

INTRODUCTION:

Eastside Catholic School Student and Family Handbook

STUDENTS AND FAMILIES: PLEASE ADHERE TO THE FOLLOWING

Welcome to Eastside Catholic School

The Eastside Catholic Student and Family Handbook outlines the specific rules, policies and procedures related to the safety and operation of our school. These essential policies are intended to promote and ensure a positive and safe environment, which is necessary for every EC community member to be successful and preserve the Eastside Catholic culture.

The information that you will find in this Handbook includes:

- Eastside Catholic School's Mission and Touchstones
- General Information and School Policies that students and families must be aware of, including:
 - Attendance policies and procedures
 - Information about school communications with students and families
 - Health and safety information, including school policies concerning immunization, medical insurance and prescription medications for students
 - Information and policies concerning bus safety, biking or walking to school and parking and driving on the Eastside Catholic School campus
 - School emergency plans and procedures and information about school closures
- Academic Assessment Information and Policies for both middle school and high school students
- Student Conduct Expectations by school level that cover rules and policies regarding academic honesty, student behavior expectations, dress code, and proper use of technology and social media by students, including disciplinary consequences for violations of these rules and policies
- Student Code of Conduct Statement which outlines specific rules, regulations and policies that all students at Eastside Catholic must abide by
- Academic Integrity Statement
- Appendix – includes documents for code of conduct and academic integrity documents, Parent and Guardian Partnership Agreement document, school spirit information and [Who Do I Ask document](#).

It is a requirement for all students and their parents or guardians to read the Eastside Catholic Student and Family Handbook. This Handbook is for your family's use and information. To ensure that you clearly understand school expectations, please review and discuss this Handbook together, including the Parent and Guardian Partnership Agreement included in the Appendix.

Students must read and be prepared to sign the Academic Integrity Agreement and the Student Code of Conduct. Time has been set aside in the Mentor period to review these documents with students. These statements must be returned to Eastside Catholic School by the school's set date. Failure to do so will result in students not being allowed to attend classes or participate in extracurricular activities until the documents are signed.

We expect all students, families and their guests to embrace and follow these policies and procedures as part of the responsibility that comes with membership in our school community.



EASTSIDE CATHOLIC

2024-25 Student and Family Handbook

School-Year Building Hours* (Monday-Friday)

Administrative Offices	7:30 a.m. - 4 p.m.
Commons	7 a.m. - 3:30 p.m.
Athletic Pavilion	7:30 a.m. - 4 p.m.
Library	7:30 a.m. - 6 p.m.

Important Phone Numbers

Main Office: 425-295-3000
Attendance Line: 425-295-3019
Attendance Voicemail: 425-295-3020
Nurse: 425-295-3022

School Website: eastsidecatholic.org
School Calendar: eastsidecatholic.org/calendar

** Please refer to the school calendar for special schedules, early dismissal days, athletic events, parent and guardian meetings, student performances and other activities held outside of regular school hours. Building hours are subject to change based on current Washington State Public Health regulations and guidelines.*

Eastside Catholic School Student and Family Handbook

The Eastside Catholic School Student and Family Handbook is provided for your family's use and information. To ensure students, parents and guardians have a clear understanding of school expectations, please review and discuss this Handbook together.

This review should also include the [Parent and Guardian Partnership Agreement](#) included in the Appendix of this Handbook. The Partnership Agreement was signed in the enrollment contract.

This version of the Handbook replaces any previous Handbook, policies and or procedures (oral or written) relating to the matters covered in the Handbook. During the school year, the school may amend or supplement the Handbook and will notify students, parents and guardians of the changes through email. The most current version of the Handbook is available to parents, guardians and students on PlusPortals and on the [Family Information page](#) of the school website.

Except where expressly noted, references to "parents" in this Handbook are meant to include legal guardians of students, as applicable.

Please contact your student's principal if you have questions regarding this Handbook.

- Middle School Principal Ashley Hylton, ahylton@eastsidecatholic.org
- Acting High School Principal Soonja Larson, slarsen@eastsidecatholic.org

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Mission and Touchstones

Eastside Catholic School was founded by parents in 1980 for an essential purpose. The school's board of trustees described this purpose and the school's essence in the Eastside Catholic Mission provided below.

The Eastside Catholic Touchstones, developed over the years by the school community and adopted by the Board of Trustees, outline in detail how we fulfill our mission. These Touchstones are academic excellence, relationships and servant leadership.

Students, parents and guardians should review and consider the mission and touchstones. It is our goal that each member of the Eastside Catholic community, including students, parents, guardians, families, faculty, staff, administrators and trustees, will understand, support and seek to apply these touchstones personally as members of our community.

Mission

Eastside Catholic School is a Catholic faith-based educational community where students learn to integrate their thinking and believing in ways that encourage intellectual excellence, nurture relationships and inspire a life of leadership and service to others.

Touchstones

Academic Excellence

Eastside Catholic School students will:

- Be inspired to pursue studies that foster God's gifts of curiosity, creativity and spirit of wonder leading to a love of independent scholarship.
- Act as fair-minded and self-reflective critical thinkers by practicing the following habits of mind: intellectual courage, humility, empathy, integrity and perseverance.
- Learn relevant concepts and authentic skills within a rigorous curriculum guided by standards of excellence in a culture of collaborative inquiry.
- Excel in communication within and across disciplines, demonstrating mastery in writing, reading, speaking, active listening and responsible use of technology.
- Inform and enlighten their consciences by understanding the [catechism](#), [sacraments](#) and [practices](#) of the Roman Catholic Church.
- Seek justice by applying the principles of [Catholic Social Teachings](#) (see below) to societal structures and contemporary world problems.
- Understand and respect other faith traditions through ecumenical and inter-religious dialog. Examine and embrace the value of a diverse, interconnected world by understanding and appreciating the dignity and worth of all persons.
- Cultivate the exchange and the challenge of latest ideas.
- Develop the cultural competence necessary for functioning ethically and effectively in an increasingly complex, global society.
- Develop their aesthetic and artistic sensibilities to enhance the quality and meaning of their lives and to appreciate the richness of the human spirit.
- Demonstrate significant academic achievement in their knowledge and skills each year.

Relationships

Eastside Catholic School encourages students to:

- Explore their personal relationship with God by deepening their understanding of what it means to be a person of faith and a member of a faith community.
- Acquire a love and appreciation of self.

- Recognize and appreciate the love and support of family and friends.
- Develop meaningful relationships within the school community.
- Learn from passionate, knowledgeable and reflective teachers who are dedicated to student learning and their own professional development.
- Respect and show compassion for others.
- Demonstrate a commitment to respect and support all members of the school community in a way inspired by Christ's love.

Servant Leadership

Eastside Catholic School will:

- Guide students by using [the teachings of the Roman Catholic Church](#) and loving example of Jesus Christ.
- Cultivate true leaders who positively influence others through their example.
- Provide students with a safe environment with high personal, moral and social standards.
- Expect accountability and ethical behavior.
- Enhance the gifts of students with special needs in an integrated environment such as our [High School Options Program](#).
- Accept and embrace those with different faiths, social, ethnic and economic backgrounds.
- Encourage students to seek a balanced life through the development of their artistic, physical and intellectual talents.
- Celebrate a spirit of active community involvement and service.
- Encourage students, faculty and staff to be responsible citizens who use their intellect and talent in loving service to others.
- Encourage students to develop a lifetime commitment to the seven principles of Catholic Social Teachings.

Catholic Social Teachings

The seven principles of Catholic Social Teachings are summarized as follows:

- Life and Dignity of the Human Person
- Call to Family, Community and Participation
- Rights and Responsibilities
- Option for the Poor and Vulnerable
- The Dignity of Work and the Rights of Workers
- Solidarity (loving our neighbors)
- Care for God's Creation

General School Information and Policies

This chapter provides general information and school policies that do not involve student conduct or disciplinary action under normal circumstances. Except where noted, these policies apply to students in all grades, six through 12. We encourage students, parents and guardians to read this section carefully and refer to the Table of Contents for particular topics and page locations.

After-School Student Supervision

General student access to the main school building is restricted after 3:30 p.m. on most school days. At 3:30 p.m., all unsupervised students still on campus must report to one of two locations:

- Athletic Pavilion – for students participating in athletics
- Library - for students who would like quiet study

Building access ends at 6 p.m. Other than athletes or students participating in other organized activities, all students should leave campus by 6 p.m. If student-athletes are waiting for a later practice and their coach or supervising adult is not present, they need to be in the library until practice begins, or a supervising adult can be present in the athletic pavilion or field.

Associated Student Body (ASB) Membership

The Associated Student Body (ASB) is comprised of all students currently enrolled at Eastside Catholic School. All students must purchase an ASB card through the Online School Packet, completed before the start of the school year. The ASB card allows for entry into many school events at no cost or at reduced prices. The money received from the sale of ASB memberships helps to support school activities such as sports, clubs, assemblies and schoolwide activities. A portion of monies collected for ASB cards goes directly to ASB funds, which the ASB and class officers manage. ASB cards are presented to students on picture day. Replacement cards may be purchased for \$5 from the Business Office. ASB cards must be presented at the door when attending certain school events.

Assembly and Liturgy Expectations

Assembly and liturgies are an opportunity for the EC community to celebrate each other, be exposed to new ideas and enjoy a shared experience. These gatherings are a result of time, talent and money spent by various school groups.

- Be respectful, accountable and kind, listen attentively and follow directions.
- Backpacks, food and chewing gum are prohibited during assemblies and liturgies.
- Cell phones, headphones, or smart devices should not be out or in use during an assembly or liturgy unless instructed to do so.
- Students should use the restroom before or after an assembly out of respect for any performers or speakers.
- Exit in an orderly and safe manner as directed.

Attendance Policies and Procedures*

The quality of the educational experience and the expectation of our students to excel requires all students to be prompt and present for class. Absences, excused or unexcused, adversely impact a student's ability to participate in daily class activities, instruction and collaborative projects and may, in turn, negatively impact a student's overall grade. Students are strongly encouraged to utilize Canvas and maintain communication with teachers if they are absent. If a student is absent from school, a parent or guardian must contact the Attendance Office before the absence.

Failure to adhere to tardy and absence policies can affect learning and academics and lead to disciplinary measures, including detention, Saturday School, and further administrative consequences.

**Attendance policies and procedures may differ during times of remote learning.*

Absence vs. Tardy

Attendance is taken at the beginning of each class period during the day and reported to the Attendance Office.

If a student arrives at school or to a class within the first 15 minutes of the day or a class period, they will be considered tardy. Any student arriving at school or to class **after** 15 minutes have passed will be considered absent. Teachers set classroom expectations at the beginning of the semester.

It is the student's responsibility to have a parent or guardian call (425-295-3019) to leave a message or email the Attendance Office at attendance@eastsidecatholic.org to report a student's absence or late arrival on campus before 7:45 a.m. the day of the absence/tardy and on each subsequent day.

A student arriving late to school must check in with their student ID at the Attendance Office window once they arrive. Failure to check-in will result in an unexcused absence. In an emergency, it is important that we always know who is in the building, making it especially important for students to always check in with the Attendance Office.

Excused Absences

All absences must be reported by a parent or guardian to the Attendance Office via email or voice mail by 7:45 a.m. the day of the absence, if not before. Handwritten notes will not be accepted. Failure to report an absence will be considered unexcused and will result in detention.

Absences will be excused for:

- Unavoidable medical or dental appointments
- Illness
- Family emergency, including but not limited to a death or illness in the family
- Court or judicial proceeding
- Extracurricular and athletics activities – school or non-EC-related (with academic administrator or teacher approval)

Communicable disease: Please keep your student(s) home if they have contracted any contagious disease that could spread throughout the school. Inform the Attendance Office immediately and check with your health care provider to determine a reasonable return to school date. The Attendance Office will let the school nurse know. The school nurse may contact the family for further information.

Long-term absence:

When students miss a considerable amount of school due to a medical illness, concussion and/or medical diagnosis, the student, parents or guardians will work with the student's school counselor to develop a long-term absence plan.

Pre-Arranged Absences

The Attendance Office must hear from a parent or guardian before a pre-arranged absence. Please note that notifying a teacher does not dismiss a student.

A student must submit a completed, signed Pre-Arranged Absence form to the Attendance Office for a planned absence of two or more days. This form is available in the Attendance Office and in the Parent Portal of the school website. The form must be completed with each teacher and returned to the Attendance Office before the absence dates. We ask parents to also notify the Attendance office by email. Teachers are not required to make unique lesson plans or assignments for any planned absences. If a student fails to follow the above policy, the absence will be considered unexcused, and any missed work or exams may not be counted.

Unexcused Absences

Any absence from a class period will be unexcused unless it falls within the parameters of an excused or pre-arranged absence. Parents or guardians may not excuse their students from school-sponsored events and activities such as all-school liturgies, assemblies and other special events without a compelling and legitimate reason.

Unexcused absences include:

- Avoidable appointments made during the school day
- Missing class due to being academically unprepared
- Removal from a class by an administrator or teacher for disciplinary reasons

Accumulated Absences

When a pattern of absences is identified, the school will contact the student's parents or guardians to be sure they are aware their student is missing excessive instructional time. We will use a tiered system of support to work with students and their families on establishing a healthy attendance record.

Middle School Policy

When students accumulate 16 absences in one class, they will be placed on an Attendance Contract. Total absences include excused and unexcused absences but do not include school-sanctioned activities such as field trips or early release for EC athletics.

We employ a tiered system of support for excessive absences:

1. Eight (8) absences - An email will be sent home from a dean or counselor to notify families.
2. Twelve (12) absences - Attendance meeting with student, parent or guardian, counselor and dean of students or assistant principal.
3. Sixteen (16) absences - Meeting with student, parent or guardian, counselor and dean of students or principal to create an attendance improvement plan and/or Attendance Contract*.

** When students are placed on Attendance or Behavior Contracts, enrollment for the next school year may be held.*

High School Policy

When students accumulate 16 absences in one class, they must petition for class credit. They will need to repeat this process for each class in which they have excessive absences. Total absences include excused and unexcused absences but do not include school-sanctioned activities such as field trips or early release for EC athletics.

A tiered system of support for excessive absences:

1. Eight (8) absences - A dean will email families to notify them. Twelve (12) absences – Student Attendance Improvement Plan (SAIP) and meeting with student, parent or guardian, counselor and dean of students.
2. Sixteen (16) absences - Petition for credit and meeting with student, parent or guardian, counselor and dean of students and principal.

When an unavoidable absence is due to illness or family emergency, we will work closely with the student and family.

Avoidable absences include:

- Vacations during a scheduled school day
- Excessive appointments that could be scheduled outside of regular school hours

Excused Tardy

All students who arrive tardy for school must report to the Attendance Office upon arrival. A tardy is excused when a parent or guardian contacts the school via email or phone call with a legitimate excuse before the student arrives at school.

Sleeping in, bad weather, traffic or running late are **NOT** excused tardies. Student safety is always a top priority, and the Attendance Office will partner with parents and guardians to ensure mitigating factors regarding late student arrivals are considered.

Unexcused Tardy

All students will be **unexcused** unless the guidelines for an excused tardy are met.

Early Dismissal

The procedure for early dismissal is:

- On the day of an early dismissal request, a parent or guardian must email or voicemail before 7:45 a.m. Please note that it may not be possible to accommodate last-minute requests.
- The Attendance Office will issue an early dismissal slip to the student.
- This dismissal slip is the student's pass to leave campus. A student who leaves campus without an official dismissal slip will be subject to disciplinary action, including detention.

School Extracurricular Activity and Athletic Attendance Policy

Any student participating in an Eastside Catholic extracurricular or athletic event is **required** to attend all classes on the day of the activity. Students absent due to illness on the day of an extracurricular or athletic event will not be eligible for participation.

Acceptable reasons for non-attendance include:

- Unavoidable medical, dental or family emergencies. Medical and dental appointments will be allowed only if the student presents a note from the doctor's or dentist's office.
- Legal-related appointments
- EC-sanctioned event i.e., field trip or retreat
- Any circumstances outside the reasonable control of the student

*Eligibility will be allowed when reasonable proof is provided to the school on or before the day of the event.

Mentor Period Attendance

Attendance in the Mentor period is mandatory as it is an essential part of the school week. These periods are planned and designed to nurture faith, develop character and build school unity. This period is also the only time when students may hear about important programs and deadlines, including registration and upcoming events.

EC3 and Tutorial Period Attendance

Attendance at EC3 and Tutorial Period is mandatory. These flex times are valuable to our community. Important events and activities such as Mass, assemblies and class meetings are held during EC3. The Tutorial period provides an opportunity for academic support and test make-up. Please avoid scheduling appointments or other avoidable absences during this time. Beginning in Quarter 2, juniors and seniors who are in good academic standing (no grades of D or F) and who are not requested by a teacher may choose to sign up for early release on FlexiSCHED. There are some select Tutorial periods throughout the school year that are not eligible for early release, such as all school liturgies.

Attendance Disciplinary Consequences

Disciplinary consequences for unexcused absences are as follows:

High School Unexcused Absences (one period)

- i. First offense – detention and parent or guardian notification
- ii. Second offense – additional detention and parent or guardian notification
- iii. Further offenses – Saturday school and parent or guardian notification

Middle School Unexcused Absences (one period)

- i. First offense – parent or guardian is notified and/or student may serve detention.

Unexcused Tardy

Three (3) or more unexcused tardies in one class per semester or six (6) tardies in all classes per semester will result in detention. Subsequent tardies will result in further disciplinary measures.

Attendance Office Communication

Each student with an unexcused tardy or absence will receive an email from the Attendance Office the day following the unexcused event. Families will be copied on these emails.

If a student believes there has been an error in the reporting, it is the student's responsibility to resolve the issue with their teacher. Attendance issues need to be resolved within two school days of the occurrence.

Backpack Policy (Middle School)

Middle school students must store their backpacks in lockers during the school day. Lockers are assigned to all middle school students at the start of the year.

Biking or Walking to School

Students who walk to school must use crosswalks and sidewalks. Students riding bicycles to school must exercise extreme caution, wear helmets and honor the rules of the road, which include riding in bike lanes. Bicycles must be parked and locked in the bike rack in front of Building B near the ADA parking spaces. The school is not responsible for any damage or theft of equipment. Bicycles may not be ridden on campus for recreation during the school day.

Students may not bring skateboards, scooters, or rollerblades to school. Skateboarding, scootering, or rollerblading on the school grounds is not safe and raises safety and liability issues for the students and the school.

Bus Safety and Rider Expectations

Please review the important bus safety tips below, including drop-off and pick-up recommendations and rider expectations. All Eastside Catholic student behavior expectations will be enforced.

- Riding an EC school bus is a privilege.
- Students should be at the bus stop at least **five minutes** before the scheduled pick-up time.
- If parked on the opposite side of the road when a bus is approaching with amber lights flashing, students must wait on the curb. Students should not run across the street but should wait for the bus to come to a complete stop. The driver will activate their red lights and let the students know when it is safe to cross. Students will cross in front of the bus so the driver can see them.
- Students waiting at the pick-up or curbside of the street should not approach the bus until it has come to a complete stop and the driver has opened the door.
- If your stop is in a parking lot or out of the main traffic flow, students need to stay on the curb, wait for the bus to come to a complete stop and wait for the driver to open the door before they approach the bus.
- Drivers are aware that students run late. If you are running late and see the bus is not moving but is about to depart, the bus drivers have asked that you flash your lights to get their attention. If they see you, they will delay their departure to load your student on the bus.
- Do not pull in front of the bus or otherwise try to block the bus to stop it.
- If the bus is already moving, you must meet it at the next stop. All other options are either illegal or unsafe.
- Students should maintain a conversational level of noise while on the bus. Yelling and other loud noises are not allowed.
- Music is only allowed by driver permission.
- Food is not allowed at any time.
- Students must remain in their seats at all times.
- Students should never distract the driver while on the route to or from the school or activity.
- Behavior such as, but not limited to profanity, disrespect of peers or bus driver, harassment/intimidation of peers or bus driver, vandalism, theft, or conduct unbecoming an Eastside Catholic student, including any negative impact on the Eastside Catholic community, may result in school consequences based on a significant disruption to student and/or overall bus environment. Consequences could include:
 - Detention
 - Saturday School
 - Suspension/termination of bus privileges

Closed Campus

Eastside Catholic School is a closed campus. All students are to remain on campus throughout the school day.

- Students are not allowed on campus before 6:45 a.m.
- Students are not allowed to leave the campus once they have arrived except for off-campus field trips or early dismissal or pre-planned appointments with parent or guardian approval.
- Students may not go to their vehicles during the day except with permission from the Attendance Office or Dean of Students.
- Students remaining on campus after school must be participating in a supervised activity and must remain on campus until dismissal from that activity.
- The school building and most offices close at 4 p.m. on most days except when noted on the school calendar or announced via EC This Week or EC This Month.
- A person wishing to visit classes or attend certain specified activities during school hours (including Eastside Catholic alumni, parents, guardians or other visitors; this does not include parents or guardians who are volunteering or meeting with an employee) must first receive permission from the Dean of Students.
- Students are not allowed to have items or food delivered via third-party services during the school day (i.e., DoorDash, UberEats, etc.).

Leaving Campus for Field Trips

Students who participate in field trips must have previously submitted an Emergency Contact Information and Activity Waiver form through the Online School Packet. A teacher has the option of recommending to a faculty or staff member in charge of a field trip that a student not attend if they have concerns regarding a student's academic performance connected with further loss of class time.

Leaving Campus for Appointments



The type and quality of education offered at Eastside Catholic require all students to be present in class regularly. Please avoid scheduling dental, orthodontic, medical and other appointments during the school day. If appointments must be made during the school day, it is wise to avoid scheduling appointments during the same class period over several months. On an appointment day (by 7:45 a.m.), a parent or guardian must email (email is preferred) or call stating the reason for leaving school early and the time to be dismissed. The student will be issued an Early Dismissal Pass to show to the teacher of the class from which they are leaving. Upon returning to school, the student must check in at the Attendance Office. The signed Early Dismissal Pass will serve as an admittance pass back into class. Leaving campus without an Early Dismissal Pass will be considered truancy.

Communications

Our goal is to maintain effective and positive communication between school personnel, students and parents or guardians. As needed, please follow this [accessibility workflow](#) created by Director of Equity and Social Action Jenny Abbey and EdTech/Instructional Specialist Lisa Snow to download and use the Microsoft Translator app on iOS and Android.

School Calendar

The school calendar is located on the website and is updated regularly. Calendar listings include details, links and contacts for most events and activities. A one-page calendar is also available for download and highlights early release and vacation days.

- ***To filter events based on your interests and preferences***, select the blue Filter icon () at the top right-hand corner of the calendar. You can filter by school level, activities, individual athletic teams and school departments like Campus Ministry – Community Service and College Counseling.
- ***Share your filtered calendar with your personal calendar***: You can also subscribe to your filtered calendar by selecting the RSS feed icon () in the upper right-hand corner of the calendar.

- **To receive alerts via text or email reminders** about an event (or changes to an event), click the bell icon to create a profile and set your preferences.

EC This Week – emailed on Sundays

This email is sent weekly to students, parents and guardians during the school year. It arrives in your inbox on Sunday to help you get organized for the coming week and includes important dates and deadlines.

EC This Month

This email is sent to students, parents and guardians. The email will be delivered around the final day of each month and shares in-depth coverage of events and information for the upcoming month. The information is organized into these categories: All School (this information pertains to both middle school and high school students and families), Middle School, High School and High School Athletics. We encourage you to read this email and make a note of important dates and deadlines, information about upcoming events and information specific to high school, middle school, athletics and college planning.

Good News Email

Sent monthly, the Good News email shares up-to-date news stories, results and accomplishments about our students, faculty, staff and programs from the preceding month. Good News email contributions are welcome and encouraged! Please send to info@eastsidecatholic.org.

School Website

Up-to-date news and event information are frequently shared as news stories and blog posts on our website. Please share your students' news throughout the school year and over the summer or suggest stories to cover at info@eastsidecatholic.org.

Scoir

Scoir is a comprehensive website that high school students, parents or guardians can use to help explore and make decisions about colleges, universities, and careers. This is a great space for students, family and counselors to overlap, connect and work towards their common goal. Scoir offers tools and resources for many key areas in the college planning and application process. Students and parents can use Scoir to:

- Research colleges and universities by exploring detailed information about colleges of interest, searching for colleges based on the criteria that matter most, and saving colleges for your college counselor to review. College counselors will also use Scoir to upload meeting notes and suggest colleges for students.
- Request transcripts and complete the teacher letter of recommendation survey and view the status of these requests in real time. College Counselors will review the survey for completion and request letters on their behalf. All school documents for college applications will be sent through Scoir. Many colleges also have the option of students applying to their institution directly through Scoir.
- View and register for over 100 college visits to the Eastside Catholic School campus each fall. Students will register for upcoming visits via Scoir and will be notified of these visits via the Student Services Board and morning announcements.
- Record and save extracurricular activities, honors and awards from grades 9 - 12 that can be formatted automatically for a resume or an activities list (useful for interviews and applications).
- Complete online surveys that include the Principles Assessment, the Initial College Planning survey, the Teacher Letter of Recommendation and more. These surveys help students to understand their learning styles and provide useful information about potential careers and fields of study, as well as help their college counselors prepare for their meeting, suggest colleges and provide insight to letters of recommendation writers.
- Review hundreds of career profiles and career clusters that provide detailed job responsibilities, education levels needed and average salaries by state.
- Access monthly calendar that identifies timely “to-do’s,” upcoming events and potential opportunities.

Upon beginning ninth grade at Eastside Catholic School, all students and families are provided with registration codes and login information to begin using their Scoir accounts. Every student has an account and can access Scoir through Clever

using their Office 365 credentials (single sign-on). Families with more than one student attending EC will have their accounts linked to view and access all their students through one account. While parents have access to their student(s) account, parents have their own login credentials and unique functionality.

Canvas

Canvas is a Learning Management System that provides a digital platform for dispersing class materials, collecting assignments, monitoring student progress and providing grades and feedback. Canvas is the primary method of classroom communications between Eastside Catholic students and teachers and all assignments and grades will be posted on Canvas. ***Students should check Canvas daily.*** Parents and guardians can monitor their students' academic progress using the parent observer tools in Canvas. Students will have a Canvas calendar to see all homework and assignment due dates. The "Grades" tab in each Canvas course will provide information on progress toward learning goals and will be updated approximately every two weeks. If a student feels that a teacher's information is not current, they should contact their teacher.

OneNote

OneNote, a Microsoft Office App, is one tool for dispersing class materials, collecting assignments and monitoring student work. Interaction with OneNote will vary by class. Expectations regarding OneNote engagement and practices will be addressed at the beginning of each course.

PlusPortals

Through this program, parents and students log in to view report cards receive emails, verify attendance and access transcripts. You must log in with your PlusPortals username and password. If you have forgotten your login or password, please contact Registrar [Lakshmi Palaniappan](#). Students and parents receive their login information typically in the first week of August.

School Website

Our school website provides information about admissions, academics, our focus on faith and values, athletics, college counseling, mental health resources, student life, learning support services and fundraising. The [Parent & Guardians](#) section of the website is where families of current students will find quick links to popular downloads, essential phone numbers, a quick view of the calendar and the latest news, announcements, information about parent groups and senior class information.

Student Directory

The student directory is available exclusively on PlusPortals. If you would like to opt out of the online directory, please update your PlusPortal directory settings. The school directory may not be used for commercial purposes or private solicitation, nor may it be used as a mailing list.

Other Communications

Eastside Catholic sends out other communications regularly to help keep parents, guardians, students and friends informed about school happenings. These communications may be delivered by U.S. mail or email, so please keep your contact information current with our [registrar](#) to ensure you do not miss out on essential information.

The reader board located at the driveway roundabout is another way to stay up to date on upcoming events as well.

Communicating with Faculty and Staff

We encourage and teach our students self-advocacy skills and believe it is best for students to communicate directly with their teachers.

- **Step 1:** Student should bring their questions or concerns directly to the teacher, either in person or via email.
- **Step 2:** If a student cannot clarify their issue or if parents or guardians have additional concerns they would like to address, the parent or guardian should contact the teacher.
 - Faculty and staff can be contacted via phone and email. Telephone numbers and email addresses are listed in the Faculty and Staff Directory on the website and in PlusPortals. During the school year, we

expect that teachers and staff members reply to all voicemails and emails within 48 hours, excluding weekends and holidays. Email communication is the most effective means of contacting faculty and staff. Communication methods for teachers may also be found on Canvas in the syllabus.

- **Step 3:** In some cases, a meeting between the teacher, parent or guardian and student may be the best way to resolve an issue. A parent, teacher or administrator can initiate this meeting. Please also refer to the EC Parent/Guardian Partnership Agreement in the Appendix of this document.

Communication with Students

Staff will only deliver messages from parents and guardians to students in case of an emergency. Additionally, students will not be allowed to leave class to return phone calls or engage in parent-family meetings except in emergencies. We will not deliver messages from someone other than a parent or guardian, nor will flowers, balloons, car keys, notes or other items be delivered. Instead, the student will receive a notice in their last class of the day to pick up the message or item after school from the Attendance Office.

- *Contacting Students for Emergencies*
Emergency messages or messages that would upset a student in class are highly discouraged. If a parent or guardian must communicate an emergency message to a student (e.g., death in the family), please call the Attendance Office first so that we can bring the student to a “safe area” to receive the call and be available to support the student as needed.

IMPORTANT: For expectations regarding communications between Eastside Catholic faculty and students, see "Communicating with Students via Technology" in the "Student Conduct Expectations" chapter.

Community Service

As part of Eastside Catholic School's mission to “...inspire a life of leadership and service to others,” all students are expected to complete annual community service hours.

For middle school students, the goals for each year are:

- Sixth grade = 10 hours
- Seventh grade = 15 hours
- Eighth grade = 20 hours

High School Students:

- Ninth through twelfth grades = 25 hours per year

Students entering EC mid-year are expected to fulfill half of the hours specified for their grade level. Extra community service hours contribute to a student’s overall total. High school students may earn a varsity letter in community service by completing 100 hours of service by the first Friday in May.

What Qualifies for Community Service

Generally speaking, any activity where students give their time and talents to meet a need in their greater community counts towards service hours. Activities that do not count towards the community service requirement include tutoring in which the student receives school credit, money or NHS credit; participating in any extracurricular activities; childcare or chore service for family members, friends, neighbors or relatives; court-directed community service projects; or anything for which the student receives payment or compensation.

Students may choose to participate in a mission trip sponsored by EC, their church or a similar organization. If a student participates in a mission trip, students should record the hours spent directly serving. Reflections, talks, sightseeing and other related events do not count towards service hours.

Any hours performed during the summer preceding the school year may be included in this requirement. Service opportunities are published in the EC This Week email or can be found on x2VOL.

Service Requirement Accountability

Students must log their hours on x2VOL, a web-based platform on which they enter their service hours and track their progress toward their yearly benchmarks.

When logging community service hours on x2VOL, students must list a non-parent or guardian adult contact to verify the hours. Usually, this is the contact at the organization where the student performed their community service. The on-site adult contact will receive an emailed link to verify the hours from x2VOL. All community service hours must be verified by a non-parent or guardian adult and comply with the guidelines established by the Campus Ministry Department to be approved.

Students are required to log their hours by May 31. Students who do not complete their service hours will have “Community Service: Requirement not met” shown on their final transcript. Any hours completed after June can be applied to next year’s requirement. Questions about x2VOL or community service hours should be directed to the Director of Campus Ministry.

Dances and School Social Events

Various student groups sponsor dances throughout the year, from middle school socials to the formal Junior/Senior Prom and Tolo to the more casual-themed dances.

Unless otherwise noted, each Eastside Catholic High School student may bring only one guest to a dance or school social. This guest must be under the age of 21 at the time of attendance. A Dance Guest Request form must be completed prior to any non-Eastside Catholic student attending an Eastside Catholic-sponsored dance. Forms are available in the Attendance Office and on the [Parent and Guardian](#) section of the website. All dances are closed to the public outside of the above policy. Many dances will require a pre-purchase of admission tickets for non-Eastside Catholic students. An Eastside Catholic student who brings a guest to a dance must sign in with the guest upon arriving at the dance and is responsible for the guest’s behavior at the dance.

Eastside Catholic middle school students are not allowed to attend Eastside Catholic high school dances and Eastside Catholic high school students are not allowed to attend Eastside Catholic middle school dances.

There are no “in and out” privileges at Eastside Catholic dances. Students should arrange for rides before entering the dance. High school students must stay until the stated time or the official ending of the dance unless a parent’s or guardian’s verbal approval for an early release is obtained.

All school rules apply at dances. Inappropriate dancing (dancing with sexual connotations) is not permitted. Drug and alcohol testing devices are available at all Eastside Catholic-sponsored dances. For questions concerning a particular dance, please contact the Director of Student Life, a high school dean of students, or a principal. A modified dress code for theme dances may apply.

Failure to comply with these policies at dances or school social events may result in a student being prohibited from attending future Eastside Catholic School events.

Elevator Policy

Student access to elevators in the school building is given by permission only. Those who need to ride the elevator should contact a high school dean of students to obtain the elevator access key. Students riding the elevator without permission are subject to disciplinary actions. The elevator located outside the main school building is open during school hours to provide access for parents, guardians and visitors from ground level to the level of the main school entrance.

Emergency Procedures

Eastside Catholic is committed to providing safety and care for students in the event of a natural disaster. Our work to make

EC a safe space for students is an ongoing effort and the school already has vital equipment and procedures in place. School emergency plans are reviewed with faculty and staff annually. These plans include procedures for earthquakes, inclement weather, fire, power outages and intruders on campus. Students are educated on school emergency plans and drills throughout the school year. Earthquake, evacuation and lockdown drills are held regularly on campus.

Emergency Communications

Eastside Catholic's administration will send out timely text messages and emails to parents and guardians in the event of an emergency. It is vital that the school has your most up-to-date contact information on file and that parents, guardians and students are signed up for SchoolMessenger alerts. Information may also be emailed and posted on Eastside Catholic's website.

Emergency/Major Disaster Plan

In the event of a major disaster, parents and guardians should not expect to contact the school by telephone. Not only will the telephone lines be overloaded, but telephone calls to the school office hinder our ability to provide emergency services to students. A message will be sent out via SchoolMessenger to all families and posted on the school website and social media pages if possible.

If an emergency or disaster (earthquake, social unrest, fire) necessitates the safe, orderly dismissal of the student body, the school will follow the instructions indicated in the Online School packet unless the police or other governing authorities otherwise instruct the school.

Emergency Supplies

In an emergency, designated EC staff and faculty will stay with students at school for the duration of the crisis and make every effort to provide a safe environment, food, water, warmth and shelter. Appropriate emergency supplies are stored in various locations throughout the campus.

Student Release and Transportation During an Emergency

As part of the annual enrollment process, parents and guardians fill out emergency contacts and pick-up authorization information in the Online School Packet. Eastside Catholic will communicate with parents and guardians regarding a student reunification location if needed. At the reunification site, parents or guardians may be asked to complete a check-in form and a student release form before departing the site. Depending on the nature and severity of an emergency, we will decide if students should be permitted to leave campus or a reunification site by whatever transportation means may be available to them. Students must check in with the Attendance Office or an adult in charge before leaving campus during any kind of emergency, including inclement weather conditions.

Medical Care

EC faculty and staff include adults with first-aid, CPR and AED training who can help stabilize individuals needing care until additional help arrives. In most emergencies, the school will use the Swedish Hospital or the nearest alternative if the student participates in an off-campus school activity.

Fundraisers and Donation Drives (Student-Led)

Any school club, outside organization or individual raising funds on school property or on behalf of a school, student activity or organization or individual, must conform to the rules and guidelines as outlined below:

- Prior to any fundraising activity, you must submit a [Fundraising Approval Request Form](#). This form will be reviewed by the Operations Team on Wednesdays during the school year and the Advancement Department for final approval.
- Fundraising must occur at times and places that do not unreasonably interfere with the school's operation.
- Before being posted on campus, the Dean of Students and Marketing Department must approve all fundraising or donation drive marketing materials.
- Priority is generally given to existing clubs for fundraising approval.

External Fundraisers (Non-Student Led)

Athletic Teams, Academic Departments (choir, band, science, etc.), and any outside organizations that wish to solicit funding from our external community must complete the [Fundraising Approval Request Form](#).

Health and Safety Information**First Aid**

Any student needing first aid should check in at the Health Room. Per the school's guidelines on dispensing medications, we will not give out any medicine, not even a pain reliever. If a medical emergency occurs when a parent, guardian or emergency contact cannot be reached, Eastside Catholic may call 911 or take the student to a nearby licensed medical facility. Every effort will be made to contact the student's parents or guardians to ascertain their preference.

Food Allergies

While the school may endeavor to assist in dietary matters, parents and guardians, not the school, must ensure that students conform to any dietary restrictions and avoid any foods to which they may be allergic to. The school expects students with nut and other food allergies to monitor their own food choices. Parents and guardians must provide the school with accurate and timely information about a student's food allergies each year when they complete the Online School Packet. As needed, staff are informed of students' food allergies to provide appropriate care and guidance. Students with Epi-Pens prescribed by a doctor must have a duplicate pen at school or on their person.

Peanut Policy

We have a high number of students with moderate to severe allergies to peanuts. We attempt to establish practices that provide as safe an environment as possible for these students, but please note that Eastside Catholic does not purport to be a completely peanut-free environment. If your student has any allergies, please be sure that information is included on the emergency form you fill out each year for your student. If your student has severe allergies and might need to use an EpiPen during school, please bring it to the Health Room with appropriate instructions for your student's situation.

Illness During the School Day

Students who become ill during the school day should report to the Health Room. Health Room staff will call or email a parent or guardian to authorize release from school. Students may then leave with a parent or guardian. Students whom a parent or guardian has authorized to drive home must check in with the Health Room and the Attendance Office before leaving campus.

Immunization Requirement

State law sets specific requirements for immunizations and students may not attend classes at any school in the state if they have not complied with those requirements. Students must have an [immunization form](#) or a certificate of exemption on file before the first day of school or the student may not be allowed to attend classes. These requirements are subject to change. Please check with the school nurse about the current requirements. Immunization forms are available in the Health Room and on the school website in the [Parents and Guardians section of the website](#).

Medical Insurance

Students must be covered by medical insurance (furnished and paid for by a parent or guardian) to participate in interscholastic sports.

Medication Policy

To the extent required by law, Eastside Catholic will reasonably accommodate the medical and/or disability-related needs of students to allow for their attendance at school and for their participation in all school-related activities. This policy applies when the student's needs require administration of medication during school hours or on school-related outings.

You are required to alert the school if your student has one of the following life-threatening conditions: severe allergies, asthma, diabetes, seizures or a heart condition. Medications that may be required at school require that completed physician orders be on file and a physician treatment plan be in place before the start of each school year. The written

authorization form must be provided to the Health Room Staff and shall be valid for no longer than one year and automatically expires at the end of the school year. All medication must be in the original container, labeled with the student's name, medication, dosage, mode of administration and healthcare provider

- Medications That May Be Given at School

Non-nursing staff of Eastside Catholic may administer oral medications under the conditions outlined in this policy.

Medications administered other than orally are considered nursing care regulated by the laws relating to nursing care. Medications such as ointments, eye or ear drops, suppositories or injections that are ordered by a physician or dentist can only be administered by a student's family member, registered nurse, licensed practical nurse or, in some cases, self-administered by the high school student: 1) with the permission of a parent or guardian and 2) if a physician or dentist determines and certifies that the student is sufficiently competent and mature to do so.

Non-nursing staff may not administer medication by injection, except when a student is susceptible to a predetermined, life-endangering situation. In such instances, the parent or guardian shall submit a written and signed permission statement. Such authorization must be supported by signed and dated written orders, accompanied by supporting directions from a physician or dentist.

- Self-Administered Medications

Middle school students are not allowed to self-administer their medications. All medications (prescription and over-the-counter) must be administered in the Health Room by Health Room staff or their designee. The only exception is for students with a life-threatening diagnosis and medical authorization to carry emergency-prescribed medication. The policy regarding middle school students differs from that of high school students due to state regulations for students of a specific age to self-administer.

High school students may be allowed to carry and self-administer prescription medications under the following conditions: 1) Prescription medications: must be authorized by both a parent/guardian and a licensed provider with prescribing authority. The written authorization form must be provided to the Health Room Staff and 2) Not more than one daily dose of prescription medication may be carried on any given day.

Over-the-counter medication may be self-carried when authorized by a parent or guardian. Medication must be in its original container and provided by the parent or guardian.

- Oral Medications

Prescribed or over-the-counter ("OTC") oral medication may be dispensed to students at school on a scheduled basis upon written authorization from a parent or guardian, accompanied by an unexpired written authorization and, where required, instructions from a licensed physician or dentist. Authorization forms are available in the Attendance Office.

- Responsibilities of Parents/Guardians

- It is the parent or guardian's responsibility to keep school staff informed of changes in the student's condition, emergency contact info current and/or changes in the physician or dentist's orders.
- The parent or guardian is to supply all medications and ensure that the medication provided is unexpired and in its original container.

- Acquisition of Dentist and Physician Requests and Instructions

A physician or dentist's request for school personnel to administer oral medications to a student must be in writing and be current and unexpired.

- The request must be from a licensed physician (MD) or dentist. While other healthcare providers can legally prescribe medications, only licensed physicians and/or dentists can sign the school's request form for the administration of oral medicine at school by non-nurse school staff.
- Other healthcare providers with prescriptive authority, such as advanced registered nurse practitioners (ARNP), osteopathic physicians and surgeons, podiatric physicians and surgeons, naturopathic physicians,

physician assistants and osteopathic physician assistants, may request that a licensed nurse administer oral medications.

- The request must state that there exists a valid health reason that makes administration of the medication advisable during school hours or during such time that the student is under the control of school personnel. The request must be a separate document. A copy of the prescription or bottle label does not meet the requirement for a written request from a physician or dentist.
- Additionally, written, current and unexpired instructions must be obtained from the authorizing physician or dentist regarding administering prescribed medication to students who require medication for more than 15 consecutive days. Remember that a request from a physician or dentist is required for the administration of all medications, regardless of duration.
- The written authorization form must be provided to the Health Room Staff and is valid for not longer than one year. It automatically expires at the end of the school year. All medication must be in the original container, labeled with the student's name, medication, dosage, mode of administration, and healthcare provider (for prescription medication). Not more than one daily dose of prescription medication may be carried on any given day.
- Sometimes, the school may need to obtain additional information from a treating healthcare provider to reasonably accommodate the student's needs. When this is necessary, the parent or guardian shall complete an appropriate release for the provider to share the student's medical information.

- *Medications on Field Trips*

All requirements of the Medication Policy must be met on field trips or other school outings. Parents or guardians will be notified before a field trip in case special arrangements are needed to permit the student to participate. Notice will be provided as far in advance as is practical under the circumstances. If a student's participation in a field trip requires the student to take medications that are usually taken at home, and are not usually taken at school, the parent or guardian must complete the appropriate requests and provide the appropriate authorizations in compliance with this policy before the student will be allowed to participate in the field trip.

- *Medications for Disaster Planning*

All students who take medication outside of school hours, who would be compromised if those medications are not taken, should supply the school with three days of medication in case of a disaster necessitating overnight stays at the school. Due to the nature of a disaster, transportation to and from the school may be compromised and medications would be administered by staff on campus per physician orders through the Health Room. All medical and parental medication authorizations would need to accompany the medication.

Please note: If parents do not pick up medications submitted to the Health Room by the last day of school, they will be discarded. Medications cannot be held beyond the school year. Appointments for renewal of physician orders for continuing students should be made as soon as possible in the summer. Students will not be able to attend classes at the start of the next school year without current physician orders and medications submitted.

Library

Unless otherwise noted, the library is open weekdays from 7:30 a.m. to 6 p.m. throughout the school year. Most library materials may be checked out for three weeks and renewed as necessary. Computer stylus and chargers are one-day loans only and must be returned to the library at the end of the school day. Students automatically receive overdue notices via their student email. Students will also receive an overdue notice through their mentor teacher. Parents or guardians are notified once a student has received three or more overdue notices. Any item overdue by 14 days or more will be considered lost and the student will be billed the replacement cost of the item. Grades and transcripts may be withheld until overdue library materials are returned or replaced and all library fines are paid.

Through a partnership with the King County Library System, students may use their EC student ID number to access the library's online content, including audio and e-books, databases and streaming media such as feature films and documentaries. This service is limited to online content and may not be used to check out print material. Parents not wishing their students to have access to the KCLS online services should contact the school librarian to opt out of the program. To supplement EC's Library resources, we recommend that all Eastside Catholic students acquire a King County

Library System card to take advantage of our excellent public libraries' extensive print and electronic collections. For more information, visit KCLS.org. Food is not permitted in the library.

Parking and Driving on Campus

Eastside Catholic has two main parking lots, the North parking lot and the South parking lot. There are spots designated for all visitors, including parents and guardians in the South lot. Please register your car at the Front Desk upon entry to the school. Anyone parked illegally in the Visitor parking area during the day will be subject to fines. After-hours and on weekends, visitors and attendees to sporting events or other school activities should also park in the South parking lot.

ADA and Upper Lot Reserved Spaces

Only vehicles with ADA placards or plates may cross the bridge, as there are a limited number of accessible parking spaces. If you are picking up a sick or injured student, you may cross the bridge to pick up your student in a reserved parking space. Spaces by the school marked "RESERVED" are reserved at all times, on all days. During business hours, these spaces are reserved for campus visitors (prospective students, vendors). After-hours and on weekends, these spots are for faculty/staff or permitted event use by reservation only. Vehicles parked in fire lanes, in ADA spaces without a permit, blocking dumpsters or drop-off areas, parked in RESERVED spaces without a permit or illegally parked may be ticketed and towed at the owner's risk and expense.

Designated Reserved Parking Spaces – Purchased or Sponsored

Reserved parking spaces are reserved **24 hours a day, 7 days a week** – whether the school is in session or not. These spaces are designated with a sign indicating they are reserved. Temporary, pick-up or drop-off parking is **NOT allowed** in these spots, even if the spot is unoccupied. Please be respectful of our community members who purchased or sponsored these spaces and park elsewhere if the space is not reserved for you. Temporary parking in a designated, reserved spot that is not yours may result in fines and your vehicle may be towed.

Student Driving and Parking Privileges (High School)

Student driving on campus is considered a privilege. Only licensed student drivers (or student drivers with a learner's permit and complying with its requirements) are permitted to drive or park on campus. Students are required to drive slowly and carefully on the school campus and to obey all posted signs and the instructions of school traffic guides.

Unsafe driving practices or improper parking by students will result in discipline, including suspension or loss of privileges for driving and parking on the school campus. The parking permit should hang on the rear-view mirror, and vehicles parked in unauthorized areas or without a valid permit are subject to ticketing and/or towing.

Students are not allowed to return to their cars during school hours without prior permission from Attendance Office personnel and/or the dean of students. The front rows in the South parking lot are reserved for faculty and staff members. Students may only park in their designated grade-level spots. For example, students who are not seniors should not park in the senior lot.

Seniors and juniors will be given parking priority. Only one parking pass is awarded to each student. Families can purchase parking passes via the Online School Packet. If you have questions about parking passes, please contact the Business Office at 425-295-3027.

Illegal parking consists of failure to correctly park within a stall, parking in the incorrect zone and parking in areas considered off-limits (illegal parking in an ADA spot according to state law, fire lanes and other marked areas). Parking illegally will result in fines and towing.

Parking Penalties Structure

- First notice: Warning
- Second notice: \$100
- Third notice: \$300
- Fourth notice: Tow

Unpaid tickets will lead to student's parking privileges being revoked. A replacement permit will cost \$40.

Traffic Flow

If a student has a physical disability that limits mobility, the driver may obtain permission from a traffic guide to drive the student across the bridge to the upper school lot. All other students must be dropped off at the traffic circle before the bridge. At the traffic circle, please pull forward around the traffic circle as space opens to make room for additional vehicles behind you. If the student pick-up/drop-off lane is full when you arrive, you must turn into one of the parking lots and find a parking stall to wait for your student.

Please drop off and pick up students in the right (curbside) lane or parking lots only. **The inside lane is to be kept open for through traffic.** Vehicles may not stop on the entry driveway between 228th and the parking lots. Please drive slowly and cautiously when on campus for the safety of our students. Please refrain from dropping off students (or allowing your students to park) in neighborhoods surrounding the school.

No Idle Zone

Our school parking lot is a "No Idle Zone." While you are waiting to pick up your student in the traffic circle or parking lot, we ask that you please **turn off your car engine**. Turning off your car engine helps us limit the unnecessary burning of fossil fuels, which saves energy, gas and money for you and overall lessens our school's contribution to global climate change.

Deliveries

Small deliveries to the school should be hand-carried from the parking lot. If heavy items need to be unloaded, please call the Front Office at 452-295-3000 to request a 20-minute loading dock drop-off. Loading dock use is limited to 20 minutes maximum, with violators subject to ticketing and/or towing at the owner's expense. Immediately after delivery is complete, the vehicle must be moved to the parking lot to keep the loading dock area available for commercial deliveries throughout the day. When possible, please try to avoid the busy hours of the day when cars and school buses are dropping off or picking up students.

Reporting Car Thefts or Accidents

Eastside Catholic is not responsible for theft, vandalism or any other damage to vehicles used by students, parents, guardians and/or any other guests who drive to and/or park at Eastside Catholic. However, if a student experiences theft and/or vandalism to a vehicle or causes damage to another vehicle, all pertinent details should be reported immediately to the dean of students or another school administrator.

Personal Property

Students are reminded to safeguard all property by locking their lockers. Backpacks and other personal property should not be left unattended. Any loss, theft or vandalism should be reported to the dean of students. It is a student's responsibility to lock up their property when not directly in their possession.

The school is not responsible for any items lost or stolen on school property. Personal property may be confiscated and returned to parents or guardians if it disrupts the learning environment or is a prohibited item. If, for some reason, a student must bring a large sum of money or other valuable property to school, the student may ask to leave it in the Business Office safe in the morning and pick it up after school.

School Lockers

Lockers are assigned to each middle school student. High school students are assigned lockers upon request. Students are required to provide a lock and always keep their lockers locked. Lockers are not to be shared with others. Changing lockers without permission is not allowed. Stickers, posters, writing, tape or adhesives of any kind inside or outside of lockers are prohibited. Lockers will be cleaned out in June and checked by the Facilities Team for reasonable wear and tear. Any locker damage found in June will be charged to the student. Unclaimed items in the lockers will be donated. Lockers are school property, and Eastside Catholic School reserves the right to search a locker with or without reasonable cause. Students are personally responsible for the lockers to which they are officially assigned and for the contents of their lockers. Students are not to switch locker assignments without permission from the dean of students.

PE Lockers

All high school PE students will be assigned a gym locker and lock. Only school locks are allowed on gym lockers. The contents of all lockers in all locker rooms will be cleaned out before the end of each semester. Anything remaining after three days will be donated. Gym lockers are school property, and Eastside Catholic School reserves the right to search them with or without reasonable cause. Students are personally responsible for the lockers to which they are officially assigned and for the contents of their lockers.

Lost and Found

Lost and found areas are in the Commons and the Athletic Pavilion. Unclaimed items from lost and found are regularly donated to a non-profit organization. Additionally, anything remaining in a school locker or gym locker at the end of the school year will be donated.

IMPORTANT: See the "Student Conduct Expectations" chapter for school disciplinary policies regarding the destruction of personal property, vandalism and possession of weapons.

School Closure

Weather conditions vary significantly for the Puget Sound region, and the decision-making process on whether to open the school begins early in the morning. Our paramount concern is the safety of our students and staff. We encourage every family to assess their situation and decide if it is safe for their student(s) to travel that day.

In case of ice or snow, Eastside Catholic School administrators monitor the situation closely and give as much advance notice as possible if the school will be closed. Please note that Eastside Catholic does not necessarily follow area public school decisions for school closures.

School administrators work to send and post any messages regarding changes to the school schedule by 5:15 a.m. However, on rare occasions, weather conditions can worsen later in the morning, so please check your messages and the school website before heading to school on questionable mornings. If there are no messages posted about Eastside Catholic, assume that the school is running on time. We do not post messages when school is open and running on schedule.

Closure During the School Day

In the event of an early dismissal due to weather conditions, the school will send out a SchoolMessenger alert via text message and email, inform radio and television stations and post a message to our website as soon as possible. When a decision is made to close during the school day, all students will remain in their classrooms and staff will refer to a student's Emergency Release and Medical Information forms as necessary. If parents or guardians have authorized their student to drive, walk or take the bus home, staff will decide if it is safe to release a student to leave after they have signed out with their teacher. Depending on the circumstances, students may be able to call parents or guardians to pick them up at the traffic circle.

The school president (or designee) will authorize the release of faculty and staff to the extent possible but will retain as many faculty and staff members as necessary until the last student has been released. Please have a plan in place to help your student safely reach home if it becomes necessary to dismiss school early. Talk with your student about the plan, which should include alternate transportation and caregivers. Calling home is not an adequate plan; you may not be home and phone lines may be busy. We ask that students leave school as quickly as possible so that our staff may also leave as soon as possible when there are adverse traveling conditions.

Video Surveillance Cameras

The school administration authorizes the use of video surveillance cameras on school premises and school-operated buses to deter and reduce vandalism, break-ins and discipline problems, providing a safer environment for students and staff.

The primary uses of surveillance cameras are as follows:

1. To promote a safe environment, we will deter conduct that violates the law, Student and Family Handbook policies, and/or school-based rules.

2. To record images for future identification of individuals in the event of violations of law, Student and Family Handbook policies, and/or school-based rules.
3. To aid in the search for lost or missing students.
4. To assist emergency services personnel.

Surveillance camera use is limited to usages that do not violate federal or state constitutional protections against unreasonable search and seizure, reasonable expectation of privacy and other applicable laws prohibiting wiretapping and electronic surveillance of aural communications. Surveillance cameras will be utilized in public areas of schools, school facilities, school buses, and grounds, and in areas of schools, school facilities, school buses, and school grounds deemed at risk for either vandalism or student misconduct.

Surveillance cameras will not be used in the private areas of restrooms, showers, locker rooms, dressing rooms or any other location where there is a reasonable expectation of privacy. The use of surveillance cameras and the monitoring of any resultant recordings will be conducted in a professional, ethical and legal manner and in a manner consistent with all existing Eastside Catholic School policies and state and federal laws and will not be based on a subject's characteristics, including race, gender, ethnicity, sexual orientation, disability or other protected characteristics.

Surveillance cameras are not a guarantee of safety but a tool that helps deter crime and promote the safety and security of individuals and property. Surveillance cameras are implemented as a passive system; no school staff will be designated to view live events in real time on a minute-by-minute basis. Only authorized school personnel, as determined by the school president or designee, shall be involved with and/or have access to surveillance cameras and any resultant recordings.

Visitors

From 7:30 a.m. to 4 p.m. on school days, all visitors to the Main Campus buildings and the Athletic Pavilion (excluding those attending sporting events) are required to sign in with the Main Office at the start of their visit and wear a name tag during their visit so that they may be identifiable as a visitor and accounted for in an emergency.

Please remember to sign out in the Main Office before leaving campus.

- All campus visits by students who are interested in attending Eastside Catholic must be arranged and approved through the Admissions Office.
- Eastside Catholic does not allow student visitors from other schools unless previously approved by the school administration.

Academic Assessment Information and Policies – Middle School

Academics

Academic Evaluation

The school year is divided into four quarters. Each quarter, students are assessed on their academic achievement, ability and willingness to work and actively participate as helpful and respectful students in our middle school academic community.

Assessment/Grading

Standards-based grading is used to determine whether students meet the standard in each skill per content area. The standards are based on state and national standards in each subject area. It is our responsibility as educators to provide students with authentic and reflective grades of their achievement. Since its start, ECMS has used a standards-based grading system to provide feedback about student learning and achievement. This learning-oriented (versus grade-oriented) approach best supports our students when the focus is on learning and growth, rather than points and percentages. Furthermore, our system is developmentally appropriate for our middle school students and contributes to increasing intrinsic motivation and overall student learning outcomes. The following grading symbols are used for graded assignments:

Exemplary	5	Student independently provides exemplary evidence of the standard
Proficient	4	Student independently and consistently produces evidence of the standard
Developing	3	Student inconsistently provides appropriate evidence of the standard and/or requires assistance to provide appropriate evidence of the standard
Beginning	2	Student provides beginning or limited evidence of the standard
Insufficient Evidence	1	Student has not provided sufficient evidence to evaluate proficiency

Homework

On Canvas, homework and assessments are posted to each class's calendar and grade book.

Homework is intended to supplement and reinforce classroom learning and is assigned at all grade levels. It is not intended to be “busy work,” nor is it intended to be material/content that the student has never seen. Rather, homework offers students the opportunity to independently practice newly acquired skills and to apply skills to appropriate learning activities. Parents or guardians can assist in making homework a practical learning experience by giving encouragement, showing interest, and acknowledging that the responsibility for completing work ultimately rests with the student. If the nature or amount of your student’s homework is a concern, please contact the student’s teacher(s).

Incomplete (I)

Incompletes are rarely utilized in middle school unless the course is relevant to high school graduation requirements. In these cases, the high school policy for incompletes will be followed.

Credit for Academic Work Missed While on Disciplinary Suspension

When a student is absent from a class due to a disciplinary suspension, the student will be allowed to complete missed assignments. The student is responsible for checking Canvas and communicating with their teachers to complete work and makeup work.

High School Courses Taken at ECMS

Eastside Catholic Middle School students may be permitted to enroll in Eastside Catholic High School courses with approval by the EC administration. These courses will fulfill middle school requirements. Successful completion of high school courses taken in ECMS will count towards high school departmental credits required for graduation and a student's high school GPA. These courses will be transcribed onto a student's high school transcript but can be removed or changed to a "Pass" by request. Additionally, students who have taken these courses may begin their high school coursework at a more advanced level.

Questions or Concerns About Assessments

The student should first direct questions concerning assessment and assessment policies to the classroom teacher. A parent or guardian may follow up as specified in our Parent Partnership Agreement (see page 75).

Monitoring Student Progress

All students, parents and guardians can access Canvas to view due dates and scores for classwork and assignments. Student progress toward subject standards and scores will be regularly posted as teachers have a two-week window to grade and update Canvas scores. Keep in mind that when checking Canvas throughout the school year, this is only a snapshot of the teacher's gradebook at that time. The progress represented may not be an accurate indication of what the student's final assessment will be in that course.

Here are more helpful hints when looking at standard-based grading on Canvas:

- There are distinct categories and standards assessed in each class.
- Multiple entries can be added for one assessment to give feedback about multiple standards.
- Grades are not averaged since trend analysis is used to document growth over time.
- Students are highly encouraged to correct assignments, ask questions, and meet with teachers as they continue to build their skills to meet standards.

Report Cards

- At the end of each quarter, report cards are posted to Plus Portals. These report cards include the student's quarter assessments in each course and can offer comments from the teacher on the class expectations and the student's performance.
- In each class, students will be assessed for multiple standards. Each standard receives its own 1-5 standard grade.
- Standard grades should be met with conversations such as "At what level was their growth and success?" and "Where can there be improvements?"
- Teachers collect a variety of scores over the course of a quarter. At the end of the quarter, they use "trend analysis" to determine a student's grade for each standard to evaluate growth over time. Teachers do not average the scores to determine the overall standard grade.
- Habits of Learning skills are assessed and reported separately on report cards.

Habits of Learning: Assessing Student Skills and Behaviors:

In each class, students receive feedback about assignment completion and behaviors for each class on the report card. Teachers assign the following codes for on-time work completion, participating appropriately in the classroom and interacting appropriately with others with the C, O, S, R scoring rubric.

Work Completion Example:

Consistently	C	Completes all assignments with very few, if any, late work. Consistently demonstrates appropriate behavior; is a model student in this area.
Often	O	Completes most assignments, might have a few missing or late smaller assignments. Displays appropriate behaviors most of the time; may need a few reminders here and there.
Sometimes	S	Is inconsistent in completing work on time; may be missing a large assignment. Is inconsistent in appropriate behavior; needs reminders to adjust their behavior.
Rarely	R	Most assignments are missing, incomplete or late. Rarely demonstrates appropriate behavior without frequent, individual redirection and reminders.

Academic Support

Remediation Enrichment

Students can meet with teachers before and after school. Teachers post days they are available for additional support/office hours. Tutorial time is scheduled each week during the school day where students have the opportunity to meet with teachers.

Assessment for Learning Differences

In general, instruction is differentiated to address students' differences in learning. As part of the admissions process, students are required to complete an academic assessment. In some instances, additional evaluation or outside testing may be recommended during a student's enrollment at Eastside Catholic. These concerns may be generated by parents or guardians, faculty, administration, the Director of Learning Support or the Counseling Department. Additional resources are available to families, including their local school district and at some private agencies in the community.

Academic Accountability

Eastside Catholic seeks to challenge and engage learners. Attendance, personal work/study habits and organizational skills are required of all students to achieve and maintain satisfactory academic standing. But perhaps most importantly, actual academic growth can only be achieved when the students accept the invitation to think deeply and be active participants in their understanding and advocate for themselves when they need further assistance with comprehension of the material.

Academic Improvement Contract

When a student is struggling academically, the school may deem it necessary to place the student on an Academic Improvement Contract. The contract will define the improvements needed and support available. The contract will be created with parents or guardians, school counselor, assistant principal and teachers, as needed. Students on an academic improvement plan will not receive a re-enrollment contract pending satisfactory academic progress as outlined in the improvement plan and discussed at the end of the plan time frame. Students unable to meet the terms of their contract may not be invited to return to ECMS for the following school year.

Middle School Daily Class Schedule*

The general daily class schedule is set forth below. A special daily schedule may be announced from time to time in connection with holidays, weather delays, special events or other causes.

2024-25 MIDDLE SCHOOL BELL SCHEDULE				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1st 7:50 - 8:40	1st 7:50 - 8:40	1st 7:50 - 9:00	Late Start	1st 7:50 - 8:40
2nd 8:45 - 9:35	2nd 8:45 - 9:35	2nd 9:05 - 10:15		2nd 8:45 - 9:35
Break 9:35 - 9:45	Break 9:35 - 9:45	Break 10:15 - 10:25		Break 9:35 - 9:45
3rd 9:50 - 10:40	3rd 9:50 - 10:40	3rd 10:30 - 11:40	5th 9:30 - 10:40	3rd 9:50 - 10:40
4th 10:45 - 11:35	4th 10:45 - 11:35	4th 11:45 - 12:55	6th 10:45 - 11:55	4th 10:45 - 11:35
5th 11:40 - 12:30	5th 11:40 - 12:30		Mentor 12:00 - 12:25	5th 11:40 - 12:30
Lunch 12:30 - 1:00	Lunch 12:30 - 1:00	Lunch 12:55-1:25	Lunch 12:25 - 12:55	Lunch 12:30 - 1:00
6th 1:05 - 1:55	6th 1:05 - 1:55	EC3 1:30 - 2:10	7th 1:00 - 2:10	6th 1:05 - 1:55
7th 2:00 - 2:50	7th 2:00 - 2:50	Tutorial 2:15 - 2:50	Tutorial 2:15 - 2:50	7th 2:00 - 2:50

Mentor: Small group meeting time where students build strong relationships with themselves, peers, mentor teacher and school community.

EC3 Period: EC3: Group activities, assemblies, liturgies and more, focused on EC's Touchstones - Academics, Relationships and Servant Leadership.

Tutorial: Students sign up to meet with a specific teacher or to attend quiet study/work completion time.

Late Start Thursdays: Faculty and staff meetings and collaboration time, 7:30 - 9:15 a.m.

Office Hours: Optional time for students to meet with teachers, Monday - Friday, 2:55 - 3:15 p.m.

**Schedule is subject to change.*

Academic Assessment Information and Policies – High School

Academics

Credit Requirements

Please view the [2024-25 Curriculum Guide](#) for details about meeting these requirements.

Diplomas

Diplomas are granted following the successful completion of community service hours and a course of studies that meets all the departmental course requirements and includes the 52 credits required for each graduate. In the case of transfer and international students, the school administration will determine the credit requirements for graduation.

Credits from Other Institutions

Students may take courses at other institutions for credit to satisfy Eastside Catholic graduation requirements only if receiving **prior** approval from the school counselor and corresponding department chair. Students considering this option should talk with their counselor to receive the Petition for Outside Credit form and discuss the process. The form requires information about the outside institution, the specific class, the syllabus and the method of assessment. Students should not register for any outside courses before receiving approval from EC. Credits from courses at other institutions are included in the overall number of credits needed for graduation, but the grade is not calculated into the overall GPA and will not be included on the EC transcript.

Effect of Retaking a Course

A student may repeat a required course to improve their grade and mastery of the content. If a student originally took the course at Eastside Catholic and repeated the same course at Eastside Catholic, the earlier grade will remain on the transcript but will no longer be calculated into the GPA. The second grade will become the grade used for the permanent record and will be calculated into the GPA. No credit will be earned for the original time the course was taken, and this must be kept in mind when calculating credits needed to meet graduation requirements. If the course was taken outside of EC, the course must be the same and must be preapproved (see process above). Once EC receives the official transcript from the outside institution, the original course grade will remain on EC's transcript, but will no longer be calculated into the EC's cumulative GPA. The transcript for the course taken outside of EC will be attached with EC's transcript when submitted to colleges. No credit will be earned for the original course that was taken, and this must be kept in mind when calculating credits needed to meet graduation requirements.

Entrance Requirements for Colleges and Universities

The graduation requirements at Eastside Catholic are different than the minimum requirements for colleges. Students are advised to consult prospective colleges' websites for specific requirements and contact their counselor about entrance requirements of specific colleges.

While some colleges post minimum requirements on their admissions portals, those requirements should be considered "minimum" since most candidates submit four years of all core subjects. Some colleges have specific academic requirements; for example, a Washington State senior year quantitative math requirement, the University of California Fine Arts full-year requirement, the NCAA core GPA calculations, and military academies math and science expectations. These are only a few of the specific academic requirements a college may have so students are encouraged to engage with their counselor when selecting courses at EC.

Academic Scheduling

Four-Year Curriculum Plan

During registration each year, students should be vigilant in selecting courses that will allow them to both meet Eastside Catholic graduation requirements and meet the entrance requirements of the colleges or universities to which they intend

to apply. Counselors will meet with students to review their academic credits earned and will provide detailed suggestions about course registration before those decisions.

Course Selection

Current ninth, 10th and 11th graders make course selections during registration after completing their contract for re-enrollment. The Curriculum Guide is published each February and presents courses available for the following year. Counselors, our director of curriculum and instruction, and classroom teachers can assist students, parents, and guardians in selecting courses.

Parents, guardians and students are ultimately responsible for ensuring that the student's four-year plan includes both the courses required for high school graduation and the additional courses required for admission to post-secondary institutions and/or for eligibility to participate in NCAA athletics. The high school requirements and guidelines for college preparation are listed in the [Curriculum Guide](#). NCAA eligibility requirements are available [online](#) or in Student Services.

Students, parents or guardians concerned about course selections, especially when special conditions exist, such as disabilities or a particular career goal, should consult the student's school counselor regarding appropriate course selection prior to signing the Course Selection worksheet. Course placement is recommended by the teacher and reviewed by the department chair. The school views the parent or guardian and student signatures on the Course Selection worksheet as a commitment to take those courses. Course selection changes are made on a limited basis. Students cannot enroll in more than one Teacher's Assistant (TA) or Options Program Peer Tutor course in one semester. Please see the Curriculum Guide for TA eligibility requirements.

Schedule Changes

Priority schedule changes go to those students whose schedules are missing courses or have errors in the course assignments or placement (i.e., a student is assigned to a course not appropriate for that student's grade level). All other change requests will only be considered if the change helps resolve imbalances in class sizes. Requests for schedule changes will not be approved if class sizes or scheduling conflicts prevent them. Requests will not be considered for changes in teachers, taking classes with friends or having a particular lunch period.

Transfer Students

Transfer students must have their transcripts evaluated by Student Services to determine what courses are needed to fulfill graduation requirements at Eastside Catholic. Student Services will notify the student and the student's parent or guardian of the remaining courses required to satisfy graduation requirements.

Any transfer student who wants to participate in athletics will be eligible for junior varsity (but not varsity) participation for one year. This eligibility can be appealed at the district and WIAA levels. Before any appeals are made, the student should make an appointment with the EC athletic director to discuss their individual situation.

Withdrawal Process

Any student withdrawing from Eastside Catholic before the end of a semester must contact EC Business Services to secure a withdrawal request form. The form must be completed by the parents or guardians and returned to EC Business Services. Credit will not be earned at Eastside Catholic if the student withdraws before the semester is completed. An official transcript will be provided at the request of the school to which the student is transferring. Upon withdrawal, the tuition obligation must be met according to the withdrawal liability outlined in the Enrollment Contract before final transcripts can be issued. Also, any special payment arrangements must be paid in full before these records are released.

Academic Evaluation

Evaluation Systems for Individual Courses

The school year is divided into two semesters, with two quarters in each semester. Quarter grades are progress reports that are used to determine extracurricular eligibility requirements. Semester grades are recorded on the student's official transcript and used to calculate the cumulative GPA.

Credits Defined

Successful completion of one semester of each one-period course earns one credit.

High School Grading Scale

Grade	Range*	GPA Equivalent
A	93-100	4.0
A-	90-92.49	3.7
B+	88-89.49	3.3
B	83-87.49	3.0
B-	80-82.49	2.7
C+	78-79.49	2.3
C	73-77.49	2.0
C-	70-72.49	1.7
D+	68-69.49	1.3
D	63-67.49	1.0
D-	60-62.49	0.7
F	0-59.49	0.0

*Overall grades are automatically rounded to the nearest whole number in Canvas. (Example: 89.50 will be rounded up to 90, 89.49 will be rounded down to an 89)

Computation of Grade Point Average (GPA)

Graded credits earned at Eastside Catholic are computed into the cumulative grade point average. Grades earned from a previous school, summer school or any outside educational institutions and enrichment courses are not calculated into the overall Eastside Catholic GPA and will not appear on the Eastside Catholic transcript. Transfer student's transcripts will be sent with the Eastside Catholic transcript when applying to colleges and universities.

The GPA for each marking period is computed by dividing the total number of grade points earned that quarter by the total number of graded credits attempted. Only the Semester 1 and Semester 2 GPAs are reflected on the official student transcript. Although not a part of the student's transcript, the GPA from progress report grades in Quarter 1 and Quarter 3 are used in connection with academic eligibility for extracurriculars.

The cumulative GPA is computed by dividing the total number of semester grade points earned since freshman year by the total number of graded credits attempted. The cumulative GPA reflects the grades and credits earned at Eastside Catholic and is recorded on the student's transcript. Transcripts can be accessed via the student's PlusPortals account. The cumulative GPA is accessible on the transcript.

- **Incomplete (I)**
This temporary grade may be issued when a student's progress in a course has been acceptable, but because of illness or other serious circumstances beyond the student's control, some assignments or other requirements were not completed at the time of semester grade reporting. The teacher issuing the "I" grade will provide a contract outlining the required work, establishing a deadline for completing that work and stating a provisional grade that the student will earn if the work is not completed by that deadline. The contract must be signed by the teacher, student and parent or guardian and approved by an administrator. If the student fails to complete the work by the established deadline, the incomplete will be replaced with the provisional grade stated in the contract or with an "F" if no provisional grade was stated. The timeframe for an incomplete will be two weeks after the end of the quarter/semester unless extenuating circumstances require a longer time frame.
- **No Mark (NM)**
"NM" may be given for a quarter grading period when a student has transferred into the course or into the school mid-term and there has not been enough evaluation to provide a grade.

- **Withdraw (W)**

Students may change their classes during the add/drop period without a “withdraw” noted on their transcript. Withdrawing from a course after the add/drop period will result in a “W” on the student’s transcript along with the week the course was dropped. A “W” does not earn credit and is not calculated into a student’s GPA. A student can drop a class until the Friday before finals week – students may not drop a course during the week of final exams even if an instructional day falls on finals week. Students should consult with their counselor about the impacts of late semester withdrawals on their college admission applications. Specific drop dates for each school year will be communicated through EC communication channels.

Students may not add a course after the add/drop deadline. In rare cases, a student may be placed in a lower-level course or a support class with administrator approval; however, students should not rely on this as an option.

Students who are placed on Academic Probation may not drop a class at the end of the semester to avoid a failing grade.

- **Pass (P) or Fail (F)**

As noted in the Curriculum Guide, some courses, such as Office Assistant or Teacher Assistant, earn only pass or fail marks. In Pass/Fail courses, a “P” is awarded for successful completion. Courses in which the “P” is earned will be counted as completed credits but will be excluded from grade point average computation. An “F” earned in a Pass/Fail course will be reflected in the grade point average, and the credit will not be received.

For courses in which students are awarded the full range of letter grades, there is occasionally a good reason for a student to apply to take the course Pass/Fail, and a student may do so with the principal’s approval. For a student to receive a “P” in a graded course, a student must earn a “D” or above for the course; otherwise, the grade would be recorded as “F.”

Questions or Concerns about Grades on Assignments

Questions concerning assessment and assessment policies should first be directed to the classroom teacher by the student, and then by the parent or guardian as specified in our Parent Partnership Agreement (see 75).

Semester Grade Appeal Policy

To appeal a semester grade, both the teacher of the class and the principal must be notified via email within one week (seven days) of grades being released. No grade appeals will be considered after that time.

Homework

Daily homework is an integral part of the Eastside Catholic experience and academic evaluation. Strong study skills and habits are essential to high school and college academic success.

Make-Up Exams

Make-up exams have priority over all student activities, including sports and detention. Students are expected to follow the make-up policies of their teachers and the administration.

Final Semester Exams

Each student is expected to participate in final exams as a meaningful element of evaluation for courses. Final exams will be scheduled during the last week of each semester.

Students may request to review their semester exams after they are graded, but semester exams will not be released to students. Students should direct inquiries regarding their semester exam grades and the exams themselves to teachers.

Students are expected to attend all classes during testing periods throughout the school year, including during AP tests and final exams.

If a student has an extenuating circumstance and cannot attend their final exam at the scheduled date and time, they must make a request to their counselor at least two weeks prior to the exam. The counselor will consult with the student's teachers to determine if the request can be honored. Permission to reschedule a final exam is only granted in extreme circumstances. There is a \$25 fee for each rescheduled final exam that must be paid prior to the rescheduled exam(s).

Credit for Academic Work Missed While on Disciplinary Suspension

Under most circumstances, students on a disciplinary suspension will be confined to home or Student Services for the duration of their suspension unless directed elsewhere by the dean of students or the principal. Our philosophy for this consequence is to remove the student's privilege to be an active member of the school community by not participating in school events and extracurricular activities while not unduly burdening a student's academic progress during the period of disciplinary suspension. Suspended students will be required to complete all classroom requirements by consulting Canvas and communicating with their teachers. Students will be supplied with quizzes or tests as ***needed***, which will be administered under appropriate supervision in a location determined by the principal or dean of students. Students may receive full academic credit for this work, although their classroom grades may suffer from their absence in class discussions and activities.

Holding Evaluation Reports until Account is Current

The Business Office will hold student report cards, diplomas and transcripts if fines are not paid, athletic uniforms are not returned, disciplinary consequences are not served, or tuition is not paid in full.

Canvas Gradebook

Students can monitor their grades in Canvas. Assignment grades are updated approximately every two weeks. Students may also review written comments, rubrics and other feedback in Canvas.

Progress Reports and Report Cards

Progress reports are published in PlusPortals at the end of every quarter. High school students receive progress reports at the end of the first and third quarters. These are snapshots of the student's progress at the moment grades were reported and may not be indicative of their end-of-semester performance. Grades that appear on the quarter progress reports evaluate the student's progress in each subject area, but do not become part of the student's transcript and are not used to calculate the student's cumulative GPA. Quarter progress reports may be used to determine a student's academic eligibility for activities and athletics. Quarter grades may be sent to some colleges at the request of seniors.

Report cards are issued at the end of the first semester (second quarter) and second semester (fourth quarter). Only semester grades appear on transcripts. Semester grades may be used to determine a student's academic eligibility for activities and athletics.

Report cards and transcripts may be found on PlusPortals under the E-locker tab.

Mid-Quarter Progress Report

Students receiving a D+ or lower at mid-quarter will have a progress report emailed home.

Transcripts

The student's transcript is the permanent record of a student's cumulative academic achievement in high school. All courses taken at EC, semester grades and credits earned are recorded on the transcript. Transcripts are the official documents of communication between educational institutions. Students can access their transcripts from PlusPortals. Other educational institutions, parents, guardians or students may request copies of transcripts from the registrar. Requests must be made in writing and can be submitted via email. Colleges and universities require an official transcript directly from Eastside Catholic before a student will be permitted to enroll at the college or university. All tuition, fees and fines must be paid before an official transcript can be released.

Academic Support

All Eastside Catholic students are expected to be enthusiastic, motivated learners who accept responsibility for their learning. Students participating in Academic Resources and Academic Coaching are challenged to become confident, independent learners who will learn strategies and techniques to achieve success in future educational programs. Additional information about these programs can be obtained from our Academic Resources and Academic Coaching staff.

Academic Resources Program

Academic Resources 9-12 are support courses for students with documented learning disabilities or demonstrated need for executive function support. These courses teach students methods to enhance their study skills and academic preparation, with particular emphasis on time management, memory and learning strategies and self-advocacy.

Student Accommodation Plans

Using our Student Accommodation Plan (SAP), Eastside Catholic provides reasonable accommodations for students with learning differences to ensure their full participation in our academic program. Specific accommodations are determined by school counselors and Eastside Catholic's director of academic resources after reviewing the results of recent (within three years) diagnostic educational testing and/or other relevant physical health information by a licensed professional or healthcare provider. To begin the process of seeking accommodations for a student, please complete the form found [here](#).

While enrolled at Eastside Catholic, students, parents, guardians, faculty members, school counselors, etc. may recommend a student be evaluated for learning differences. Additional evaluation or outside testing may be needed to determine the appropriate accommodations for the student. Support in obtaining outside testing may be available to families, including their local school district and at some private agencies in the community.

Academic Coaching

The role of the academic coach is to provide support for high school students who qualify on their Student Accommodation Plan (SAP) for the Academic Coaching program. The student and the coach will determine the specific meeting details. The meetings will allow the coach to provide individualized attention to the student's needs and work on various strategies, such as goal setting, time management, organization, planner usage or Canvas checks, review of accommodations and encouragement to meet with appropriate teachers for additional support.

Academic Accountability

Academic Probation

Academic probation is a contract requiring a student to improve academic performance within a defined period to continue enrollment at Eastside Catholic. Each student on academic probation will receive an individualized contract with the specific requirements of the probationary period.

Probation may be incurred for any of the following reasons:

- Grades of "D" and "F"
- A lack of progress toward graduation requirements
- A grade point average below 2.0 for a semester grading period (automatic probation)
- Withdrawal from required academic classes

Students who are placed on academic probation may not withdraw from a class at the end of the semester to avoid a failing grade.

Academic Dismissal

Academic dismissal is a dismissal from school. A student will be academically dismissed if the student's semester GPA for

two consecutive or non-consecutive semesters falls below 2.0 or if the terms of a probationary contract are violated. This policy may be adjusted or modified at the discretion of the school's administration.

Right to Appeal

Students can appeal academic dismissal by notifying the principal in writing within five days of receiving a letter of academic dismissal. Once an appeal is requested in writing, the principal will review it and a decision will be sent to the student and parent or guardian.

Academic Recognition

Honor Roll

High school students qualify for honor roll distinction each semester. The following categories are used to determine selection for academic distinction:

- Distinguished Scholar: cumulative GPA of 4.00 (freshmen are not eligible for the distinguished scholar honor)
- Highest Honors: semester GPA of 4.00
- First Honors: semester GPA of 3.80 to 3.99
- Second Honors: semester GPA of 3.50 to 3.79

Honor roll distinction at graduation is based on a senior's cumulative GPA as of semester 1 of their senior year. A change in a senior's cumulative GPA during the second semester will not change the honor cord distinction worn at graduation. The following categories are used to determine selection for academic distinction at graduation:

- Distinguished Scholar: cumulative GPA of 4.00
- First Honors: cumulative GPA of 3.80 to 3.99
- Second Honors: cumulative GPA of 3.50 to 3.79

Awards

- Principal's Award – honors students at each grade level who exemplify the Eastside Catholic School Mission
- Student of the Year – honors a student's performance for the year within a particular discipline.
- Salutatorian – honors the student(s) with the second-highest cumulative grade point average among the diploma-earning members of the graduating class
- Valedictorian – honors the student(s) with the highest cumulative grade point average among the diploma-earning members of the graduating class.

Valedictorian/Salutatorian Criteria

- A candidate for valedictorian or salutatorian at Eastside Catholic should have shown pursuit of the highest academic challenge and achievement by taking at least twelve honors or AP courses in their four years at Eastside Catholic.
- A student must have attended Eastside Catholic for at least three years to be considered. The student or students with the highest GPA will be the valedictorian(s) and the student or students with the second-highest GPA will be the salutatorian(s).
- If there are multiple students with the same grade point average at the end of their seventh semester, all students will be recognized as valedictorians or salutatorians in the graduation program.
- Top performer(s) of a graduating class earn the distinction of valedictorian and salutatorian. To be recognized, a student must maintain academic integrity throughout their high school career. If a student has behavioral or academic concerns, the school administration will decide whether a student is eligible for valedictorian or salutatorian status. Concerns could include but are not limited to academic integrity, appropriate use of social media, attendance concerns, suspension, etc. Only courses taken at EC will be considered for valedictorian and salutatorian status. Students who retake a course for credit recovery, grade retrieval or grade replacement cannot be considered.

High School Daily Class Schedule*

The general daily class schedule for the school year is set forth below. A special daily schedule may be announced from time to time in connection with holidays, weather delays, special events or other causes.

2024-25 HIGH SCHOOL BELL SCHEDULE				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0 Period 7:00 - 7:45	0 Period 7:00 - 7:45	0 Period 7:00 - 7:45		0 Period 7:00 - 7:45
1st 7:50 - 8:40	1st 7:50 - 8:40	1st 7:50 - 9:00		1st 7:50 - 8:40
Break 8:40 - 8:50	Break 8:40 - 8:50	Break 9:00 - 9:10		Break 8:40 - 8:50
2nd 8:55 - 9:45	2nd 8:55 - 9:45	2nd 9:15 - 10:25		2nd 8:55 - 9:45
3rd 9:50 - 10:40	3rd 9:50 - 10:40	A Lunch 10:25 - 10:55	5th 9:30 - 10:40	3rd 9:50 - 10:40
A Lunch 10:40 - 11:10	A Lunch 10:40 - 11:10	3A 11:00 - 12:10	A Lunch 10:40 - 11:10	A Lunch 10:40 - 11:10
4A 11:15 - 12:05	4A 11:15 - 12:05	3B 10:30 - 11:40	6A 11:15 - 12:25	4A 11:15 - 12:05
4B 10:45 - 11:35	4B 10:45 - 11:35	B Lunch 11:40 - 12:10	6B 10:45 - 11:55	4B 10:45 - 11:35
B Lunch 11:35 - 12:05	B Lunch 11:35 - 12:05	4th 12:15 - 1:25	B Lunch 11:55 - 12:25	B Lunch 11:35 - 12:05
5th 12:10 - 1:00	5th 12:10 - 1:00	EC3 1:30 - 2:10	Mentor 12:30 - 12:55	5th 12:10 - 1:00
6th 1:05 - 1:55	6th 1:05 - 1:55		7th 1:00 - 2:10	6th 1:05 - 1:55
7th 2:00 - 2:50	7th 2:00 - 2:50	Tutorial 2:15 - 2:50	Tutorial 2:15 - 2:50	7th 2:00 - 2:50

Mentor: Small group meeting time where students build strong relationships with themselves, peers, mentor teacher and school community.

EC3 Period: Students will either sign up for an enrichment activity or attend a required liturgy, meeting, or activity. EC3 group activities, assemblies, liturgies, club meetings, and more, focused on EC's Touchstones - Academics, Relationships and Servant Leadership.

Tutorial: Students sign up to meet with a specific teacher or to attend quiet study/work completion time.

Zero Period: Class period for high school students involved in leadership, choir or band.

Late Start Thursdays: Faculty and staff meetings and collaboration time, 7:30 - 9:15 a.m.

Office Hours: Optional time for students to meet with teachers, Monday - Friday, 2:55 - 3:15 p.m.

*Schedule is subject to change.

Student Conduct – Behavior Expectations

At Eastside Catholic, we choose:

- To be the best version of ourselves
 - While not every day will be perfect, we still choose to show up and do our best.
- To be caring
 - We all do our part to take care of ourselves, each other and the space we share.
- To be compassionate
 - We assume the best in others, recognizing that everyone has feelings and challenges, and each person is doing the best they can.
- To be a person with integrity
 - To do what we know to be right, even when no one is looking.
- To be open-minded
 - We accept and consider perspectives and experiences other than our own.
- To be a role model
 - Whether we recognize it or not, someone here looks up to us.
- To be thankful
 - We are grateful for all we are given, including opportunities to learn and grow.

These expectations establish an environment conducive to learning and create one in which all students are safe and respected by their peers, faculty and staff. Each student is expected to show concern for the rights and feelings of all individuals and respect for public and private property. All students are expected to have full knowledge of these policies.

Consequences will attempt to be specific to the nature and extent of the inappropriate behavior as deemed appropriate by a teacher, dean, assistant principal or principal.

Student Conduct - General Rules and Guidelines

Academic Integrity Pledge

Eastside Catholic expects students to maintain the highest standards of ethics and academic excellence. The integrity and success of our academic community is based on trust between the students and faculty. “Academic honesty violations” (as defined below) destroy that trust and a student’s credibility. Students will be asked to read and sign the Academic Integrity Agreement at the beginning of each school year. See page 80 for the Academic Integrity Pledge.

Academic Honesty Violations

Definition of Academic Honesty Violations

Academic honesty violations are attempts by a student to present, as their work, something that the student did not do or attempts to show possession of a level of knowledge or skill that a student does not possess. Such academic dishonesty cheats students of an authentic education; they rob themselves of general knowledge and the experience of learning how to learn.

Academic Honesty Violations include, but are not limited to, the following:

- Plagiarism (i.e., using someone else’s ideas or words without giving credit to that person)
- Copying, by any means, another student’s work
- Allowing one’s homework to be copied. No student should physically or electronically give their homework to another student. If copying does occur, it will be presumed that the student who gave their homework to the copying student “allowed” their homework to be copied. This presumption may be reconsidered upon submission of evidence to the contrary.

- All written work is considered individual work unless otherwise stated by the teacher who assigned it. Although collaboration with classmates and friends is part of the learning process, written work must be independently created unless directed otherwise by the teacher.
- Using written formulas, hidden reference sheets, notes, codes or keywords on one's person or objects for use on any assignment without prior permission from the teacher
- Using programmed material in watches, calculators or computer programs without prior permission from the teacher
- Looking at another student's test or quiz during an exam
- Giving or receiving answers or questions to other students during or after having taken a test or quiz.
- Using the internet to plagiarize (e.g., copy and paste, in whole or in part, material from an online source, purchasing material from the internet to be submitted as one's work, using a translation program for world language class)
- The expectation for using AI, such as ChatGPT or similar, is that it is not used unless specifically instructed by the teacher per assignment.
- Taking credit for group work when little or no contribution was made
- Taking credit for work done by someone else (e.g., other students, family members or tutors), including submitting rough drafts or similar created by another person
- Sabotaging or destroying the work of others
- Not following additional specific class expectations on academic integrity established by a department or teacher
- Using modern technology to assist another student on a test, quiz or assignment (e.g., text messaging, pictures on phones, smart watches, etc.)
- Any misrepresentation of a student's authentic and unique work (for example, turning in a previously submitted assignment).

A student who commits an act of academic dishonesty will be referred to the dean or assistant principal for disciplinary action. Academic dishonesty may also result in the student receiving partial or no credit on the assignment or assessment. The teacher will determine the amount of credit a student can receive for the assignment. To receive a grade for the assignment, students may be asked to complete an alternate assignment designed by the teacher to address the same learning goals. Additionally, students may be required to adhere to additional restrictions to ensure the work sample provides an accurate view of their knowledge and skills.

Consequences Include the following:

First Reported Occurrence

- Student will meet with their teacher and the dean of students or assistant principal
- *Parents or guardians will be notified.*
- Middle school – detention and completion of a behavior reflection form
- High school – Saturday school and written reflection
 - Failure to complete a Saturday School requirement will result in additional consequences. Enrollment for the following school year may be denied until the Saturday School requirement is fulfilled.
- The student's participation in activities and athletics may be limited

Second Reported Occurrence

- The student and parent or guardian will meet with the dean of students, assistant principal and/or principal.
- The student will write a written reflection about their second academic honesty violation.
- The student may serve at an additional Saturday School (high school) or be suspended for a set period from EC.
- The student's participation in activities and athletics may be limited.

Third Reported Occurrence

- The student and parent or guardian will meet with the dean of students, assistant principal and/or principal.
- Student will be suspended for a set period from EC.
- A behavior contract and re-entry plan will be put into place.
- The student will meet with the school administrators to determine a plan for continuing education and enrollment at Eastside Catholic.

Consequences Outside of the Classroom

Each violation of academic honesty will limit a student's eligibility to participate in athletics and activities. The athletic director, coaches and activity advisors will be informed of repeated violations and will prohibit a student's participation as appropriate. For example, an athlete may be prohibited from playing some part of the first contest after the occurrence and a member of a club or activities team may be prohibited from participating in the next performance or competition. Eastside Catholic will provide information on student disciplinary action involving suspension and expulsion to those colleges that request disclosure.

Non-Discrimination and Anti-Harassment Policy

Consistent with our mission as a Catholic school and in recognition of the human dignity of all people, Eastside Catholic is committed to maintaining a safe and civil environment that is free of discrimination based on race, ethnicity, ability, gender, socioeconomic status, national origin, religion or sexual orientation. In keeping with this commitment, Eastside Catholic will not tolerate discrimination, including, but not limited to, unlawful harassment, intimidation, or bullying of students, employees, volunteers, visitors, parents, or guardians by anyone, including students, employees, volunteers, visitors, parents or guardians.

Eastside Catholic will not tolerate harassing conduct that deprives an individual of educational benefits, interferes unreasonably with an individual's educational experience, creates an intimidating, hostile, or offensive educational environment, or otherwise substantially interferes with an individual's educational experience or opportunities within Eastside Catholic School.

In addition, Eastside Catholic School will not tolerate harassment of, retaliation against, or reprisal against any person who, in good faith, makes or provides information during the investigation of a discrimination and/or harassment complaint.

Bullying and Intimidation

Eastside Catholic School is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" is defined as any intentional written, verbal, online or physical act, including but not limited to one shown to be motivated by ancestry, race, ethnicity, gender, mental or physical disability, national origin, religion, sexual orientation or any other distinguishing characteristics, that:

- Physically or emotionally harms a student
- Damages a student's property
- Has the effect of interfering with a student's education
- Is severe, persistent or pervasive, so that it creates an intimidating or threatening educational environment.
- Has the effect of disrupting the orderly operation of the school

"Other distinguishing characteristics" can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and gender identity. Harassment, intimidation or bullying can take many forms, including slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral or physical actions.

This policy is not intended to prohibit the expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other school policies or building, classroom or program rules.

This policy shall include an emphasis on how students interact and treat students who are in the Options Program. Students in the Options Program are at different levels of understanding of social norms and typically are unable to self-report when they witness harm or if harm is being done directly to them. Students should not intimidate or encourage students in the Options Program to behave inappropriately by using profanity, racial slurs, offensive hand gestures, etc. Additionally, students should not engage in rumors or inappropriate conversations with students in the Options Program. Finally, this policy shall include any student refraining from taking and/or posting pictures or videos of students in the Options Program who are vulnerable and are not able to advocate for themselves to give permission. It is never okay to photograph or record students without their explicit permission. See page 47 Personal Technology.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on both the victim and the climate and change the perpetrator's behavior. This includes appropriate intervention, restoration of a positive climate and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

Conduct Expectations and Consequences

Cafeteria and Food-Related Conduct*

The cafeteria provides food service during breaks and at lunches. Students are to use appropriate manners to cooperate with Eastside Catholic cafeteria staff and employees, work together to ensure a clean and safe environment in the cafeteria, and bus and clean their tables before departing their eating area or from the cafeteria. Any pushing, shoving, "cutting in line" or other forms of disruptive behavior are unacceptable. The school cafeteria operator (No Junk) allows families to [pre-fund an account](#) for students to purchase food. Student accounts with No Junk are family property and no student may use another student's account without the other family's prior permission. Unauthorized use of another student's account is misconduct and will result in disciplinary action.

Outside food delivery services, such as DoorDash, are not permitted.

If a student has forgotten their lunch at home, a parent or guardian can call the Attendance Office to arrange or drop off the lunch. Throwing food in the cafeteria or anywhere else on campus is misconduct that is both wasteful and hazardous and will result in disciplinary action. Consequences for cafeteria or food-related misconduct may include lunch or after-school detention or dismissal from the cafeteria for a period of time.

** Timing of meals and locations where food can be consumed are subject to change based on current Washington State Public Health regulations and guidelines.*

Chewing Gum

In the interest of keeping our campus looking its best, chewing gum is not permitted in class or on school grounds at any time.

Classroom Conduct

Although the middle school principal and the high school principal have the ultimate authority and responsibility for discipline at Eastside Catholic School, the teacher is the primary authority in the classroom and assumes the major responsibility for the behavior of each student. Students are expected to follow the specific classroom expectations and of the school.

Specific behaviors in the classroom for which students may receive consequences from the teacher include but are not limited to being unprepared for class, academic honesty violations, dress code violations, disrupting the teaching/learning process, failing to complete assignments, lying, misuse of technology, tardiness and verbal or physical vulgarity or profanity. Consequences will be imposed by the teacher or Dean of Students may include, but are not limited to a meeting with the teacher, assigning detentions, parent or guardian conferences, referral to school counselor, behavior reflections and communication with parents or guardians.

If a teacher determines that a student's behavior is serious and/or that a student is unwilling to practice self-governance after continued consequences are imposed by the teacher, the student will be referred to the dean of students or assistant principal.

Drugs, Alcohol, Nicotine and Other Controlled Substances

Student use of alcohol, nicotine, marijuana, vapes and e-cigarettes, non-prescribed drugs and other controlled substances is illegal and will not be tolerated at Eastside Catholic School. Use can lead to physical, mental and emotional harm and/or dependency. Treatment for such dependence is more successful when use is detected and addressed as early as possible. Our school policy is predicated on this philosophy.

A student shall not possess drugs, alcohol, nicotine and other controlled substances (including having in purses, wallets, backpacks, lockers, desks, vehicles, or on their person). Eastside Catholic has the right to conduct searches of the aforementioned items. Additionally, students shall not buy, sell, use, distribute, transmit or be under the influence of any illegal drug, substance, marijuana or alcoholic beverage on the school grounds or at any school-sponsored event or activity. Possession of a significant amount of a controlled substance will be interpreted as indicating intent to distribute.

Eastside Catholic will use all means at its disposal to detect drugs and alcohol on campus and at school functions. Eastside Catholic will have detection devices to test for the presence of alcohol, marijuana and illegal drugs, including the use of law enforcement and drug-detecting dogs. Given a reason to believe that a student may be under the influence of a controlled substance, Eastside Catholic will require that a student be directed to submit to the methods of detection available at the Eastside Catholic function and/or be referred for urinalysis at an Eastside Catholic-approved medical facility. Under this policy, a reason to believe that a student may be under the influence is defined as signs of chemical use such as staggering, having reddened eyes, smelling of a chemical, restlessness, falling asleep in class, memory loss, abusive language or any other atypical behavior.

Eastside Catholic is a non-smoking campus, and smoking and vaping are not allowed at school, on any part of school property, at school-related functions, on school buses, or on school trips. This applies to students, visitors, parents, guardians and employees. Under Washington State law, as of January 1, 2020, it is illegal for anyone under the age of 21 to purchase, obtain, or possess nicotine products. Smokeless nicotine, e-cigarettes or vaporizing devices fall under the same prohibition. It is also illegal for anyone, including parents and guardians, to sell or give tobacco or vaping products to anyone under the age of 21.

King County statutes have designated the area around the Eastside Catholic campus as a "Drug-Free Zone." A Drug-Free Zone means that anyone caught and convicted of a drug—or alcohol-related crime within that Drug-Free Zone is subject to a penalty that is twice as severe as if it were not committed within a Drug-Free Zone.

Consequences of Alcohol, Controlled Substance and Drug Policy Violations

- Witnesses to use or possession, or to students seemingly under the influence at school or other Eastside Catholic events, should either bring the students to the dean, assistant principal or principal or immediately report the names and evidence.
- Any student suspected of being in possession of, or under the influence of alcohol, marijuana, or other controlled substances or drug paraphernalia will be referred to the dean or principal immediately.
- If suspicion of use or possession is confirmed, the student will receive a minimum five-day suspension from school.
- Students must obtain a professional assessment interview with a Division of Alcohol and Substance Abuse (DASA)-licensed assessment agency.
- The student and parents or guardians must agree to abide by the agency's recommendations and release DASA assessment information and recommendations to Eastside Catholic.
- The student may not return from suspension until Eastside Catholic receives the assessor's report.
- Failure to participate in the professional assessment will result in the student's dismissal from school.
- Following the issuance of the assessor's report, the school will meet with the student, parents or guardians to review the assessor's recommendations.
- If the student is permitted to return to school, a contract stating the terms of continuance in school will be prepared.

- The student, parents, or guardians will also meet with their school counselor, who will maintain a record of progress. The counselor may meet with the student, parents or guardians, concerned staff and administration as needed to assess progress and keep everyone informed. Confidentiality will be maintained.
- Evidence of intent to distribute alcohol, non-prescribed drugs, marijuana and other controlled substances will result in immediate expulsion from Eastside Catholic School.

Gang Activity or Association

A student may be suspended or dismissed if the student is a gang member and knowingly engages in gang activity on school grounds or at school-sponsored activities.

Hazing

Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person being initiated into or affiliated with a student organization or for any other purpose.

- No student, teacher, administrator, coach, volunteer, official or school employee shall plan, direct, encourage, aid or engage in hazing.
- No student, teacher, administrator, coach, volunteer, official or school employee shall permit, condone or tolerate hazing.
- Permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- This policy applies to behavior that occurs on or off school property and during and after school hours.
- A person who engages in an act that violates league policy or law to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- The school will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, official or employee of the school district who is found to have violated this policy.

Hazing may include but is not limited to:

- Any physical brutality or physical activity that is dangerous and an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, nicotine product or any other food, liquid or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the student.
- Any activity that intimidates or threatens the student with ostracism, subjects a student to extreme mental stress, embarrassment, shame or humiliation, adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task involving the violation of state or federal law or of school policies or regulations.

Identity-Based Slur Policy

To cultivate an educational institution that promotes belonging and safety for all stakeholders, we do not allow any identity-based slurs at Eastside Catholic. This decision is rooted in our Mission to create a faith-based educational community committed to intellectual excellence, relationships and leadership in service to others.

Identity-based slurs are offensive and derogatory words that refer to race or ethnicity, religion, gender, disability and/or sexual identity.

Public Displays of Affection

Eastside Catholic expects all members of our community to conduct themselves in a manner that allows for the safety and comfort of all students and staff. Inappropriate displays of affection, as determined at the principal's, mentor's or teacher's discretion, regardless of gender or relationship, are prohibited at school and school-sponsored activities.

Sexual Harassment

In addition to the behavior listed above, sexual harassment includes unwelcome sexual advances, requests for sexual favors

or other verbal or physical conduct of a sexual nature. Sexual harassment has serious consequences, not only for the individuals involved but for the entire school. All members of the Eastside Catholic community, including faculty, staff, administrators, students, parents and guardians, are responsible for assuring that the school environment is free from sexual harassment.

Any person within the Eastside Catholic community who believes that they have seen or have been subjected to harassment or intimidation or have observed what they believe to be harassment or intimidation by a faculty, staff or student must immediately notify a dean, assistant principal or principal or other appropriate member of the Eastside Catholic staff. See the below section on "Reporting." All such reports will be investigated, and disciplinary action will be taken where Eastside Catholic finds it appropriate. Eastside Catholic will be a workplace and campus environment free of harassment of any kind from any source. Remediation of harassment infractions will include issue-specific education and disciplinary consequences.

Unlawful Harassment

- Harassment consists of unwelcome conduct, whether verbal, physical or visual (including use of the internet, cell phones and computers), that is based upon a person's protected status and/or directed toward a person because of the person's protected status.
- Prohibited harassment includes comments, slurs, jokes, innuendoes, cartoons, pranks and physical harassment, which are derogatory based on a person's protected status.
- Harassment also includes negative actions based on a person's participation in activities identified with or promoting the activities of the protected group.
- Harassment is prohibited by state and federal anti-discrimination laws when such conduct is severe and pervasive; and
 - Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment, admission, participation or success in school;
 - Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such an individual's employment, admission, participation, or success in school; or
 - Such conduct has the purpose or effect of interfering with an individual's work performance or education or creating an intimidating, hostile or offensive work or educational environment.

Vandalism

Vandalism is the willful destruction or defacing of property and includes writing on walls, lockers and desks, and breaking windows, furniture or equipment. Vandalism applies to both school property and equipment and to the property of people who visit the Eastside Catholic campus and includes any "pranks" that fall into this category. All of these acts violate school rules and are subject to disciplinary action. Students who violate this regulation will be required to make financial restitution for the damage in addition to any other disciplinary consequence imposed. Since vandalism is also a violation of criminal law, law enforcement officials may be involved.

Weapons

No student shall knowingly, intentionally or recklessly go on school premises (including all campus parking areas and vehicles parked in campus parking areas) with a firearm, explosive, knife or what appears to be a weapon or device or other dangerous or illegal instruments. No student shall interfere with normal activities, occupancy or use of any building, vehicle or bus on the Eastside Catholic campus by exhibiting, using or threatening to exhibit or use a firearm, explosive, knife or what appears to be such a weapon or device, or other dangerous or illegal instruments. Any student violating this policy faces disciplinary consequences, at the discretion of the school, up to and including immediate expulsion.

Reporting

Any Eastside Catholic student who believes they have been a victim or have witnessed incidents of bullying, harassment, discrimination or inappropriate or unlawful behavior should take the following steps:

- Bring your concern to a trusted adult (teacher, mentor teacher, coach, administrator, staff member, family member, etc.). A trusted adult will support you and help you with your report, depending on the nature and circumstances of the report.

- If you prefer to remain anonymous, you may report using the EC Anonymous Safety and Security Tipline. You have the option of leaving your name. Please be as specific as possible in your report so it can be followed up in the appropriate way (please include who, what, where and when details as you are able).
- Students can visit tipline.eastsidecatholic.org to anonymously report any safety concerns regarding their family, friends, school, community or themselves. Reports will be given to Administration and Student Services staff.
- False reporting will result in disciplinary action.

Technology Acceptable Use Policy: Internet Access and Technology Use

Access to technological resources is a revocable privilege, not a right. Such resources can be used to benefit the education of a student and for appropriate communications. Unfortunately, they can also be used to the detriment of the student, to harm other people or for purposes inconsistent with the values of the Eastside Catholic community. For this reason, the school has policies related to how technology may be used. By enrollment at the school, the Eastside Catholic student, parent and guardian agree to abide by these policies.

Eastside Catholic does not control the information on the internet and other technology resources, although it attempts to provide prudent and available barriers. While Eastside Catholic intends to make technology available to further the school's educational goals and objectives, account holders may have the ability to access other materials.

Eastside Catholic believes that the benefits to students and teachers of access to the internet and technology resources, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. The student and student's parent(s) or guardian(s) must understand that student access to the Eastside Catholic computer network and use of other technology resources exists to support Eastside Catholic educational responsibilities and mission. The specific conditions and services offered will change from time to time.

In addition, Eastside Catholic makes no warranties with respect to its technology resources, and it specifically assumes no responsibilities for:

- The content of any advice or information received by a student from a source outside Eastside Catholic, or any costs or charges incurred because of seeing or accepting such advice.
- Any costs, liability or damages caused by the student using Eastside Catholic technology resources access.
- Any consequences of service interruptions or changes, even if they arise from the actions of Eastside Catholic.
- The privacy of electronic mail. While Eastside Catholic supports the privacy of electronic mail, students must assume that this cannot be guaranteed.

An Eastside Catholic student's conduct, including a student's use of social networking sites, both at school and away from school, which brings discredit upon the school or conflicts with the values for which Eastside Catholic stands or violates civil law or the reasonable rights of others, is grounds for disciplinary action, including detention, suspension and/or dismissal. Please refer to the Social Media Usage Guidelines for Students section.

Communicating with Students via Technology: Faculty to Students

Eastside Catholic faculty, staff, coaches and volunteers follow the [Archdiocesan policies on communicating with minors](#). For purposes of this section, the term "student" includes, but is not limited to, all current students, prospective students (including the siblings of students) and alumni under the age of 18, and the term "school personnel" includes all faculty, coaches and staff.

Students and teachers are prohibited from having conversations on private email accounts. All communication must be conducted through an eastsidecatholic.org email address, Canvas, or Teams. School personnel may not text students or their families from a private account.

School personnel may not "follow, friend, like, or tag" (or the equivalent) any student (other than their natural or legally adoptive relatives) on any social media. Eastside Catholic recommends that parents, guardians and students regularly review their privacy and sharing settings on social media to ensure they are projecting a positive presence for the viewable

by everyone areas of their social media presence. Parents, guardians and students should be mindful that even information shared within stringent privacy settings may not stay private once it is posted online.

Technology Use

Personal Technology - including laptops, cell phones, electronics, gaming devices, smart devices

Personal technology, except for a school laptop, may not be used during class time except as provided for by the classroom teacher pursuant to the 1:1 Technology Program. Students are encouraged to leave expensive personal belongings at home. Eastside Catholic is not responsible for theft, loss or damage to electronic equipment.

To foster the educational experience for all students, Eastside Catholic has adopted a strict policy regarding the use of cell phones and other electronics.

- Electronic readers may be used in the classroom with teacher approval.
- Students who have documented accommodations for electronic readers or other assistive technology devices will always be allowed to use these devices. Any academic situation in which these approved devices would not be allowed will need to be documented with the Academic Resources Department to ensure compliance with the student's accommodation plan. Students may not disrupt class with their technology. If a student persists in misusing their devices, they will face progressive discipline and the device may be confiscated until the end of the day.
- Students may not photograph, video or film their teacher(s) or other students on school property or at school-sponsored events without specific permission from the teacher or other students.
- Students may not photograph or film students in the Options Program.
- Students are allowed to connect their cell phones to the school guest Wi-Fi network
- Students may use the phone in the Attendance Office if they need to call home in an emergency.
- Parents or guardians may deliver urgent messages to their students by calling the Attendance Office.

Cell Phone Use – Middle School-Specific

Cell phones may not be used or kept on your person throughout the school day and must remain in your locker until the final dismissal bell. Cellular devices (e.g., Apple watches) may not be used for texting, calls or internet use during the school day. Students may use the phone in the Attendance Office if they need to call home in an emergency. Students in violation of the expectations will be referred to the Deans.

Cell Phone Use – High School-Specific

Cell phones are not to be used while in class. Classrooms have designated locations for students to “park” their phones when entering the classroom and retrieve at the end of the class period. If a classroom does not have a designated location, phones are expected to be put away. Students must leave phones in the designated place for the class period, including Mentor, EC3 and Tutorial, and not take them out for restroom breaks. Students in violation of the expectations will be referred to the Deans.

Laptop Policy

Your school laptop is to be used for educational purposes at school. You are expected to share your computer password and your work on OneNote, Canvas and other programs with your parent(s) or guardian(s). Any computer discipline issues will follow the school's discipline policy.

1. Follow the Eastside Catholic Technology Acceptable Use Policy (see below).
2. To take care of your laptop:
 - Handle the laptop carefully. Keep food and beverages away from all laptops.
 - Charge your laptop battery every night.
 - Your computer, stylus and charger must each be labeled with your full name.
 - Students should not touch or work on another student's laptop or device.
3. Use your laptop as a learning device during school hours:

- During school, you must be logged into your school-issued account (not a personal or admin account). Virtual Private Network (“VPN”) accounts are prohibited. Violating this policy may result in disciplinary actions, including loss of computer privileges, detention or other disciplinary consequences.
- As part of our commitment to maintaining a safe and secure learning environment, outside apps are not permitted on school computers. This policy is to ensure the integrity and security of our network, protect against potential security threats and promote a focused and productive learning environment.
- Use only school-appropriate programs during school hours. Do not message, play games or use social media during school hours.
- Students who misuse or intentionally bypass school programs will face disciplinary action.
- In the event of remote learning, students are “attending school” between the hours of 7:50 a.m. and 2:50 p.m. and should only access educationally appropriate programs during these times.
- Teachers may use virtual monitoring programs to monitor student computers.
- A student’s EC email should only be used for school-related work and communications.

4. Use technology responsibly:

- Use your personal laptop only and keep your login information private. Anything you do on your computer is traceable. You are responsible for the content on your computer.
- Students are required to change their passwords once a year. However, it is recommended that you change your passwords more than once to ensure your account stays secure.
- Before contacting IT, use the following self-service support site to investigate and possibly resolve your issue: [Student and Parent FAQs | Knowledge Base | Eastside Catholic Helpdesk](#).
- For computer problems visit the IT Help Desk located in the library or email ITSupport@eastsidecatholic.org.
- Students are expected to address any technical problems that affect their ability to complete and submit schoolwork on time.
- Reports of technology problems will be investigated and resolved in a timely fashion. If it is determined that students are intentionally lying or misrepresenting tech problems to delay or avoid schoolwork, they may face disciplinary action.

5. While enrolled at Eastside Catholic School, use of technology in a manner that is harmful, immoral or otherwise not aligned with the EC Mission and Touchstones is prohibited, including but not limited to:

- Bullying, threatening, harassing, humiliating or embarrassing another person/people.
- Creating, viewing and sharing content that is violent, sexually explicit or otherwise inappropriate, immoral or damaging to self and the school community.
- Violating any educational technology expectations or the Eastside Catholic Technology Acceptable Use Policies.
- Use of or attempt to use school equipment for any illegal activity, including but not limited to hacking, identity theft, fraud, scams and phishing.
- Alteration of, printing of, or otherwise accessing any computer files except your own, without the permission of the file owner(s).
- Use of private VPN networks to bypass the school’s internet filtering service. If a site is blocked but required for educational purposes, a student can request the IT Department staff to remove it from the blocked list.
- Bypassing or attempting to defraud anti-cheating and/or anti-plagiarism software.
- Use of school equipment to promote partisan politics outside the context of school assignments or age-appropriate civic engagement.
- Use of school equipment to express or encourage any information or positions that could be construed as discriminatory or derogatory toward any individual or group.
- Installation of or use of any unauthorized or unlicensed copies of programs.
- Violation of copyright or trademark laws.
- Altering computer systems, computer attributes programs, or peripherals or changing of passwords (other than your own password).

- Abuse of, modification of or damage to any school computer, printer or other school equipment.
- Stealing data or equipment.
- Committing forgery, cheating through electronic means/communication, or plagiarism.
- Concealing your identity, pretending to be someone else or otherwise engaging in deceptive activities.
- Passing or sending anonymous messages.
- Sharing your password or using any password except your own.
- Participating in “chain letter” emails or forward “jokes” of any type.
- Violation of or attempt to circumvent school security measures.

6. No Expectation of Privacy

- Eastside Catholic may monitor student computer and internet use at the school or through the school’s systems, networks and web-based systems (collectively, “EC Systems”).
- Eastside Catholic may access the contents of any computer (or similar device) that students use at school or with which a student obtains access to EC Systems.
- Students should have no expectation of privacy in their use of the Internet, email or other network services made through EC Systems.
- Eastside Catholic may access any information created or stored by or for students on any EC System at any time, with or without notice.
- If a student secures any information or device described above with a password or similar security, they must provide access to this information to the school upon request.

AI Guidelines for Students

AI as a Tool:

Students are expected to use AI tools only to enhance learning, creativity and problem-solving. Students will not rely solely on AI-generated content, decisions or products.

Guidelines:

1. **Academic Integrity:** To maintain academic integrity, the use of AI in academic work must be properly cited (MLA or APA) and attributed.
 - a. Using AI to generate content that is presented as one's own work is considered plagiarism.
 - b. Using AI outside of the classroom or teacher policy is considered a violation of Academic Integrity.
 - c. Students are responsible for asking their teacher before using AI.
2. **Responsible Use:** AI tools must not be used to create misleading, inappropriate or unethical content. Users must respect the rights and privacy of others and refrain from using AI in a way that could cause harm.
3. **Responsibility for Content:** Students must review and critically assess any AI-generated content before using or sharing it. Ultimately, the student presenting the content is responsible for the content, tone and accuracy of any work.
4. **Privacy and Safety:** Personal identifying information should never be entered into AI systems. Students should not enter their full name, date of birth, address, phone number or those of others (students, faculty, and staff).

Violations may result in disciplinary actions, including the loss of technological privileges or other appropriate consequences.

Social Media Guidelines for Students

Social media platforms such as Instagram, TikTok, Facebook and Snapchat should never be used by students for illegal or unethical purposes, either within or outside the school. Specifically, prohibited behaviors include but are not limited to:

- Bullying, including comments or media designed to torment, harass, embarrass or humiliate other students or school personnel
- Derogatory language regarding other students or school personnel
- Sexually explicit, profane, lewd, indecent, illegal or defamatory language/actions

Nude, sexually oriented or indecent photos, images or altered pictures/videos

Furthermore, social media must never be used by students to post messages, audio or video of a sexual, violent or racist

nature, including videos of themselves that include nudity. Any improper or illegal use of social media by Eastside Catholic students will be reported to the proper authorities, and the student may face additional disciplinary action from the school, which may include suspension or expulsion of the student.

An Eastside Catholic student's conduct, including a student's use of social networking sites, both at school and away from school, which brings discredit upon the school or conflicts with the values for which Eastside Catholic stands or violates civil law or the reasonable rights of others, is grounds for disciplinary action, including detention, suspension and/or dismissal.

The Marketing and Communications Department must coordinate all social media use to promote school programs, clubs, and activities.

An Eastside Catholic student's conduct, including a student's use of social networking sites, both at school and away from school, which brings discredit upon the school or conflicts with the values for which Eastside Catholic stands or violates civil law or the reasonable rights of others, is grounds for disciplinary action, including detention, suspension and/or dismissal.

Social Media: Four Guiding Principles

1. *Understand personal branding: Every post, picture or video shared is a reflection of the person and their character.*
Every student has a personal brand, whether they realize it or not. The personal brand reflects how the student chooses to represent themselves through their appearance, personality, and actions toward others.

Personal branding especially applies to social media. A student's online portfolio (Facebook and Snapchat posts, Instagram photos, TikTok, and YouTube videos) reflects that student's character. By posting to social media, the student creates a public image of themselves. Students should refrain from making posts that might send out a message about themselves or others that is not aligned with servant leadership and respectful relationships.

2. *It's a tool, not a toy.*
Social media can be fun, but it isn't just for entertainment purposes. When used effectively, social media can be a tool to communicate students' commitment to their community and the school they represent. Colleges, current and future employers and other organizations may review a student's online presence which could impact their view of an individual's suitability as a student, employee or volunteer. In recent years there have been several high-profile cases where colleges have rescinded admission offers to a student based on their social media presence.
3. *If you post, repost or share it, you own it.*
Freedom of speech does not equal freedom from consequences. Many students fail to understand this until they have an unpleasant experience with social media. All shared content should reflect an understanding of, and an appreciation for the EC Touchstones of servant leadership and respectful relationships.
4. *Nothing is truly private...ever.*
In the movie, *The Social Network*, about the founding of Facebook, a woman tells Mark Zuckerberg, "The internet is not written in pencil. It's written in ink." While students may think they can delete a text, remove a tweet or delete their entire Facebook profile, many do not realize that content posted on the internet can last forever. A message a student thinks only their friends see can easily be screenshotted and shared, and content and media can be captured and saved by others. Students should keep in mind that texts, posts, photos and videos can end up being viewed by thousands of people.

What Are Acceptable Types of Social Media Posts?

- *Personal brand posts*
In making posts that support their personal identity, students are telling the world who they are. Student posts should reflect fundamental respect for and understanding of the EC Touchstones of servant leadership and respectful relationships.

- *Support for others*
Student messages about or to other students regarding sports achievements, school activities, school pride, and other messages of support are all acceptable. All student content about other students must reflect respectful relationships.
- *Shared news and humor*
Social media can be fun and informative. When students join in conversations and share things that they find interesting or entertaining, they should always consider whether they reflect servant leadership and respectful relationships.
- *Discussions with people they admire*
Before social media, it wasn't easy to interact or even hear from famous people. Now, students are encouraged to follow and interact with their heroes and icons on Instagram, Facebook, TikTok, X and other social media channels. Celebrity interactions are highly likely to result in amplification. Therefore, students should be especially careful that their posts reflect an understanding of and an appreciation for the EC Touchstones of servant leadership and respectful relationships.

Student Conduct – Middle School Specific

Behavior Expectations & Consequences – Middle School Specific

At Eastside Catholic, a strong community helps each student be their best self. Throughout the year, our focus is learning more about ourselves and how we can positively impact our community. We spend the year strengthening our community while learning responsibility, independence and how to best take care of one another. It is everyone's responsibility to respect one another's right to learn in a safe and caring school environment. Conduct unbecoming an Eastside Catholic student, including any negative impact on the Eastside Catholic community that may occur off-campus and/or at non-school-related activities may result in school consequences based on a significant disruption to student and/or overall on-campus life.

Consequences for Inappropriate Behavior

Consequences will be determined by the level of behavior based on the ECMS Progressive Discipline Plan outlined below.

- **Level I: Behavior that negatively affects the learning environment for oneself and/or others.**

Examples include, but are not limited to, using profanity or inappropriate language, not respecting others' space or belongings, and disruptive or inappropriate behavior in class, in the hallways, or during school events.

- *Intervention:*

The teacher, administrator, counselor or staff member discusses the problem behavior, how it affects others, and a plan to correct and avoid this behavior in the future with the student. The student then completes a Behavior Reflection form to be discussed in a meeting.

- *Consequence:*

Students may serve a lunch detention and fill out a reflection form. Parents, guardians and/or administration are contacted as deemed necessary by the teacher. Multiple Level I's for the same issue may result in a Level II.

- **Level II: Behavior that negatively affects the learning environment for oneself and/or others to the degree that requires a higher level of intervention, reflection and support.**

Examples include, but are not limited to, significant disruptive behavior, an incident of disrespect or defiance, an academic honesty violation, theft, an incident affecting school safety, or an escalation of a Level I issue.

- *Intervention:*

The teacher, administrator, counselor or staff member discusses the problem behavior, how it affects others, and a plan to correct and avoid this behavior in the future with the student. The student then completes a Behavior Reflection form to be discussed in a meeting.

- *Consequences may include:*

Detention(s) or suspension as deemed appropriate by the administration.

- **Level III: A pattern of behavior that negatively affects the learning environment for oneself and/or others to the degree that requires a high or immediate level of action, intervention, reflection and support.**

Examples include, but are not limited to, escalation of Level II issue, physical altercation, bullying (emotional, physical, verbal and online), harassment (sexual, physical and online), repeated academic honesty violations, vandalism, incident affecting school safety, possession of weapons, drugs or alcohol.

- *Interventions:*

The student has a meeting with the administration about the problem behavior and how it affects others

and makes a plan to correct and avoid this behavior in the future. A reentry conference and Behavior Contract will be put in place for students returning from suspension. For matters involving illegal activities, the appropriate authorities may be contacted.

- *Consequences may include:*

In-school detention(s)/suspension, out-of-school suspension, and/or dismissal from EC. Students complete a Behavior Reflection form and students will agree to expectations outlined in a behavior contract. Re-enrollment contracts for the following academic year are put on hold for students who have behavior contracts, and conferencing takes place at the end of the year to determine if the student is in good standing to return to EC the following year.

Dress Code - Uniforms

The Eastside Catholic Middle School community expects that its members adhere to certain standards of dress appropriate to school as a place of work and learning.

We believe that it is the school's responsibility to determine the student dress code and the student's, parent's or guardian's responsibility to adhere to a uniform policy that is conducive to a proper learning environment. We appreciate your attention to, concern with, and responsibility for the way your students dress for learning. The purpose of the uniform is to promote a safe and inclusive learning environment, free of distractions. As trends in clothing and attire change, the following dress code will be evaluated. Every policy outlined below is made to preserve the integrity of the learning environment.

All uniform items must be purchased from Lands' End and will have the Eastside Catholic logo, including a small pocket logo on pants, shorts, skorts, dresses and skirts. Students wear uniforms Monday through Thursday. Students may wear spirit dress on Fridays or their uniforms.

Middle School Uniform Dress Code

- Uniform sweatshirts, uniform sweaters and uniform jackets are the only approved outer layer of clothing.
- Other EC sweatshirts, jackets or coats are not allowed as part of the school uniform.
- Uniform polo shirts must be worn every day, even if wearing a uniform jacket, sweatshirt or sweater.
- Skirts, shorts and dresses should fall at mid-thigh or longer.
- Tights or leggings in a solid color may be worn under the uniform.

Uniform Purchasing Information

- [Getting Started | Lands' End Kids \(landsend.com\)](https://landsend.com)
- Our Parent Teacher Fellowship (PTF) offers gently used uniforms for purchase and periodically holds sales.

Spirit-Wear Fridays

On Fridays, students may wear spirit dress or their uniforms. Spirit Wear must include Eastside Catholic clothing as an outermost top layer. Spirit wear is any EC shirt or sweatshirt (must adhere to dress code) – either from an EC athletic team or purchased at the Orange Crush spirit store. Students can wear anything on the bottom, such as jeans, sweatpants, or shorts, and they do not need to be EC branded.

Dress Code for Spirit-Wear Fridays, Free Dress Days and School-Sponsored Events

- All logos in writing on clothing must be school-appropriate.
- Clothing must cover areas from one armpit to the other armpit, down to the mid-thigh.
- Tops must have shoulder straps and be long enough to adequately cover the waistline and not expose the midriff. If wearing a hoodie or jacket, tops underneath that are visible should follow the dress code.
- No undergarments should be visible at any time.
- All pants, leggings, shorts, skirts and dresses must be free of holes that reveal private areas or undergarments.
- Students are required to wear shoes. Soft-soled slippers and shoes with wheels are not allowed.

- Clothing and accessories that could be distracting in class are not permitted at the discretion of the teacher.
- Specific classes may have shoe and/or clothing requirements such as close-toed shoes for science labs. Follow the teacher's instructions.

Liturgy Dress

The middle school uniform is Liturgy dress wear.

Uniform Policy Violations

Students who violate the uniform policy will first receive a warning and may be asked to change. Additional violations may result in detention or other consequences as appropriate.

The Eastside Catholic Administration has the final say on dress code decisions. School administrators must preapprove any deviations from the written dress code.

Cell Phone Use – Middle School-Specific

Cell phones may not be used or kept on your person throughout the school day and must remain in your locker until the final dismissal bell. Cellular devices (e.g., Apple watches) may not be used for texting, calls or internet use during the school day. Students may use the phone in the Attendance Office if they need to call home.

Extracurriculars, CYO Sports, Socials and Other School Events

There will be various middle school athletic and social events throughout the year. Unless otherwise noted, socials are only for Eastside Catholic Middle School students and dress code policies must be followed. All middle school students are expected to conduct themselves with the same standards of respectful behavior as is expected during the school day. Behavior guidelines apply during after-school events, such as participating in CYO sports or when attending high school athletic events. Eastside Catholic Middle School students may not attend Eastside Catholic High School social events.

Fees

Fees can be levied for a number of reasons, including overdue library material. In addition, there are a set number of circumstances in which students will be required to pay fees (e.g., for lost or damaged equipment, uniforms, books, etc.). Students will not receive report cards and/or transcripts at the end of each semester if they have outstanding unpaid fees or tuition.

Student Conduct – High School Specific

Behavior Expectations & Consequences – High School Specific

At Eastside Catholic, a strong community helps each student be their best self. Throughout the year, our focus is learning more about ourselves and how we can positively impact our community. When a student behaves inappropriately, the student can expect consequences.

Primary Offenses

Certain offenses are regarded as particularly serious, reflecting conduct that is illegal, extremely disruptive, or potentially dangerous to the individual student, the student body as a whole or the school community. Such offenses include, but are not limited to arson, weapons-related offenses, vandalism, theft, abusing a student or school employee, fighting, intimidation of a student or school employee, serious or pervasive harassment of others (including the use of the internet, cell phones and computers), pervasive bullying, verbal abuse of and/or threats to others (including the use of the internet, cell phones and computers), controlled substance or alcohol offenses (including substance use, possession or sale), repeated truancy, reckless driving, sexual offenses (including sexual harassment and “sexting”) and repeated commission of secondary offenses. Conduct unbecoming an Eastside Catholic student, including any negative impact on the Eastside Catholic community that may occur off-campus and/or at non-school-related activities may result in school consequences based on a significant disruption to student and/or overall on-campus life. Primary offenses will, at the discretion of Eastside Catholic, be handled as follows:

1. Immediate referral to the dean of students
2. Extended suspension (days based on administrative discretion) or dismissal for the first infraction. The suspension will be served in school or at home at the discretion of the dean of students.
3. Likely dismissal for the second infraction
4. Seniors who commit a primary infraction may have their baccalaureate and graduation ceremony privileges revoked.

Secondary Offenses

Secondary offenses include, but are not limited to: inappropriate internet use, disruptive conduct (in or out of the classroom), inappropriate public displays of affection, misuse of cell phone or other one-to-one devices, vulgarity or profanity, school transportation misbehavior, defiance of a faculty or staff member, skipping classes, chronic tardiness, roughhousing, bullying, academic honesty violations, repeated dress code infractions and repeated minor classroom offenses. Violations, depending on the nature and degree of the incident, will, at the discretion of Eastside Catholic, typically result in the following consequences:

1. Referral to the dean of students
2. First infraction: after-school detention or Saturday School
3. Second infraction: multiple detentions or Saturday School(s) or possible suspension
4. Subsequent infractions: Saturday School or suspension or expulsion at the discretion of the dean of students and/or principal

Consequences for Conduct Infractions

The school will impose all consequences at the school’s discretion considering the nature of the infraction.

• Detention

A 50-minute detention period is assigned after school. Students report to the designated location, complete a reflection assignment, and sit quietly with any remaining time. All school rules apply. Failure to attend detention three times or rescheduling your detention three times will result in your detention being moved to a Saturday School.

- **Lunch detention**

A 25-minute detention period is assigned during a student's lunch period. Students report to the designated location, complete a reflection assignment, and eat their lunch. Failure to attend detention may result in additional detentions.

- **Saturday School**

Saturday School is a supervised silent study hall on designated Saturdays, times to be determined. Students will complete a written reflection assigned by the dean of students. Any remaining time will be used for silent study. All school rules apply.

- At times, students assigned to Saturday School may be required to participate in on-campus school service projects.
- No food or drink other than water is allowed.
- Students can only reschedule an assigned Saturday School once during a semester. To reschedule, a parent or guardian must contact the dean of students before the scheduled Saturday School. Any missed Saturday School must be rescheduled with the dean of students by the end of the school day on the Friday prior to the scheduled session.
- Failure to reschedule or in the event of a no-show will result in additional consequences. Students who repeatedly are assigned to Saturday School are subject to more severe consequences.

- **Suspension**

The dean of students, assistant principal or principal may suspend a student for any primary offense, accumulation of secondary offenses, and/or for significant attendance infractions.

- Suspensions may range from a portion of a school day to multiple school days.
- The school administration may place conditions on a student's return to school from a suspension.
- Suspension may be either in school or at home at the discretion of the administration.
- Suspended students are not allowed to participate in or attend school-sponsored activities or athletic events while they are on suspension.
- Suspensions are reported to colleges when requested.
- Suspension Code Removal
 - While recognizing that mistakes happen and to make room for the demonstration of dramatically improved behavior, beginning in 2022-23, Eastside Catholic instituted an application process for possible removal of the suspension code from academic record. In case of future disciplinary issues, students entire discipline records will be maintained for internal purposes. Final decisions regarding code removal will be determined at the discretion of the administrative team.
- Suspension Removal Application Process
 - Regardless of when suspension occurred all students may submit their applications for removal only once a year in May. All applications are started in May and due by the end of the month. While a Dean of Students may reach out to you it is the obligation of the student to initiate the conversation and process.
- Qualifications to Be Considered for Suspension Removal:
 - One academic year post-suspension
 - Be in good standing behaviorally
 - No multiple suspensions
 - No further primary incidents

- **Probation**

Probation is a possible consequence of conduct infractions and/or attendance-related matters. It is a status of conditional enrollment for a specific period of time with a view toward remedying the personal problems or attitude that led to the probation. The specific terms or conditions of a probation will usually be reflected in a "contract" that is

to be signed by the student and parent or guardian. Students already on probation who then commit any conduct infraction are usually suspended and frequently dismissed or denied future re-enrollment.

- Probationary periods may be extended at the discretion of the principal and/or dean of students. Students on disciplinary probation are evaluated at the end of the probationary period and appropriate follow-up recommendations for action (removal from probation, continued probation, denial of re-enrollment, or dismissal) are made.

- **Dismissal**

Dismissal is an administrative decision to drop a student from enrollment at Eastside Catholic during the school year. Only the president, principal or assistant principal may dismiss a student for conduct infractions. Students may be dismissed for severe infractions, or for violating contracted probation with any conduct infraction, or for significant repeated secondary infractions, including serious attendance concerns. Students dismissed for conduct infractions may not be allowed to return to campus or attend any activities, depending on the nature of the infraction, unless given specific permission by the dean of students to do so. Dismissals are reported to colleges when requested.

- **Denial of Re-Enrollment**

Under appropriate circumstances, within the discretion of Eastside Catholic's administration, a student may be denied re-enrollment for a subsequent school year. Eastside Catholic will provide information on student disciplinary action involving suspension and expulsion to those colleges that request disclosure.

Fees

Fees can be levied for a number of reasons, including rescheduled final exams, parking, infractions or other vehicle violations and overdue material in the library. In addition, there are a set number of circumstances in which students will be required to pay fees (e.g., for lost or damaged equipment, uniforms, books, etc.). Students will not receive report cards and/or receive transcripts at the end of each semester if they have outstanding unpaid fees or tuition.

Dress Code – High School Specific

Eastside Catholic seeks to maintain an atmosphere that is conducive to academic excellence, and our dress code must lend itself to the dignity of both the student and the institution. In partnership with our families, we want to enable our students to make sound choices in dress and to promote an atmosphere of dignity, respectful dress and appearance. Parents or guardians who choose to send their student to Eastside Catholic accept the administration's judgment as final in matters of appearance at school. Fashions and trends will be addressed as they arise.

Dress Code

- All logos and writing on clothing must be school-appropriate.
- Tops should fully always cover the mid-section
- If wearing a hoodie or jacket, tops underneath that are visible should follow the dress code.
- No undergarments should be visible at any time.
- All pants, leggings, shorts, skirts and dresses must be free of holes that reveal private areas or undergarments.
- Clothing must cover areas from one armpit to the other armpit, down to the mid-thigh.
- Hats and hoods are generally allowed in common areas. Teacher and classroom rules will supersede this general guideline.
- No sunglasses can be worn in school buildings.
- Specific classes may have shoe and/or clothing requirements such as close-toed shoes for science labs.

The Eastside Catholic Administration has the final say on dress code decisions. School administrators must preapprove any deviations from the written dress code.

Professional Dress Days

On professional/liturgical dress days, in addition to the regular dress code, the professional dress code policy is as follows:

- Professional clothing that is appropriate: dresses, skirts, blouses, collared shirts, dress pants, dress shoes.
- All tops must have sleeves and fully cover the midsection at all times.

- No blue jeans, yoga-type pants, sweatpants or joggers of sweatpants material
- Clothing with large logos should not be worn
- Dresses and skirts should fall close to the knee
- Hats and hoods are not allowed unless they are worn for approved religious or health reasons.
- Culturally appropriate formal wear is allowed with permission
- All outfits will be worn for the entire school day

Consequences of Inappropriate Dress

- First offense – Verbal or written warning. Student may be asked to go home and change or wait in the Attendance Office until a parent or guardian can bring another outfit.
- Second/third offense – In addition to consequences of a first offense, detention will be given.
- Further offenses - Saturday School; students may also lose their privilege of wearing certain clothing items.

Excessive offenses will result in a parent or guardian meeting with an administrator and behavior contract for the remainder of the school year.

Parent/Guardian Note: We believe that it is the school's responsibility to determine the student dress code and the student's and parent's or guardian's responsibility to adhere to a dress code policy that is conducive to dignity of self and the school. We appreciate your attention to, concern with, and responsibility for the manner in which your student dresses for the Eastside Catholic School learning environment.

1:1 Technology Program Overview

This overview highlights key information about our 1:1 Technology Program and the responsibilities of students, parents and guardians for participation in this program.

Program Mission

When used appropriately, technology can enhance teaching and learning and complement and augment the EC Touchstones.

Through the 1:1 Technology Program, students will:

- excel in communication within and across disciplines, demonstrating mastery in technological communication and responsibility in using devices,
- cultivate the exchange and the challenge of new ideas through technology, and
- learn relevant concepts and authentic skills within a rigorous curriculum guided by standards of excellence in a culture of collaborative inquiry that uses technology appropriately and consistently.

Our 1:1 Technology Program ensures that all students will have access to technology tools and high-quality content and instruction that allows them to expand learning beyond the school day. Using technology throughout the curriculum, teachers will encourage creativity, critical thinking and problem-solving — skills that will prepare students for the technological demands of higher education, the workplace and lifelong learning. Students will use technology in their learning across all disciplines and have access to technological-specific courses where they will be challenged to delve even deeper into technology tools and programming languages.

The intent of students working on standardized equipment is to reduce frustration in accessing technology while studying within a consistent learning environment. All students have the same tools aligned with teaching and designed to best support their learning.

Program Learning Goals

Aligned with the recommendations by the Office of Public Instruction for Washington State, ISTE student standards and studies of the Partnership for 21st Century Skills, the learning goals for our school include:

- To increase student engagement and productivity through personalized learning and equal access to technology
- To extend and expand learning beyond the school day—anytime, anywhere learning
- To provide authentic and relevant learning experiences—students can access learning materials and engage in real-time inquiry as their questions arise
- To increase student achievement and academic rigor
- To increase 21st-century skill development in collaboration, communication, creativity, critical thinking and problem-solving skills, digital literacy and global awareness

Program Components

Lenovo ThinkPad Yoga or Microsoft Surface Pro: A convertible device that can be used as both a tablet and laptop computer running Windows 11. Students can write directly on the tablet's surface using a digital stylus. Students are expected to use the school computer as their primary device for the 1:1 program. They may not bring or use a personal computer.

Office 365: Office 365 is a cloud-based productivity platform of applications and services. This safe/secure environment allows students and teachers to collaborate with each other and work on their files anywhere. The Microsoft Suite of software will provide tools for students like those used at colleges and in business offices.

Canvas: Canvas is a Learning Management System (LMS) that allows students to access their calendar, view and turn in assignments and check grades and feedback from their teachers. Canvas integrates with Office 365 to allow students to easily communicate and collaborate on documents, turn in work, and receive feedback. All students are expected to complete Canvas training as part of their Eastside Catholic new student orientation.

Dyknow: This classroom management software allows teachers to monitor and control student laptop activity during the school hours of 7:15 a.m. to 3:15 p.m. on school days. Teachers will only monitor student screens for school-related purposes (e.g., during class time, tutorial, or office hours). Monitoring software can access student devices during school hours whether or not the computer is on school property. Students should be mindful that during remote learning, sick days, etc. teachers may be able to monitor their devices during scheduled class time. If Dyknow is being used to monitor students during an assessment, students who cannot be monitored may be required to wait to take the assessment until the monitoring software is functioning properly.

Parents' and Guardians' Responsibility

- Eastside Catholic will provision your computer upon purchase with all necessary software and provide logistical and maintenance support for the delivery, maintenance and repair of your student's computer.
- Parents and guardians are responsible for the cost of repair or replacement at the date of loss if the computer is intentionally damaged or is stolen (unless the theft occurs on school property and is immediately reported to the school's Business Services Office). A section titled "Computer Damage, Theft, Loss" provides details on what to do if your device is damaged or requires repair.

Monitoring Student Use

Parents and guardians will monitor students' use of the ThinkPad while away from school. Participating in what students are doing is the best way to keep them safe and on-task.

Suggestions:

- Have your students share their passwords so that you can monitor their activities (students should only share passwords with parents and guardians).
- Computers should be used in common spaces in the home, not isolated behind closed doors.
- Ask your students to share what they are doing and ask questions about their work.

Installing Additional Software

Although the student owns their computer, the school advises students to be very cautious when installing additional software. The primary use of the computer is as a school learning tool and any changes to the computer that interferes with the operation of the equipment in the classroom environment are prohibited. Please note:

- If additional software is installed and the computer becomes unstable or performance slows, the additional software must be removed.
- Students are not allowed to install VPN software to try and bypass the schools' web filtering services.
- Microsoft OneDrive is configured to backup student laptops by backing up the documents, desktop and photo directories. Overall, students are still responsible for backing up any data or programs on their devices. If maintenance is required under warranty or by the school, the computer may have to be reset to the initial delivery configuration, causing non-school provided software to be lost.
- Please contact EC IT Support (itsupport@eastsidecatholic.org) or check their service bulletins prior to installing additional software—they may be able to provide guidance regarding specific software.

School Responsibility and Required Software

Although the computer is the student's property, there are instances where the school will install additional software and manage access to the school's technology infrastructure. It is important to note:

- All computers are joined to the school's Microsoft Azure domain and are managed using Microsoft's mobile device management platform, InTune.
- Eastside Catholic may install certificates and tokens on the student-owned computer as needed to manage access to resources and services.

- The classroom management software, Dyknow, will be installed on the device which allows classroom participation and access to educational resources.
- Office 365 and other applications, such as e-book readers and specific courseware, will be installed on the computers.
- Due to scholastic licensing agreements, certain software packages may be required to be uninstalled by the school upon the student's graduation (or transfer). The school's IT Service Desk will be available to remove the software. Failure to remove such school-supplied software could result in the student being charged for the full retail value of the software.

Supporting Online Safety

Student internet access will be filtered while in school. This will limit the student's browsing on the internet. General categories that are blocked are as follows:

- Sites that include material deemed obscene, promote violence, gambling, pornography or may be harmful to minors
- Non-school monitored forums and chats
- Sites promoting hacking or containing security risks (malware, viruses)

Students are expected to notify a staff member immediately if they come across information, images or messages that are inappropriate, dangerous, threatening or make them feel uncomfortable. If a site is blocked but required for educational purposes the student can make a request to the IT Department to have it removed from the blocked list. Internet filtering is only provided when students are connected to the school network, filtering content while a student is at home is the responsibility of the family.

Computer Usage at School

Web Cams

Each student's computer is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st-century tool and develop 21st-century communication skills.

While at school, webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement
- Logging into a remote class due to school temporary closure or transition to remote/hybrid learning.

It is important to respect the privacy of your classmates and all teachers, staff and volunteers at Eastside Catholic. ***Do not record without permission and/or in situations that are inappropriate.*** If you are uncertain if it is an inappropriate time to record, then it likely is inappropriate. Always ask a teacher first before recording.

Listening to Music, Watching Videos, Gaming

Generally, these activities are not compatible with full engagement in the learning environment; however, these activities may be allowed at school with specific permission from the teacher.

Caring for your Computer

- Charge the computer fully each night after use so that it is ready for classroom use
- Avoid piling heavy things on top of the computer
- Do not leave the computer and/or stylus and charger unattended for any reason
- Turn off or restart the computer regularly (every 1-2 days) to maintain optimal performance.
- Every summer, the IT Department allows students to turn in their laptops for maintenance if the laptop is running slow or needs physical repair. It is recommended that student laptops are reimaged every 2 years for optimal performance and to extend the usable life of the laptop.

Computer Damage, Theft or Loss

Computers purchased through Eastside Catholic have a three, four or five-year warranty/accidental damage coverage and a three-year sealed battery warranty. This coverage will extend beyond your attendance at the school should the student

graduate (or leave) prior to the expiration of the warranty period. Any authorized Lenovo or Microsoft dealer nationwide will honor the warranty.

Repairs

Occasionally, unexpected problems do occur with the computer that are not the fault of the user (hardware crashes, software errors). Eastside Catholic School's IT Support staff will assist students with these issues. Microsoft OneDrive is configured to backup student laptops by backing up the documents, desktop and photo directories. Overall, students are still responsible for backing up any data or programs on their devices. If maintenance is required under warranty or by the school at no cost, the computer may have to be reset to the initial delivery configuration, causing non-school provided software to be lost.

Students are expected to take the initiative to address any technology problems that impact their ability to complete and submit schoolwork in a timely fashion. Students experiencing tech problems should bring their computer to the tech office as soon as possible to get it fixed or swap it for a loaner laptop. Students who do not promptly address technology problems may not be granted extensions or waived penalties for late work. Reports of technology problems will be investigated and resolved in a timely fashion. If it is determined that students are intentionally lying or misrepresenting tech problems to delay or avoid schoolwork, they may face disciplinary action.

Loaner Computers

Temporary replacements, known as "loaners," are available so that learning is not disrupted by the repair process. Students are responsible for the care of the loaner. If the loaner is lost, stolen or damaged, then the student is responsible for full replacement cost. If a student returns a loaner that is physically damaged here are some of the costs families could incur to have the device repaired:

- Screen Replacement - \$300
- Base plastics damage - \$100
 - Lost stylus or charger that was provided with the loaner - \$40

Accidental Damage vs. Negligence

The authorized repair company will determine if the computer is deemed to be intentionally or negligently damaged by the student and the student may be subject to the full cost of repair or replacement.

Lost Equipment

Although the computer is covered under a warranty, the accessory equipment is not. The school has replacement accessory equipment to purchase at the following prices:

- Power Cable \$35
- Stylus \$40

Unacceptable Behaviors Related to Student Computer Use

We want to partner with parents/guardians and students to help them understand the lasting effects and repercussions of posting inappropriate pictures or using their computers in harmful ways.

Students are expected to behave within all guidelines set forth in the EC Student and Family Handbook with regard to the Technology Resource Acceptable Use Policy at all times. This applies equally to the use of technological hardware, software and systems.

Computer Warranty and Replacement Policy

Eastside Catholic requires all students to have an Eastside Catholic-purchased Lenovo Thinkpad Yoga laptop or Microsoft Surface Pro device with an active warranty. Included in the cost is a (3-year, 4-year or 5-year) warranty, school-specific software and the Washington State sales tax.

- *"I am responsible for the computer and will be required to replace it if my student intentionally damages it, negligently loses it or it is stolen from a location other than the Eastside Catholic campus. The school, or its contractor, will provide service, repairs, loaner machines and most software upgrades for my student's computer within reason. The student may add personal software and modify the computer subject to the rules and cautions set forth in this Student and Family Handbook, Grades 6-12."*
- Once the warranty has expired, families must purchase a new computer for their student. When a student leaves Eastside Catholic, the purchased computer is their property and will not be returned to the school, however, due to scholastic licensing agreements, it may be required that the school uninstall certain software packages upon a student's graduation or transfer.
- Our Laptop Warranty Policy is as follows:

INCOMING GRADE LEVEL	ADDITIONAL PURCHASE
6 th grade: Purchase a new computer with a 3-year warranty	9 th grade: Purchase a computer with a 4-year warranty
7 th grade: Purchase a new computer with a 3-year warranty	10 th grade: Purchase a computer with a 3-year warranty
8 th grade: Purchase a new computer with a 5-year warranty	No need to purchase as the warranty will cover the remaining years
9 th grade: Purchase a new computer with a 4-year warranty	No need to purchase as the warranty will cover the remaining years
10 th grade: Purchase a new computer with a 3-year warranty	No need to purchase as the warranty will cover the remaining years
11 th grade: Purchase a new computer with a 3-year warranty	No need to purchase as the warranty will cover the remaining years
12 th grade: Purchase a new computer with a 3-year warranty	No further action required

Frequently Asked Questions

Q: What if I forgot my school password?

Ask IT Support to reset your password.

Q: What if a student forgot to charge their computer and the battery is dead?

There are designated outlets and charging stations at school. One of the best ways to avoid this issue is to consistently (and constantly) remind students to charge the computer at home every night.

Q: What if a student forgot to bring their computer to school?

Please see IT Support who may be able to assist with a loaner laptop for the day.

Q: What if the computer is lost, misplaced or stolen?

The loss needs to be reported immediately to the IT Department to make arrangements for a replacement.

Q: My student is on a sports team. How will the computer be kept secure?

PE and coaching staff will instruct students on the specific procedures for safe storage. A secure location will be made available for students on athletic teams to keep computers safe during those programs.

Q: How will my student be protected from objectionable material while at school?

Internet access at school is managed by a web filter, and objectionable websites are screened out. Students are taught internet safety to help them avoid objectionable material and stay safe online.

Q: How can I learn what my student is doing on the school computer?

Ask your student for their username and password. EC encourages parents and guardians to know what their student is doing on his or her school computer.

Q: Why can't my student bring their own computer to school?

Bringing your own device does not meet EC's educational goals and objectives. There are several reasons why a standardized device is required for all students. They include safety, instruction, technical support and access.

- **Safety:** The school network has web filters and other safety precautions that prevent students from accessing inappropriate or unsafe websites while at school. In addition, teachers can monitor student behavior on computers using Dyknow to help students make positive choices regarding their technology use and learning.
- **Instruction:** The same version of software will be on each school computer, so teachers will be able to teach entire classes and help individual students quickly and efficiently.
- **Technical Support:** EC can provide robust technical support through our IT Support staff to a limited universe of computing devices. EC cannot offer the same level of support to an unlimited universe of devices, which could lead to more computer downtime and lost learning opportunities.
- **Access:** All students have equal access to the school's network because they have the same equipment.

Q: Can students install printer drivers to connect with their home printer?

Students can install drivers and print at home.

Q: What level of security is afforded with the implementation of Office 365?

Documents stored in student Office 365 accounts are only accessible through their school login and password. Microsoft provides documentation of the security related to these accounts at trust.office365.com.

Student-Athlete Information and Conduct Expectations

This chapter provides information and policies for student-athletes at Eastside Catholic School. All middle school and high school student-athletes are expected to abide by these policies to the best of their abilities.

Athletics – Middle School

The middle school participates in the Archdiocese of Seattle Catholic Youth Organization (CYO) athletic program. Our athletics programming is consistent with the mission and vision of Eastside Catholic and with the philosophy of the Archdiocese of Seattle. The Archdiocese of Seattle CYO Program philosophy and goals include:

- Increasing self-confidence and self-reliance
- Increasing interpersonal competence
- Increasing a sense of caring toward others

CYO goals help student-athletes understand the aspect of service to others and will help them better understand their sense of belonging. Youth are brought together from different parishes and schools and social backgrounds in an atmosphere that fosters the recognizing one's strengths and limitations, the lessons of winning and losing and respect for all involved, including fellow players, opponents, coaches and officials.

CYO Athletics by Season

(dependent upon student interest and coach availability)

- Fall: Cross country (coed), girls soccer, boys soccer
- Winter: Boys basketball, girls basketball, girls volleyball
- Spring: Track and field (coed)

All are no-cut sports, meaning all students who try out and meet all eligibility requirements will have the opportunity to participate. The formation of CYO teams is dependent upon student interest and coach availability. Parents or guardians must complete the [CYO Athletics Waiver Form](#) for their students to participate in CYO Athletics.

CYO Student-Athlete Expectations

As an individual:

- I will try to develop my skills to the best of my ability and to give my best effort in practice and competition.
- I will compete within the spirit and letter of the rules of my sport.
- I will respect the dignity of every human being and will not be abusive or dehumanizing of anyone either as an athlete or as a fan.

As a member of a team:

- I will place team goals ahead of personal goals.
- I will be a positive influence on the relationships of the team.
- I will follow the team rules established by the coach.

As a member of society:

- I will display caring and honorable behavior off the field and be a positive influence in my community and world.
- I will give of my gifts as I am able for the betterment of my community and world.

Expectations of students, parents, guardians and other fans:

- Attendance is a privilege to observe a contest and demonstrate support for the student-athletes.
- Respect the decisions made by contest officials; treat the officials with respect before, during and after the contest.

- Recognize the fact that, as a spectator, you represent the school, as do the student-athletes.
- Be an exemplary role model by positively supporting teams in every manner possible, including the content of cheers and signs.

Athletics – High School

It is the policy of Eastside Catholic to provide students with the opportunity to participate in interscholastic athletic competitions in a variety of sports and activities appropriate for their grade level and the abilities of the students involved. Qualified personnel shall be provided for coaching and supervising all athletic activities.

Metro League

Eastside Catholic is a member of the Metro AAA League and competes against Bishop Blanchet, Chief Sealth, Cleveland, Franklin, Holy Names, Ingraham, Lakeside, Lincoln, Nathan Hale, O'Dea, Rainier Beach, Seattle Preparatory and West Seattle.

General Guidelines

Because of its educational potential, athletic competition is recognized as an important part of the school program. The interscholastic athletic program affords opportunities for students' emotional, social and physical growth and the development of wholesome school-community relations.

The program shall be conducted in a manner that furthers the school's educational goals, provides an opportunity for positive student learning experiences, and respects the interests and abilities of participants.

The following guidelines and principles will govern the program:

- Athletic programs shall be supervised by coaches who have the necessary training, experience and personal qualities to carry out the program.
- The safety and welfare of participants shall be of paramount importance.
- The school shall provide a program to meet the needs of its students within the limitations of the number of interested participants and available resources.
- Participation is a privilege, not a right. Whereas participation will be encouraged and maximized to the extent resources and safety will allow, it is recognized that the interscholastic program is designed to provide the opportunity for full development of the participant. Therefore, the program is not intended for the participation of all students but for those who are physically and emotionally capable of highly skilled competition. Under no circumstances is playing time guaranteed.
- The general objective of athletic competition is to win within the spirit of the rules. However, coaches must assume a key role in developing desirable social, emotional and personal skills and attitudes for all participants. They must insist on teamwork, ethical behavior, good sportsmanship and citizenship and instill in participants the desire and ability to win with a display of moderate self-esteem in winning and dignity and self-control in losing.
- The interscholastic program will be conducted per the letter and spirit of the rules and regulations of Eastside Catholic, the Metro League, the Washington Interscholastic Activities Association (WIAA) and the National Federation of State High School Associations.
- The athletic director is responsible for the development, administration and supervision of the athletic program with the support of the associate athletic director, coaches and other people a student may designate.
- The junior varsity and freshmen team activities have two major objectives: developing players for future varsity competitions and providing all students with a chance for contest experience. All athletes on a junior varsity or ninth-grade team should participate in as many contests as possible.
- The student body and the school community are directly affected by the athletes' behavior, attitudes and actions. Individually and collectively, athletes represent both themselves and their school. Therefore, they are expected to display exemplary conduct and any athlete who willfully performs or fails to perform any act that materially interferes with or is detrimental to the orderly operation of the program or welfare of their team or the school, is subject to discipline, suspension or dismissal by the coach, the athletic director or administration. Primary offenses that occur off-campus and/or at non-school-related activities, including, but not limited to, internet activity, may result in school consequences based on a significant disruption to student and/or overall, on-campus life.

- Any player, coach, parent, guardian or employee ejected from a contest will result in a three-game suspension following the date the ejection occurred.

Goals and Objectives of the Athletic Program

The primary goal of the athletic program is to establish championship programs while building values in our student-athletes and maintaining a program that will produce the most significant possible number of participants in each interscholastic sport. The team, participant, student body, school and the community are all important elements in attaining the objectives of the athletic program.

General Program Goals

1. To develop physical excellence and an understanding of the value of competition in our society:
 - through recognition of outstanding performances
 - by emphasizing the educational value of trying to win and learning to compete
 - by emphasizing sports differences from and similarities to everyday life situations
2. To develop good citizenship, character and respect for rules, organization and leadership by persistently teaching the principles of justice, fair play and good sportsmanship.
3. To promote and contribute to the goals of the total educational program:
 - through the development of physical fitness and a realization that a healthy body increases probable success
 - to emphasize the role of organized sport in an educational institution
4. To promote community interest and involvement in school activities:
 - by providing enjoyable experiences for participants and spectators
 - by establishing rules and standards for athletics that reflect appropriate behavior

Objectives for the Program

Team:

- Develop a team culture that follows our Core Covenants: True Competitor, Integrity, Accountability and Family
- Develop organizational criteria that will aid the coach in optimum management of the program
- Establish maximum and effective squad sizes based on facilities, equipment and availability of coaches
- Develop competitive goals that are consistent with the accomplishments desired

Participant:

- Follow our Core Covenants: True Competitor, Integrity, Accountability and Family
- Provide an opportunity for students to develop physical excellence and to provide an opportunity for competition based on their skill level
- Develop physical vigor and desirable habits in health, sanitation and safety
- Develop qualities of good citizenship by subscribing to the written and unwritten rules of sportsmanship
- Develop valuable personal qualities of responsibility, leadership, community and loyalty

Student Body and School Community:

- Follow our Core Covenants: True Competitor, Integrity, Accountability and Family
- Capitalize on the potential of athletics as an educational force
- Establish that control of and responsibility for the school athletic program rests entirely with the school administration
 - Establish the value of the athletic program in creating community unity and loyalty
 - Encourage commitments in support of athletics from the community

Athletics by Season

In addition to the courses offered in physical education, Eastside Catholic students involve themselves in a variety of athletic opportunities during three sports seasons. The sports played each season are:

Fall	Winter	Spring
Cross-country (coed) Football Golf (coed) Girls soccer Girls swimming Girls volleyball	Girls basketball Boys basketball Boys swimming Wrestling	Baseball Girls lacrosse Boys lacrosse Boys soccer Fastpitch softball Tennis (coed) Track (coed)

Cross country, football, swimming, track and wrestling are all no-cut sports, meaning that all students who turn out and meet all eligibility requirements will be offered the opportunity to participate.

Athletic Documents on File

Several necessary forms must be completed and filed in the Attendance Office before a student is eligible to practice or compete in interscholastic sports at EC. These forms are provided in the Online Student Packet and must be completed and submitted prior to August 1. In addition, all athletes need a current [WIAA Medical History and Physical form](#) on file in the Athletics Department. Physicals need to be completed every two (2) years.

- Athletes with long-term medical conditions noted in the Online School Packet need:
 - Medication authorization forms submitted to the Heath Room with a treatment plan from a licensed medical provider
 - Medications submitted to the Health Room/Trainer or licensed medical provider must include parent or guardian permission to self-carry while on campus and for all campus activities.
 - Written deferral of medication needs by parent or guardian submitted to Health Room

Medical Insurance

Students must be covered by medical insurance (furnished and paid for by the parent or guardian) to participate in interscholastic sports.

Student Standards for Interscholastic Athletic Eligibility

- *Philosophy of Standards of Eligibility*
In keeping with the belief that participation in activities is a privilege and not a right, certain eligibility standards have been established by the WIAA and Eastside Catholic. Standards of age, residence and season limitations promote fairness and equality of opportunity for all participants. Standards of scholarship, attendance and amateur standing promote educating youth and promoting activities as an integral part of the total educational process.
- *Student Eligibility Criteria*
All contestants must be eligible under the WIAA and Eastside Catholic rules to participate in interscholastic contests.
- *Eligibility to Participate*
No student shall be allowed to participate in an interscholastic contest unless they are appropriately cleared by the Athletics Department.
- *Players Eligible for Participation*
Only players who are currently eligible to participate in an activity shall appear at the contest in uniform and/or

occupy a position on the team bench.

- Any student participating in an activity shall be expected to attend all classes on the day of the activity. Any class absence on the day of an athletic contest or extracurricular event will cause the participant to be ineligible for that day's competition or event. If the athletic contest or extracurricular event is scheduled for a non-school day, the student must not be absent from any classes on the last school day before the competition or event.
- For purposes of the Athletic/Activity Attendance Policy, "in attendance" requires that the student is present at each class period. Illness is not an acceptable exception to the "in attendance" requirement.
- The following causes are acceptable reasons for exceptions, provided that reasonable proof (i.e., a note from a physician, dentist, etc.) is provided to the school on or before the day of non-attendance:
 - Scheduled medical or dental appointments
 - Medical, dental or family emergencies
 - Legal-related appointments
 - Any circumstances outside the reasonable control of the student
- Any student seen by a physician shall not be allowed to participate in their sport until a note from that physician clears the student for participation in their sport or activity. It is the parent's or guardian's responsibility to inform the school of their student's visit with a physician. The principal or student's designee may grant exceptions.
- *Academic Requirements for Athletics*

Since academic excellence is a priority at Eastside Catholic, students must meet grade requirements of a GPA of 2.0 or above, with no grades of "F," to be eligible to participate fully in Eastside Catholic extracurricular activities. Students earning a GPA below 2.0 or having an "F" grade in any class during the semester will be placed on probation (Fall) or become ineligible to compete or perform in all extracurricular activities during the subsequent grading period. There are no appeals.

 - FALL - A student will be placed on academic probation at the start of the fall sports season if they fail to meet the grade requirements after semester two of the previous school year. A student may raise a GPA by including in the average grade earned through an approved summer school course. However, any "F" earned may not be eliminated for eligibility purposes through summer school courses.
 - The probation period for high school students shall be from the end of the previous semester through the fourth (4th) Saturday in September.
 - If the student passes the minimum number of classes required above at the end of the probation period, the student may then be removed from probation.
 - If the student fails to meet the grade requirements (GPA above 2.0 and no grades of "F") at the end of the probation period, the student will be placed on academic suspension for three (3) weeks and will be ineligible for contests.
 - If a student meets the grade requirements at the end of the three (3) week suspension, the athlete will no longer be on academic suspension and will be eligible for contests as long as they remain in compliance with a school's regular monitoring of academic progress.
 - WINTER / SPRING - A student who fails to meet the grade requirements (GPA above 2.0 and no grades of "F") at the end of semester one shall be placed on academic suspension. Suspension is the first five (5) weeks of the succeeding semester. If the suspension period falls during a non-school week and the athlete is missing scheduled competition, the week may count toward the five (5) week suspension. If, at the end of the 5-week suspension, the student meets grade requirements, the suspension is lifted, and they will be eligible for competition. If they are not meeting grade requirements, the suspension will remain until they are meeting grade requirements and are cleared by the Athletic Director.

- A student who is not meeting grade requirements (GPA above 2.0 and no grades of “F”) at the end of the quarter will be ineligible to compete until action is taken to raise their grades to meet the grade requirements. They will become eligible only with the approval of the Athletic Director.
- Ineligible student-athletes will be allowed to participate in practices during academic suspension. At their discretion, the Athletic Director or Principal can pull athletes from practice to tend to their academics as needed.
- The Athletic Director will continue to monitor grades once a student-athlete has regained eligibility. If the athlete is not meeting grade requirements at any point in the semester, their ineligibility may be reinstated by the Athletic Director if deemed necessary.

Athletic Code for Eastside Catholic Students

Being an athlete is not a right, but a privilege that involves teamwork and self-discipline. Parents, guardians and coaches, along with the athletes themselves, compose that team. To have a successful team, certain regulations must be identified and understood by everyone. The Athletic Code at Eastside Catholic exists to provide specific guidelines to be followed by students who represent the school in athletics, in addition to any rules or policies established by Eastside Catholic for overall student conduct. We follow the specific requirements and penalties that the WIAA provides regarding drugs and controlled substances. Primary offenses that occur off-campus and/or at non-school-related activities may result in school consequences based on a significant disruption to student and/or overall, on-campus life. Athletics Department discipline consequences are in addition to any consequence received by a student as part of the general discipline guidelines of the school.

Primary Offenses, as determined by this Eastside Catholic Student and Family Handbook:

- **Primary Offense (Violation of Policy Against Use/Possession of Alcohol)**

First Violation (in-season):

A 15-calendar day athletic suspension will be imposed, beginning the day after the school confirms the violation. During the suspension, the student-athlete may not participate in any athletic contests (including jamborees or other pre-season events) and may not participate in at least the first two (2) consecutive official athletic contests. During the suspension, the student-athlete may “try out” and continue to practice. If a scheduled athletic contest is canceled (e.g., “rain-out”), the student-athlete will miss the canceled contest on the date it is played. If a canceled contest is not actually played, the student-athlete will be deemed to have met the suspension requirement for that contest.

First Violation (out-of-season):

If the school confirms the violation during any period (including summer break) where the student-athlete is not in the sports season, the athletic suspension will begin on the first day of the next ensuing season in which the student-athlete participates.

Second Violation (in-season):

A 60-calendar day athletic suspension will be imposed, beginning the day after the school confirms the violation. If less than 60 days remain in the student-athlete official WIAA “season,” the remaining period of suspension will be imposed on the student-athletes next ensuing season of participation. During the suspension, the student-athlete may not play in any athletic contests (including jamborees or other pre-season events). During the suspension, the student-athlete may “try out” and continue to practice. In the event of a scheduled athletic contest that is canceled (e.g., “rain-out”), the student-athlete will miss the canceled contest on the date it is actually played. If the canceled contest is not actually played, the student-athlete will be deemed to have met the suspension requirement for that contest.

Second Violation (out-of-season):

If the school confirms the violation during the period (including summer break) where the student-athlete is not in the sports season, the athletic suspension will begin on the first day of the next ensuing season in which the student-athlete participates.

Third Violation:

The consequences for a third offense will be the same as a second violation and may include such additional consequences as the school may elect to impose up to and including ineligibility for any future participation in school athletics.

- **Primary Offense: Possession, use or sale of legend drugs** (drugs obtained through prescription, RCW 69.41.020-050) and controlled substances (RCW 69.50):

First Violation:

A participant shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season. Ineligibility shall continue until the next sports season in which the participant wishes to participate unless the student accesses the assistance program outlined. To be eligible to participate in the following interscholastic sports season, the student-athlete shall meet with the School Eligibility Board, consisting of coaches and administrators selected by the principal, to request approval to participate. The School Eligibility Board will recommend to the principal appropriate action to be taken in the student-athlete's case. The school principal shall have the final authority regarding the student-athlete's participation in the interscholastic sports program.

A participant who seeks and receives help for a problem using legend drugs (RCW 69.41.010 identified substances) or controlled substances and controlled substance analogs (RCW 69.50.101 identified substances) shall be given the opportunity for assistance through the school and/or community agencies. In no instance shall participation in a school and/or community-approved assistance program excuse a student-athlete from subsequent compliance with this regulation. However, the student-athlete's successful utilization of such an opportunity or compliance with the athletic code may allow them to have eligibility re-instated in that athletic season, pending recommendation by the school eligibility authority.

Second Violation:

A participant who again violates any provision of RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic competition for one (1) calendar year from the date of the second violation.

Third Violation:

A participant who violates for a third time RCW 69.41.020 - 69.41.050 or RCW 69.50 shall be permanently ineligible for interscholastic competition.

- **Primary Offense (all others):**

First Violation (in-season):

An athletic suspension is for the period that a student-athlete is suspended from attending school, if any. At a minimum, the student-athlete may not participate in the next two (2) consecutive official athletic contests after the school confirms the violation. A student-athlete may not participate in any jamborees or other pre-season events until this requirement is met. The student-athlete may "try out" and continue to practice as may be allowed by the school president/head or the student-athlete's designee. If a scheduled athletic contest is canceled (e.g., "rain-out"), the student-athlete will miss the canceled competition on the date it is played. If the canceled contest is not held, the student-athlete will be deemed to have met the suspension requirement for that contest.

First Violation (out-of-season):

If the school confirms a student-athlete violation during any period (including summer break and during the student-athlete's sports season), the athletic suspension will begin on the first day of the following season in which the student-athlete participates and be of the duration as the school suspension served by the student-athlete.

Subsequent Violations:

The consequences for any subsequent violations will be the same as a first violation and may include such additional consequences as the school may elect to impose and include ineligibility for any future participation in school athletics.

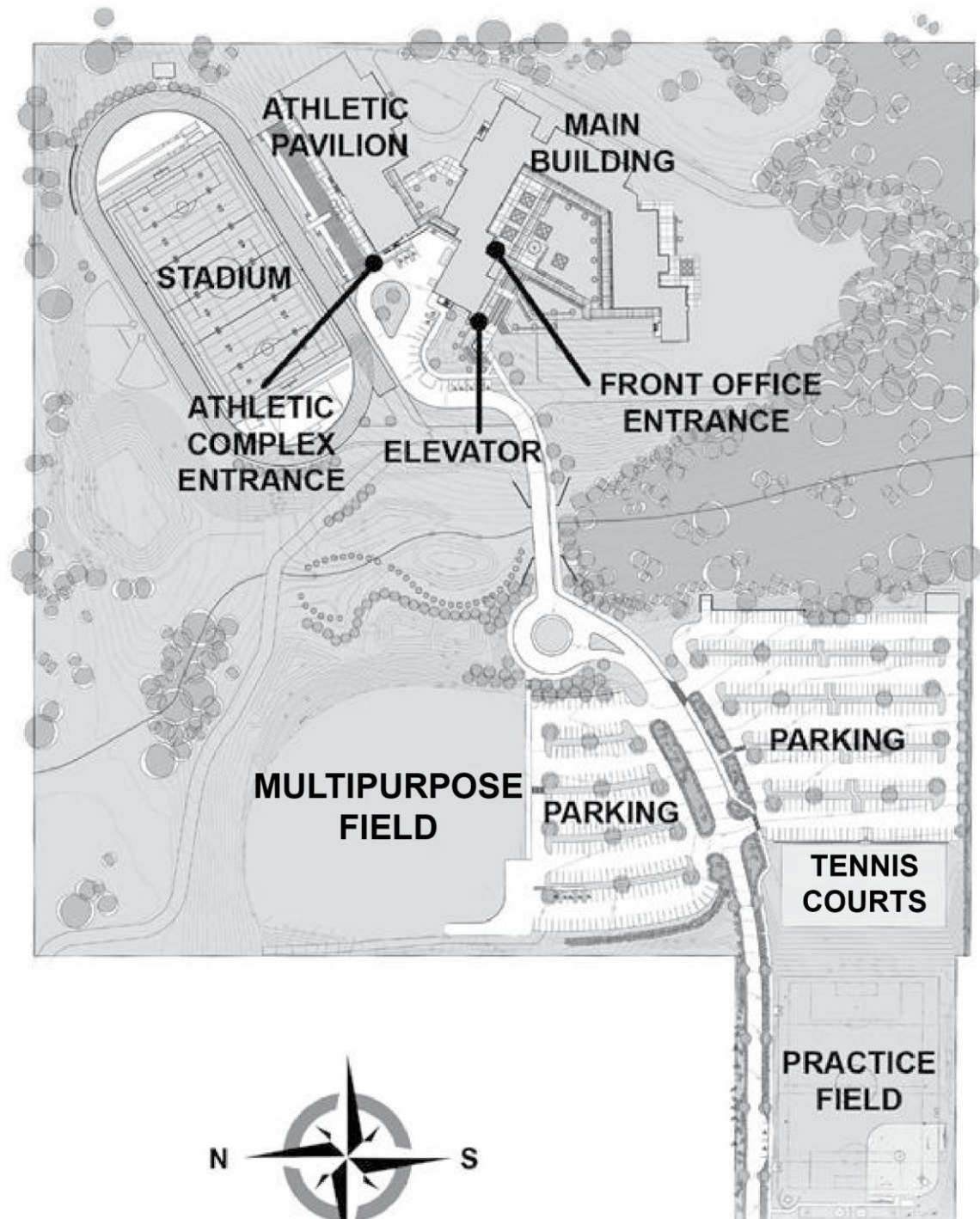
- **School Discipline**

Any athlete involved in conduct that results in the school imposing disciplinary action may be declared ineligible for the next interscholastic contest.

- **Coaches' Rules**
An athlete shall abide by specific written and verbal rules formulated by the coach responsible for a specific activity or athlete.
- **Athletic Trainer**
Eastside Catholic employs a certified athletic trainer who evaluates athletic injuries and the readiness of a student-athlete to participate physically in any school-sponsored game or practice. The final decision regarding participation in any athletic event because of physical injury rests solely with the athletic trainer. A doctor's note is required for athletic reinstatement after injury. Eastside Catholic retains the right to require a second medical opinion from a medical doctor of the school's choice and expense when evaluating the physical safety of a student-athlete's return to competition.
- **Transfer Students**
All transfer students are considered ineligible for varsity-level competition until all conditions for eligibility have been met with the WIAA. Athletic suspensions or probations that other schools have imposed on students transferring to Eastside Catholic will be honored.
- **Awards**
If an athlete is suspended during a sports season, the head coach may forfeit the athlete's privilege of earning a school letter, certificate or other school award.

Appendix

Campus Map



Eastside Catholic Parents/Guardians will:	Eastside Catholic School will:
<p>Parents/guardians will share with the school any educational, religious, cultural, medical or personal information that the administration, counselors, faculty and staff may need to serve their student best.</p>	<p>EC suggests effective ways for parents/guardians to support the education process for their student.</p>
<p>When concerns or questions arise regarding grades, sports or club participation, in a timely manner, students and parents/guardians should speak with each other first. Then students with parents/guardians should seek information directly from the school using the communication sequence outlined below:</p> <p>Step 1: Student communicates with faculty member, coach or staff member Step 2: Student and parents/guardians communicate with faculty member, coach or staff member Step 3: Student and parents/guardians communicate with principal or another school-employed administrator Step 4: Student and parents/guardians communicate with school president</p>	<p>Eastside Catholic employees are accessible to students and parents/guardians. When a concern or question is received, the employee will first ask if a conversation has occurred following the outlined steps to ascertain their role in the communication sequence.</p>
<p>All communications and interactions, whether by email, phone, in person, social media, other electronic or digital delivery or any other form of communication, will be respectful, with the intent being to best serve our students.</p> <p>EC expects parents/guardians to communicate information about their student through email, phone or in-person meetings. EC expects parents/guardians to respond to internal communication (i.e., that communication between school and parent/guardian) in a timely manner.</p>	<p>All communications and interactions, whether by email, phone, in person, social media, other electronic or digital delivery or any other form of communication, will be respectful, with the intent being to best serve our students.</p> <p>EC actively seeks to work effectively with its parent/guardian community. EC will continue to respond to messages within 48 hours or the next business day.</p>
<p>Families should seek information and keep up to date with EC news and announcements through general email communications, the EC This Week email, Canvas, SchoolMessenger and other communications generated by the school.</p>	<p>EC will communicate regularly via email, through published board of trustee meeting minutes, periodic announcements and communications via email or U. S. mail from the school administration.</p>
<p>Attendance at school is mandatory for full credit for any course. Please review the EC Attendance Policy located in the Student and Family Handbook and on PlusPortals. Families are expected to follow the school's scheduled holiday and vacation breaks as outlined in the annual school calendar so as not to compromise their student's academic success and required class time.</p>	<p>EC will continue to communicate with parents/guardians regarding any concerns surrounding attendance that may be damaging to the academic success of their student(s) and the school learning environment. Disciplinary consequences will result as outlined in the Attendance Policy.</p>
<p>All financial obligations shall be kept current or arrangements with the Business Services Office will be made immediately upon any changes in a family's financial circumstances that impact on the ability to meet financial commitments to EC.</p>	<p>EC will work with families to ensure delinquent financial obligations are communicated with respect and explore a mutually agreeable resolution.</p>
<p>Parents/guardians support their student's performance by:</p>	<p>EC faculty and staff will support each student's academic efforts and will give consideration in the final determination of a student's grades using their professional judgement.</p>

<ol style="list-style-type: none"> 1. Respecting teacher's professionalism and knowledge around content, assessments and classroom expectations. 2. Understand that faculty prepare meaningful lessons, give appropriate feedback and provide opportunities for students to learn. <p>With all consideration given to the above guidelines, the final determination of a student's grade lies with the professional judgement of the faculty member.</p>	
<p>Parents/guardians will not consume alcohol, nicotine or other drugs while on EC property including after school sporting events, except for private events where students are not present. Parents/guardians will not knowingly provide EC students with drugs or alcohol on or off campus.</p>	<p>EC will monitor behavior and investigate the use of any drugs and/or alcohol use by any student while at EC or an EC sponsored event. EC will support parents/guardians with needed support or treatment for their student.</p>

Acknowledging and agreeing to the expectations outlined in the EC Partnership with Parents & Guardians is required of all EC families for enrollment at Eastside Catholic School. If expectations are not met, EC administration will determine the best steps moving forward, which could include determining whether a family should remain at Eastside Catholic School.

School Spirit Information

School Colors

Navy blue and orange

School Mascot

Our school mascot is the Crusader named for the Knight from Chaucer's Canterbury Tales whose love of ideals were "chivalrie" (prowess), "trouthe" (fidelity), "honour" (reputation), "fredom" (generosity), and "curteisie" (good manners).



Our Fight Song

Catch the spirit Eastside Catholic,
The Crusaders won't be beat
Our opponents learn the lesson
As we push them to defeat.

Give 'em all we've got and then some!
They'll remember Eastside's name.
We're marching on to victory,
As Crusaders win this game!

Eastside Catholic Student Code of Conduct Agreement

The Student Code of Conduct outlines the specific rules, regulations and policies that all students at Eastside Catholic School must follow and obey. These essential policies are intended to ensure a positive learning environment and safe operation of our school, both of which are necessary for every student and teacher to be successful and to preserve the Eastside Catholic culture. Please read and initial each statement.

Student Initials

I agree to abide by the Student Conduct Expectations outlined in the Student and Family Handbook. I will consistently demonstrate respect for myself, others and Eastside Catholic School, adherence to the common good, commitment to personal growth and stewardship for the gifts that God has given us.

I agree to treat my fellow students, teachers and staff with the personal respect that they deserve and to refrain from any disrespectful activity, including harassment of any kind, bullying, intimidation, vandalism or willful destruction of other people's personal property.

I agree to follow the Eastside Catholic Dress Code and will wear appropriate clothing for the learning environment or school activity.

I agree to use technology responsibly and to follow all policies regarding the use of cell phones, laptops and other electronic devices.

I will obey all rules and guidelines concerning electronic communication between students, faculty, coaches and staff. I agree to obey all school regulations regarding the proper use of remote learning and other educational resources.

I have read the Social Media Guidelines for Students outlined in the Student and Family Handbook and I agree to use social media responsibly, refraining from posting any messages, audio, or video of a sexual, violent, racist or otherwise immoral nature or posts showing participation in behavior unbecoming an EC student. I will refrain from cyberbullying of other students or any other illegal or immoral online act. I understand that inappropriate use of social media platforms such as Instagram, TikTok, Facebook, Snapchat and X could impact my standing as an EC student.

Policies and Agreements Regarding School-Sponsored and Extracurricular Activities

I understand that inappropriate use of social media platforms such as Instagram, TikTok, Facebook, X and Snapchat could impact my eligibility to participate in school-sponsored or extracurricular activities.

I understand that participating in school-sponsored and extracurricular activities is a privilege, not a right. I pledge to demonstrate good citizenship, character and respect for rules, organization, and leadership in representing Eastside Catholic School, and to abide by the principles of justice, fair play and good sportsmanship.

As a member of a club or team, I will prioritize team or club goals over personal goals, follow team rules established by the coach or advisor, and positively influence the club or team's relationships.

If participating in a competition, I will respect decisions made by contest officials and judges and will treat them with respect before, during and after the contest.

I understand that my academic performance and discipline status will be significant factors in determining my eligibility to participate in school-sponsored or extracurricular activities.

I understand that possession or use of drugs or alcohol will impact my eligibility to participate in school-sponsored or extracurricular activities.

I understand that the school administration has the right to deny my participation in school-sponsored or extracurricular activities if, at any time or place, I bring discredit to the name, institution, or community of Eastside Catholic School.

I have read the Student Code of Conduct Agreement and understand that as a student at Eastside Catholic School, I am bound by the rules, regulations, and policies outlined in the code. By signing this agreement, I am committing to following the Eastside Catholic Student Code of Conduct and agree to abide by its rules, regulations and policies.

Student Name (printed)

Signature

Date

Eastside Catholic Academic Integrity Agreement

“Eastside Catholic expects students to maintain the highest standards of ethics and academic excellence. The integrity and success of our academic community is based on trust between the students and faculty. ‘Academic honesty violations’ (as defined below) destroy that trust and a student’s credibility. Academic honesty violations are attempts by the student to present, as their work, something that the student did not do. They are attempts to show possession of a level of knowledge or skill that the student does not possess. Such academic dishonesty cheats students of an authentic education; they rob themselves not only of general knowledge but also of the experience of learning how to learn.”

– EC Student and Family Handbook

Eastside Catholic expects that all students will abide by the community standards for learning with integrity. Ultimately, when we act in a way that compromises our academic integrity, we rob ourselves and our community of learning and tarnish relationships. Your unique ideas and engagement support and enrich the EC community. You, your teachers and your classmates deserve to be challenged, developed and enriched by your honest contribution and ideas.

Agreement:	Student Initials
I have read and understand what constitutes an academic honesty violation (outlined in the Student and Family Handbook).	<hr/>
I understand that any violations of academic honesty may impact my grades and eligibility for school-sponsored or extracurricular activities.	<hr/>
I understand that repeated violations of academic honesty may impact my enrollment at Eastside Catholic.	<hr/>
I understand that academic honesty violations can take many different forms, and I will be held responsible, whether I give or receive inappropriate help.	<hr/>

By signing this agreement, I am committing to contributing to my own learning with integrity and honesty. I will foster a trusting relationship between myself and the EC community through my academic efforts.

Printed Name

Signature Date