Shoes:* Closed toe shoes, boots and sneakers are allowed.

If this privilege is abused the student will not be allowed to participate in the next dress down day.

Spirit Day Dress

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

Conduct Policies

Expectations:

In this section:

- Students responsibility for their actions
- Involvement in co-curricular activities on and off campus

In disciplinary matters, East Catholic High School strives to instill and promote the spirit of honesty, conflict resolution, and compassion. Students are required 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.

Student actions on and off-campus have a direct impact on the East Catholic community. East Catholic will take disciplinary action if the school believes that a student's conduct on or off-campus has been either inappropriate, harmful to themselves or others, damaging to the school or the school's reputation. Violating the conduct code, or engaging in improper behavior may severely damage the dignity of the student's person and the fabric of our community life. As such, this conduct violation constitutes breaking the student's contract with the school and could result in dismissal from East Catholic. In disciplinary matters, due process will be honored. All official acts of misconduct (those referred to administration) are recorded in a student's disciplinary file. 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 or may be expelled.

Involvement in co-curricular activities, interscholastic athletics, honor societies and clubs is a privilege. Students may be removed from a sport or extracurricular activity due to unsuitable behavior. The privilege of attending or participating in an event/activity/sport may be denied as a disciplinary consequence. This may include class activities such as graduation events and ceremonies.

Note- video surveillance takes place on campus and footage will be used when appropriate.

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.

Bullying/Hazing/Harassment

Public Act 11-232

"Bullying" means (1) 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 (2) a physical act or gesture by one or more students repeatedly directed at another student in the school, that:

- A. Causes physical or emotional harm to such student or damage to such student's property.
- B. Places such student in reasonable fear of harm to themselves, or of damage to their property.
- C. Creates a hostile environment at school for such student.
- D. Infringes on students' rights of such student at school.
- E. 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 gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental, or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Bullying, including Cyber bullying, hazing and harassment have no place at East Catholic and should be reported immediately to an administrator or any member of the faculty or staff. 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. All reports are taken seriously and are investigated in a timely manner. Please understand that the school needs to be informed of any of these actions in order to address them.

Racism

Here at East Catholic, we believe that every human life has inherent worth, as we are all created in the image and likeness of God. Racism in any form is in direct opposition to the Gospel of Jesus Christ and our mission as His followers.

“As Christians, we are called to listen and know the stories of our Brothers and Sisters. We must create opportunities to hear, with open hearts, the tragic stories that are deeply imprinted on the lives of our Brothers and Sisters, if we are to be moved with empathy to promote justice.”

From “Open Wide Our Hearts,” in the pastoral letter on racism, USCCB.

Racist acts and ethnic slurs have no place at East Catholic and should be reported immediately to an administrator or any member of the faculty or staff. It is important to note that racist acts and ethnic slurs are all violations of the school community and shall be considered a major disciplinary offense. All reports are taken seriously and are investigated in a timely manner. Please understand that we need to be informed of any of these actions in order to address them.

Detentions:

In this section:

- Personal and school detentions
- Students accountability and responsibility for detentions
- School Detention notification process

“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. Students are required to serve the personal by the following school day unless prior arrangements have been made with the teacher. Personals are recorded by individual teachers and are only referred to the Dean of Student Life 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 an act of 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 Dean of Student Life. Teachers may also assign personals for misconduct that takes place anywhere in the building or campus.

*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 Dean of Student Life within two days of receiving it; otherwise, it will be processed as a detention.

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, co-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, at least 24hrs prior, with the Dean of Student Life to schedule the hours to be served.

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.

General Guidelines School Detentions – Below are some examples of infractions that could result in a one-hour detention (this list is not all-inclusive)

Unexcused tardy to class
Uniform/dress code violation
Failure to produce an ID
Unauthorized electronic devices/cameras in school
Inappropriate iPad/laptop usage
Cell phones/Air Pods other than the ground floor
Failing to serve a teacher's detention/personal
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.

Notification of Detention

Parents are notified of detentions/disciplinary actions by mail. When the notification is mailed, it may arrive before or after the detention is served. The copy of the referral will contain the scheduled date of the detention.

Truancy – CT.gov

"Truancy is a term that generally refers to four (4) unexcused absences in one month or ten (10) unexcused absences in a school year. Responses to truancy are usually about school rule compliance and can lead to court intervention." Connecticut General Statutes (C.G.S.) Section **10-198a (b) (1) and (2).**

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. 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

Examples of Out of Bounds

- 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
- Being absent from school for any amount of time without the consent of parents/guardian

- 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.
- 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.”
- Being anywhere in the building or on campus that is deemed an inappropriate or illogical location.

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 probation.

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 Chief Administrator 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 should be prepared to make appropriate arrangements in the event of an out-of-school suspension.

While suspended, the student is responsible for contacting their teachers to create a plan to complete missed assignments/assessments. When the student returns to school, it is the discretion of the teacher how much time the student will be allowed to complete all missed work. If the timeline is not met, the student may not receive credit for the assignment/assessment. 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 Dean of Student Life 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;
- Conduct causing threat of danger to the student's 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;
- 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 use of racial or ethnic slurs;
- Sexual harassment;
- Blackmailing, threatening or intimidating school staff or another student;
- 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);
- Forgery of a school document or parent or guardian signature -ECHS will define Forgery (*also see Parent/Guardian Signature under General Policies*);
- Giving false information to the faculty/staff/administration;
- Improper use of Internet, electronic devices, cameras, audio recorders, cell phones;
- Defacing school/personal property;

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 Chief Administrator and the Dean of Student Life.

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 Chief Administrator. The Chief Administrator will inform the student and the parent(s) of the final decision. Parents may also appeal a Chief Administrator decision regarding dismissal of their son or daughter to the Superintendent of Catholic Schools. After hearing the appeal, the Superintendent shall inform the Chief Administrator of his/her decision and, if necessary, assist in the development of an alternative plan of action. The Vicar shall make the final decision.

The Chief Administrator may intervene in disciplinary matters at any time and make decisions regarding consequences as he deems appropriate. The Chief Administrator may stipulate conditions for further enrollment, participation in athletic and extracurricular activities (or any other school event including graduation activities/ceremonies). The Chief Administrator 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.

Athletics/Eligibility: (See Also Academic Section)

Athletics are an integral part of the student experience. It is a privilege to be on an athletic team. 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 are expected to view their coaching role as a ministry. As part of the East Catholic staff, coaches may review their players' academic progress.

Sports

Interscholastic sports include: football, basketball, baseball, cross-country, golf, ice hockey, indoor/outdoor track, lacrosse, soccer, swimming, tennis, girls volleyball, field hockey, and softball. In addition, 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 East Catholic community feels 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 not be allowed to attend games or practices. Failure to comply 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. The athletic department has established a concussion protocol to determine re-eligibility to play. *See medical section for concussion protocol*

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).
- Every effort is made not to schedule games during the mid-term exam period.

This policy will be in effect starting the day before exams start and end with the last day of the last exam 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:

Team captains participate in a 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 lay faculty and staff 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. 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 per

year 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 Administrative review of the student's status.

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. They assist in running school liturgies, class-level retreats, community service events, and school-wide engagement activities. 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. Participation in grade-level 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.

Student actions on and off-campus have a direct impact on the East Catholic community. East Catholic will take 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.

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 lobby or outside 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 by their coach or moderator.

Students found unsupervised, after 3:00, will be considered out of bounds and subject to disciplinary action. 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 as soon as possible and may wait in the main lobby or outside by the main door. (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.) Those involved in athletics, etc., may be picked-up in the back of the building by the Cafeteria circle.

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 Chief Administrator, 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 when invited and to sit with their advisory in the assigned area.

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 pick up around 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, (not cutting the line) 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. They may ask the proctor on duty to seat in another section if room. 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.

The round tables in the Senior Section are limited to 8 students per large table, and 6 per smaller tables. Seniors may ask an underclassman to sit with them. (One student per senior).

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/Air Pod use at East Catholic High School is prohibited during class time and study halls, but permitted on the ground floor (until 3:00 PM if in detention). Freshmen will not be allowed cell phones during the month of September. After September they will be able to use their phones on the ground floor. Sophomores, Juniors and Seniors may use cell phones and ear-pods on the ground floor. They have a two week warning period, if their cell phones are being used or visible after the two week period, they will be confiscated, brought to the main office, and a detention will be issued. The cell phones will be returned to the student at the end of the day. If a second offence occurs, the student, will have to leave their cell phone at home, or in the main office for the day.

During Flex, students will be able to use their cell phones on the ground floor and in the ITC,

Students needing to make a telephone call must go to the Main Office, or ask a teacher.

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. Students should ask a faculty/staff member for permission to call or text a parent/guardian.

The use of any electronic device 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 IT 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 Chief Administrator. 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 FACTS Family Portal access. It is the expectation that a teacher, school counselor or administrator will contact a parent/guardian within 24 hours after receiving an email or phone call. 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. 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. Outside beverages must be consumed in the cafeteria. A warning will be given for first offense. No food or drink allowed in computer labs. 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.

Identification Cards

Each year, students will be issued a student identification card after the first month of school. This ID card must be somewhere on their person where it can be shown when asked for by faculty/staff member. It must be presented for admittance at certain school functions/athletic events in order to get in free. Most importantly, the identification cards are primarily used for buying lunch. For information regarding identification cards, parents and students should contact the Main Office. There is a \$10.00 replacement charge for a new ID card.

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.

The athletic lobby is not a locker room. Athletic equipment and bags must be stored in an appropriate locker room. The locker rooms are opened before school until 8:00 AM.

Locker Procedures and Repair

When a locker is assigned, the student must inspect and test the unit to determine if it is functioning properly. Advisors 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 storing 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 Chief Administrator 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 there are available parking spots.. 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, driving carelessly and habitual tardiness, 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.

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.

Safety and Security

Students, faculty, and staff safety are a priority at East Catholic High School. There are two major components to the Safety and security program at East Catholic, Culture and Climate, and Physical Resources. Cultural and Climate centers on our Catholic teaching and the importance of each human being which at ECHS is reflected in student engagement and faculty and staff knowledge of each student. Physical Resources centers on the building itself, its physical resources, the regulations governing the movement of people within the school community, and the implementation plans shared with local law enforcement and safety agencies.

Culture and Climate: Student engagement means that students are engaged in their work of preparation for college, and faculty, and staff are knowledgeable about each and every student. This combination of student engagement and faculty knowledge of each and every students ensures that no student falls through the crack of social isolation. ECHS teachers and staff are expected to know their students, and to encourage students to share their concerns with a school professional, a teacher or their school counselor or the Chief Administrator. It doesn't matter who the student approaches, the professional should respond appropriately by taking an action step such as calling home or advising the administration depending upon the seriousness of the situation. This includes concerns about other students who may be having problems such isolation at lunch, internet browsing habits, and inappropriate use of social media. Each student is assigned a school counselor and is expected to get to know this student well. This responsibility, the obligation to inform administration of any students with concerns applies to our parent and family community as well. This responsibility applies to parents also who may have knowledge of something it is important to share with school administration.

Physical Resources: The physical aspects of our program were selected to maintain the highest affordable and appropriate level of safety and security at school all the while keeping the broader view that East Catholic is a Catholic High School and not a maximum security prison. In addition our culture encourages preparation for emergencies as well as sense of situational awareness. This is developed through monthly drills including lock downs, and appropriate exercises as well as continuing professional development for faculty and staff. For obvious reasons we cannot discuss or divulge the specifics of our security system. Some components like the cameras are very apparent-others are not.

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 Dean of Student Life.

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 available on page 47 of the handbook.

Posters

All posters to be hung in school must receive the approval of the Dean of Student Life. No poster may be placed on windows, marble or on wooden or painted surfaces. Only painters tape may be used to secure posters to the school walls.

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) 649-7191. Please use this number only if it is an emergency; the number is only monitored when required by an emergency.

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 Chief Administrator may randomly invite law enforcement officials with drug detecting canine units to search the school buildings/ campus.

School Schedule (students should arrive by 7:15 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 seven classes in a student's schedule. 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.

Please see Bell Schedules on pages 49-51.

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 Chief Administrator.

Volunteers

Those seeking to volunteer, in any capacity, must be granted permission from the Chief Administrator. 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). 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. News stations channel 3 and 30 will also be notified.

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

Dean of Student Life 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 graded, resulting in an incomplete transcript. Exams will be graded only when appropriate financial arrangements have been made with the Business Office.

Senior students who are not in compliance with this policy will 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 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.

- A transcript will be incomplete 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.

ECHS 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@echs.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.

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 Chief Administrator.

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.

Student Internet Acceptable Use Policy 2024-2025

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) Remote access to the East Catholic High School network is strictly prohibited.
- 14) 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.
- 15) Data is backed up from the Z drive.
- 16) Malicious attempts to harm or destroy hardware, software, or data are strictly prohibited.
- 17) 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.

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.

East Catholic Student Technology Agreement

Program:

Only iPads owned and issued by East Catholic High School may be used at East Catholic. No personally owned device may be connected to the East Catholic High School Network.

Purpose:

East Catholic uses technology as one tool to fulfill its mission to provide opportunities for all students to learn and grow in a remarkable education setting, grounded in Catholic faith and moral values. To succeed in the 21st century, students must develop their skills as collaborators, communicators, and critical thinkers. Engaging our learners requires the seamless integration of technology throughout our academic program.

Hardware:

Each student will be issued a 64 GB iPad, cable and charger. Each student is responsible for the care of the equipment on a daily basis and ensuring that it is retained in a safe environment. Any technical or mechanical issues with the iPad, charger and/or cable must be reported to the ECHS IT department immediately. Each Student must provide a protective case for their iPad and it must remain in that case at all times.

Care of the iPad:

Theft or loss must be reported immediately to the ECHS IT Department and the appropriate steps will be taken to provide a replacement unit.

In the case of theft, a copy of the police report will be required.

Repair costs and Theft Insurance Claims:

For those who require their unit to be sent back for repair there will be a cost deductible for each occurrence.

In the case of a damaged iPad, there will be a repair fee of \$80.00

If an iPad is broken beyond economic repair there will be a replacement fee of \$200.00

Lost or damaged iPad chargers will be replaced for a fee of \$25.00

Replacement Units:

ECHS will maintain a small number of replacement iPads that will be available to students who have a damaged iPad that is being repaired/replaced. This replacement will become the student's new iPad. They will install download apps and content. Replacement iPads will not be provided to students who forgot their iPad at home, or whose iPad is not charged.

Summer:

Students who are returning to ECHS for the following school year will be allowed to keep their iPads over the summer in order to complete any summer reading assignments. All student iPads must be kept in the United States. The Safeware insurance policy is voided in foreign countries.

Safeguarding and Maintaining as an Academic Tool:

Students are required to bring their iPads to school every day, fully charged. If an iPad is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their iPad.

The student should know where the iPad is at all times. It is the student's responsibility to keep the iPad safe and secure. iPads belonging to other students are not to be tampered with in any manner.

If an iPad is found unattended, it should be given to the nearest faculty/staff member.

All material on the iPad must adhere to the Mission and Values of East Catholic High School. Students must abide by the policies outlined in the student handbook.

Students must use good judgment and follow East Catholic High School's rules of conduct when using the camera. The student agrees to use the camera in an appropriate and legal manner. The camera will not be used to embarrass anyone in any way. Any use of cameras in restrooms or locker rooms is strictly prohibited.

Security

Students must set a passcode to their iPad to maintain security. Any student found trying to gain access to another student's iPad, accounts, files or data, will be subject to disciplinary action.

Jailbreaking is the process which removes any limitations placed on the iPad. Jailbreaking results in a less secure device and is strictly prohibited.

Any student found to have non-authorized programs or apps on their iPad will have those items removed and may be subject to a "wiping fee" as determined by the ECHS IT Department.

Terms and Conditions:

The iPad is the property of East Catholic High School. If the student leaves East Catholic, he/she must return the iPad (charger, and cable). iPads may NOT be used for any for profit venture.

1. I am responsible for bringing my iPad to school each day.
2. I am responsible for the care and upkeep of my iPad.
3. I will bring my iPad to school each day with a full charge.
4. I will use a case to protect my iPad. It must provide appropriate protection to the iPad.
5. I will use a passcode to maintain security on my iPad.
6. I will use my iPad in accordance with the Acceptable Use Policy in the Student Handbook.
7. I will perform regular updates as directed by the ECHS IT Dept.
8. I will not add any other stickers, labels, tags, or other markings to my iPad.
9. I am responsible for reporting a lost/stolen iPad immediately to the IT Department. If my iPad is not recovered, I understand that replacement costs will be my responsibility and will be determined by ECHS.
10. I know that my iPad must remain in the United States at all times.
11. I may download personal content (pictures, music, etc.) to my iPad.
12. I understand that I have limited storage space on my iPad. Academic content takes precedence over personal content. In the case of storage conflict, personal content must be removed. Non-educational content is for personal use only and should not be shared in any manner, audio or visual, with other students.
13. I am responsible for any damage to my iPad and must take it to the ECHS IT department immediately for any repairs. I am responsible for any cost incurred due to misuse or repairs that go beyond the coverage provided to me.
14. I will not alter (i.e. jailbreak) my iPad in any way.
15. I will use the camera and video capabilities of my iPad in an appropriate and legal manner. Any photos or videos I take with my iPad will be educational in nature and purpose. If any content stored on my iPad does not conform to East Catholic's Mission and Values, it will be removed.
16. I understand that the use of camera and video capabilities in restrooms and locker rooms is strictly prohibited.
17. I understand that my iPad may be scanned at any time by East Catholic Administrators or IT staff to determine if content is appropriate and legal. All content on the iPad is subject to East Catholic policy and is not considered private.
18. I will keep track of all original hardware (iPad, charger, cable) that was provided to me upon receiving my iPad and return these items when requested or at the end of my time at ECHS (whichever occurs first). If I do not return all of the original hardware, I am financially responsible for any charges incurred for lost equipment as determined by ECHS.

Parent/Guardian Policy

The education of the child is a partnership between the parent and the school. It is the parents'/guardians' responsibility to cooperate with school staff for the welfare of students if, in the opinion of the school administration, parental/guardian behavior seriously interferes with teaching, learning, and the orderly operation of the school, and/or the partnership is irrevocably broken, the school may require parents/guardians to withdraw their student and sever their relationship with the school.

- 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. They will be able to present their concerns and discuss the matter in a respectful atmosphere.
- 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. They will be promptly informed of changes of rules and regulations.
- 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 Chief Administrator 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).

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.

Photographic/Video Release Form

School Year 2024-2025

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.

I request that my student **not** be photographed
by East Catholic High School.

Signature of parent

Date

Print name of student

Grade of student

Please return by September 13, 2024.

2024-2025 Parent/Student Handbook Acknowledgement/Receipt Form

To attend East Catholic, students, parents/guardians MUST complete this 2024-2025 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 13, 2024, they may be removed or 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 _____

**PLEASE HAVE YOUR STUDENT HAND IN THIS FORM
TO THEIR ADVISOR**

2024-2025 Bell Schedules

Regular

Day	Time		min	
1	7:32	8:15	43	
2	8:18	9:00	42	
J	9:03	9:16	13	
3	9:19	10:01	42	
4	10:04	10:46	42	
K	10:49	11:09	20	
5A	11:12	11:36	24	11:31 clean up
5B	11:39	12:03	24	11:58 clean up
5C	12:06	12:30	24	12:25 clean up
6	12:33	1:15	42	
7	1:18	2:00	42	
				1:52 bus bell

All Classes meet

	Time		min	
1	7:32	8:15	43	
2	8:18	8:59	41	
3	9:02	9:43	41	
4	9:46	10:27	41	
5	10:30	11:11	41	
6A	11:14	11:38	24	11:33 clean up
6B	11:41	12:05	24	12:00 clean up
6C	12:08	12:32	24	12:27 clean up
7	12:35	1:16	41	
8	1:19	2:00	41	
				1:52 bus bell

Half

Day	Time		min	
1	7:32	8:00	27	
2	8:03	8:30	27	
3	8:33	9:00	27	
4	9:03	9:30	27	
5	9:33	10:00	27	
6	10:03	10:30	27	
7	10:33	11:00	27	
8	11:03	11:30	27	
				No bus bell

1PM

Dismissal	Time		min	
1	7:32	8:06	34	
2	8:09	8:41	32	
J	8:44	8:56	12	
3	8:59	9:31	32	
4	9:34	10:06	32	
K	10:09	10:29	20	
5A	10:32	10:56	24	10:51 clean up
5B	10:59	11:23	24	11:18 clean up
5C	11:26	11:50	24	11:45 clean up
6	11:53	12:25	32	
7	12:28	1:00	33	
No bus bell				

2 Hour

Delay	Time		min	
1	9:30	9:54	24	
2	9:57	10:19	22	
J	10:22	10:36	14	
3	10:39	11:01	22	
4	11:04	11:26	22	
K	11:29	11:49	20	
5A	11:52	12:16	24	12:11 clean up
5B	12:19	12:43	24	12:38 clean up
5C	12:46	1:10	24	1:05 clean up
6	1:13	1:35	22	
7	1:38	2:00	22	
1:52 bus bell				