INTRODUCTION:
Eastside Catholic School Student and Family Handbook

Welcome to Eastside Catholic

Welcome to the 2026–27 school year! We are grateful to partner with you in your student's education and look forward to another year of academic growth, faith formation, service and community.

The Eastside Catholic Student and Family Handbook outline the policies, procedures and expectations that support a safe, respectful and successful learning environment. It also serves as a resource for understanding school operations and student life throughout the year.

This Handbook includes:

- Eastside Catholic Mission, Touchstones and Catholic Identity
- General Information and School Policies
- Academic Assessment - Information and Policies
- Student Conduct Expectations
- Athletics Information and Conduct Expectations
- Student Code of Conduct
- Academic Integrity Agreement
- Appendix, including the Parent and Guardian Partnership Agreement and school spirit information

All students and parents or guardians are expected to read this Handbook together, including the Parent and Guardian Partnership Agreement found in the Appendix.

Students will review and sign the Academic Integrity Agreement and Student Code of Conduct during Mentor Period. Signed agreements must be submitted by the published deadline. Failure to do so may result in a student being prohibited from attending classes or participating in extracurricular activities until all required documents have been submitted.

If you have questions about this Handbook or school expectations, please contact your student's principal.

- **Middle School Principal**
  Ashley Hylton
  ahylton@eastsidecatholic.org

- **High School Principal**
  Soonja Larsen
  slarsen@eastsidecatholic.org

Thank you for helping us uphold the values and expectations that make Eastside Catholic a welcoming, faith-filled community where every student can thrive.

2026-27 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.*

Table of Contents

Mission and Touchstones
Mission 6
Touchstones 6
Catholic Social Teachings 7

Behavior Expectations
To Be Statements: Living Out Our Mission..... 8

Attendance Policy..... 9

Student Conduct – Guidelines and Policies
Academic Integrity 13
AI Guidelines for Students..... 14
Assembly and Liturgy Expectations..... 15
Backpack Policy (Middle School)..... 15
Biking or Walking to School..... 15
Bus Safety and Rider Expectations..... 16
Chewing Gum..... 16
Cafeteria and Food-Related Expectations..... 16
Classroom Conduct..... 17
Dress Code..... 17
Non-Discrimination, Harassment and Bullying..... 20
Drugs, Alcohol, Nicotine, Vaping & Other Controlled Substances..... 21
Other Prohibited Student Conduct..... 22
Reporting and Response (Conduct-Related)..... 24
Respect for Shared Spaces 25
Technology Use & Digital Citizenship..... 25
School-Issued Laptop & Technology..... 26
Social Media 27
Technical Support..... 28
No Expectation of Privacy..... 29
Progressive Discipline (Level I, II, III)..... 29
Detention..... 30
Saturday School (High School Only)..... 31
Suspension..... 32
Probation and Behavior Contracts..... 32
Dismissal or Denial of Re-Enrollment..... 19
School Athletics & Senior Privileges..... 19

General School Information and Policies
Communications 40
Digital Platforms 40
Community Service Expectations..... 40
Student Life 41
Emergency Protocols 42
Health and Safety Information 43
Library 47
Personal Property..... 48
School Lockers..... 51

PE Lockers 51
Lost & Found..... 22
Parking and Driving on Campus..... 22
School Closures..... 24
Student Access and Campus Expectations..... 25
Video Surveillance Cameras..... 25
Visitors 26

Academic Assessment Information and Policies – Middle School
Academics 48
Academic Support 49
Middle School Daily Class Schedule 51

Academic Assessment Information and Policies – High School
Academics 52
Academic Scheduling 53
Academic Evaluation 54
Academic Support 57
Academic Accountability 57
Academic Coaching 58
Academic Recognition 58
High School Daily Class Schedule 60

1:1 Technology Program Overview
Program Mission 61
Program Learning Goals 61
Program Components 61
Monitoring Student Use 62
Installing Additional Software 62
Supporting Online Safety 63
Computer Usage at School 63
Caring for Your Computer..... 63
Computer Damage, Theft or Loss 64
Computer Warranty and Replacement Policy 65
Frequently Asked Questions 65

Athletics - Information and Conduct Expectations
Athletics Philosophy 67
Middle School Athletics Program..... 67
High School Athletics Program..... 68
Special Olympics – High School..... 68
Registration and Eligibility..... 68
Health and Safety..... 72
Student Athlete Expectations..... 74
Parent Partnership..... 76
Team Participation – Tryouts, Playing Time, Travel..... 79
Conduct and Discipline..... 81
Awards and Recognition..... 83
Athletics Resources 84
Athletics Department Staff..... 85
Athletics Operations and Fundraising..... 87

Appendix

Campus Map 90
EC Parent & Guardian Partnership Agreement 91
School Spirit 93
Student Code of Conduct Agreement 94
Academic Integrity Agreement 97

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 people.
- 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 Special Education 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:

1. Life and Dignity of the Human Person
2. Call to Family, Community and Participation
3. Rights and Responsibilities
4. Option for the Poor and Vulnerable
5. The Dignity of Work and the Rights of Workers
6. Solidarity (loving our neighbors)
7. Care for God's Creation

Behavior Expectations – The Values That Guide Us

At Eastside Catholic, a strong community helps each student become the best version of themselves. Our expectations are rooted in our Touchstones and reflect our commitment to creating a safe, respectful and caring learning environment for all. As members of the Eastside Catholic community, we choose to follow our "To Be Statements" and expectations in designated spaces.

To Be Statements: Living Out Our Mission and Touchstones

These expectations apply during the school day, at school-sponsored events, during extracurricular activities and to conduct, on or off campus, that impacts the Eastside Catholic community. Each student is expected to demonstrate respect for the rights, dignity and feelings of others, as well as for school and personal property.

Students are responsible for knowing and complying with the policies and expectations outlined in this Handbook.

Attendance Policy

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, whether excused or unexcused, can affect a student's ability to engage in the learning process and may impact academic performance. While grades provide evidence of academic achievement, attendance reflects participation in the full learning experience. Both are important components of coursework and earning course credit. Students are strongly encouraged to utilize Canvas and maintain communication with teachers when 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.

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 at 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.

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. on the day of the absence or tardy and on each subsequent day of an absence.

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.

Absences
All absences should be reported directly by a parent or guardian via email or voicemail by 7:45 a.m. on the day of the absence, if not before. Handwritten notes will not be accepted. Failure to report an absence will be considered unexcused and may result in disciplinary consequences.

Absence Due to Illness
Please keep your student(s) home if they have contracted any contagious illness. Inform the Attendance Office which will notify the school nurse. The school nurse may contact the family for further information. Absences that are not reported by a parent or guardian as listed previously will be unexcused. Unexcused absences may result in disciplinary consequences.

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 support team, which may consist of faculty and staff, 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 excuse a student.

The procedures for notifying the school of a prearranged absence along with the Pre-Arranged Absence Form are available in the Attendance Office and in the Family Information HUB on the school website under the All-School menu.

The Attendance Office must hear from a parent or guardian before a student's absence. Contact them via email at attendance@eastsidecatholic.org or leave a message at 425-295-3019 at least one week prior to the absence. Handwritten notes will not be accepted.

- Students are asked to email all teachers, their school counselor and copy their parent or guardian one week prior to the absence.
- The form (which includes a teacher confirmation table) must be completed between the student and each teacher AFTER the email has been sent (above), approximately one week prior to the absence. Teachers will sign the form when you speak with them in person. Do not hand the form in at the Attendance Office, it is yours to use for assignments.
- Students should schedule tutorials as needed for help with makeup work.
- A parent or guardian acknowledgement signature is required on the form.

Work should be submitted PRIOR to the absence unless otherwise stated by the teacher. Failure to follow the above policy may result in unexcused absences and any missed work or exams may not be accepted.

Excessive Absences

When a pattern of absences is identified, the school will contact a 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. If a pattern of missed classes, exams or EC programming (mentor, EC3 or tutorials) arises, parents, guardians and students will be contacted. Excessive absence policies are outlined below. Middle school students in high school credit courses follow the high school excessive attendance policy below.

Middle School Excessive Absence Policy

When students accumulate 16 absences in one class, they will be placed on an Attendance Contract. Total absences 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 school counselor to notify families.
2. Twelve (12) absences - Attendance meeting with student, parent or guardian, school counselor and dean of students or assistant principal.
3. Sixteen (16) absences - Meeting with student, parent or guardian, school 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 Excessive Absence Policy

When students accumulate 16 absences in one class, they will be required to petition for course credit. Documented medical conditions, family emergencies and other extenuating circumstances will be taken into consideration. Total absences 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 - A dean will email families to notify them.
2. Twelve (12) absences – Student Attendance Improvement Plan (SAIP) and meeting with student, parent or guardian, school counselor and dean of students.
3. Sixteen (16) absences - Petition for credit: student and parent or guardian will be contacted by the dean of students and school counselor to initiate their petition for credit and receive instructions.

Petitioning for credit is not a guarantee of credit retrieval. A student may still be required to retake a course in which they've accumulated 16 or more absences. If a petition is denied, credit will not be awarded, and the student will receive an "NC" on their transcript for the class/es.

When an unavoidable absence is due to illness or a family emergency, we will work closely with the student and family. If a student must petition for credit across multiple semesters, enrollment for the following school year may be placed on hold.

Excessive Petitioning and Absences:

- Students who accumulate 16 absences in a class after they have already petitioned **two times,** will be ineligible to petition for credit; credit will not be awarded, and students will receive a No Credit (NC) on their transcript for the class(es).
- Students who accumulate 24 absences in a class are automatically ineligible to petition for credit and will receive a No Credit (NC) for the class. Twenty-four (24) absences represent more than 30% of a semester-long class.

Senior Exception (Second Semester Only)

Seniors who petition for credit in second semester may be given a "Pass" on their transcript in lieu of a letter grade should their petition be denied. This will be decided at the discretion of the high school principal.

Tardies

All students who arrive after the start of the school day must report to the Attendance Office upon arrival. A tardy may be excused when a parent or guardian contacts the school via email or voicemail before the student arrives at school and the reasons meet the school's attendance guidelines. When a pattern of excessive tardies develops, the school will meet with students, parents or guardians to partner in supporting improved attendance. Disciplinary consequences for excessive or unexcused tardies may be applied.

Early Dismissal

Any early dismissal is considered part of our attendance policy and is monitored.

The procedure for early dismissal is:

- On the day of an early dismissal request, a parent or guardian must email the Attendance Office or leave a voicemail before **7:45 a.m.** Please note the school may be unable 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.
- Recurring early dismissal appointments require principal approval prior to the student's dismissal.

School Extracurricular Activity and Athletic Attendance Policy

Any student participating in an Eastside Catholic extracurricular or athletic event is **required** to attend all scheduled 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 to participate in that event.

Acceptable reasons for non-attendance include:

- Unavoidable medical, dental or family emergencies. Medical and dental appointments require the student to provide a note from the doctor's or dentist's office.
- Legal-related appointments
- EC-sanctioned event* (e.g., field trip or retreat)
- Any circumstances outside the reasonable control of the student

*Eligibility may be granted when appropriate documentation is provided to the school on or before the day of the event.

Mentor Period Attendance

Attendance and participation in Mentor Period are mandatory as this is an essential part of the school week. Mentor Period is designed to nurture faith, develop character and build school unity. This period is also the only time when students may receive information about programs and deadlines, including registration and upcoming events.

Attendance for EC3, Tutorial and Days with Special Schedules
Attendance is mandatory at EC3, Tutorial and special programming including, but not limited to, grade-level retreats, Peace and Justice Day and Safety Day. These programs and events are an important part of the Eastside Catholic experience and contribute to our faith, learning and 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 makeup. Please avoid scheduling appointments or other avoidable absences during this time.

Beginning in Quarter 2 of each school year, juniors and seniors who are in good academic standing (no grades of D or F and not on academic probation) 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. If students are not present for the tutorial period for which they registered, they will be considered unexcused and may be subject to disciplinary consequences.

Attendance Disciplinary Consequences
Disciplinary consequences for unexcused absences are as follows:

High School Unexcused Absences or skipping (one period or more)

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

Middle School Unexcused Absences or skipping (one period or more) and unexcused tardies

i. First offense – parent or guardian will be notified and/or student may serve detention.
ii. Subsequent offenses will result in parent or guardian meetings and attendance contracts if appropriate.

Unexcused Tardy (High School and Middle School)

i. Three (3) or more unexcused tardies in a single class per semester or six (6) unexcused tardies in all classes per semester will result in detention. Additional unexcused tardies may result in further disciplinary action.
ii. Students participating in athletics, clubs, performing arts, leadership or other extracurricular activities remain responsible for serving all assigned disciplinary consequences at the time they are scheduled by the Dean of Students. Disciplinary consequences take priority over practices, rehearsals, employment and other activities.

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

If a student believes there has been an error in the attendance record, it is the student's responsibility to resolve the issue with their teacher. Attendance issues must be resolved within two (2) school days of the occurrence. High school students who fail to resolve an attendance issue within two (2) school days may be assigned detention.

Student Conduct - Guidelines and Policies

Eastside Catholic is a shared community. Students are expected to conduct themselves in a manner that promotes a safe, respectful and welcoming environment for all members of the school community. The following expectations help maintain a positive learning environment and support the well-being of students, faculty, staff and visitors.

Academic Integrity

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 are built on trust between students and faculty. Academic integrity is essential to authentic learning because it demonstrates a student's own knowledge, skills and growth. Violations destroy that trust and undermine a student's credibility.

Students are required to read and sign the Academic Integrity Pledge at the beginning of each school year.

Academic Integrity Violations

Academic integrity violations occur when a student misrepresents work, knowledge or skills as their own or gains an unfair academic advantage through dishonest means. Such dishonesty undermines an authentic education and limits students' opportunities to gain knowledge and develop the skills to learn independently.

Academic integrity violations include, but are not limited to:

- **Plagiarism or misrepresentation of work**, including using another person's words, ideas or work without proper attribution; submitting work completed by another person; taking credit for group work when little or no contribution was made; or submitting previously completed work without teacher approval.
- **Copying or facilitating copying**, including copying another student's work, allowing another student to copy your work, sharing completed assignments or giving or receiving assessment questions or answers.
- **Unauthorized collaboration**, including submitting work that is expected to be completed independently unless otherwise directed by the teacher.
- **Unauthorized resources during assignments or assessments**, including notes, formulas, reference sheets, hidden materials, programmed devices, calculators, watches, computer programs or other aids not specifically permitted by the teacher.
- **Academic dishonesty involving technology**, including using the internet to plagiarize; using artificial intelligence tools, such as ChatGPT or generative AI technologies without teacher permission; using translation programs when prohibited; or using technology to assist another student in violating academic integrity.
- **Cheating during assessments**, including looking at another student's test, quiz or assessment or accessing unauthorized information during an assessment.
- **Interfering with the work of others**, including sabotaging, altering, destroying or otherwise preventing another student from completing their work.
- **Failure to follow teacher,** course or department-specific academic integrity expectations.
- **Any other misrepresentation of a student's authentic original and independent work.**

Academic Integrity Consequences

Students who commit an academic integrity violation will be referred to the Dean of Students or Assistant Principal for disciplinary action.

In addition to disciplinary consequences, academic integrity violations may result in partial or no academic credit (if a retake or alternate assignment is not completed) as determined by the classroom teacher or department policy. Students may also

be required to complete an alternative assignment, assessment or other learning activity to demonstrate mastery of the learning objectives. Completion of additional work does not guarantee full academic credit.

Academic integrity consequences are cumulative and may include the following:

First Reported Occurrence

- Meeting with the teacher and/or the dean of students or assistant principal.
- Parent or guardian notification.
- Middle School: detention and completion of behavior reflection.
- High School: Saturday School and completion of an academic integrity learning module.
- Failure to complete assigned consequences may result in additional disciplinary action.

Second Reported Occurrence

- Meeting involving the student, parent or guardian and the dean of students, assistant principal and/or principal.
- Written reflection addressing the violation and identifying steps for improvement.
- Additional disciplinary consequences, which may include detention, Saturday School (High School) or suspension.
- Possible limitations on participation in athletics, activities or school-sponsored events.

Third Reported Occurrence

- Meeting involving the student, parent or guardian and the dean of students, assistant principal and/or principal.
- Suspension from school.
- Implementation of a behavior contract and re-entry plan.
- Review by school administration regarding a student's continued enrollment and educational plan at Eastside Catholic.

Participation in Athletics and Activities

Participation in athletics, clubs, performing arts, leadership positions and other extracurricular activities is a privilege. Academic integrity violations may affect eligibility or participation in these programs in accordance with school polices and the expectations of the activity or team.

Coaches, activity advisors and other appropriate school personnel may be informed of repeated violations and may impose participation restrictions when appropriate. For example, a student-athlete may be restricted from competition or a student participating in an activity may be prohibited from attending a performance, event or competition.

Eastside Catholic may disclose disciplinary information including suspensions or expulsions or other disciplinary actions related to academic integrity when requested by colleges, universities or other educational institutions.

AI Guidelines for Students

AI As A Tool

Students are expected to use AI tools only to support learning, creativity and problem-solving. AI should enhance, not replace a student's own thinking, learning and original work. Students may 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.

- Using AI to generate content that is presented as one's own work without authorization or proper attribution is considered plagiarism.
- Using AI outside of the classroom or teacher policy is considered a violation of Academic Integrity.
- Students are responsible or understanding and following their teacher's expectations regarding AI use and should ask for clarification when those expectations are unclear.

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**
   Students should never enter personal or confidential information into AI systems. This includes their own or another person's full name, date of birth, home address, phone number, passwords, student identification numbers or other sensitive information.

Violations of these guidelines may result in disciplinary action, including the loss of technological privileges, academic integrity consequences or other appropriate disciplinary consequences.

Assembly and Liturgy Expectations

Assemblies and liturgies are an important part of the Eastside Catholic experience. They bring community together to celebrate our achievements, deepen our faith, be exposed to new ideas and enjoy shared experiences.

- Be respectful, accountable and kind.
- Listen attentively, participate appropriately and follow directions.
- Backpacks, food and chewing gum are prohibited during assemblies and liturgies.
- Cell phones, headphones and other smart devices are not allowed during an assembly or liturgy.
- Students should use the restroom before or after an assembly or liturgy.
- Students may leave an assembly or liturgy only in case of an emergency or with permission from a faculty or staff member.

Backpack Policy (Middle School)

Middle school students must keep their backpacks in their assigned lockers during the school day. Each middle school student is assigned a locker at the beginning of the school year.

Biking or Walking to School

Students who walk to school must use designated crosswalks and sidewalks.

Students who ride bicycles or e-bikes to and from school must exercise caution, wear a properly fitted helmet and follow all traffic laws, including riding in designated bike lanes. Eastside Catholic follows the City of Sammamish's regulations governing the use of e-bikes.

Bicycles and e-bikes must be parked and locked in the bike rack located in front of Building B near the ADA parking spaces. Eastside Catholic is not responsible for damage to, loss of or theft of bicycles or related equipment.

Bicycles and e-bikes may not be ridden on campus during school days.

Skateboards, scooters, rollerblades, hoverboards or other similar mobility devices are not permitted on campus at any time.

Bus Safety and Rider Expectations

All Eastside Catholic student behavior expectations apply while riding school transportation.

Student Expectations

- Riding an EC school bus is a privilege.
- Students **must** follow all directions provided by the bus driver.
- Students **must** be at the bus stop at least five minutes before the scheduled pick-up time.
- If students are waiting on the opposite side of the street when a bus approaches with amber lights flashing, they **must remain on the curb** until the bus comes to a complete stop. The driver will activate the red lights and indicate when it is safe to cross. Students **must cross in front of the bus where they remain visible to the driver.**
- Students waiting at a bus stop **must not approach the bus until** it has come to a complete stop and the driver has opened the door.
- If a stop is in a parking lot or outside the main traffic flow, students must remain on the curb until the bus comes to a complete stop and the driver opens the door.
- Students should maintain a conversational noise level. Yelling, screaming and other disruptive behavior are not permitted.
- Music may only be played with the driver's permission.
- Food is not permitted on the bus.
- Students must remain seated while the bus is in motion.
- Students must not distract the driver while the bus is in operation.
- Profanity, harassment, intimidation, vandalism, theft, disrespect toward others or any behavior that violates Eastside Catholic School's expectations for student conduct may result in disciplinary action.

Parent and Guardian Procedures

- If you arrive at the bus stop after the bus has stopped but is preparing to depart, you may flash your headlights to get the driver's attention. **If it is safe to do so** and the driver sees you, they may briefly delay departure to allow your student to board.
- Do not pull in front of a bus or attempt to block a bus from departing.
- If the bus has already begun moving, meet it at the next scheduled stop. Attempting to stop a moving bus is unsafe and may be illegal.

Consequences

Failure to follow bus safety expectations may result in disciplinary action, including:

- Detention
- Saturday School
- Suspension or revocation of bus privileges

Chewing Gum

Chewing gum is not permitted on campus to help maintain a clean campus environment.

Cafeteria and Food-Related Expectations

The cafeteria is a shared community space. Students are expected to treat cafeteria staff, fellow students and school facilities with respect while helping maintain a clean, safe and welcoming environment.

Eastside Catholic's cafeteria operator, No Junk, allows families to pre-fund student meal accounts for food purchases. These accounts are the property of the family that funds them and may only be used by the student to whom the account belongs unless prior permission has been granted by that student's parent or guardian.

Students are expected to:

- Follow directions given by cafeteria staff and school personnel.
- Use appropriate manners and demonstrate respect while waiting in line, purchasing food and eating.
- Clean up after themselves by sorting and disposing of trash, recycling and composting in the designated receptacles.
- Return trays, dishes and other cafeteria items as directed.
- Help maintain a safe and orderly environment for all members of the school community.

The following behaviors are prohibited:

- Pushing, shoving, cutting in line or other disruptive conduct.
- Throwing food, beverages, utensils or other objects.
- Misusing cafeteria equipment, furniture or supplies.
- Using another student's meal account without permission from that student's parent or guardian.
- Wearing or carrying blankets, backpacks, athletic bags or other large bags through the food service line or serving area.
- Ordering or accepting food deliveries from outside services, including DoorDash, Uber Eats and similar providers.

Students who forget their lunch may arrange for a lunch drop-off through the Attendance Office.

Failure to follow cafeteria expectations, including unauthorized use of another student's meal account, may result in disciplinary action, including detention, loss of cafeteria privileges, restitution for damages or other appropriate interventions.

Classroom Conduct

Teachers are the primary authority in the classroom and are responsible for establishing and maintaining an environment that supports learning. Students are expected to follow classroom expectations, school policies and the directions of faculty, staff and administrators.

Classroom discipline is intended to help students develop responsibility, respect and the habits necessary to contribute to a positive learning environment. Whenever possible, teachers will work with students to address concerns, reinforce expectations and support positive behavior while maintaining an environment conducive to learning.

Behaviors that may result in classroom or disciplinary consequences include, but are not limited to:

- Being unprepared for class
- Disrupting the learning environment
- Failing to follow directions
- Working on assignments for another class
- Violating the school’s Academic Integrity Policy
- Misusing technology
- Arriving late to class
- Failing to complete assignments
- Violating the dress code
- Lying or being dishonest
- Using inappropriate language, profanity or engaging in other disrespectful conduct

Teachers use a variety of interventions and consequences to support student growth, reinforce expectations and maintain a positive learning environment. These may include student conferences, reflection activities, communication with parents or guardians, referrals to Student Support Services, detention and other appropriate corrective actions.

If a student's behavior is serious, repeated or significantly disrupts the learning environment, the matter may be referred to the Dean of Students, Assistant Principal or another administrator for additional intervention and disciplinary action.

Dress Code

Eastside Catholic seeks to maintain a learning environment that reflects the dignity of each student and the school community. In partnership with families, we encourage students to make responsible choices in dress and appearance that promote respect, inclusion, safety and academic focus. While the dress code is not intended to regulate fashion trends, Eastside Catholic reserves the right to determine whether clothing, accessories or appearance are appropriate for the school environment. The administration's decision regarding dress code matters is final.

General Dress Code Expectations

Middle School Uniform Expectations

Middle school students are required to wear the approved Eastside Catholic uniform Monday through Thursday. Uniform apparel must be purchased through the school's approved uniform vendor and display the required Eastside Catholic logo.

Middle school uniform expectations include:

- Uniform polo shirts must be worn each day, including underneath approved uniform outerwear.
- Only approved uniform sweatshirts, sweaters and jackets may be worn as outer layers.
- Other Eastside Catholic sweatshirts, jackets or spirit wear items are not considered part of the daily uniform.
- Skirts, shorts and dresses must fall at least to mid-thigh.
- Solid-color leggings or tights may be worn under uniform items.

Information regarding approved uniform vendors and uniform resale opportunities will be communicated separately by the school.

Middle School Spirit Wear Fridays

On Fridays, middle school students may wear approved Eastside Catholic spirit wear or their regular uniform. Spirit wear must include an Eastside Catholic shirt or sweatshirt as the outermost layer. Bottoms do not need to be Eastside Catholic branded.

The following expectations apply during Spirit Wear Fridays, Free Dress Days and school-sponsored events:

- All logos, graphics, messages and writing on clothing must be school-appropriate.
- Clothing must fully cover the chest, sides and midsection and extend to at least mid-thigh. Tops must have shoulder straps.
- If wearing a hoodie, jacket, sweater or other outer layer, any visible clothing underneath must also comply with these expectations.
- Undergarments must not be visible.
- Pants, leggings, shorts, skirts and dresses must be free of holes or tears that expose skin above mid-thigh or reveal undergarments.
- Students are required to wear shoes at all times. Soft-soled slippers and shoes with wheels are not permitted.
- Specific classes may require additional safety-related attire, such as close-toed shoes for science labs or appropriate athletic footwear for physical education classes.
- Clothing or accessories that substantially disrupt the educational environment may be prohibited at the discretion of school personnel.

Middle School Liturgy Dress
The standard middle school uniform serves as liturgy dress unless otherwise communicated by the school. Students are not allowed to use free dress passes on liturgy days.

Middle School Uniform Purchasing Information
- Getting Started | Lands' End Kids (landsend.com)
- Our Parent Teacher Fellowship (PTF) offers gently used uniforms for purchase and periodically holds sales.

High School Daily Dress Code
- All logos, graphics, messages and writing on clothing must be school-appropriate.
- Clothing must cover areas from one armpit to the other armpit and extend to at least mid-thigh. Tops must have shoulder straps and fully cover the chest, sides and midsection.
- If wearing a hoodie, jacket, sweater or other outer layer, any visible clothing underneath must also comply with the dress code.
- Undergarments must not be visible.
- Pants, leggings, shorts, skirts and dresses must be free of holes or tears that expose private areas or undergarments.
- Students are required to wear shoes at all times. Specific classes may require additional safety-related attire, such as close-toed shoes for science labs or appropriate athletic footwear for physical education classes.
- Clothing or accessories that substantially disrupt the educational environment may be prohibited at the discretion of school personnel.
- Hats and hoods are generally permitted in common areas. Classroom expectations established by individual teachers supersede this guideline.
- Sunglasses may not be worn inside school buildings unless approved for medical reasons.

High School Professional and Liturgy Dress Days
On designated Professional and Liturgy Dress Days, students must adhere to both the regular dress code as well as the following expectations.

Examples of appropriate attire include dresses, skirts, blouses, collared shirts, dress pants and dress shoes.

The following items are not permitted:
- Jeans of any color
- Sweatpants or joggers
- Yoga-style pants
- Shorts
- Clothing with large logos or graphics
- Hats or hoods, unless worn for approved religious or health reasons

Additional expectations:
- Dresses and skirts should fall close to the knee.
- Tops must have sleeves and fully cover the shoulders and midsection.
- Pants must be free of holes or tears.
- Professional dress attire must be worn for the entire school day.

Culturally appropriate formal attire may be worn with prior administrative approval.

Dress Code Violations

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

High School: Students who do not meet dress code expectations may be asked to change, remove or replace the item in question.

Students will receive two warnings for standard dress code violations. The school may assign a detention upon the third and each subsequent dress code violation.

Because Professional and Liturgy Dress Days are planned and communicated to students and families, violations of the Professional and Liturgy Dress Day expectations may result in detention without prior warning.

Consequences for dress code violations may include:

- Warning and correction of the violation.
- Parent or guardian contact.
- Detention.
- Loss of privileges related to specific clothing items.
- Additional disciplinary consequences for repeated violations.

Repeated violations the dress code may be required to meet with school administration and their parent or guardian and may be placed on a behavior contract.

The Eastside Catholic administration reserves the right to make final determinations regarding dress code compliance and to approve any exceptions or deviations from these expectations.

***Parent and Guardian Note*:** Eastside Catholic believes it is the school's responsibility to establish dress code expectations and the responsibility of students and families to support them. We appreciate our partnership in helping students make choices that reflect respect for themselves, others and the learning environment.

Non-Discrimination, Harassment and Bullying

Consistent with our mission as a Catholic school and our belief in the inherent dignity of every person, Eastside Catholic is committed to maintaining a safe, respectful and inclusive educational environment free from discrimination, harassment, intimidation and bullying.

Eastside Catholic does not tolerate discrimination or harassment based on race, ethnicity, disability, gender, socioeconomic status, national origin, religion, sexual orientation or any other protected or distinguishing characteristic. This expectation applies to all members of the school community, including students, employees, volunteers, visitors, parents and guardians.

Harassment includes unwelcome verbal, written, visual, physical or online conduct that targets or demeans an individual or group. Harassment may include comments, slurs, jokes, innuendos, gestures, threats, cartoons, pranks, social exclusion, physical conduct or other behavior that intimidates, humiliates or creates fear or discomfort.

Harassing conduct is prohibited when it interferes with a student's educational experience, limits a student's ability to participate fully in school life, creates an intimidating, hostile or offensive environment or otherwise disrupts the learning community. Harassment may occur in person, through electronic communication or by other forms of communication.

Eastside Catholic also prohibits retaliation against any individual who, in good faith, reports discrimination, harassment, intimidation, bullying or sexual harassment or participates in an investigation.

Bullying, Harassment and Intimidation

Harassment, intimidation or bullying is any intentional written, verbal, physical or online behavior that:

- Physically or emotionally harms another person;

- Damages another person's property;
- Interferes with a student's education;
- Creates an intimidating, threatening, hostile or offensive environment; or substantially disrupts the orderly operation of the school.

Such behavior may be motivated by race, ethnicity, religion, disability, gender, sexual orientation, socioeconomic status, physical appearance, clothing, gender identity or any other distinguishing characteristic.

Bullying, harassment or intimidation can take many forms, including slurs, rumors, jokes, innuendos, demeaning comments, gestures, threats, physical aggression, social exclusion, online behavior or other written, verbal or physical acts.

Nothing in this policy is intended to prohibit the respectful expression of religious or philosophical viewpoints, provided such expression does not substantially disrupt the educational environment or infringe upon the rights of others.

Sexual Harassment
Eastside Catholic is committed to maintaining a learning and working environment free from sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors or other verbal, written, online, visual or physical conduct of a sexual nature that interferes with a person's educational experience, creates an intimidating, hostile or offensive environment or otherwise affects a person's ability to participate fully in school life.

Sexual harassment may occur between students, employees, volunteers, parents, guardians or visitors and will not be tolerated.

Any person who experiences, witnesses or becomes aware of possible sexual harassment should promptly report the concern to a Dean of Students, Assistant Principal, Principal or another appropriate school employee. Reports will be taken seriously, investigated appropriately and addressed through educational, restorative, disciplinary or legal measures, as warranted by the circumstances.

Retaliation against any individual who reports sexual harassment or participates in an investigation is prohibited and may result in disciplinary action.

Respect for Vulnerable Students
All students are expected to demonstrate particular care, respect and inclusion toward students who may be more vulnerable, including students in the Options Program.

Students may not intimidate, manipulate, mock, exploit or encourage inappropriate behavior by students who may have difficulty recognizing social boundaries or advocating for themselves. This includes the use of profanity, offensive language, slurs, inappropriate gestures, rumors or other conduct that takes advantage of another student's vulnerability.

Students may not photograph, record, post or share images or videos of any student without that student's permission. Particular care must be taken with students who may be unable to provide meaningful consent. Additional information regarding photography and recording is provided in the Personal Technology section of this handbook.

Drugs, Alcohol, Nicotine, Vaping and Other Controlled Substances

Eastside Catholic is committed to promoting the health, safety and well-being of all students. The use of alcohol, nicotine, marijuana, vaping products, non-prescribed drugs and other controlled substances can have serious physical, emotional and academic consequences. Because early intervention is critical, Eastside Catholic seeks to identify and address concerns related to substance use as soon as possible.

Prohibited Conduct
Students may not possess, use, buy, sell, distribute, transmit, be under the influence of or attempt to obtain alcohol, marijuana, nicotine products, vaping devices, non-prescribed drugs, drug paraphernalia or other controlled substances while on school property, at school-sponsored activities, on school transportation or during any school-related event.

- Possession includes prohibited substances or paraphernalia in a backpack, purse, wallet, locker, desk, vehicle or on one's person.
- Possession of a quantity of a controlled substance that reasonably suggests distribution may be treated as intent to distribute.

Eastside Catholic is a tobacco-, nicotine-, smoke- and vape-free campus. Smoking, vaping or using any substance intended for inhalation is prohibited on campus and at all school-sponsored activities.

Investigation and Testing
Eastside Catholic reserves the right to investigate concerns regarding possession, use or impairment and may conduct searches consistent with school policy.

When there is reasonable suspicion that a student may be under the influence of alcohol, marijuana, nicotine or another controlled substance, the student will be referred immediately to the Dean of Students, Assistant Principal or Principal. Reasonable suspicion may include, but is not limited to, the odor of alcohol or drugs, impaired coordination, unusual behavior, reddened eyes, unexplained drowsiness, memory impairment or other observable indicators of possible substance use.

Eastside Catholic may utilize available detection methods, including law enforcement support, trained detection dogs, alcohol or drug screening devices or referral for testing through an approved medical provider when deemed necessary.

Consequences for Substance-Related Violations
Students suspected of violating this policy will be referred immediately to school administration for investigation.

If possession, use or impairment is confirmed:

- The student may receive a suspension of up to five school days, depending on the severity and circumstances of the violation.
- Before returning to school, the student must provide documentation that a professional substance-use assessment has been scheduled with a licensed assessment agency. In some cases, the school may require the assessment to be completed before the student returns.
- The student and parent(s) or guardian(s) must authorize the release of assessment recommendations to Eastside Catholic and agree to follow the recommendations.
- If permitted to return, the student will be placed on a behavior contract outlining the conditions of continued enrollment.
- The student and family will meet with the school counselor and may be required to participate in ongoing support and monitoring.

Failure to complete the required assessment process or comply with the conditions of return may result in dismissal from Eastside Catholic.

Evidence of selling, distributing or possessing controlled substances with intent to distribute may result in immediate dismissal from Eastside Catholic.

Drug-Free Zone
The area surrounding Eastside Catholic is designated as a Drug-Free Zone under applicable law. Drug- and alcohol-related

offenses committed within a Drug-Free Zone may be subject to enhanced legal penalties.

Other Prohibited Student Conduct

Gang Activity

Eastside Catholic does not permit gang activity or gang-related behavior on campus, at school-sponsored activities or in any conduct that significantly impacts the school community. Students who knowingly participate in gang activity may be subject to suspension, dismissal, referral to law enforcement or other disciplinary action as determined by the school.

Hazing

Eastside Catholic prohibits hazing in any form.

Hazing is any act, whether physical, verbal, online or social, that is committed against a person or coerces a person to participate in an activity that creates a substantial risk of physical, emotional or psychological harm as a condition of initiation into, affiliation with, membership in or participation in any group, team, club or organization.

Consent is not a defense against hazing. This policy applies to conduct occurring on or off campus and during or outside of school hours.

Examples of hazing include, but are not limited to:

- Physical acts or activities that cause or create an unreasonable risk of injury or harm.
- Requiring or encouraging the consumption of alcohol, drugs, nicotine products, food, liquids or other substances.
- Activities that cause humiliation, embarrassment, intimidation, isolation, harassment or significant emotional distress.
- Requiring participation in illegal acts or conduct that violates school policies or expectations.
- Any activity that compromises a student's health, safety, dignity or well-being.

Students, employees, coaches, volunteers and other members of the Eastside Catholic community may not plan, direct, encourage, participate in, permit, condone or ignore hazing.

Reports of hazing will be investigated promptly. Students found responsible for hazing will be subject to disciplinary action, up to and including suspension, dismissal and referral to law enforcement when appropriate.

Identity-Based Slurs

Consistent with our mission and commitment to creating a safe and welcoming community, Eastside Catholic prohibits the use of identity-based slurs.

Identity-based slurs are offensive or derogatory words, phrases or language directed toward or referencing a person's race, ethnicity, religion, disability, gender, gender identity, sexual orientation or other protected characteristics.

The use of identity-based slurs harms individuals and undermines the dignity, belonging and safety of our community. Students who engage in such conduct may be subject to disciplinary action, educational interventions, restorative practices or other consequences as determined by the school.

Public Displays of Affection

Public displays of affection that are disruptive, excessive or inappropriate for the school setting are prohibited on campus, at school-sponsored activities and during other school-related events, regardless of gender or relationship. Determinations regarding appropriateness will be made by school personnel based on the circumstances and setting.

Vandalism
Vandalism is the intentional destruction, damage, defacement or misuse of property. Examples include, but are not limited to, writing on walls, lockers, desks or school property; damaging equipment, furniture or facilities; or engaging in pranks that result in damage to property.

This policy applies to school property as well as the property of students, employees, visitors and members of the Eastside Catholic community.

Students responsible for vandalism may be required to make financial restitution for damages and may be subject to disciplinary action. Because vandalism may also violate criminal law, law enforcement may be notified when appropriate.

Weapons
To maintain a safe learning environment, students may not possess, use, display, threaten to use or transfer any weapon or dangerous instrument on school property, at school-sponsored activities, on school transportation or in vehicles located on school property.

Prohibited items include, but are not limited to, firearms, explosives, knives, look-alike weapons, or any item used or intended to be used as a weapon or any object that could reasonably be used to threaten, intimidate or cause harm to another person.

Any student found in violation of this policy will be referred immediately to school administration and may be subject to disciplinary action, up to and including suspension, dismissal and referral to law enforcement.

Reporting and Response
Eastside Catholic encourages students to speak up when they experience, witness or become aware of behavior that may threaten the safety, well-being or dignity of themselves or others. Prompt reporting allows the school to respond appropriately and helps maintain a safe, respectful school community.

Students are encouraged to report concerns involving bullying, harassment, discrimination, intimidation, threats, safety concerns, inappropriate conduct or other violations of school policy.

Students may report concerns by:

- Speaking with a trusted adult, such as a teacher, mentor teacher, coach, counselor, Dean of Students, administrator, staff member or parent or guardian.
- Submitting a report through the Eastside Catholic Anonymous Safety and Security Tipline at:

tipline.eastsidecatholic.org

Students using the tipline are encouraged to provide as much information as possible, including who was involved, what occurred, where and when the incident took place. Reports may be submitted anonymously; however, providing contact information may assist school personnel with follow-up and investigation.

All reports are reviewed by the appropriate school personnel and investigated as warranted by the circumstances. Depending on the nature, severity and frequency of the conduct, Eastside Catholic may respond with education, restorative practices, counseling, disciplinary action, behavior contracts, suspension, referral to law enforcement or other appropriate interventions.

False reports, intentionally providing misleading information during an investigation or retaliating against an individual who makes a good-faith report, are violations of school policy and may result in disciplinary action.

Respect for Shared Spaces

Eastside Catholic School's campus is a shared community environment. Students are expected to help maintain a clean, safe and welcoming campus by treating school facilities, equipment and common areas with care and respect.

This expectation applies to all shared spaces, including hallways, classrooms, common areas, cafeterias, restrooms, locker rooms, athletic facilities, parking areas and outdoor spaces.

Students are expected to clean up after themselves, dispose of trash properly, respect the property of others and use school facilities appropriately. Conduct that damages, misuses or disrupts shared spaces or creates an unsafe environment may result in disciplinary action and, when appropriate, restitution for damages.

Technology Use & Digital Citizenship

Technology Philosophy

Access to Eastside Catholic technology resources is a privilege, not a right. Technology resources are provided to support learning, communication, collaboration and the mission of Eastside Catholic. Students are expected to use technology responsibly, ethically and in a manner consistent with the school's values and expectations.

While Eastside Catholic takes reasonable steps to provide safe and secure access to technology resources, the school cannot guarantee the accuracy, availability or appropriateness of information obtained through the internet or external sources. Students and families assume responsibility for the use of technology resources and understand that access may be restricted, suspended or revoked for violations of school policies.

Student conduct involving technology, whether on or off campus, may result in disciplinary action when it violates school policies, conflicts with the values of the Eastside Catholic community, impacts the school environment or infringes on the rights of others.

Communication Through Technology

Communication between students and school personnel must occur through approved school platforms, including Eastside Catholic email, Canvas and Microsoft Teams.

Faculty, staff, coaches and volunteers follow Archdiocesan policies regarding communication with minors and may not communicate with students through personal email accounts, personal text messages or personal social media accounts.

Personal Technology

Personal electronic devices may be used only as permitted by school policy, classroom expectations or approved student accommodations.

Students may not:

- Photograph, record or post images, videos or audio of teachers, staff or students without their knowledge and permission.
- Photograph, record or post images or videos of students in the Options Program without prior school authorization.
- Use personal electronic devices in a manner that disrupts learning, interferes with school operations or violates another person's privacy.

Students with approved accommodations may use assistive technology as outlined in their student accommodation plan. Eastside Catholic is not responsible for the loss, theft or damage to personal electronic devices.

Cell Phone Expectations

- **Middle School:** Cell phones and other personal communication devices must remain in student lockers throughout the school day and may not be used until the final dismissal bell. Smartwatches and similar devices may not be used for texting, calling**,** messaging, internet access or other communication during the school day.

- **High School:** Cell phones may not be used during classes, Mass or assemblies. Students must place phones in designated classroom locations or keep them put away as directed by the teacher. This expectation applies during classes, Mentor, EC3 and Tutorial. Students may not retrieve phones during restroom or hallway breaks.

Earbuds and headphones may be used only when expressly permitted by the teacher for instructional purposes. At all other times, they must be put away.

Violations of these expectations may result in disciplinary actions, including the temporary loss of cell phone or personal technology privileges.

School-Issued Laptop and Technology

School-issued technology resources are provided to support learning and school-related communication. Students are expected to use their assigned devices responsibly and in accordance with Eastside Catholic policies. Students are expected to share their computer password and their work in OneNote, Canvas and other school-approved programs with their parent(s) or guardian(s). Any technology-related misconduct is subject to the school's disciplinary policy.

Student Responsibilities

Students are expected to care for and properly maintain their school-issued laptop and use technology responsibly.

Students must:

- Handle their laptop carefully and keep food and beverages away from all devices.
- Keep their device charged and clearly labeled.
- Use only their assigned school-issued device and be logged into their school-issued account while using school technology during the school day. Use of personal accounts, administrative accounts or other unauthorized accounts is prohibited.
- Students are expected to share their computer password with their parent(s) or guardian(s) upon request while otherwise keeping usernames and passwords confidential. All activity on a student's assigned computer is traceable, and students are responsible for all activity conducted on their computer and under their accounts.
- Change their password at least once each school year. More frequent password changes are encouraged to help maintain account security.
- Use only school-approved software, applications, websites and browser extensions. Unauthorized software, applications, browser extensions or other programs may not be installed or used on school devices.
- Use technology for educational purposes during the school day. Messaging, gaming, social media, streaming and other non-educational activities are prohibited unless specifically authorized by a teacher for instructional purposes.
- Use their Eastside Catholic email account only for school-related communication and academic purposes.
- Follow all technology expectations during remote learning. Students participating in remote instruction are considered to be attending school during the instructional day and are expected to comply with all school technology policies.
- Address technical issues promptly and honestly.
- Refrain from touching or using another student's laptop without permission.

Technology Security

Students may not:

- Use Virtual Private Networks (VPNs) or any other tools intended to bypass school network monitoring, internet filters, security systems or device management software.
- Intentionally bypass, disable, interfere with or attempt to circumvent school technology systems, security measures, monitoring tools, internet filters or device management software.

Students who misuse technology, access unauthorized programs, install prohibited software, use unauthorized accounts or attempt to bypass school technology safeguards may face disciplinary action, including loss of technology privileges, detention, suspension or other disciplinary consequences as deemed appropriate by the school.

Prohibited Technology Use
Students may not use technology, school accounts, school networks or school-owned devices in a manner that is harmful, unlawful, disruptive, dishonest or inconsistent with the Eastside Catholic mission and Touchstones.

Prohibited uses include, but are not limited to:

- Bullying, harassing, threatening, humiliating or intimidating others.
- Creating, accessing, storing or sharing violent, sexually explicit, discriminatory, illegal or otherwise inappropriate content.
- Violating school technology expectations, classroom technology rules or Eastside Catholic technology policies.
- Using technology for illegal activities, including hacking, fraud, phishing, identity theft, scams or unauthorized access to systems or accounts.
- Accessing, altering, copying, printing, sharing or otherwise using another person's files, accounts or information without permission.
- Bypassing internet filters, monitoring systems, security controls or other school technology safeguards, including using VPNs or similar tools.
- Attempting to circumvent anti-cheating, plagiarism-detection or other academic integrity systems.
- Using school technology resources to promote partisan political activity outside the context of approved coursework, educational discussion or age-appropriate civic engagement.
- Using school technology resources to express, promote or encourage discriminatory, hateful or derogatory content directed toward individuals or groups.
- Installing, downloading or using unauthorized software, applications, extensions or programs.
- Violating copyright, trademark, licensing or intellectual property laws.
- Altering computer systems, settings, programs, peripherals, security features or accounts without authorization.
- Damaging, misusing, interfering with or attempting to disrupt school technology equipment, systems or networks.
- Stealing equipment, data, digital information or technology resources.
- Engaging in forgery, plagiarism, academic dishonesty or cheating through electronic means.
- Concealing one’s identity, impersonating another person, creating fake accounts or engaging in deceptive online activity.
- Sending anonymous messages, chain messages, spam or other unauthorized mass communications.
- Sharing passwords, using another person's account or allowing another person to use your account.
- Violating or attempting to circumvent school security measures.
- Using technology in any manner that compromises the safety, security, educational purpose or effective operation of Eastside Catholic technology resources.
- Wearing AI-enabled smart glasses (such as Meta Smart Glasses), at any school-related function, on or off campus.

Social Media

Social media platforms such as Instagram, TikTok, Facebook and Snapchat should never be used by students for illegal or unethical purposes, either on or off school grounds.

Prohibited behaviors include, but are not limited to:

- Bullying, including comments or media intended to harass, intimidate or humiliate others.

- Derogatory or defamatory language targeting other students or school personnel.
- Creating, sharing or promoting sexually explicit, profane, lewd, indecent, illegal content.
- Sharing or producing nude or sexually suggestive images or videos, including altered or AI-generated content.
- Posting content of a violent, racist, or sexually inappropriate nature, including messages, videos or recording.

Improper use of social media by Eastside Catholic students will be taken seriously. Any behavior violating these guidelines may be reported to the appropriate authorities and may result in school disciplinary action including detention, suspension or dismissal.

An Eastside Catholic student's conduct, including use of social networking sites on or off campus, that brings discredit upon the school or conflicts with the values of Eastside Catholic, violates civil law or infringes upon the rights of others, is grounds for disciplinary action, including detention, suspension or dismissal.

All official social media use to promote Eastside Catholic programs, clubs and activities must be coordinated through the Marketing and Communications Department.

Guiding Principles for Student Social Media Use
Everything you post reflects your character.

Your online presence, including photos, videos and comments—reflects who you are. Make sure it aligns with your values and Eastside Catholic School's mission.

- **Use Social Media Responsibly:** Social media can be used to share your interests, achievements and community involvement. Colleges, employers and scholarship committees may review your online presence. Post content that reflects good judgment and character.
- **Be Accountable for What You Share:** Whether you create, repost or comment, you are responsible for it. Freedom of expression does not eliminate personal responsibility or consequences.
- **Think Before You Post**: Once posted, content can be copied, shared and saved—even if you delete it. Assume anything you post may become public.

Examples of Acceptable Social Media

- **Personal branding:** Sharing posts that reflect your interests, character and commitment to growth and learning
- **Supporting others:** Celebrating classmates' achievements, expressing school spirit and showing kindness and encouraging others
- **Sharing news and appropriate humor:** Posting interesting articles, educational content or respectful humor
- **Meaningful engagement:** Following and respectfully interacting with public figures, organizations, athletes or mentors while upholding Eastside Catholic values.

Technical Support

Students are responsible for promptly addressing technical issues that may affect their ability to complete or submit schoolwork on time.

Before contacting the Information Technology Department, students should first consult the Eastside Catholic Help Desk Knowledge Base and Student and Parent FAQs. If additional assistance is needed, students should visit the IT Help Desk in the library or email ITSupport@eastsidecatholic.org.

Reports of technology problems will be investigated and addressed in a timely manner. Students who intentionally damage technology, falsely report or misrepresent technical problems or claim technology issues to delay or avoid schoolwork may be subject to disciplinary action.

No Expectation of Privacy

Students should have no expectation of privacy when using Eastside Catholic technology resources, including school-owned devices, school accounts, email systems, networks, internet access and other school-provided technology services ("EC Systems").

Teachers and school personnel may use classroom management and monitoring software to monitor activity on school-issued devices and accounts. Eastside Catholic also reserves the right to monitor, review, access, retain and investigate information created, transmitted, received, stored or accessed through EC Systems. This includes internet activity, electronic communications, files, documents, images and other digital content.

While Eastside Catholic supports the appropriate and responsible use of technology, the privacy of electronic communications, including email, cannot be guaranteed.

The school may inspect and review the contents of any device used on campus or used to access EC Systems when there is a legitimate educational, safety, security, operational or disciplinary reason to do so.

Eastside Catholic may access information created, stored, transmitted, received or accessed through EC systems at any time, with or without prior notice.

Students who use passwords, passcodes or other security measures to protect devices, files, accounts or information covered by this policy must provide access upon request by school administration. Failure to provide requested access may result in disciplinary action.

By using Eastside Catholic technology resources, students and families acknowledge and accept these conditions.

Progressive Discipline (Level I, II, III)

When students do not meet conduct expectations, Eastside Catholic uses a progressive discipline model that seeks to teach, restore and support positive growth. Consequences are intended to be educational and responsive to the nature, frequency, severity and impact of the behavior, as well as the student's age, developmental level and prior conduct history. Consequences may include reflection, restorative action, detention, Saturday School, suspension, probation, behavior contracts, denial of re-enrollment, dismissal or referral to law enforcement.

Students are responsible for knowing and completing all assigned disciplinary consequences in a timely manner. Students with outstanding detentions, Saturday School obligations or unresolved disciplinary matters may lose privileges, including eligibility for early release, extracurricular participation or other school activities.

Level I: Minor Conduct Violations

Level I behaviors are those that negatively affect the learning environment, community expectations or the rights of others.

Examples include, but are not limited to:

- Disruptive behavior in class, hallways, lunch or school events
- Inappropriate language or profanity
- Failure to follow classroom or school expectations
- Minor disrespectful behavior
- Not respecting others' space or belongings
- Minor technology misuse
- Dress code violations
- Other minor conduct concerns

Possible interventions and consequences may include:

- Conversation with a teacher, staff member, counselor, dean, assistant principal or principal
- Behavior reflection
- Parent or guardian communication
- Lunch detention, after-school detention or other assigned consequences
- Restorative action, when appropriate

Repeated Level I behaviors may be treated as Level II behavior.

Level II: Significant Conduct Violations

Level II behaviors are more serious or repeated behaviors that require a higher level of intervention, reflection and support.

Examples include, but are not limited to:

- Repeated Level I behaviors
- Defiance or disrespect toward a faculty or staff member
- Significant classroom disruption
- Academic Integrity violations
- Skipping class or leaving a designated area without permission
- Chronic tardiness or repeated attendance-related concerns
- Misuse of technology, cell phones, laptops or school systems
- Theft or misuse of another student's property or account
- Roughhousing or unsafe behavior
- Inappropriate public displays of affection
- Repeated dress code violations
- Conduct that negatively impacts school safety or community expectations

Possible interventions and consequences may include:

- Referral to the dean of students, assistant principal or principal
- Parent or guardian communication or conference
- Behavior reflection or learning module
- Detention, multiple detentions or Saturday School
- Loss of privileges
- Suspension, when appropriate
- Behavior contract or support plan

Repeated Level II behaviors may be treated as Level III behavior.

Level III: Serious Conduct Violations
Level III behaviors are serious, dangerous, illegal, highly disruptive or repeated behaviors that require immediate administrative intervention.

Examples include, but are not limited to:

- Fighting or physical aggression
- Bullying, harassment, intimidation or retaliation
- Identity-based slurs or discriminatory conduct
- Sexual harassment or sexual misconduct, including sexting
- Threats, verbal abuse or intimidation
- Vandalism or significant property damage
- Weapon-related offenses
- Drugs, alcohol, vaping, nicotine, controlled substances or paraphernalia
- Hazing
- Serious misuse of technology, social media or AI
- Theft or serious dishonesty
- Repeated academic integrity violations
- Repeated truancy or serious attendance concerns
- Conduct that creates a significant safety concern
- Repeated Level II behaviors
- Conduct unbecoming an Eastside Catholic student that significantly disrupts or harms the school community

Possible interventions and consequences may include:

- Immediate referral to the dean of students, assistant principal or principal
- Parent or guardian meeting
- In-school or out-of-school suspension
- Re-entry meeting
- Behavior contract or probation
- Loss of privileges, including athletics, activities, school events or senior privileges
- Denial of re-enrollment
- Dismissal from Eastside Catholic
- Referral to law enforcement or outside agencies, when appropriate

Detention
Detention may be assigned to conduct infractions and is intended to provide students with an opportunity to reflect on their behavior and make a plan for future success.

- **Middle School Detention:** Students pick up their lunch and report to a designated location. Students will complete a reflection assignment and follow all school expectations during the detention period.
- **High School Detention:** Detention is a 50-minute supervised session held after school. Students report to the designated location, complete any assigned reflection or work and sit quietly for the remainder of the period.

Failure to attend detention may result in additional consequences. For high school students, failure to attend detention three times or rescheduling detention three times will result in the detention being escalated to Saturday School.

Saturday School (High School Only)
Saturday School is a supervised silent study hall held on designated Saturdays. Students may be required to complete a written reflection, schoolwork or participate in on-campus service projects. Students assigned to Saturday School are

expected to follow all school rules.

- At times, students may be assigned school service projects in addition to reflection and study activities.
- No food or drink other than water is permitted.
- Students may reschedule an assigned Saturday School only once per semester. To reschedule, a parent or guardian must contact the dean of students before the scheduled Saturday School date.
- Any missed Saturday School must be rescheduled with the dean of students no later than the school day preceding the scheduled session.
- Failure to appropriately reschedule, failure to attend or repeated assignments to Saturday School may result in additional disciplinary consequences.

Suspension

A student may be suspended for serious misconduct, accumulation of conduct infractions or significant attendance concerns. Suspensions may be served in school or out of school at the discretion of the administration. Students on suspension may not participate in or attend school-sponsored activities or athletic events during the suspension period and/or as determined by school administration. The school may place conditions on a student's return, including a re-entry meeting, reflection, assessment, counseling support or behavior contract.

- **Suspension Code Removal (High School only)**
  While recognizing that mistakes happen and to make room for the demonstration of dramatically improved behavior, beginning in 2022-23, Eastside Catholic High School instituted an application process for possible removal of the suspension code from academic record. In case of future disciplinary issues, a student's 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 (High School only)**
  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 are 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 and Behavior Contracts

Probation is a status of conditional enrollment for a specific period. The terms of probation are typically outlined in a behavior contract signed by the student and parent or guardian. Students on probation who commit additional conduct infractions may be subject to suspension, denial of re-enrollment or dismissal.

Students returning from suspension or repeated serious conduct concerns may be placed on a behavior contract. Re-enrollment for the following school year may be held pending review of the students' conduct and standing with the school.

Dismissal or Denial of Re-Enrollment

Eastside Catholic may dismiss a student during the school year or deny re-enrollment for a future school year when conduct concerns are severe, repeated or inconsistent with continued enrollment. Only the president or principal may dismiss a student for conduct infractions.

School Activities, Athletics and Senior Privileges

Conduct infractions may affect a student's eligibility to participate in athletics, activities, clubs, performances, competitions, dances, field trips, retreats, graduation-related events or other school-sponsored activities. Seniors who commit serious infractions may have baccalaureate, graduation ceremony or other senior privileges revoked.

General School Information and Policies

Communications

Our goal is to maintain effective and positive communication between school personnel, students and parents or guardians.

Accessibility and Language Assistance

Language translation and accessibility support resources are available for families and community members whose first or preferred language is not English. Website visitors can access translation tools through the button in the bottom right corner of the site, which currently offers Spanish, French and Chinese translations. For additional language support, please follow this 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 corner of the calendar. You can customize your view by school level, activities, individual athletic teams and departments such as Campus Ministry, Community Service and College Counseling. Athletic events can also be filtered by team. A standalone Athletics Calendar is also available on the school calendar page.

- ***To add your customized calendar to your personal calendar,*** *select the RSS feed icon (* *)in the upper right corner of the calendar and follow the subscription instructions*

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

EC This Week – Emailed on Sundays

This weekly email is sent to students, parents and guardians during the school year. Delivered on Sundays, it helps families prepare for the week ahead and includes important dates, reminders and deadlines.

EC This Month

This email is sent to students, parents and guardians and is typically delivered near the end of each month. It provides more detailed information and highlights for the month ahead.

The information is organized into the following categories: All School (information relevant to both middle school and high school students and families), Middle School, High School, College Counseling and High School Athletics.

We encourage you to read this email and make a note of important dates and deadlines, upcoming events and school-specific information, including athletics and college counseling updates.

Good News Newsletter

Sent monthly, the Good News newsletter shares recent news stories, achievements and accomplishments from across our students, faculty, staff and programs. Community contributions are welcome and encouraged. Please submit your story ideas, accomplishments and updates on this form or email to info@eastsidecatholic.org.

School Website
The Eastside Catholic website serves as the primary source for school information, resources and updates. Families are encouraged to visit the website regularly to stay informed and connected to the school community. The website includes:

- School news, announcements and community stories
- The school calendar, athletic schedules and event information
- The Family Information Hub, which contains commonly requested forms, policies, handbooks and family resources
- Academic, college counseling and student support resources
- Athletics, performing arts and extracurricular activity information
- Campus Ministry and community service opportunities
- Admissions, advancement and alumni information
- Employment opportunities
- Emergency notifications and important school updates

Current news, events and school updates are regularly shared through news stories and blog posts on the website. Families are encouraged to share student accomplishments, milestones and story ideas throughout the school year and over the summer. Story ideas and updates may be submitted on this form or via email to info@eastsidecatholic.org.

Communicating with Faculty and Staff
We encourage and teach our students self-advocacy skills. It is best for students to communicate directly with their teachers using the following process:

- **Step 1:** Student raises 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, which can be found on PlusPortals and the school website. During the school year, teachers and staff members reply to all voicemails and emails within 48 business hours, excluding weekends and holidays.
- If email or phone do not resolve the questions or concerns an in-person meeting with the teacher may be necessary.
- **Step 3:** If steps 1 and 2 have not resolved the question or concern, parent or guardian should reach out to the Principal or Assistant Principal. Please also refer to the EC Parent/Guardian Partnership Agreement in the Appendix of this document.

Parent Communication with Students During the School Day
Staff will only deliver messages from parents and guardians to students in case of an emergency. Please do not communicate with your students via text or email during class time. 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.

Other Communications
Eastside Catholic may send out other communications 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.

Digital Platforms

Canvas
Canvas is a Learning Management System that provides a digital platform for sharing 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. All assignments, assessments and grades will be posted on Canvas. ***Students should check Canvas daily*.**

Parents and guardians can monitor their students' academic progress using the observer/parent tools in Canvas. Students will have a Canvas calendar to see homework and assignment due dates. The **Grades** tab in each Canvas course provides information on progress toward learning goals and is updated approximately every two weeks. If a student feels a teacher's information is not current, they should contact the teacher.

PlusPortals
Through this program, parents, guardians 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 typically receive login information during the first week of August.

OneNote
OneNote, a Microsoft Office App, is a tool for sharing 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. If you would like a parent/guardian view to access OneNote, reach out to your student's teacher directly.

Scoir
Scoir is a comprehensive college and career planning platform that all high school students, parents and guardians can use to explore and make decisions about colleges, universities and careers. Scoir is the primary platform for college and career planning where students, families and college counselors collaborate throughout the process. 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 review with a college counselor. College counselors also use Scoir to record meeting notes and suggest colleges for students.
- Complete the Letter of Recommendation Questionnaire. College counselors will review the questionnaire and request letters on the students' behalf.
- Maintain a list of colleges of interest and during senior year, keep an updated list of colleges to which the student plans to apply. School documents for college applications, including transcripts and letters of recommendation, are submitted through Scoir. Scoir syncs with the Common App, so a student's college list on Common App will carry over to Scoir**.** Many colleges also allow students to apply directly through Scoir.

- View and register for college admission representative visits hosted on the Eastside Catholic campus throughout the school year. Students can register for upcoming visits via Scoir and will be notified of these visits via the Student Services bulletin board and morning announcements.
- Record and save extracurricular activities, honors and awards from grades 9-12, which can be automatically formatted into a resume or activities list for interviews and college applications.
- Complete online assessments and questionnaires that include the Principals Assessment, the Initial College Planning Questionnaire, the Letter of Recommendation Questionnaire and more. These tools help students understand their learning styles, provide information about potential careers and fields of study, and help college counselors prepare for their meeting, suggest colleges and provide insights for recommendation writers.
- Review hundreds of career profiles and career clusters that provide detailed job responsibilities, education levels needed and average salaries by state.
- Access a monthly calendar that identifies timely to-do items, upcoming events and potential opportunities.

At the start of ninth grade, 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 so they can view and access all their students through one account. While parents and guardians have access to their student's account, they have their own login credentials and unique functionality.

Student Directory

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

Community Service Expectations

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 requirements for each year are:

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

High school students' requirements are:

- 9-12 grade = 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 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 email from x2VOL with a link to verify the hours. 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.

Student Life

Associated Student Body (ASB) Membership
The Associated Student Body (ASB) is comprised of all students currently enrolled at Eastside Catholic School.

All students will purchase an ASB card through the Online School Packet before the start of the school year.

The ASB card allows students entry into many school events at no cost or at reduced prices. Revenue from ASB membership supports school activities such as sports, clubs, assemblies and schoolwide activities. A portion of membership fees 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 for admission to designated school events.

Dances and Social Events

- ***Middle School***
  Middle school students are encouraged to attend MS dances and socials. No guests from other schools are allowed to attend. All school rules apply. Middle School students must arrive on time, and parents or guardians must contact a principal for prior approval to leave early. Middle school students are not allowed to join high school dances.

- ***High School***
  Unless otherwise noted, each Eastside Catholic High School student may bring only one guest to a dance. This guest must be under the age of 21 at the time of attendance and not in middle school. 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 in the Parent and Guardian section of the website. All dances are closed to the public outside of the above policy. 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.

There are no “in and out” privileges at Eastside Catholic dances. Students should arrange for rides before entering the dance. High school students must arrive by or stay until the stated time in the school communication. If students arrive or leave not within the stated time or the official ending of the dance parents or guardians must email the Deans to notify them prior to the dance.

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, Dean of Students or 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.

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 Advancement Team for approval Fundraising must occur at times and places that do not unreasonably interfere with the school's operation.
- Priority is generally given to existing clubs for fundraising approval.
- All flyers and marketing posters must be approved by the deans.
- Any social media, online or emails must be approved by the Marketing Department.

External Fundraisers (Non-Student Led)
Athletic Teams, Academic Departments (choir, band, science, etc.), all school-related parent organizations (including PTF and PFSA) and any outside organizations that wish to solicit funding from our external community must complete the Fundraising Approval Request Form.

Emergency Protocols

Emergency Procedures
Eastside Catholic is committed to providing safety and care for students in any emergency. 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. An Incident Response Team works together to review, reflect and lead during and after an emergency. These plans include procedures for earthquakes, inclement weather, fire, power outages and threats on campus. Students are educated on school emergency plans and drills throughout the school year. Drills for earthquakes, evacuations and lockdowns 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 sign up for SchoolMessenger alerts. Information may also be emailed and posted on Eastside Catholic School’s website.

Disaster Plan
In the event of a major disaster, parents and guardians should not contact the school by phone or come to campus. Not only will the phone lines be in use but calls and coming to campus 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 staff 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 Swedish Hospital or the nearest alternative if the student participates in an off-campus school activity.

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 a student's parents or guardians to ascertain their preference.

Food Allergies
While the school may 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 Parent and Guardian section.

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 a student's needs require administration of medication during school hours or on school-related outings.

Parents or guardians 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 need to be administered at school require a completed physician's medication order and a physician-approved treatment plan to be on file 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 or 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 or guardians 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. Students will also receive an overdue notice for library materials through their mentor teacher. Parents or guardians are notified once a student has received three or more overdue notices. Any item overdue for 14 days or more will be considered lost and the student will be billed for 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 and guardians, 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.

Financial Responsibilities

Students may incur fees for lost or damaged school property, overdue library materials, parking permits or violations, and other school-related expenses. Outstanding tuition or unpaid fees may result in the withholding of report cards, transcripts, diplomas or other official school records until accounts have been brought into good standing.

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 searched, 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. 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.

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 or in reserved spots during the day will be subject to fines. After-hours and on weekends, visitors and attendees at sporting events or other school activities should also park in the South parking lot. For more information, please refer to the Traffic Flow, Safety and Parking Policy and review this helpful Do's and Don'ts video.

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 their 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 be hung 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 for faculty and staff members. Students should park in their designated grade-level spots. For example, seniors typically park in the North lot.

Certain parking lots are reserved for seniors, juniors and sophomores. Students parking in the wrong lot will be asked to speak with a dean of students and serve potential behavior consequences. Repeated violations may result in driving privileges being revoked. 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 Attendance Office at 425-295-3020.

Illegal parking consists of failure to correctly park within a stall, parking without a valid, displayed parking permit 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 a 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 thru 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 of a vehicle or causes damage to another vehicle, all pertinent details should be reported immediately to the dean of students or another school administrator.

School Closures

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.

Each school year the first school closure due to weather is a non-remote learning day. Subsequent closures anytime within the school year would result in remote learning.

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.

Student Access and Campus Expectations

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 are studying or waiting for a supervised activity

Building access ends at 6 p.m. Other than athletes or students participating in organized activities, all students must 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 must be in the library until practice begins or a supervising adult can be present in the athletic pavilion or field.

Closed Campus
Eastside Catholic is a closed campus. All students must remain on campus throughout the school day.

- Students may not be on campus before 6:45 a.m. unless participating in a school-sponsored activity under adult supervision.
- Students may not leave campus once they have arrived except for school-sponsored off-campus activities, approved early dismissal or pre-arranged appointments with parent or guardian approval.
- Students who leave campus without authorization may be subject to disciplinary consequences.
- Students may not access their vehicles during the school day except with permission from the Attendance Office or Dean of Students.
- Students who remain on campus after school must participate in a supervised activity and must remain under supervision until dismissal from that activity.
- Students must report to the library or their after-school activity by 3:30 p.m.
- The school building and most offices close at 4 p.m. on most days unless otherwise noted on the school calendar or communicated through EC This Week or EC This Month.
- Any person wishing to visit classes or attend school activities during school hours, including Eastside Catholic alumni, parents, guardians or other visitors, must receive prior approval from the Dean of Students. This requirement does not apply to parents or guardians who are volunteering on campus or meeting with a school employee.
- Students may not receive food, beverages or other items delivered by third-party services during the school day (e.g., DoorDash, Uber Eats, Instacart or similar services).

Elevator Policy
Student access to elevators in the school building is given by permission only. Those who need to ride the elevator should contact the attendance office to obtain the elevator access key. Students riding the elevator without permission are subject to disciplinary actions. This includes anyone in the elevator. 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.

Leaving Campus for Field Trips
Students who participate in field trips must have a completed Emergency Contact Information and Activity Waiver form through the Online School Packet. A teacher may recommend to the faculty or staff member supervising a field trip that a student does not attend if they have concerns regarding a student's academic performance connected with further loss of class time.

Leaving Campus for Appointments
The quality of education offered at Eastside Catholic requires students to attend class regularly.

Families are encouraged to avoid scheduling dental, orthodontic, medical and other appointments during the school day. If appointments must be scheduled during the school day, families should avoid repeatedly scheduling appointments during the same class period over an extended period of time. On the day of the appointment, a parent or guardian must email (preferred) or phone the Attendance Office, provide the reason for the early dismissal and the time the student will leave campus.

The student will be issued an Early Dismissal Pass to present to the teacher of the class from which they will be dismissed. Upon returning to campus, the student must check in with the Attendance Office. The signed Early Dismissal Pass will serve as an admittance pass back into class. Leaving campus without an approved Early Dismissal Pass will be considered an unauthorized departure from campus and may result in disciplinary consequences.

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:

- To promote a safe environment, we will deter conduct that violates the law, Student and Family Handbook policies and/or school-based rules.
- 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.
- To aid in the search for lost or missing students.
- 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 upon arrival 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 Year

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 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 accurate grades and feedback on their achievement. ECMS uses a standards-based grading system. This learning-oriented (versus letter grade / percent oriented) approach best supports our students since 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 require 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

Habits of Learning: Assessing Student Skills and Behaviors:

In each class, students receive feedback about respect, responsibility and collaboration in each class on the report card. Teachers assign the following codes for each of the three habits of learning: C, O, S, R scoring rubric.

Habit of Learning Scoring Rubric

Consistently	**C**	Consistently demonstrates appropriate behavior; is a model student in this area.
Often	**O**	Displays appropriate behaviors most of the time; may need a few reminders here and there.
Sometimes	**S**	Is inconsistent in appropriate behavior; needs reminders to adjust their behavior.
Rarely	**R**	Rarely demonstrates appropriate behavior without frequent, individual redirection and reminders.

Homework

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).

On Canvas, homework and assessments are posted in each class and on the calendar. An important part of middle school is to establish routines as home for timely homework completion. We ask parents or guardians to review Canvas with their students regularly and establish good homework routines.

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. Students and families must complete the required application process which is then reviewed by the EC administration for approval. These courses will fulfill middle school requirements. Successful completion of high school courses taken in ECMS will earn high school departmental credits required for graduation and be included in a student's high school GPA. Additionally, students who have taken these courses may begin their high school coursework at a more advanced level. These courses will be transcribed onto a student's high school transcript but can be removed or changed to a "Pass" by request. Courses that are removed from the transcript will no longer count toward credits for graduation nor be applied to the student's GPA. Middle school students in high school courses will follow the high school attendance expectations.

Questions or Concerns About Academics
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 and Guardian Partnership Agreement (see page 94).

Monitoring Student Progress
All students, parents and guardians can access Canvas to view due dates and scores for classwork, assignments and assessments. Student progress toward subject standards and scores will be regularly posted ***within a*** two-week grading window on Canvas. Keep in mind that when checking Canvas throughout the school year, it is a snapshot of ***a student's learning and progress*** at that time.

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

- There are distinct categories and standards assessed in each class.
- A single assessment may give scores on multiple standards. Trend analysis is used, instead of averaging grades to communicate growth over time.
- Students are highly encouraged to correct assignments, ask questions and meet with teachers as they work to meet standard.

Report Cards

- At the end of each quarter, middle school report cards are emailed to parents or guardians and posted to Plus Portals. These report cards include a student's quarter standard grades in each course, along with HOL (Habits of Learning) for each course.
- Teachers will provide narratives at Quarter 2 and Quarter 4, in addition to any time a student is below standard.
- By the end of the school year, each standard will be assessed.
- Teachers collect scores over the course of a quarter. At the end of the quarter, trend analysis determines a student's grade for each standard evaluated. Teachers do not average the scores to determine the overall standard grade.

Academic Support

Middle school is a time of building self-advocacy skills and how to ask for help. Teachers and our support team are here to help support all students. Teachers communicate the days and times they are available for additional academic through office hours and email. Tutorial time is offered twice each week during the school day where students can meet with teachers. Parents or guardians are also invited to reach out to their student's teachers and discuss student progress at any time.

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 entrance exam. In some instances, based on their admission file or concerns that come up in the classroom, additional evaluation or outside testing may be recommended for a student to be successful at Eastside Catholic. This process can be initiated 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 Eligibility

Middle school students are expected to be within good standing in attendance, behavior and overall meeting grade level standards in both content and habits of learning. Tiered interventions will be implemented for students not meeting standards in any of these areas. This process includes transparent communication with a student's family and student support team, along with improvement plans and support.

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 areas needing improvement and the support available to help the student meet those expectations. The contract will be created with parents or guardians, school counselors, assistant principal and teachers, as needed. Reenrollment for the following academic year will be determined at the end of the school year based on the ability to meet the goals outlined in the academic improvement contract.

Middle School Daily Class Schedule*

The weekly class schedule is shared below. Special schedules happen occasionally in connection with holidays, weather delays, special events or other causes.

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 9:35 - 9:45
3rd 9:50 - 10:40	3rd 9:50 - 10:40	Break 10:15 - 10:25	5th 9:30 - 10:40	3rd 9:50 - 10:40
4th 10:45 - 11:35	4th 10:45 - 11:35	3rd 10:30 - 11:40	6th 10:45 - 11:55	4th 10:45 - 11:35
5th 11:40 - 12:30	5th 11:40 - 12:30	4th 11:45 - 12:55	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 the school community.
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 hall.**
Late Start Thursdays: Faculty and staff meetings, 7:30 - 9:15 a.m.
Office Hours: Optional time for students to meet with teachers, Monday - Friday, 7:30-7:45 a.m. and 2:55 - 3:15 p.m.

**Schedule is subject to change.*

Academic Assessment Information and Policies – High School

Academics

Credit Requirements

Please view the most recent Curriculum Guide for details about meeting these requirements.

Diplomas

Diplomas are granted following the successful completion of a course of studies that meets all the departmental course requirements and includes all credits required for graduation. 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 their school counselor and corresponding department chair. Students considering this option should talk with their school 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 an EC transcript.

Effect of Retaking a Course

A student may repeat a required course to improve their grade and mastery of the content.

Courses Retaken at Eastside Catholic

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.

Courses Retaken Outside of Eastside Catholic

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 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 college 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 requests 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 taking 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 the Business Office to secure a withdrawal request form. The form must be completed by the parents or guardians and returned to the Business Office. 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 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. GPAs at EC are unweighted. EC averages grades on a 4.0 scale regardless of course difficulty.

- *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 college 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.
    - **Note:** Students who are placed on Academic Probation may not withdraw from a class at the end of the semester to avoid further probation or dismissal. For more information, see section on Academic Accountability.

- *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 better or meet the requirements laid out in the pass/fail contract; 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. Additionally, final exams may not be retaken. Students should direct inquiries regarding their semester exam grades and exams to their 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 submit a Final Exam Reschedule Request form to their teacher at least two weeks prior to the exam. Permission to reschedule a final exam is only granted in exceptional circumstances with approval of the principal.

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 a 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 a 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 elective courses open to all high school students. Students with documented learning disabilities or demonstrated need for executive function support receive priority registration in the spring. 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. Learning support services at EC begins as an interactive process with each enrolled student who requests accommodations via our website. After an application is received, an intake meeting between the family and the Director of Learning Support helps determine a student's accommodations. Each student's condition(s), history, experience and requests are all considered, coinciding with school policy. 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 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. Students placed on Academic Probation at the end of first semester will have their enrollment contract for the following school year held until improvement is shown at the end of the semester two grading 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 further probation or dismissal. If a student on probation chooses to withdraw from a class to avoid a failing grade, they will either be placed on further probation or recommended for dismissal from EC.

Academic Dismissal
Academic dismissal is a dismissal from school. A student will be academically dismissed if the student's semester GPA for two consecutive semesters falls below 2.0 or if the terms of a probationary contract are violated. A student may also be academically dismissed if they fail to show consistent improvement in their grades or progress toward graduation. For example, a student who receives below a 2.0 GPA every other semester (on and off academic probation) and fails to show improvement or progress toward graduation requirements, may be academically dismissed. This policy may be adjusted or modified at the discretion of the principal.

Appeal Process
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. If the appeal is not granted and the student wishes to appeal that decision, they may appeal to the president. The decision by the president is final. Students may only appeal academic dismissal one time during their four years in high school.

Academic Coaching
Academic Coaching at Eastside Catholic is designed to support students with learning or attention differences who have a Student Accommodation Plan (SAP). Every student with an SAP is assigned an academic coach who monitors their academic progress and invests in their success. Whether concerns arise or not, academic coaches meet quarterly with students to check-in, evaluate student needs and communicate available resources. Beyond these quarterly check-ins the student may schedule a meeting with their academic coach when the need arises. Common topics in academic coaching sessions include overcoming procrastination, improving time management, building personalized study plans and preparing for exams.

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 and Touchstones.
- **Scholar Athlete**: honors senior student-athletes who have a cumulative GPA of 3.5 or higher and have earned at least three varsity letters.
- **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 performers 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.

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 8:40 - 8:50
2nd 8:55 - 9:45	2nd 8:55 - 9:45	Break 9:00 - 9:10		2nd 8:55 - 9:45
		2nd 9:15 - 10:25	5th 9:30 - 10:40	
3rd 9:50 - 10:40	3rd 9:50 - 10:40	A Lunch 10:25 - 10:55		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		6B 10:45 - 11:55	4B 10:45 - 11:35
B Lunch 11:35 - 12:05	B Lunch 11:35 - 12:05	B Lunch 11:40 - 12:10	B Lunch 11:55 - 12:25	B Lunch 11:35 - 12:05
5th 12:10 - 1:00	5th 12:10 - 1:00	4th 12:15 - 1:25	Mentor 12:30 - 12:55	5th 12:10 - 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: Students will either sign up for an 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.

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 2-in-1 or Microsoft Surface Pro

A convertible device that can be used as both a tablet and laptop computer running Windows 11 Professional. 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 for 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 productivity 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.

Securly
This classroom management software allows teachers to monitor and control student laptop activity during school hours (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.

Parents' and Guardians' Responsibility
- Upon purchase, Eastside Catholic will configure a student's computer with all necessary software and provide logistical and 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 they are 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 students own their computers, they do not have local administrative rights to install applications, the school advises students to be very cautious when installing additional software and if an application is required to be installed, please email IT at ITSupport@eastsidecatholic.org or visit the IT offices in person. 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.

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, Securly, will be installed on the device which helps teachers monitor student activity and ensures the student stays engaged and on track.
- 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.

Supporting Online Safety

- Student internet access will be filtered while in school. This will limit a 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)

A new filter policy will be applied for the 2026-27 school year. When a student device is not connected to the school network or taken off campus, an "off campus" security policy will continue to filter the student device. In addition, parents will now have access to an app to monitor their student's online activity when the computer is not on campus. Parents will also be able to tighten or loosen the "off campus" policy that works best for their them and their student(s).

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.

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 temporary school 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 (on any digital device) without permission and/or in situations that are inappropriate.*** If you are uncertain if it is an inappropriate time to record, then it is likely 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.
- 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.

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 a 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 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 students. 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
6th grade: Purchase a new computer with a 3-year warranty	9th grade: Purchase a computer with a 4-year warranty
7th grade Purchase a new computer with a 3-year warranty	10th grade: Purchase a computer with a 3-year warranty
8th grade: Purchase a new computer with a 5-year warranty	No need to purchase as the warranty will cover the remaining years
9th grade: Purchase a new computer with a 4-year warranty	No need to purchase as the warranty will cover the remaining years
10th grade: Purchase a new computer with a 3-year warranty	No need to purchase as the warranty will cover the remaining years
11th grade: Purchase a new computer with a 3-year warranty	No need to purchase as the warranty will cover the remaining years
12th 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 forgets 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 their 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 arrange 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 Securly 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?
Yes, 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 about the security related to these accounts at trust.office365.com.

Athletics - Information and Conduct Expectations

Athletics Philosophy

Mission Statement

Build an elite program that delivers an exceptional experience through a relentless focus on kids, culture and connection.

Vision and Philosophy

Eastside Catholic Athletics is grounded in the understanding that families invest significant time, trust and financial resources in our programs. In return, we are committed to delivering an athletic experience built upon the philosophy of *Opportunity to Excellence*, providing intentional student-athlete development and meaningful opportunities at the sub-varsity level, alongside an unwavering commitment to competitive performance and excellence at the varsity level.

Eastside Catholic Athletics operates its programs with clear communication and defined expectations, ensuring that every stage of the student-athlete journey reflects purposeful growth, high standards and clear value for the investment families make in our programs.

Core Covenants

All programs, decisions and behaviors within the Athletics Department are expected to align with the department's mission and to reflect the following Core Covenants:

- *We Are True Competitors* – We pursue excellence, prepare with purpose and compete with passion and discipline.
- *We Are Accountable* – We own our actions and outcomes collectively and individually.
- *We Have Integrity* – We act ethically, follow rules and policies and do what is right even when it is difficult.
- *We Are Family* – We support one another, build relationships rooted in trust and care and prioritize the well-being of our student-athletes and colleagues.

Middle School Athletics Program

Eastside Catholic 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

Sports by Season

(based on interest and coach availability)

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

External Opportunities

Football, cheer and lacrosse opportunities referenced below are offered by independent community-based organizations and are not operated, sponsored or governed by Eastside Catholic School. Students and families who are interested in participating may explore these programs directly for information regarding registration, schedules and eligibility:

- Football: Eastside Crusaders Junior Football – eastsidecrusadersjrfb.com
- Cheer: Eastside Crusaders Junior Cheer – eastsidejuniorfootball.com/cheer

- Lacrosse: Eastside Crusaders Youth Lacrosse – eclacrosse.com

All sports are "no cut", meaning any student who meets eligibility requirements may participate. Team formation depends on student interest and coach availability, and a CYO waiver form is required.

Student-Athlete Expectations

- As an individual: Give your best effort, follow the rules and respect others.
- As a teammate: Put the team first, support others and follow team rules.
- As a community member: Show integrity, kindness and positive behavior on and off the field.

Spectator Expectations

Attending games is a privilege. Students, families and fans are expected to respect officials, demonstrate good sportsmanship and positively represent Eastside Catholic at all times.

High School Athletics Program

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.

Sports by Season

Eastside Catholic Athletics offers a wide range of interscholastic sports throughout the fall, winter and spring seasons, providing student-athletes with opportunities to compete, develop their skills and represent the school community. Our programs are designed to support participation at multiple levels, allowing students to pursue both personal growth and competitive excellence while contributing to the culture and tradition of Crusader Athletics.

Fall	Winter	Spring
Cheer (gameday)	Cheer (competition)	Baseball
Cross Country (coed)	Girls Basketball	Girls Lacrosse
Football	Boys Basketball	Boys Lacrosse
Golf (coed)	Girls Flag Football	Boys Soccer
Girls Soccer	Boys Swimming	Fastpitch (softball)
Girls Swimming	Wrestling	Tennis (coed)
Girls Volleyball	Special Olympics Basketball (coed)	Track and Field (coed)
Special Olympics Bowling (coed)	Special Olympics Basketball – Unified (coed)	Special Olympics Track and Field (coed)

Governing Associations

Eastside Catholic Athletics competes under the governance of the Washington Interscholastic Activities Association (WIAA), the statewide organization that oversees high school athletics in Washington. The WIAA establishes eligibility rules, competition regulations and championship structures for all member schools.

Eastside Catholic is classified as a 3A school and competes in District 2 within the Metro League, one of the most competitive leagues in the state.

Boys and Girls Lacrosse participate in separate leagues. Eastside Catholic Boys Lacrosse competes in the Washington High School Boys Lacrosse Association (WHSBLA), while Girls Lacrosse competes in the Washington Schoolgirls Lacrosse Association (WSLA). These leagues operate independently of the Washington Interscholastic Activities Association and maintain their own governance, schedules and postseason structures.

Metro League Membership

The Metro League is composed of both public and private high schools throughout the Seattle area. Eastside Catholic competes alongside the following Metro League member schools:

Ballard	Garfield	O'Dea (boys) – P
Bishop Blanchet – P	Holy Names (girls) – P	Rainier Beach
Chief Sealth	Ingraham	Roosevelt
Cleveland	Lakeside – P	Seattle Academy – P
Eastside Catholic – P	Lincoln	Seattle Prep – P
Franklin	Nathan Hale	West Seattle

P = Private

Special Olympics – High School

Eastside Catholic is proud to offer Special Olympics athletic opportunities through our Options Program, encouraging students to participate in inclusive, school-based extracurricular activities. These programs provide meaningful opportunities for student-athletes to build confidence, develop social connections and strengthen physical and motor skills within a supportive team environment.

Students may participate in a variety of sports, including traditional and Unified basketball, bowling, track and field and individualized swimming opportunities. In addition to promoting skill development and teamwork, student-athletes who participate in a sport for two years during their high school experience are eligible to earn a varsity letter.

Our Special Olympics teams have a strong tradition of participation and success at both regional and state levels, reflecting the dedication and spirit of our student-athletes and coaches.

Registration and Eligibility

Student-Athlete Registration - FinalForms

All student-athletes must complete their athletic registration through FinalForms prior to participating in any Eastside Catholic athletic program.

FinalForms is the secure online registration system used by Eastside Catholic Athletics to collect and manage all required participation information. Through this platform, families complete athletic registration forms, upload required documents and maintain important student-athlete records.

Parents and guardians will also use FinalForms to provide and update medical information, including physical exam documentation, medical history, emergency contact information and other required eligibility forms. Keeping this information accurate and up to date helps ensure the health and safety of all student-athletes.

All medical and injury-related information will be communicated by the athletic trainer through this platform.

FinalForms is also the platform where transfer student documentation is submitted and maintained, including any paperwork required for eligibility review through the Washington Interscholastic Activities Association (WIAA).

Families can access the Eastside Catholic FinalForms registration system using this link:
eastsidecatholic-wa.finalforms.com/

All required forms must be completed, and student-athletes must be medically cleared in FinalForms before they are eligible to participate in tryouts, practices or competitions.

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 Athletics Eligibility
Participation in interscholastic athletics at Eastside Catholic is a privilege that carries academic, behavioral and attendance expectations. Student-athletes must meet eligibility standards established by both the Washington Interscholastic Activities Association (WIAA) and Eastside Catholic School to participate in athletics.

These standards are designed to promote fair competition, academic accountability and alignment with the educational mission of the school. Eligibility requirements include proper clearance by the Athletics Department as well as continued compliance with school, WIAA, WSLA, WHSBLA and Special Olympics Washington guidelines.

Eligibility
Students must be properly cleared by the Athletics Department before participating in practice or interscholastic contests. Clearance includes completion of all required registration, medical documentation and eligibility verification.

Attendance Requirements
Student-athletes must be in attendance for the full school day on the day of any athletic practice or contest to be eligible for participation. "In attendance" means being present for all scheduled class periods.

Students who miss any part of the school day without an approved excuse are ineligible for that day's athletic activity. Absences may be considered excused when due to legitimate circumstances and supported by appropriate documentation, including medical appointments, emergencies, legal obligations or other school-approved situations.

The Executive Director of Athletics may reinstate eligibility in cases of extenuating circumstances. The Executive Director of Athletics may also deem a student ineligible for a period of time due to repeated tardiness or absences.

Academic Standards for Athletics
At Eastside Catholic, academics come first. These expectations exceed WIAA minimum academic eligibility standards and include additional school-based requirements.

- ***Minimum Requirements to Maintain Eligibility***

  - Students must maintain a minimum GPA of 2.0
  - Students may not have an "F" in any class

- ***Academic Monitoring Overview***

  - The school checks academic performance every 3 – 6 weeks starting at the beginning of the school year.
  - At each check, status depends on meeting academic requirements.

- ***Outcomes***

  - Meeting requirements – eligible
  - Not meeting requirements – Athletic Probation or Athletic Suspension

- ***Academic Status Definitions***

  - *Athletic Probation:*
    - You can: compete in games and activities
    - Note: your academic performance is under close review
  - *Athletic Suspension:*
    - You can:
      - participate in practices and team activities outside of competitions/scrimmages
      - travel with the team

        - be on the sideline, bench or competition area during events
        - Dress in warm-ups or team gear
    - You cannot:
        - compete in competitions/scrimmages
        - Miss any class for team activities (including competitions), even if the team is released early.
        - Dress in the team uniform

- ***Effective Date of Ineligibility***
  Ineligibility will take effect on the date documented on the *Academic Eligibility Monitoring Schedule*. (See chart below).

- ***Grade Verification and Eligibility Determinations***
  Eligibility is based on official grades reported by teachers through the school's academic system and verified by the registrar. Determinations are made at scheduled grade check dates using the grades on record at that time. The grade published at the reporting checkpoint is the grade that determines eligibility, regardless of any pending make-up work, missed tests or incomplete projects.

  Only in extremely rare and clearly documented extenuating circumstances, such as verified excused absences that directly prevent a student from completing required work, may eligibility be reconsidered. These exceptions are uncommon and require approval from the Executive Director of Athletics and must be aligned with WIAA and school guidelines.

Transfer Students
Eastside Catholic Athletics follows the eligibility guidelines established by the Washington Interscholastic Activities Association (WIAA) regarding transfer students. In accordance with WIAA Handbook Rule 18.12.0, student-athletes who transfer from one school to another may be subject to eligibility review and, in some cases, limitations on varsity participation.

Transfer eligibility is determined through the WIAA process and may require documentation regarding the student's enrollment status, residency and previous athletic participation. The purpose of this rule is to ensure fair competition and to prevent athletic-based transfers.

All transfer students must complete the required eligibility documentation through the Athletics Department and FinalForms. Final eligibility determinations are made in accordance with WIAA guidelines. Families with questions regarding transfer eligibility should contact the Athletics Department for additional guidance.

Ineligible Student-Athletes
Student-athletes who are deemed ineligible under WIAA rules or Eastside Catholic eligibility standards may not participate in interscholastic contests until eligibility is restored.

At the discretion of the Athletics Department and Head Coach, an ineligible student-athlete may still be permitted to participate in practices. Participation in other team activities, including travel, bench presence or attendance at competitions, will be determined by the Athletics Department based on the nature of ineligibility and applicable school policies.

Academic Eligibility Monitoring Schedule

Academic Status Checks	Date	Eligibility Outcome
Quarter 1 Progress	September 26, 2026	*Students already on Athletic Probation (from spring 2026):* • Meet requirements → Eligible • Do not meet → Athletic Suspension *All other students:* • Do not meet requirements → Athletic Probation
Quarter 1 Grades	October 30, 2026	*All students:* • Meet requirements → Eligible • Do not meet requirements → Athletic Suspension
Quarter 2 Progress	November 30, 2026	*Students on Athletic Suspension:* • Meet requirements → Eligible • Do not meet requirements → Stay on Athletic Suspension *All other students:* • Do not meet requirements → Athletic Probation
Semester 1 Grades	January 22, 2027	*All students:* • Meet requirements → Eligible • Do not meet requirements → Athletic Suspension
Quarter 3 Progress	March 1, 2027	*Students on Athletic Suspension:* • Meet requirements → Eligible • Do not meet requirements → Stay on Athletic Suspension *All other students:* • Do not meet requirements → Athletic Probation
Quarter 3 Grades	April 9, 2027	*All students:* • Meet requirements → Eligible • Do not meet → Athletic Suspension
Quarter 4 Progress	April 30, 2027	*Students on Athletic Suspension:* • Meet requirements → Eligible • Do not meet requirements → Stay on Athletic Suspension *All other students:* • Do not meet requirements → Athletic Probation
Semester 2 Grades	June 11, 2027	*Students who do not meet requirements:* • Start Fall 2027 on Athletic Probation

Health and Safety

Athletic Trainer

The health and safety of our student-athletes is a top priority at Eastside Catholic. The school's Certified Athletic Trainer serves as the primary medical authority for the Athletics Department regarding injury evaluation, treatment and return-to-play protocols.

The Athletic Trainer works collaboratively with physicians, specialists and other medical professionals to ensure student-athletes receive appropriate care and guidance following an injury or medical concern. Final decisions regarding a student-athlete's clearance to return to participation are made in accordance with established medical protocols and in coordination with the Athletic Trainer and the treating healthcare provider.

The Athletic Trainer also oversees the medical and health documentation components within FinalForms, including physical examinations, medical history, injury documentation and required health clearances. Student-athletes must have all required medical documentation completed and approved in FinalForms prior to participation in practices or competitions.

Concussions and Return-to-Play Protocols
Eastside Catholic Athletics follows all applicable Washington State laws and WIAA guidelines regarding concussion awareness and management, including the requirements outlined in the Zackery Lystedt Law. Any student-athlete suspected of having sustained a concussion or head injury will be immediately removed from participation and will not be allowed to return to athletic activity until they have been evaluated and cleared by an appropriate licensed healthcare provider.

Return-to-play decisions are made through a step-by-step progression overseen by the Athletic Trainer in accordance with established medical protocols. Student-athletes must receive formal medical clearance and complete the required return-to-play progression before resuming full athletic participation.

In addition to concussion management, all injuries requiring medical evaluation must receive proper clearance before a student-athlete may return to practice or competition.

Weather and Environmental Safety Guidelines
Eastside Catholic Athletics actively monitors environmental conditions that could impact the safety of athletic participation. In accordance with WIAA guidelines and local safety recommendations, practices and competitions may be adjusted, postponed, relocated or canceled due to extreme temperatures, poor air quality, lightning, hazardous weather or other unexpected conditions.

The Athletic Trainer, Athletic Administrators and coaches continuously assess these conditions and will communicate any necessary changes through team communication channels and the EC Athletics App to ensure the safety and well-being of all student-athletes.

In most cases, the Head Coach (or team representative) will directly inform student-athletes and families of schedule changes, cancellations or adjustments as soon as possible. If the school cancels all after-school activities, the Athletics Department will provide updates through the EC Athletics App, and the Head Coach will follow up to confirm the status of team activities.

Transportation
Eastside Catholic Athletics aims to provide a safe, supervised experience for student-athletes. Transportation may be offered but isn't guaranteed; when provided, athletes are expected to travel with their team. All team transportation is supervised by a certified coach or approved chaperone.

Students may also self-transport or carpool with approval from the coach and/or Athletics Department. The use of rideshare services or a coach's personal vehicle is not standard and requires approval from the President. Safety practices like the "rule of three" are followed when possible, meaning a student is not alone with a single adult.

Other unique or unforeseen transportation circumstances may arise and will be reviewed on an individualized basis.

Overnight Travel
For overnight team travel, all Eastside Catholic school policies take precedence and must be followed.

In addition, when teams travel and stay overnight, the Head Coach must be present with the team at all times. If an extenuating circumstance arises that prevents the Head Coach from being present, prior approval must be granted by the Executive Director of Athletics. In such cases, certified coaches must be present to supervise the team for the duration of the trip.

Student-athletes and families are encouraged to monitor both coach communications and the EC Athletics App to stay informed of any updates (in addition to school communication).

Student Athlete Expectations

Student-Athlete Code of Conduct

Participation in Eastside Catholic Athletics is considered a privilege and carries with it the responsibility to uphold the values and expectations of the school community. All student-athletes are expected to conduct themselves in a manner that reflects positively on their team, their school and the broader Eastside Catholic community.

Student-athletes are required to adhere to all Eastside Catholic school policies, behavioral expectations and student handbook guidelines. Any violations of school conduct policies may also impact a student-athlete's participation in athletics.

Athletics is an extension of the educational experience at Eastside Catholic, and student-athletes are expected to demonstrate integrity, respect, accountability and sportsmanship both on and off the field of play.

Sportsmanship

Sportsmanship is a fundamental expectation of all participants in Eastside Catholic Athletics. Student-athletes, coaches and spectators are expected to demonstrate respect for teammates, opponents, officials and the game itself at all times.

Competition is an important part of athletics, but how student-athletes compete matters just as much as the outcome. Eastside Catholic student-athletes are expected to represent the school with integrity, humility and respect in both victory and defeat.

Unsportsmanlike conduct, including disrespectful behavior toward officials, opponents, teammates or spectators, is inconsistent with the values of Eastside Catholic Athletics and may result in disciplinary action in accordance with school, league and WIAA policies.

Eastside Catholic Athletics is committed to fostering a competitive environment that reflects the principles of respect, fairness and character that define our community.

Commitment Expectations

Participation in Eastside Catholic Athletics requires a strong commitment. While athletics are voluntary, student-athletes who join a team are expected to honor their responsibilities to teammates and coaches.

Team commitments come before personal convenience. Practice, games, meetings and other activities are essential to both individual growth and team success. Absences or lack of availability can disrupt team preparation and overall experience.

Student-athletes must attend all scheduled events unless excused and should communicate with coaches in advance. Valid excuses may include illness, academics, family emergencies or school-related obligations. Personal or social activities are not typically excused.

Repeated absences, tardiness or lack of commitment may impact a student-athlete's role, including reduced playing time or removal from the team at the Head Coach's discretion.

Eastside Catholic Athletics values reliability, accountability and respect, shown by consistently honoring team commitments.

Facility Expectations (Locker Rooms, Equipment and Shared Spaces)

Eastside Catholic Athletics places a strong emphasis on respect for school facilities and shared spaces. Locker rooms, fields, gyms, training areas and all athletic facilities are shared by multiple teams, programs and members of the school community. Student-athletes are expected to treat these spaces with care, respect and responsibility at all times.

Because many programs share the same facilities throughout the day, student-athletes must be mindful of other teams and groups using the space and help ensure that facilities remain organized, safe and ready for the next group.

Student-athletes must maintain appropriate behavior in locker rooms and facility areas, keep space clean, properly store equipment and leave all areas in the same or better condition than they were found. Vandalism, misuse of equipment or failure to maintain facility standards is not acceptable.

The school provides both academic and athletic lockers for student-athletes to store their belongings and locks will be provided for athletic lockers, upon request from the student-athlete or coach. Other spaces, such as cubbies, can be used to store belongings and are monitored by security cameras.

Student-athletes are expected to take personal responsibility for securing their belongings at all times. The Athletics Department and Eastside Catholic School are not responsible for lost or stolen items.

Failure to meet these expectations may result in consequences determined by the Head Coach and/or the Athletics Department, which may include impacts to participation, team privileges or additional disciplinary action in accordance with school policies.

Equipment and Uniform Responsibility
Eastside Catholic Athletics provides most student-athletes with the uniforms and equipment needed for their sport. For some sports, however, families purchase the required uniforms and equipment, which the student-athlete may keep. All issued items must be used only for team activities and maintained in good condition, following any care instructions provided. Altering or misusing issued items is not permitted.

All school-issued uniforms and equipment must be returned to the coaching staff or Athletics Department at the end of the season. Student-athletes are responsible for any lost, damaged or unreturned items, which may result in replacement charges. Unresolved equipment obligations may affect eligibility for future athletic participation or other school activities.

Multi-Sport Athletes
Eastside Catholic Athletics strongly supports and encourages multi-sport participation throughout the school year. Participating in multiple sports helps student-athletes develop a broader range of athletic skills, build relationships across programs and enjoy a well-rounded high school experience.

Due to the various eligibility and participation requirements established by the WIAA, Eastside Catholic Athletics requires that student-athletes participate in only one interscholastic sport per season.

Example: A student-athlete may not participate in both girls soccer and cross country during the fall season. Even if practice or competition schedules do not conflict, the student-athlete must choose one interscholastic sport for that season. Once that season concludes, the student-athlete may participate in a different sport in the next athletic season, such as basketball in the winter or track and field in the spring.

Students are encouraged to participate in different sports across the fall, winter and spring seasons and many Eastside Catholic student-athletes successfully compete in multiple sports during their high school careers.

Inclusion in Athletics
Eastside Catholic Athletics is committed to providing a fair, respectful and inclusive athletic environment where all student-athletes have the opportunity to participate, develop and compete. Our athletic programs are grounded in the belief that participation in athletics is an important extension of the educational experience and should be accessible to all students in a manner consistent with the mission and values of the school.

As our athletic programs continue to grow and evolve, the Athletics Department regularly evaluates program structure, resources and opportunities to ensure that the student-athlete experience reflects the values of fairness, respect and integrity that define the Eastside Catholic community. Eastside Catholic Athletics is committed to fostering a culture where all student-athletes feel valued, supported and respected.

Team Captains

Many Eastside Catholic teams select student-athletes to serve as captains or leadership representatives. These individuals are expected to model the program's core values through strong character, accountability and work ethic, while demonstrating a consistent commitment to their teammates and program at all times.

The selection process for team captains varies by sport and is determined at the discretion of the Head Coach. Captains may be chosen through coach appointment, team input or a combination of both, depending on the program.

Captaincy is a leadership role, not a reward. Those selected are expected to help shape team culture, foster positive communication and consistently represent the standards and values of Eastside Catholic Athletics.

The Head Coach determines the number of captains and the team's leadership structure based on the program's needs. Captaincy is not based on grade level and may be reassigned or removed at the discretion of the coaching staff.

Senior Participation

Eastside Catholic Athletics values the leadership, experience and commitment that senior student-athletes bring to our programs. Seniors often play an important role in setting the tone for team culture, mentoring younger teammates and representing the values of our athletic community.

Although Eastside Catholic honors the dedication of senior student-athletes, no special privileges or roster guarantees are granted based on grade level or years of participation. Playing time, including on Senior Night, is not guaranteed. Coaches determine team composition in alignment with the program's developmental and competitive priorities.

Parent Partnership

A successful athletic experience depends on strong partnerships between student-athletes, families, coaches and the school community. By working together and supporting the expectations outlined in this handbook, student-athletes, families, coaches and the school community help ensure that Eastside Catholic Athletics continues to provide a meaningful and positive experience for all participants.

Communication Process

Open and respectful communication between families and coaches is essential. Student-athletes are encouraged to speak directly with their coach when questions arise. The following communication process is built upon the **Parent and Guardian Partnership Agreement** (see Appendix) and applies specifically to athletics.

Some situations may require a conference involving the coach, student-athlete and parent or guardian. Open dialogue is encouraged, and all parties should work toward a respectful understanding of one another's perspectives. When a conference is necessary, the following process should be followed:

Step 1 – Student-Athlete
The student-athlete should first discuss the concern directly with the coach. Parents and guardians are encouraged to support their student-athlete in developing self-advocacy skills.

Step 2 – Parent or Guardian and Coach
If the concern is not resolved, the parent or guardian should contact the coach to schedule a meeting involving the coach, parent or guardian and student-athlete. Parents and guardians should not approach coaches before or immediately after a practice or contest, as these are often emotional times and are not conducive to productive conversations.

Step 3 – Executive Director of Athletics
If the concern remains unresolved, the parent or guardian should contact the Executive Director of Athletics to schedule a meeting with the coach, parent or guardian and student-athlete.

Step 4 – School President
If the concern is still unresolved, the parent or guardian may request a meeting with the school president. The meeting will include the president, principal, Executive Director of Athletics, coach, parent or guardian and student-athlete.

Team Parent Responsibilities
The Team Parent serves as a volunteer who provides organizational, communication and logistical support to the team under the leadership and direction of the Head Coach. The role exists to assist the program and help coordinate parent involvement while ensuring that the Head Coach maintains full authority over all team decisions and operations.

Typical Team Parent responsibilities may include:

- Assisting with the organization of Senior Night and end-of-season banquets
- Coordinating parent volunteers for team needs, events or game-day support
- Helping distribute approved communications from the Head Coach to families
- Assisting with team meal coordination and parent meal schedules
- Supporting approved fundraising initiatives by organizing volunteers and logistics
- Helping coordinate team community service opportunities
- Assisting with general team event logistics and parent coordination

The Team Parent operates under the direction of the Head Coach, and all communications, decisions and program-related activities must be approved by the coach prior to being shared with families. Team Parents do not make independent program decisions or represent the team in an official leadership capacity.

For complete expectations, operational guidelines and financial procedures, please review the *Team Parent Policy Guide* in its entirety.

Spectator Expectations
Spectators who fail to demonstrate appropriate sportsmanship may be asked to leave the event by school administrators, game management or officials. In situations involving repeated or serious misconduct, individuals may also be restricted or banned from attending future Eastside Catholic athletic events.

The "24-hour Rule"
Parents are asked to wait 24 hours following a contest before contacting a coach regarding concerns. This waiting period allows emotions from competition to settle and ensures that conversations are productive and respectful.

Communications Platforms
Strong communication plays an important role in creating a positive and well-organized athletic experience. Clear communication helps families stay informed about team expectations, schedules, program updates and important announcements throughout the season. When information is shared consistently and through the appropriate channels, it helps reduce confusion and ensures that everyone involved in the program remains connected and informed.
To ensure clear, consistent and appropriate communication, Eastside Catholic Athletics has established approved methods of communication and resources for coaches, student-athletes and parents.

- **FinalForms:** All medical and injury-related information will be communicated by the athletic trainer through FinalForms.
- **Eastside Catholic Website and Calendar:** The Eastside Catholic website calendar is a source for athletics schedules and school events, highlighting those relevant to the broader athletics community such as the *Athletics 101* parent meeting, Signing Days and other special events. Sport-specific details beyond schedules are communicated directly by coaches to their teams.
- **Eastside Catholic Email:** All teams have an assigned email

- **The Eastside Catholic Athletics App:** All athletic programs are required to use the EC Athletics App as the central hub for team communication. The app serves as a one-stop location for Eastside Catholic Athletics, providing access to team chats, schedules, announcements, livestream links, ticket information and other important program updates.
    - Google: play.google.com/store/apps/details?id=com.ballfrog.v2.crusaders
    - Apple: apps.apple.com/us/app/eastside-catholic-crusaders/id6759070650

Using these platforms helps maintain organized communication, protects student-athletes and ensures families have reliable access to important athletic information throughout the season.

Parent and Team Parent Partnership: Roles, Responsibilities and Spectator Expectations
Parents play an important role in supporting their student-athlete and helping maintain a positive team environment. Team Parents may assist coaches with team logistics, communication and special events in accordance with the *Team Parent Policy Guide.*

Parents play an important role in supporting the overall experience of their student-athlete. The most impactful support a parent can provide is encouragement, perspective and reinforcement of the values of commitment, effort and resilience that are central to the Eastside Catholic athletic experience. Parents are encouraged to help their student-athlete navigate both success and adversity while maintaining a focus on growth, character development and team commitment.

Parent Role
Equally important is the role parents play in supporting the coaching staff. Coaches are responsible for leading the program, establishing expectations and making decisions regarding training, competition and team culture. When student-athletes receive conflicting messages from different adults, it can create confusion and undermine the development process. For this reason, parents are asked to support the coaching staff in front of their student-athlete and avoid creating mixed messages that may negatively impact the athlete's experience.

Although enthusiastic support from the stands is appreciated, parents offering instruction or "coaching," it is important to recognize that this behavior can be counterproductive and may unintentionally undermine the authority of the coaching staff. Respect for coaches, officials, opponents and the game environment is expected at all times.

All parent comments and actions should remain respectful, professional and aligned with the values of Eastside Catholic Athletics. Parent-led groups or coordinated efforts intended to challenge or organize opposition against a coach or coaching staff are not appropriate and will not be tolerated. Concerns should be addressed through the established communication channels and situations will be reviewed and handled on a case-by-case basis as appropriate.

Team Specific Communications
All Eastside Catholic athletic programs are required to host a pre-season parent meeting prior to the start of the competitive season. This meeting provides an opportunity for the Head Coach to review program expectations, communication procedures, team policies and important logistical information for the season.

Families are strongly encouraged to attend to ensure they have a clear understanding of the program's structure, expectations and goals.

Student-athletes are encouraged to communicate directly with their coach regarding feedback on their development, role and areas for improvement. These conversations are valuable opportunities for growth, accountability and learning. Parents play an important role in supporting their student-athlete's independence by encouraging them to take the lead in these discussions.

Decisions regarding playing time, competitive roles, lineups, substitutions and game strategy are professional coaching judgments and remain the responsibility of the coaching staff. As such, these areas are not subject to review by the Executive Director of Athletics.

For guidance on addressing questions or concerns, including the appropriate communication process, please refer to the *Parent Partnership* section.

Crusaders Compass Newsletter
The *Crusaders Compass* is communication provided by the Executive Director of Athletics. Distributed every other month, this update serves as a central touchpoint for families, student-athletes, coaches and the broader Eastside Catholic community.

The purpose of the *Crusaders Compass* is to provide insight into the direction of Eastside Catholic Athletics while keeping the community informed about key initiatives, program updates, upcoming priorities and important developments across the department. It may include highlights of student-athlete accomplishments, programming milestones, facility updates, leadership perspectives and important information that supports the continued growth of our athletic programs.

In alignment with our commitment to Kids, Culture and Connection, the *Crusaders Compass* helps strengthen transparency, celebrate the achievements of our community and ensure that families remain informed about the vision and ongoing work shaping the Eastside Catholic athletic experience.

Team Participation – Tryouts, Playing Time, Travel

Tryout and Team Selection Policy
Participation in Eastside Catholic Athletics is not guaranteed. Team selection and roster decisions are made at the discretion of the Head Coach.

The following principles guide the team selection process:

- Not all students who try out will make a team
- The Head Coach determines roster size and number of teams offered
- Evaluations may include skill level, effort, attitude, coachability and the needs of the team

Because participation levels and program needs can vary from year to year, Eastside Catholic Athletics does not formally designate sports as “cut” or “non-cut” sports. The decision to hold tryouts or allow open participation is determined by the Head Coach based on the needs and structure of the program for that particular season.

The Executive Director of Athletics does not participate in team selection decisions and will not engage in conversations regarding team placement or roster decisions. These determinations fall under the authority of the Head Coach.

Playing Time, Competitive Roles and Game Strategy
Playing time is determined by the coaching staff based on factors such as effort, preparation, performance, team needs and program philosophy. At the varsity level, competitive performance is a significant factor in participation decisions.

The Head Coach serves as Director of their program and is responsible for all competitive, strategic and program-related decisions. While athletics is an important part of the educational experience at Eastside Catholic, interscholastic sports are inherently competitive. Participation on a team does not guarantee playing time or a particular competitive role.

Playing time is earned, not guaranteed and is determined by the coaching staff based on a variety of factors that may include:

- Skill level and technical development
- Effort, preparation and work ethic in practices
- Understanding and execution of team systems
- Competitive performance in games
- Attitude, coachability and commitment to the program

- Team needs and positional roles
- Consistency, reliability and leadership

Playing time decisions are made through daily evaluation of athletes in practices, competitions and team activities and are part of the professional judgment of the coaching staff.

JV Varsity Philosophy
Eastside Catholic Athletics is committed to providing meaningful opportunities for student-athletes to participate in athletics at multiple levels whenever possible. Sub-varsity teams such as Junior Varsity (JV) and Junior Varsity C (JVC) are an important part of the student-athlete development pathway.

However, the offering of sub-varsity teams is not guaranteed in any given season. While the Athletics Department will always strive to create as many participation opportunities as possible, providing quality and sustainable student-athlete experience will take precedence over simply adding additional team levels.

Several factors influence whether sub-varsity teams are offered in a particular sport and season, including:
- Overall participation numbers within the program
- The ability to field competitive and developmentally appropriate teams
- Availability of qualified coaching staff
- League scheduling and the availability of opponents at the JV or JVC level
- Facility and practice space availability
- Safety considerations and appropriate supervision ratios
- Budget and program sustainability
- Other unforeseen circumstances

Our goal is to provide student-athletes with participation opportunities in a structured, age-appropriate and positive environment. Sub-varsity teams (JV, JVC or equivalent levels) are designed to help athletes grow and prepare for varsity competition. Key areas of emphasis include:
- Skill development and fundamentals
- Understanding team systems and concepts
- Gaining confidence through competitive play
- Readiness for varsity-level expectations

At this level, coaches strive to offer meaningful game experience throughout the season. While playing time may vary based on factors such as preparation, effort and game situations, the primary priority is supporting each athlete's growth and progression.

Varsity Philosophy
Varsity athletics represents the highest level of interscholastic competition at Eastside Catholic. At this level, the primary focus is competitive performance and pursuing success in league, district and state competition.

As a result:
- Playing time may vary significantly among athletes
- Coaches may shorten rotations based on competitive circumstances
- Some student-athletes may have larger competitive roles than others

While every varsity athlete is a valued member of the program, participation on a varsity roster does not guarantee game participation.

Game Strategy
All strategic and tactical decisions related to competition are solely at the discretion of the coaching staff. These decisions may include, but are not limited to:

- Starting lineups and rotations
- Substitutions and player roles
- Offensive and defensive systems
- Matchups and situational strategy
- In-game adjustments
- Tactical decisions based on opponent and game circumstances

These decisions are made using the coach's professional judgment, preparation, experience and evaluation of team needs. Strategic decisions are part of the coaching responsibilities necessary to position the team for competitive success.

Spring Sports Scheduling

Spring athletics often present unique scheduling challenges due to the overlap of postseason competition, travel, weather-related rescheduling, academic testing, graduation-related activities and other end-of-year school events. While Eastside Catholic Athletics works closely with school administration, coaches and league partners to proactively calendar events and minimize conflicts whenever possible, some scheduling conflicts are unavoidable. These challenges are not unique to Eastside Catholic and are experienced by schools and athletic programs across the country each spring season.

As a result, student-athletes and families may occasionally need to make decisions between participation in school-related events and athletic contests, including postseason competitions. The Athletics Department and coaches will strive to communicate early, work collaboratively around schedules when possible and support family decisions without repercussion. Eastside Catholic also firmly believes that academics should remain the top priority for all student-athletes. While we will make every reasonable effort to provide flexibility and accommodation where appropriate, families should understand that certain conflicts may ultimately require difficult scheduling choices.

Conduct and Discipline

Ejection from Contest

Eastside Catholic Athletics follows the guidelines established by the Washington Interscholastic Activities Association (WIAA) regarding player and coach ejections from contests. In accordance with WIAA Handbook Rules 20.0.0 and 21.0.0, any student-athlete or coach who is ejected from a contest is automatically disqualified from that contest and may be subject to additional penalties as outlined by WIAA regulations.

In most cases, an ejection carries an automatic suspension from the next eligible contest at that level of competition. Additional sanctions (including monetary fines) may apply depending on the nature of the incident and the determination of the WIAA or school administration.

Eastside Catholic Athletics will review any ejection in accordance with WIAA procedures and reserves the right to implement additional consequences when deemed appropriate to uphold the standards of sportsmanship and conduct expected of all members of the Eastside Catholic community.

Use of Illegal Substances (Per the WIAA Handbook)

18.26.0 USE OF ILLEGAL SUBSTANCES: School and WIAA rules and regulations are intended to discourage the use of alcohol, tobacco, legend drugs, controlled substances and paraphernalia and to encourage the use of school and community resources. School and community resources should be identified for students who have had a violation and seek help or who are referred for assessment.

- 18.26.1 ALCOHOL AND TOBACCO: Each WIAA Member School shall adopt reasonable rules and regulations pertaining to the use of alcohol or tobacco products that are specific to the middle or high school levels. **Accordingly, Eastside Catholic Athletics mirrors school policy. In addition, a student-athlete will receive an automatic one-game suspension for the next scheduled contest, whether in the current season, a subsequent season or the next sport in which they participate. School policy also applies to vaping.**

- 18.26.2 LEGEND DRUGS AND CONTROLLED SUBSTANCES: Penalties for the possession, use or sale of legend drugs (drugs obtained through prescription, RCW 69.41.020-050) and controlled substances (RCW 69.50) shall be as follows:
    - 1ST 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 in Rule 18.26.2.2. An athlete who is found to be in violation of the legend drugs and controlled substances rule shall have two options:
        - 18.26.2.1 An athlete will be ineligible for participation in contests for the remainder of that interscholastic sports season and **must meet the school's requirements in order to be eligible to compete in the next interscholastic sports season**. The school principal will have the final authority regarding the student's participation in further interscholastic sports programs.
            - Education requirement per EC Athletics*:* **Prior to participating in the next interscholastic athletic season, the student-athlete must complete an educational course on drug and alcohol awareness that satisfies the school's requirements under WIAA Rule 18.26.2.1. For example, "Introduction to Drug and Alcohol Awareness" online course offered through Alison Learning. This course is not officially approved by the WIAA but meets WIAA requirements.**
              Course link: alison.com/course/introduction-to-drug-and-alcohol-awareness
            - The course must be completed in full, and the student-athlete must provide proof of completion to the Athletic Department before eligibility can be restored for the next athletic season. While the WIAA does not have officially approved courses, this course does satisfy the requirement
            - Completion of this educational requirement is intended to support student learning and awareness regarding the risks and impacts of substance use.
            - Final determination of eligibility for future participation will be made by the school administration.
- 18.26.2.2 The athlete may choose to seek and receive help for a problem with use of legend drugs or controlled substances. Successful utilization of school or community assistance programs may allow him/her to have eligibility reinstated in that athletic season, pending recommendation by the school.
    - 2ND VIOLATION: A participant who again violates any provision of RCW 69.41.020-50 or of RCW 69.50 shall be ineligible for interscholastic competition for a period of one calendar year from the date of the second violation.
    - 3RD VIOLATION: A participant who violates for a third time RCW 69.41.020-50 or of RCW 69.50 shall be permanently ineligible for interscholastic competition.
- 18.26.2.3 A student who violates RCW 69.41.020 through 69.41.050 for the second or third time may appeal to the WIAA Executive Director for reinstatement.

Other Offenses

Eastside Catholic values the commitment and contributions of our student-athletes as representatives of the school community. We strive to support their growth while maintaining alignment with the expectations set for all students.

For school-related matters not specifically addressed within the Athletics section of this handbook, student-athletes will be held accountable in accordance with established school policies and guidelines.

In certain situations, and at the discretion of coaches and athletic leadership, additional consequences may be considered in alignment with team and program expectations.

Athletics Department Authority
Participation in interscholastic athletics at Eastside Catholic is a privilege. While the Athletics Department strives to operate programs with transparency, fairness and clear communication, certain decisions related to athletic participation remain within the professional discretion of the coaching staff and the Athletics Department.

These decisions may include, but are not limited to:

- team selection and roster decisions
- playing time and team roles
- practice structure and training decisions
- team rules and expectations
- disciplinary action related to team conduct
- participation eligibility within the athletic program

The Athletics Department reserves the right to interpret and apply the policies outlined in this handbook in a manner that best supports the mission, safety and integrity of Eastside Catholic Athletics.

Awards and Recognition

At the conclusion of each season, teams host a banquet or awards celebration to recognize the efforts, achievements and contributions of student-athletes. These gatherings provide an opportunity to celebrate team accomplishments, acknowledge individual contributions and reflect on the growth and experiences shared throughout the season.

Varsity Letters
Varsity letters and other team awards are typically presented during the team's end-of-season banquet or awards celebration. Because roster sizes, competition structures and participation opportunities vary by sport, the criteria for earning a varsity letter may differ among programs. Specific varsity letter requirements are determined by the Head Coach and communicated to student-athletes at the beginning of the season.

Crusader Award
In addition to varsity letters, coaches may present team awards recognizing leadership, dedication, sportsmanship and other contributions that reflect the values of Eastside Catholic Athletics.

The Athletics Department also sponsors department-wide student-athlete recognition awards. The *Crusader Award* recognizes a student-athlete who exemplifies the character, leadership and sportsmanship that reflect the Core Covenants and values of Eastside Catholic Athletics and is presented during each team's end-of-season banquet or awards celebration.

Scholar-Athlete Award
The *Scholar-Athlete Award* recognizes student-athletes who demonstrate a strong commitment to academic excellence while participating in athletics. Recipients are honored annually at a end of school year assembly.

Student-athletes will also continue to be recognized and celebrated through school pep rallies. However, because competition schedules and playoff advancement often result in inconsistent dates and last-minute requests, the school will no longer conduct gauntlets or send-offs during the school day. This approach helps minimize disruptions to instructional time and preserves the integrity of the academic environment.

Pep Rallies and Gauntlets
Pep rallies can be scheduled and placed on the school calendar in advance, allowing the school to be more intentional and organized in celebrating student-athletes while reducing the impact on academic time.

Parents who wish to organize a gauntlet or send-off may do so independently. Any parent-organized celebrations must be limited to parents or guardians only and held outside the building near the bus loading area as students depart. Students can be included if the event takes place after the school day. The Associate Athletic Director must be notified in advance.

Although this approach differs from past practices, Eastside Catholic School's priority is to continue celebrating student-athletes while protecting valuable instructional time for all students.

Championship Rings
Teams may choose to commemorate a championship season through the purchase of championship rings or other memorabilia. Participation is optional and all costs associated with championship rings or related items are the responsibility of the individual student-athlete and their family.

Signing Days
Throughout the academic year, Eastside Catholic Athletics recognizes student-athletes who have the opportunity to continue their athletic and academic careers at the collegiate level. While the NCAA no longer uses the traditional National Letter of Intent (NLI), colleges still designate official signing periods when student-athletes may formally commit by signing an athletic scholarship agreement, financial aid agreement or other institutional commitment documents.

Eastside Catholic celebrates these student-athletes during the following signing days:

- Fall Signing: November 10 (all sports other than football)
- Late Fall Signing: December 16 (football only)
- Winter Signing: February 3 (all sports)
- Spring Signing: April 14 (all sports)

These dates serve primarily as an opportunity for Eastside Catholic to celebrate and recognize student-athletes who are continuing their athletic careers beyond high school.

Student-athletes who are unable to attend a scheduled session are expected to communicate with their coach in advance. The coach will be responsible for coordinating an alternative opportunity to recognize and celebrate the student-athlete.

Student-athletes who are interested in being recognized during one of these signing celebrations should contact the Executive Director of Athletics and provide the following information:

- Student-athlete name
- Sport
- College or university attending
- Governing athletic association (for example: NCAA, NAIA, NJCAA, etc.)
- Level of competition (for example: NCAA Division I, II, III, etc.)

Additional details regarding school-hosted signing recognition events will be communicated by the Athletics Department.

Athletics Resources

Athletics 101: Understanding EC Athletics
At the beginning of each school year, the Executive Director of Athletics hosts an informational session for families of student-athletes. This session provides a high-level overview of how Eastside Catholic Athletics operates and helps families better understand the structure, philosophy and expectations that guide participation in the athletic program. A similar session will also be held for all student-athletes.

Athletics 101 introduces families and student-athletes to the mission, vision and values that shape EC Athletics while providing insight into the operational framework that supports our programs. The session may include an overview of department leadership and structure, league and governing associations, student-athlete expectations, communication procedures and the general policies that guide participation in interscholastic athletics.

This session also helps families better understand the partnership between student-athletes, coaches, parents and the Athletics Department in supporting a positive and meaningful athletic experience.

Athletics 101 is designed to complement, not replace, team-specific pre-season meetings hosted by individual programs. All families are encouraged to attend.

Game Information: Livestream and Ticket Purchases
Eastside Catholic Athletics strives to make athletic events accessible to our community both in person and online.

Many Eastside Catholic home contests are livestreamed through the NFHS Network, which provides live and on-demand coverage of games throughout the season. Families, alumni and supporters who are unable to attend in person may access livestreams through the NFHS Network.

Ticket purchasing for Eastside Catholic athletic events varies based on the type of contest:

- Tickets for Metro League contests are purchased through HomeTown Ticketing.
- For WIAA postseason contests, tickets are managed through GoFan, the official platform used by the Washington Interscholastic Activities Association.
- Some non-league contests hosted by other schools may also use GoFan (or other platforms) for ticket sales.

Livestream and ticket links are included directly within the EC Athletics App.

College Athletics Recruitment
Eastside Catholic Athletics supports student-athletes who aspire to compete at the collegiate level. While our coaches may provide guidance, mentorship and evaluation when appropriate, the recruiting process is primarily driven by the student-athlete and their family. Successful recruiting outcomes typically result from proactive communication with college programs, strong academic performance and consistent athletic development.

To help families better understand this process, Eastside Catholic provides a *College Athletics Recruiting Roadmap (CARP)*, which offers a high-level overview of the recruiting landscape, outlines the roles of student-athletes, families and coaches and highlights helpful resources related to college eligibility and recruiting. Families interested in pursuing collegiate athletics are encouraged to review the *CARP* for additional information. Furthermore, families should review policies regarding Name, Image and Likeness (NIL) by referring to the *Eastside Catholic NIL Educational Packet*.

While a small percentage of high school athletes continue to compete at the collegiate level, Eastside Catholic Athletics is committed to helping student-athletes pursue opportunities that align with their goals. Families are encouraged to review the *College Athletics Recruiting Roadmap* and the *Eastside Catholic NIL Educational Packet*.

Athletics Department Staff

Eastside Catholic Athletics is supported by a team of professionals who work together to provide a safe, organized and high-quality experience for our student-athletes. Each role serves a different purpose within the department.

- ***Executive Director of Athletics***
  Provides high-level leadership and strategic oversight of the athletics program, with primary responsibilities centered on personnel, problems and progress. The Executive Director of Athletics focuses on the broader direction and development of the department and may become involved when concerns or issues cannot be resolved at the team or program level. Contact: **Jeff Feller,** jfeller@eastsidecatholic.org

- ***Associate Athletic Director***
  Manages the day-to-day operations of the Athletics Department and works directly with coaches on a daily basis to support the needs of each program. Responsibilities include scheduling, facility coordination, transportation, eligibility management and event operations, helping ensure that practices, competitions and team logistics run smoothly and efficiently.
    - Contact: **Kate Stone,** kstone@eastsidecatholic.org

- ***Athletic Trainer***
  Oversees the health and safety of all student-athletes. The Athletic Trainer provides injury evaluation and treatment, manages medical clearance and determines when a student-athlete may safely return to participation.
  - Contact: athletictrainer@eastsidecatholic.org

- ***Athletics Support and Supervision Associate***
  - The Athletics Support and Supervision Associate assists the Athletics Department with a variety of operational and supervisory responsibilities during after-school hours. This role helps support the daily functioning of the athletic program by providing on-site supervision of student-athletes, assisting with general athletic department tasks and helping ensure that activities are conducted in a safe organized and positive environment consistent with the expectations of Eastside Catholic Athletics.
  - Contact: **Brent Merritt,** bmerritt@eastsidecatholic.org

- ***Middle School Student Life Associate***
  - The Middle School Student-Life Associate oversees all middle school athletics and works in conjunction with the Executive Director of Athletics to support the planning, coordination and successful operation of middle school athletic programs.

- ***Special Olympics Lead***
  - Eastside Catholic's Special Olympics program is operated through the Options Program in conjunction with the Executive Director of Athletics. EC offers several Special Olympics sports opportunities, providing student-athletes with inclusive and meaningful opportunities for participation, competition and community engagement.
  - Contact: **Michele Barton,** mbarton@eastsidecatholic.org

- ***Multimedia Producer***
  - The Multimedia Producer plays a key role in elevating the visibility of Eastside Catholic School through the creation of compelling gameday graphics, real-time score updates and student-athlete highlights. While athletics is the primary focus, this role will also support broader Marketing and Communications initiatives across the school, contributing to institutional marketing, events and community storytelling.

Head Coach Contact Information

Head Coaches lead their respective programs and are responsible for team culture, player development, team selection, playing time decisions and overall program leadership. The head coach should always be the first point of contact.

Sport	**Email**
Baseball	baseball@eastsidecatholic.org
Boys Basketball	boysbasketball@eastsidecatholic.org
Boys Golf	boysgolf@eastsidecatholic.org
Boys Lacrosse	boyslacrosse@eastsidecatholic.org
Boys Soccer	boyssoccer@eastsidecatholic.org
Boys Swimming	swim@eastsidecatholic.org
Cheer	cheer@eastsidecatholic.org
Cross Country	crosscountry@eastsidecatholic.org
Fastpitch (Softball) – coed	fastpitch@eastsidecatholic.org
Football	football@eastsidecatholic.org
Girls Basketball	girlsbasketball@eastsidecatholic.org
Girls Flag Football	flagfootball@eastsidecatholic.org
Girls Golf	girlsgolf@eastsidecatholic.org
Girls Lacrosse	girlslacrosse@eastsidecatholic.org
Girls Soccer	girlssoccer@eastsidecatholic.org

Girls Swimming	swim@eastsidecatholic.org
Special Olympics Basketball – Traditional	mbarton@eastsidecatholic.org
Special Olympics Basketball – Unified	mbarton@eastsidecatholic.org
Special Olympics Bowling	mbarton@eastsidecatholic.org
Special Olympics Track & Field	mbarton@eastsidecatholic.org
Tennnis	tennis@eastsidecatholic.org
Track and Field	trackandfield@eastsidecatholic.org
Volleyball	volleyball@eastsidecatholic.org
Wrestling	wrestling@eastsidecatholic.org

Athletics Operations

Athletics Fundraising

All fundraising efforts for Eastside Catholic Athletics must be conducted through the Eastside Crusaders Athletic Fund (ECAF). ECAF oversees and supports both team-specific and department-wide fundraising efforts, ensuring all initiatives are aligned and effectively coordinated.

Funds raised through team-specific fundraising efforts are directed to the designated sport and support program-specific enhancements and experiences. Funds raised through department-wide initiatives are allocated to support athletics program priorities and department-wide needs, at the discretion of the Executive Director of Athletics.

The Eastside Crusaders Athletic Fund is a separate 501(c)(3) nonprofit organization, independent of Eastside Catholic School. ECAF works in partnership with the school to support athletics through fundraising and philanthropic giving.

Additional information about supporting Eastside Catholic Athletics can be found at: ecathleticfund.org.

Programming Enhancements

Eastside Catholic Athletics is committed to providing an exceptional student-athlete experience that extends beyond daily practices and competition. In addition to the operational support provided by the school, certain programs may utilize supplemental resources to enhance team culture, experiences and program development. These enhancements may include team-based experience fees and philanthropic support through the Eastside Crusaders Athletic Fund (ECAF), both of which help provide meaningful opportunities, celebrations and program improvements that strengthen the overall Eastside Catholic athletic experience.

- ***Team Experience Fee***

  Team Experience Fees are designed to enhance the overall student-athlete experience beyond the standard athletic program. At the discretion of the head coach, a team may choose to implement a Team Experience Fee to support activities and opportunities that strengthen team culture, recognition and engagement. If a fee is established, it will be added to the school's billing system after teams are finalized.

  Communication and Transparency – Head coaches who establish a Team Experience Fee will communicate it to families in advance, including a clear explanation of the purpose of the fee and how the funds will be used.

  Team Experience Fees support key elements of the student-athlete experience, including:
  - Senior Night recognition
  - End-of-season banquets and awards
  - Team-building activities
  - Team gear beyond standard-issued equipment
  - Enhanced travel or team trips
  - Team camps, clinics or off-season leagues
  - Snacks or meals

- ***Financial Expectations***
  Financial Expectations are as follows:

  - Fees related to optional team travel, tournaments or competitions – planned at the discretion of the head coach (such as out-of-state events or extended overnight trips) must be paid in full at least 60 days prior to the scheduled trip. Trips that are not fully funded by this deadline may be subject to cancellation. This does not include post-season or state tournament competitions. Fees for hotels and transportation for these events are covered by the school.

- ***Family Financial Responsibility***
  Parents or guardians are responsible for ensuring that all Team Experience Fees are paid by established deadlines. Failure to meet financial obligations may result in school-based administrative actions, which could include restrictions on registration, access to student records or other school privileges, in accordance with school policy. While every effort is made to plan carefully, unique situations may arise and any exceptions to these guidelines will be reviewed on a case-by-case basis by the athletics department and school administration.

Social Media
All social media activity associated with Eastside Catholic Athletics operates under the broader policies and oversight of the school, with the Marketing and Communications Department holding primary governance. These policies regarding student conduct, communication and digital behavior take precedence in all cases.

Official athletics social media platforms are managed in partnership with the Athletics Department to share updates, recognize student-athlete achievements and highlight team experiences throughout the year. Families, alumni and supporters are encouraged to follow these accounts to stay connected.

Official Eastside Catholic Athletics Social Media Accounts:
- Instagram: @eccrusaders
- Facebook: Eastside Catholic Athletics

Standard content – such as game announcements, recaps and postseason recognition – is routinely shared. Additional content, including features, highlights and program updates, is coordinated between the Athletics Department and the Marketing and Communications Director, with final approval aligned to school-wide communication standards, branding and strategy.

Photography and Videography Policy
All photography and videography for Eastside Catholic Athletics intended for team use, promotion, distribution or publication must be approved in advance by the Executive Director of Athletics and the Director of Marketing. This includes individuals or organizations capturing content on behalf of teams, programs or outside media outlets. Approval requests may be submitted via email to the Executive Director of Athletics.

Access to photography or film athletic events is not guaranteed and may be restricted at any time, particularly during WIAA postseason and other league-sanctioned events where additional rules and limitations may apply.
Approved photographers and videographers are encouraged to share event images with the EC Athletics SmugMug account: crusadersports.smugmug.com.

By photographing or filming Eastside Catholic athletic events for approved team or school-related purposes, photographers and videographers grant Eastside Catholic School and Eastside Catholic Athletics a non-exclusive, royalty-free license to use, reproduce, edit and publish submitted images and video for school-related marketing, communications, promotional and archival purposes across print, digital, social media and other school platforms.

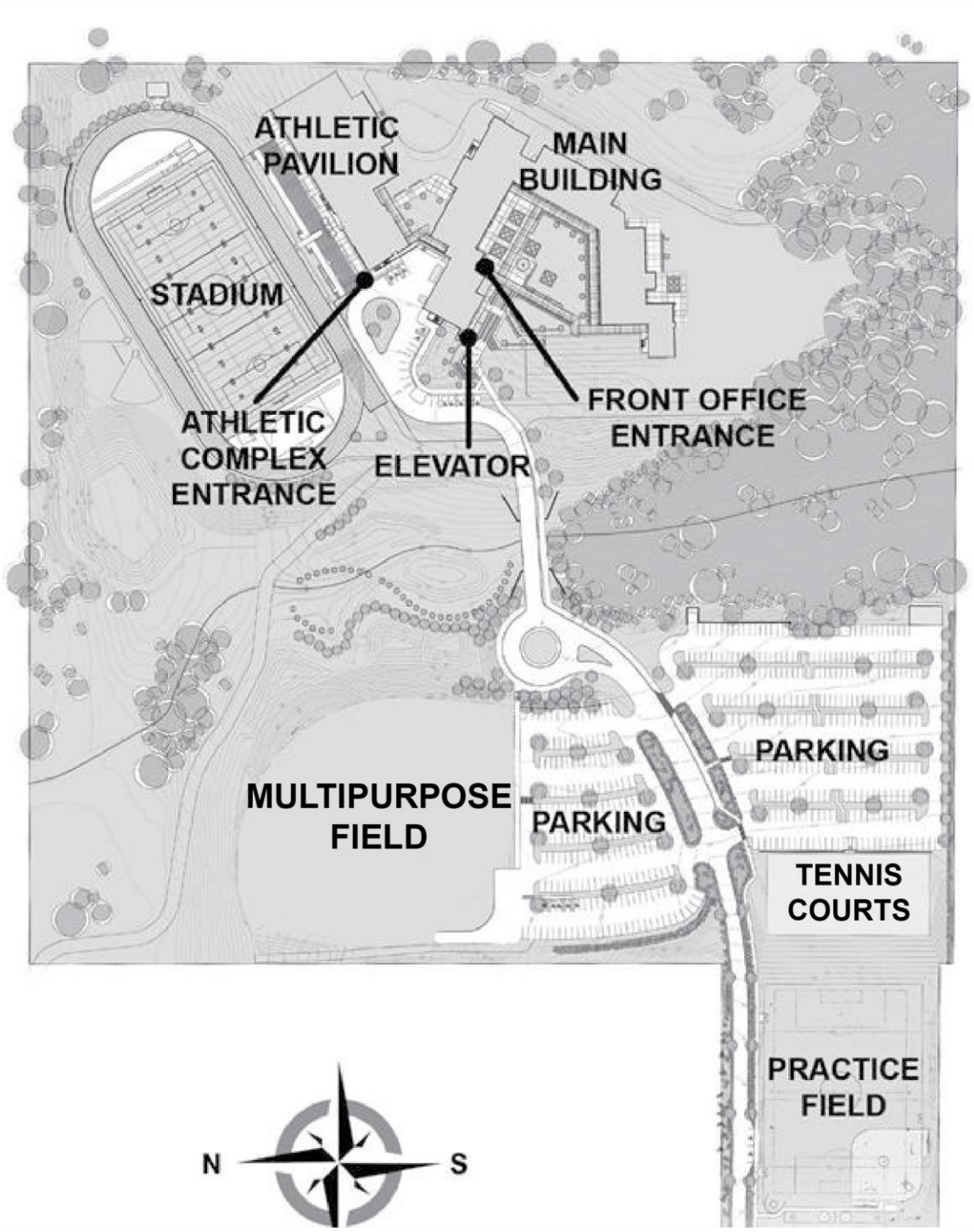
Photographers and videographers retain ownership of their original work unless otherwise agreed upon in writing.

Images or video featuring Eastside Catholic students may not be used for commercial purposes, third-party advertising, endorsements or any non-Eastside Catholic promotional use without prior written permission from the Eastside Catholic Marketing Director and possible additional required permissions from the student and/or parent or guardian.

Any proposed use or activity not otherwise consistent with this policy must be approved in advance by both the Executive Director of Athletics and the Director of Marketing.

Appendix

Campus Map



EC Parent & Guardian Partnership: Together We Thrive

Eastside Catholic Parents or guardians will:	Eastside Catholic School will:
Parents or 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.	EC suggests effective ways for Parents or guardians to support the education process for their student.
When concerns or questions arise regarding grades, sports or club participation, in a timely manner, students and Parents or guardians should speak with each other first. Then students with Parents or guardians should seek information directly from the school using the communication sequence outlined below: **Step 1:** Student communicates with faculty member, coach or staff member **Step 2:** Student and Parents or guardians communicate with faculty member, coach or staff member **Step 3:** Student and Parents or guardians communicate with principal or another school-employed administrator **Step 4:** Student and Parents or guardians communicate with school president	Eastside Catholic employees are accessible to students and Parents or 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.
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. EC expects Parents or guardians to communicate information about their student through email, phone or in-person meetings. EC expects Parents or guardians to respond to internal communication (i.e., that communication between school and parent/guardian) in a timely manner.	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. 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.
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.	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.
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.	EC will continue to communicate with Parents or 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.
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.	EC will work with families to ensure delinquent financial obligations are communicated with respect and explore a mutually agreeable resolution.

Parents or guardians support their student's performance by: 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. 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.	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.
Parents or 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 or guardians will not knowingly provide EC students with drugs or alcohol on or off campus.	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 or guardians with needed support or treatment for their student.

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!

Meaning of the Eastside Catholic School Shield Logo

- **Cross:** Communicates our faith-based environment and our commitment to doing God's will. It also incorporates a primary focal point of our campus—the cross above our Chapel
- **Three-Pointed Shield:** Communications our three Touchstones—Academic Excellence, Relationships and Servant Leadership
- **Flame:** As a dominate element, the flame has positive connotations of knowledge, the Holy Spirit and warmth
- **Hand:** Represents relationships, our supporting and welcoming environment and service to others

Student Code of Conduct Agreement

The Student Code of Conduct Agreement 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

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).	_____
I understand that any violations of academic honesty may impact my grades and eligibility for school-sponsored or extracurricular activities.	_____
I understand that repeated violations of academic honesty may impact my enrollment at Eastside Catholic.	_____
I understand that academic honesty violations can take many different forms, and I will be held responsible, whether I give or receive inappropriate help.	_____

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