



East Boston Central Catholic School
Parent/Student
Handbook

Revised September 2019

EAST BOSTON CENTRAL CATHOLIC SCHOOL **STUDENT/PARENT HANDBOOK**

INTRODUCTION

This Handbook is intended both as a source of information and a general guide to the educational services available at East Boston Central Catholic School. It is also designed to deal directly with topics concerning the expected behavior of students attending the school. Obviously it cannot cover **ALL** aspects or special circumstances that may emerge in the course of the year, but it should be a valuable resource for both parents and students with regard to the enforcement of the rules and regulations currently in place.

EAST BOSTON CENTRAL CATHOLIC SCHOOL **MISSION AND VISION STATEMENTS**

MISSION STATEMENT

East Boston Central Catholic School provides a rigorous and challenging curriculum, which allows student-learning to flow smoothly from our Early Learning Center through Grade Eight. EBCCS is committed to the development of the whole child: intellectually, spiritually, emotionally, socially, and physically, while promoting self-esteem, school spirit, and sportsmanship. We foster the growth of self-disciplined and self-directed individuals, while providing a deep appreciation and commitment to our faith. EBCCS encourages knowledge and pride in one's heritage and an appreciation of cultural diversity. Our students learn the importance of service to others, which empowers them to become the responsible and productive adults of tomorrow.

MISSION STATEMENT IN ACTION

Our mission statement translates into six specific goals evident in the teaching and learning which occur in our school.

1. We foster the integration of gospel values with the rest of learning and living. We strive to do this by:
 - displaying examples of strong relationships, which show a basic love and respect for all individuals in the school community;
 - integrating Christian values in all subjects, fostering a sense of hope, peace, and justice;
 - providing meaningful prayer services and liturgies.

2. We encourage in students an orientation to Christian awareness by helping them acquire the skills, virtues and habits of heart and mind required for effective service to themselves and others. We strive to do this by:
 - teaching children to help each other and the adults of the school community;
 - participating in local community service projects;
 - concerning ourselves with "global awareness" issues.

3. We concentrate on academic excellence and sequential skills development in all areas of the curriculum. We strive to do this by:
 - reviewing and updating books, materials, and practices;
 - developing curriculum guidelines;
 - promoting the continuity of the curriculum through communication between grades and levels;
 - encouraging each child to achieve his/her personal best;
 - having an on-going needs assessment program.

4. We are committed to a curriculum that fosters the growth of individual self-worth. We strive to do this by:
 - helping children reach their maximum potential through the implementation of positive teaching methods;
 - respecting individual differences and learning styles;
 - acknowledging and cultivating individual talents, gifts, and creativity in an appropriate way;
 - encouraging students to share their talents and gifts.

5. We are dedicated to a curriculum which encourages knowledge and pride in one's heritage, as well as an appreciation and respect for cultural differences. We strive to do this by:
 - fostering a sense of pride in oneself;
 - providing experiences which are designed to develop an understanding and appreciation of different races, religions and cultures.

6. We are committed to the development of a strong and fair discipline code which will enable students to become self-directed and responsible individuals. We strive to do this by:
 - implementing a discipline process which teaches children to be accountable for their actions;
 - reinforcing good behavior, as well as, correcting inappropriate behavior;
 - treating students fairly and consistently according to their individual needs.

VISION STATEMENT

We, the staff of East Boston Central Catholic School, advocate a student who responds to Gospel Values by being:

...**A SPIRITUAL PERSON** who recognizes and responds to God and is committed to a Christian lifestyle.

...**A WHOLE PERSON** who is striving to become morally, intellectually, and physically self-disciplined, self-confident, and self-motivated.

...**A LOVING PERSON** who values himself/herself as well as others.

...**A RESPONSIBLE PERSON** who responds to peace and justice issues, personal rights, and environmental concerns.

...**A HOPE-FILLED PERSON** who through his/her Christian values can positively look forward to tomorrow.

EAST BOSTON CENTRAL CATHOLIC SCHOOL PROFILE AND HISTORY

The Community

East Boston is a family-oriented community characterized by strong ethnic ties. In the early years a large percent of this working class community was first to fourth generation Italo-Americans. Currently, growing numbers of Hispanics, African-Americans, and Asians have enriched the community.

The School - Historical Information

East Boston Central Catholic School was organized in May of 1974 as a multi-parish, collaborative elementary school serving Our Lady of the Assumption, Our Lady of Mt. Carmel, Most Holy Redeemer and Sacred Heart Parishes. The decision to consolidate all four parish schools into one arose from:

- the interest of the Archdiocese in maintaining a Catholic school as part of the religious, economic, social and educational development of the total East Boston community;
- the inability of individual parishes to support their own parish schools;
- the expressed desire of the community to maintain the presence of a Catholic school for continued service to the Maverick Square/Day Square/Jeffries Point/Orient Heights areas of East Boston.

In May of 1974, after months of planning, East Boston Central Catholic School was founded. Collectively, the four parishes funded 10% of the school's operating budget. With this arrangement, the pastors of the consortium offered the advantages of a Catholic education to their parishioners at a fraction of what it would cost if it were sponsored and maintained as a single parish school. Currently, the school provides educational services to students from the supporting East Boston parishes. In addition, a growing number of students from the surrounding communities of Chelsea, Revere, Saugus and Winthrop attend our school.

Please Note: In 2004, through the Archdiocese of Boston's Reconfiguration Plan, Our Lady of Mount Carmel Parish (one of our supporting parishes), was suppressed. In 2010, the pastor of Our Lady of the Assumption asked our school board to remove his parish as part of the East Boston Central Catholic Consortium. Today, East Boston Central Catholic School is supported by two parishes: Most Holy Redeemer and Sacred Heart.

ORGANIZATION AND SERVICES

Our school is divided into two levels: Lower School (ELC-Grade 3) and Upper School (Grades 4-8).

Each level has its own chairperson. Chair people serve on an administrative council. This council assists the principal with programs, scheduling, and curriculum planning.

Parent Involvement Club (PIC)-Our school has an active parent organization known as PIC. PIC is designed to promote spirit among our entire school community. Membership is opened to all interested parents/guardians from Grades ELC- 8 who want to become actively involved in the life of our school. PIC activities include organizing student and parent dances, box top campaigns, holiday activities, Field Day, or any event that creates spirit. The proceeds from these events allow our school to purchase special materials or assist with funding for field trips.

School Governance (School Board)

A 7-11 member school board composed of pastors from Sacred Heart and Most Holy Redeemer, as well as, representatives from our local community determine both school policy and future school development. No one member exercises exclusive veto power over the majority decisions of the board. The Board meets regularly.

The principal of the school is employed by the Board as the chief administrator in the day-to-day management of the school's educational and material resources. Broad discretionary authority is given to the administrator in applying the policies to the day-to-day operations. The primary responsibilities of the chief administrator are as follows: educational program planning; curriculum design and revision; budget development; on-going fiscal management; establishing and maintaining of appropriate discipline/dress code; and the development of a process for the recruitment/hiring, placement, evaluation and dismissal of all professional and nonprofessional staff.

The principal is assisted by an office manager and the chairperson of each level. While decisions directly related to the overall management of the school are ultimately determined by the principal, the process of arriving at those decisions is shared with the groups affected by the outcome and involves varying levels of consulting and discussion.

PROGRAMS

Catholic Identity and Our School Program

East Boston Central Catholic School is deeply rooted in Catholic traditions. Students are taught Christian values, self-discipline, service to others, respect for all people, and the importance of practicing **their faith on a regular basis through Mass participation**. This commitment to the Catholic faith is what makes us different from public schools. All that we do in our teaching embraces our Catholic Identity. Those who are a part of our school family must understand, agree, and accept our philosophy and mission of education.

Program/Curriculum Students are instructed in all major subject areas including Religion. Our expectations are that each pupil achieves his/her individual best. Curriculum needs are reviewed/revised yearly and updates are made on a regular basis.

Secular/Liturgical Music Teacher East Boston Central Catholic has the services of a music teacher. It is the responsibility of this person to teach music to each grade, direct two musical reviews a year, organize a choir, and coordinate music for liturgies.

Physical Education Program

Once each week students throughout the grades (ELC-Grade 8) participate in a formal physical education class. All students will be instructed in our auditorium or playground. If a child needs to be excused from our physical education program due to a health issue, we will need a note from the doctor stating the reason. Conversely, when a child is reinstated we need the authorization of a physician stating that he/she is well enough to participate in the program.

House Program

Students in grades 6-8 participate in our House Program. There are four houses named after saints: Bosco House, Savio House, Assisi House, Kolbe House. Students take on various leadership roles throughout the school, in our parishes, and in our community.

Student Choir

The children in upper grades have the opportunity to join our choir.

Before School PROGRAM- Our school offers a supervised Before School Program beginning at 6:45 a.m. each school day. A light snack is provided to participating students.

After School Program

East Boston Central Catholic Schools offers an extended day program for students. The program consists of monitored homework sessions, games, arts and crafts, etc. Our After School Program is available from 2:15-4:30 for a separate fee (Family rates are also available). We do provide an extended time to 5:00 o'clock for an additional fee.

Breakfast and Hot Lunch Programs

Breakfast Program- Students have the opportunity to participate in our morning federally funded breakfast program. A nutritious morning meal is served to students during their recess break. Children of income qualifying families can receive this service for free or a reduced fee. Breakfast is available to all other students for a nominal fee.

Hot Lunch Program, Bag Lunches, and Lunch Restrictions

East Boston Central Catholic is part of the federally funded hot lunch program. Each day students receive a well balanced meal from each of the five major food groups. A monthly lunch calendar is sent out to all school families. This calendar details the menus for each day. Money for lunch must be sent to school on Friday in an envelope with the child's name, grade, and amount enclosed. (Depending on family income, some children are entitled to free or reduced priced lunch through this program.) Students, who do not wish to eat our lunches, may bring their own bag lunches from home. These lunches must come to school in the morning. Parents are asked **NOT** to bring food from local restaurants such as McDonald's to their children during the lunch period. This can be upsetting to children whose parents cannot do the same. In fairness to all, we ask students to either eat the lunches provided by our school or bring bag lunches from home.

Health Program

The school is served by one nurse who is present at least one day each week. The nurse provides hearing tests, eye tests, and other general health services. Most routine first-aid is done by the teacher or office staff.

Distribution of Medication

By regulation of the Health Department, **no medication** can be dispensed by school personnel. This includes aspirin, Tylenol, etc. Whenever possible, the dispensing of prescribed medication should be regulated according to school hours. If medication must be given during school hours, a parent is required to come to school to administer it or give permission for the child to self-administer in the presence of a staff member. Students may not keep medications on them. If an inhaler and/or Epi-Pen is needed, a student may keep it in a bag in the classroom. This bag will travel with the students throughout the school day. The student must be able to self-administer the correct dosage if needed. It is the parent's responsibility to make sure all medications/inhalers/EpiPens provided to the school are up-to-date.

Title 1

Title 1 is a federally funded enrichment and remedial program for certain eligible students. Students in this program spend time each day in a computer assisted instructional (CAI) program designed to strengthen weaknesses in specific areas of reading and math. Students are assigned to the Title 1 program through standardized test scores and/or the recommendation of their classroom teachers.

Chapter 766

Chapter 766 is an educational "Bill of Rights" in Massachusetts which guarantees ALL children with special needs, ages 3 through 21, be provided with an education that best meets their needs. Under this law, our school is serviced by the area public schools for evaluation and follow-up. If any parent or teacher feels that a child has a special need, they should inform the principal as soon as possible.

It must be understood that if the teachers at EBCCS feel that they are unable to meet the specific educational needs of a 766 core evaluated student, then the parents of that child must be prepared to find placement with the proper public school agency. Unfortunately, EBCCS does not have services of a resource room or special needs teacher.

Library

The library is staffed by a part-time librarian. Each grade in our school has a library period scheduled each week. Teachers and students are encouraged to use this resource center at other times when possible. Some library activities include annual book fairs, Young Author's Day, and Story Hour.

Computer Lab

A state-of-the-art Computer Room is available to our students and staff. The room is equipped with twenty desktop computers, a digital display SMART Board, and a 3D printer. Formal instruction in computer literacy is offered to the students in grades Kindergarten - eight once a week at a regularly scheduled time. This room is also available to all grades throughout the week.

Pictures and Videography

Through pictures, our school keeps track of activities and events throughout the school year. These pictures are used for our end of the year videos, various publications, and for archival preservation. A picture release form is given at the beginning of each year for parents to give permission for their children to participate or not.

SCHEDULES AND RELATED INFORMATION**Daily Class Hours**

Class Hours: Grades Early Learning Center & K2 - 8:10-2:15; Grades 1-5- 8:10 - 2:20; Grades 6- 8 – 8:10-2:40

It is important for students to be on time and prepared to start their school day according to the above schedule. During the homeroom period, each student will participate with their class in a religious and civil observance.

If a student arrives prior to 8:00, they must enter through the cafeteria door and report to the before school program director. After 8:00 a.m., students may enter via the main entrance on London Street and report to their homeroom. Any student who is late (arrival after 8:20) shall enter the London St. door and report to the office before going to class.

Inclement Weather Procedure

Inclement weather is considered a day when being outside is extremely uncomfortable (rain, snow, high winds, or temperatures or wind chill factor below 32 degrees). On such days the following regulations will be in place:

1. Children should arrive at school no earlier than 8:00 (unless they are participating in the Before School Program)
2. Students in K2-Grade 8 may enter the building through the London Street door from 8:00 o'clock on, and go directly to their classrooms.
3. Students in the Early Learning Center may enter the building through the school yard entrance located under the fire escape.
4. We ask that on brisk, sunny days, children remain in the school yard as usual.

Tardiness

A student who arrives late loses valuable instructional time and interrupts a class already in session. Consequently, chronic tardiness is considered a serious matter and will be handled through the principal's office. (Please see Addendum page 18)

Student Absences

If a student is not going to attend school because of illness or a home emergency, the parent or guardian must inform the school between 7:30 and 9:00 a.m. An **explanatory note** should be presented to the homeroom teacher when the student returns to class. Frequent, prolonged, unexcused absence or tardiness (30 days/year) shall be reported to the Attendance Officer of the Boston Public Schools by the principal. Students are also required to make up work missed during their absences after school.

A student who is absent 30 days in any school year for any reason may be liable for retention

Early Dismissals

Parents are strongly discouraged from making doctor's or dentist's appointments during the school day. Reasons for dismissal should be limited to illness and/or family emergencies. Any request for dismissal should be in writing. Parents requesting early dismissal **must** meet their child at the office and sign the student out for the day. Students are not allowed out of the building to wait or go home on their own.

A student who becomes ill during school hours must be picked up in the office by a parent or authorized adult. No child will be dismissed who is not accompanied by an adult.

Unscheduled Vacations

Each time a child is absent from school, he/she loses valuable learning time that in reality can never be made up. Since time is such a precious commodity, it is important that **all vacations be limited to the regular school holidays**. If an unscheduled vacation is taken, work **will not** be given in advance. It is expected that the student makes-up the work when he/she returns to school.

Noon Dismissal Days

Throughout the school year some scheduled noon dismissal days may be necessary. These days are considered **just as important as full days**. Students receive instruction in major subjects during the hours of 8:10 and 12:00 o'clock and therefore should be in attendance.

No School Announcements

During the winter months, "No School Announcements" will be made to your home phone or cell through our **Instant Alert system**. Also local news stations will carry the cancellations.

Visitors to the School

All parents and visitors to the school must report to the office directly upon entering the building. They will have to sign in and then wear the visitors badge during their stay in our school.

Lunch Recess

All students will eat their lunch in our cafeteria. They will then be given recess time outside in our playground (weather permitting). Students are asked to listen and respect the parent lunch monitors who are on duty during this time period.

ACADEMIC AND BEHAVIORAL EXPECTATIONS**Student Progress****Grading**

Student progress at EBCCS is formally assessed in the following ways:

1. **The Report Card** – The report card is a graded assessment of each student's progress and is issued four times a year (The final report card will be sent home with the child on the last day of classes)
2. **Formal Parent/Teacher Conferences** – Parent conferences are held throughout the year. The first report card conference is **required** for all parents. Informal parent/teacher meetings may be held throughout the year on an as need basis.
3. **The Permanent Record Card** - A summary card of progress is kept on each student. This card is found in the child's office file.
4. Each student is expected to pass all major subjects before being promoted to the next grade. Failure of one or two subjects may require summer school. If a child is failing three or more subjects, retention or dismissal from our school may be necessary.

Retention Policy

Each student considered for retention or conditional promotion will be discussed by classroom teacher and Principal. The parent will be formally notified of this possibility on or before the third marking period. The case will be reviewed again prior to the end of the year, when a final decision of grade placement will be made.

Homework

Homework is an important element of the school's academic program and must be completed as assigned. It should not require any teaching on the part of the parent. It should serve rather to reinforce what was taught in the classroom. (Please see addendum section page 15 of this handbook for more information with regards to homework.)

General Conduct Policy

Students are expected:

- To keep corridors open to traffic by walking to the right - at no time is running permitted in the building;
- To walk through the corridors quietly and be considerate of others in the halls and classrooms;
- To use, when appropriate, only those staircases which are designated for the use of a particular class;
- To throw away trash in the baskets provided and to make a conscious effort to contribute to the cleanliness of the building and yard;
- To refrain from chewing gum **ANYWHERE** on school property;
- To eat or drink only in designated areas;
- To be respectful at all times to adults and to each other.

Respect for Property

Respect for all property is a prime requirement of a good citizen. Time and money are involved in maintaining our building and each student is expected to cooperate in keeping it clean. Included, as well, is respect for the belongings of all members of our school family.

To mark or damage the building, books, equipment, furniture, or grounds deliberately is a **serious** offense and each student/parent will be expected to make restitution for damage to school or personal property. (Please see Addendum page 16 for additional information with regards to care of text books and materials.)

Yard Rules

Due to the number of students using the playground at one time, the following rules will be enforced to promote safety and order.

1. In the morning, students should remain in the school yard until the bell rings. Before school, no ball playing or running is allowed. On rainy days and/or in extremely cold weather special arrangements will be made to allow students to enter the building before the bell rings.
2. Students will leave the building at recess time and remain in the school yard until the bell rings.
3. Designated parents (as part of their commitment to the school) will supervise student behavior in the yard at lunch time. These parents are responsible for making sure the students act in an appropriate way.
4. While on school property, there is to be no fighting, pushing or pulling of other children or of their clothing, running/chasing games or any behavior which is considered rough or disruptive. **Our school prescribes to a "No Touching Rule." for all children at all times.**
5. Students must listen respectfully and follow the instructions of all adults including lunch monitors.
6. No baseball bats, hard balls, or hockey sticks are permitted in the yard. Other toys or equipment will be allowed only at the discretion of the level chairperson and principal who will determine the safety of such items.

Handicapped Accessibility- Our school is handicapped accessible through special ramps and an elevator. If a student, staff member, or visitor is physically challenged, they will have ease of access to all areas of our school through these adaptations in our building.

Field Trips

Throughout the school year various field trips will be planned for the students. This will include on-foot trips to local places (church, gym, library, stadium, etc.) On-foot trips will require one permission slip for the entire year.

In addition, special field trips may also be planned. For special trips, the parent must sign a permission slip for each event. Parents also understand that no liability is assumed by the school or school employees for injuries to students or damage to property while on the field trip.

Field trips are a privilege. If a child is not meeting academic or behavioral standards, then it may be necessary to take this privilege away.

Parents who wish to chaperone field trips must have **a CORI on file.** CORI forms must be filed at the beginning of each school year.

DISCIPLINE PROCESS

The educational process to which we are committed at EBCCS involves more than training the mind. The other important human qualities of heart and conscience must be included if we are to educate the total person. In this process, self-discipline becomes an important goal. Students need concrete and consistent guidelines during their formative years in order to learn what it means to be responsible and accountable for their behavior.

Primary responsibility for disciplining students lies with the classroom teacher. The principal will be involved in cases of severe or chronic disciplinary problems.

The following discipline process has been developed to reinforce student responsibility and to provide an atmosphere in the school that is conducive to learning.

General Disciplinary Guidelines

The following steps are applicable as a guide for Grades K - 5:

1. Verbal warning from the teacher to advise a student of unacceptable conduct and/or academic performance;
2. The teacher will contact the parents of the student to make them aware of the possible consequences of the **continuance of the inappropriate behavior**. If necessary, a formal meeting with the homeroom teacher and parents will be arranged
3. When and if the above process is shown to be ineffective or when an offense is serious or excessive, the matter is officially referred to the principal.
4. If no improvement is made then the child will be moved to a behavioral or academic contract. It must be remembered that the contract is part of a process and is a serious last resort. It will be developed only after all other avenues of remedy have been explored without result. Once the contract is formulated and signed, dismissal may result upon any violation of its terms.
5. An after-school discipline program (detention) may be instituted by the teachers if they judge it to be appropriate.

After School Detention - is an extension of the school day held at specific times during the week and under the supervision of a classroom teacher. A detention is issued by a teacher or staff member to a student for non-compliance of school/classroom rules and regulations. Examples of offenses that can lead to a detention:

- Disrupting class
- Out of uniform without a written excuse or violation of grooming code
- Gum chewing
- Deliberately disobeying school/level rules
- Disrespectful behavior towards adults
- No note, phone call, or e-mail for absence and lateness
- Swearing
- Not having test papers signed after two day's notice
- Dishonesty and deceitful behavior
- Failure to complete homework
- Consistent lack of preparation for class
- Chronic disruptive actions, which result in the loss of class time.

Demerit - A demerit will be given only by the principal for serious offenses or for chronic detentionable offenses. The principal will make this decision after investigating the circumstances and consulting with all the parties involved. A demerit is equivalent to 5 detentions.

Examples of offenses which can lead to a demerit and or suspension:

- Inappropriate behavior while in uniform (both on or off school property)
- Use of cell phones or texting during school time
- Destroying property/vandalism
- Extreme disrespectful/rude behavior
- Stealing
- Fighting
- Obscene language/gestures; sexual harassment of others
- Truancy
- Jeopardizing the safety of others
- Cheating (child will also receive a failing grade)

Contract- If a child accumulates an excessive amount of detentions or commits an infraction that is considered extreme, a contract will be set into motion.

- formal meeting with student, parents, teacher, and principal;
- the contract terms will be presented at this meeting;
- automatic loss of all privileges will occur at this stage; this includes field trips, participation in sports, etc.;
- child will remain in this phase for a designated period of time; this time will be determined by the teachers and principal;
- a child's behavior/academics will be closely monitored and evaluated throughout this phase;
- if significant improvement has been made after the designated time period, then the child will be removed from contract and all privileges will be restored;
- if however, behavior and/or academics begin to show signs of deterioration, then he/she will return to a contract;
- if it is determined by the principal, level chairperson, and teacher that the child has shown NO overall improvement during the prescribed time, then the child will be expelled from the school

Suspension -For certain serious offenses, a student will **NOT** be allowed to return to regular classes for a specific period of time. Suspension may also carry with it a certain number of demerits and detention hours to be determined by the principal. Specific reason for a suspension will be determined by the principal. Suspension may be in-school or out of school. In some cases a contract agreement may result from the suspension.

Expulsion -For certain major offenses, all due process will be suspended and educational services will be terminated immediately. Examples of offenses which may lead to expulsion:

- Maliciously injuring a staff member
- Maliciously injuring another student
- Possession of dangerous weapon with the intent to hurt another
- Drugs/Alcohol brought to or used at school (see Addendum section page 21)
- Or any infraction deemed to be dangerous to an individual or to the school.

Graduation Requirements - Graduation activities for 8th graders are considered privileges that are earned by displaying appropriate behavior and passing academic grades. If a child's behavior/academics are unacceptable he/she may lose the privilege of taking part in the activities planned. This includes the end-of-the-year field trip, class night, and the graduation itself. It should also be noted any child failing a subject by the end of the last marking period will receive a blank diploma at the graduation exercise. The official document will be given after the completion and passing of an approved summer school program.

Please Note: Parents of graduates must also meet their financial obligations to the school according to their specific payment schedule. If all accounts are not reconciled, a child will not be allowed to participate in the graduation activities.

Merit Point System (grades 6-8)

Exemplary and/or improved behavior will be rewarded through a merit point system. Students can accumulate merit points, which will result in special privileges or rewards to be determined by the classroom teacher.

DISCIPLINE POLICY FOR PARTICIPATION IN OUR SPECIALTY PROGRAMS

East Boston Central Catholic School is dedicated to the goal of providing our children with an educational program which is balanced. We are committed to the philosophy of educating the child in faith, the sciences, academics, physical fitness, the arts (literature/music) and technology. In order to meet this goal, our program includes music, physical education, library, computer literacy, science laboratory instruction, and introduction to Latin in the Junior High. Although participation in these enrichment classes is once a week; they are still considered extremely important. Since time is of the essence (only a limited amount of classes per marking period) exemplary behavior is especially important in these courses. If a student is constantly disruptive during the limited time provided, all students are deprived of a learning opportunity. With this in mind, a special procedure for the encouragement of proper behavior in these courses has been established.

This policy will be in effect for computers, gym, library, music, science laboratory and Language. If a child displays poor behavior during a class period, the teacher will implement the following Steps:

- 1) Verbal warning
- 2) Time out or move the child's seat
- 3) Incident Report (Grades ELC-3)
- 4) Detention (Grades 4-8) is given (This step will be necessary if the two steps above do not work.)
- 5) If the child is sent to the office more than once, a formal meeting with the parent will be necessary.
- 6) If the child's behavior does not improve after the above steps have been taken, then a behavioral contract for this particular class will be put into effect. If the contract does not change the behavior, then it will be necessary to remove the child from the class for the rest of the term. In addition he/she will receive a non-passing grade on his/her report card.
- 7) This procedure will be followed by the specialist for each marking period.
- 8) The continuation of chronic misbehavior may result in dismissal from our school.

PARENT RESPONSIBILITIES AND OBLIGATIONS IN SCHOOL DISCIPLINE

It is imperative that the home and school work together in the educational process. Parents will be informed of all major issues related to a child. If an incident is serious, the school and the home will try to determine the best course of action to improve a child's behavior. However, if a parent is unwilling to cooperate with the teacher and administration, does not respect our professional judgment, violates written or verbal agreements, and/or defies school policy and regulations then educational services will no longer be possible at our school.

TUITION PAYMENT PLANS AND RELATED CONTRIBUTED SERVICE PROGRAMS

Tuition (Also, please see Tuition Addendum page 22 of this handbook)

New Rates: Each year the School Board determines the rates for the following year. The new rates are published as soon as they are set.

Tuition payments must be made through the FACTS Tuition Company. You must register with them at

<https://online.factsmgt.com/SignIn>

Also once you are registered with FACTS, the school office will be able to apply discounts, financial aid, and other credits you may be entitled to.

***Families with an 8th Grader must have all tuition & related expenses paid by the end of May in order to participate in graduation activities.**

Parish Commitment

East Boston Central Catholic is rooted in strong Christian principles. These principles of faith must be practiced both in the school and in the home. Parents should consider it an important responsibility to foster faith development practices in the home.

All parents who belong to one of the supporting consortium parishes, Most Holy Redeemer and Sacred Heart must be registered parishioners in order to qualify for the in-parish tuition rate.

A registered parishioner is one who attends Mass each weekend and contributes to the envelope system. If your pastor determines that you are **NOT** an active member of his parish, then it will be necessary to assess you the additional non-parish membership fee of \$300.

It is important to note that the parish subsidy provided by our pastors is with the understanding that the students are learning to become practicing Catholics. The proof of this integration of faith with the rest of life is assessed by regular Mass attendance. Your cooperation in teaching your child the importance of attending Mass weekly and supporting the efforts of the parish is key in making our educational mission consistent with our philosophy.

Parent Commitment The Parent Commitment program is a vital link in the life of our school. It helps to keep our cafeteria, fundraising, and school activities running smoothly and efficiently.

The Parent Commitment program requires each family to contribute approximately forty (40) hours of service a year to the school. This can be done in a variety of ways:

- ELC & K2 Lunch time-----once a week for an hour
- General Cafeteria-----approximately twice a month for two hours
- Fundraising/Development-----evening meetings and participation in all events
- General School Cleaning/Repairs-----Summer or when needed

Parents are asked to choose their commitment carefully. Failure to report for your commitment without rescheduling a make-up will result in an extra monthly assessment based on the yearly fine fee of \$750.

Because of special circumstances, some families may choose not to contribute their services through the parent commitment plan. In such cases, parents may pay an additional payment to “opt out” of participation in the program. This fee will be added directly to their school charges.

Fundraising

Each family is also given an opportunity to participate in our major fundraising drives. The goal is for each family to **NET THE SCHOOL A PROFIT OF \$200**. In September, the fundraising chairperson will provide you with a list of upcoming campaigns. For each campaign, you will receive 40% of total dollars sold towards your commitment goal of \$200.

A parent has the option of **not** participating in the fundraising sales campaign. If this is the case, an additional surcharge of \$200 will be added to your school charges. If a parent does participate in the fundraising campaigns, but **does not** reach the goal of netting the school \$200 by the end of the year, then he/she will be assessed for the difference between what was sold and the \$200

Delinquency

Consistent delinquency in fulfilling payment plans and/or contributed services may result in the termination of educational services. (See Addendum page 22)

Uniform Dress Code

Students are expected to report to school each day wearing the required uniform. Consistent violation will result in appropriate disciplinary action.

Parents are expected to make sure that their child is in compliance with the **dress and grooming code**. If students are not wearing the required uniform, parents will be required to bring the appropriate articles of clothing to school.

THE SCHOOL BOARD HAS APPROVED THE FOLLOWING DRESS CODE

ELC and K2 Boys and Girls

- Regulation navy pants or shorts
- Regulation light blue EBCCS polo shirt
- Regulation EBCCS navy sweater with emblem
- White or navy socks

Boy’s grades 1 through 8

- Navy blue pants with a belt (Gr. 4-8) or elastic waist for younger boys (Grades 1-3)
- Light blue shirts (long or short sleeve)
- Navy blue fabric tie
- Regulation navy blue sweater with emblem or navy blue pull over vest sweater with emblem
- White polo emblem shirt may be worn on specially designated days in place of blue shirt and tie.

Girls 1st through 5th Grade

- Regulation plaid jumper(long pants under jumper not allowed)
- White blouse (long or short sleeve)
- Navy cross tie
- Navy blue or white tights or knee socks
- Regulation navy blue sweater with emblem

Girls 6th through 8th Grade

- Regulation plaid and pleated skirt
- Regulation navy sweater with emblem or navy blue vest with emblem
- White blouse (long or short sleeve)
- Navy or white tights or knee socks
- White polo emblem shirt may be worn during warm weather months

SUBSTITUTE UNIFORM FOR GIRLS GR. 1-8 (OPTIONAL FOR WINTER MONTHS ONLY)

- Navy blue pants
- Regulation navy blue sweater with emblem
- Navy blue vest with emblem
- White long or short sleeve blouse with emblem vest or sweater

Parents will be advised in late Fall when children may begin wearing the substitute winter uniform. The approximate dates are December 1st through March 30th, but variations will be determined by weather conditions.

WARM WEATHER UNIFORM

In September and again in mid-May students may wear the following substitute warm weather uniform.

The following uniform pieces may be worn by girls and boys in Grades 1-8

- Uniform navy shorts
- EBCCS regulation polo shirt
- White or navy ankle/knee socks.

REGULATION SHOES

- No Shoes with heels greater than 1 inch.
- If boys wear work boots, they must be kept tied and the cuffs of their pants must be worn over the boot.

ACCEPTABLE GROOMING ELC-8

- Extreme hair styles are not permitted (spiked hair, shaved rows, tails, beads, or style deemed unacceptable by the administration);
- Dyed or frosted hair is not allowed;
- Hair which falls in students eyes is unacceptable. The student will need to use a headband or clips to keep it in place. In extreme cases, a haircut may be necessary.
- No make-up or fake nails will be allowed;
- Boys' hair must be cut at or above the shirt collar.

ACCEPTABLE GROOMING -Jewelry

Watches may be worn in grades 4-8 only;

- Earrings for girls are limited to stud style or small hoops not to exceed the circumference of a nickel (limit two per ear; top earrings must be stud style only);
- Boys are not permitted to wear earrings during the school day.

ACCEPTABLE GROOMING FOR CASUAL DAYS OF DRESS, SOCIALS, FIELD TRIPS

We want to allow children a certain amount of expression on these days, but within the guidelines of our standards as a Catholic School. With this in mind, we have established the following guidelines:

CASUAL DRESS DAYS /FIELD TRIPS /PICTURE DAY

- No shirts with inappropriate sayings or pictures (especially depicting violence).
- The makeup, jewelry, and shoe regulations remain the same as it does with the uniform. (Sneakers may be worn with casual outfits).
- Pants that are excessively long, baggy, or don't fit properly on the waist.
- No excessively short skirts/dresses (an inch above the knee is fine).
- No tight pants or jeans that are ripped or written on.
- Tank tops are not permissible.
- No pants that look like pajama bottoms.
- No low cut, form fitting tops or blouses (tube tops); shirts must be long enough to be tucked in or worn outside without the stomach being shown. (At no time should the mid-section area be seen).
- Heels on shoes may not exceed 2 inch standard.
- Body tattoos are not allowed at any time.
- Beads or dyed hair styles are not permissible.

DANCES/SOCIAL/FIELD TRIP ATTIRE

Dances and socials events will allow students a bit more options. However, provocative outfits of any kind still will not be permissible.

The dress code listed above applies for these events, but with the following additions:

- Boys may wear earrings to these events.
- Make-up may include light lipstick and dress earrings (However, nothing should be excessive- e.g. heavy make-up or ultra large earrings).
- Dresses and skirts should not show the upper thigh area-limit 2 inches above the knee.
- Heels on shoes may be higher than the 2 inch range for these events only.

This is only a guide to appropriate vs. inappropriate dress at our school. Students must return to regular grooming code day after the event, therefore expensive hair styles or nails that do not conform to our regular dress code will have to be removed for regular school hours.

Please Note: The administration of our school reserves the right to decide at any time if a student is not dressed/groomed within our acceptable standards/code.

PHYSICAL EDUCATION CLOTHING (ELC-Grade 8)

All students in Grades ELC -8 must have the regulation EBCCS Gym Uniform. This uniform consists of sweatshirt/pants, shorts, and T-shirt. Students must wear this uniform with sneakers in place of uniform on physical education days only. Sneakers for gym must be plain tie style. Decorative/light up sneakers are not permissible. For safety reasons, slip on sneakers are not allowed. (These types of sneakers eventually stretch and pose a danger of coming off during running and jumping maneuvers.) Earrings may not be worn on gym day.

HANDBOOK ADDENDUM

East Boston Central Catholic School Homework Policy

Educational research shows that success in school can be directly attributed to strong study skills. Study skills are an essential part of homework assignments. Homework provides needed practice and application of skills taught in the classroom; aids in the development of responsibility and organizational skills; and extends opportunities for further learning. Each student in our school is required to reinforce skills through homework. The amount and time obviously depends on the grade level of the child. Below is a homework time guide. This guide is designed with the average child in mind. Individuals may require more or less time.

ELC-K2.....	10 minutes
Grade 1.....	10 - 20 minutes
Grade 2.....	20 - 30 minutes
Grade 3.....	30 - 45 minutes
Grade 4.....	40 - 55 minutes
Grade 5.....	50 - 65 minutes
Grade 6-8.....	60 - 90 minutes

The above homework table is assuming quality time is being used. This means that children must be engaged in the work in a quiet place, conducive to learning. (Twenty minutes in front of the television or listening to the radio is not considered quality time.)

With each year that goes by, the professional staff and I see a growing problem with how children are doing or not doing their homework. Eventually, this problem is reflected in their academic performance. With this in mind, the EBCCS staff asks for your assistance. Listed below are homework habits which are considered **essential** to the learning process. Whether your child is just starting his/her educational journey or is preparing for high school, these skills will help make him/her a better student:

- 1) Provide a quiet, non-distracting, well-lighted learning space.
- 2) Have paper, pencil, dictionary and any other materials available in this learning space.
- 3) Set specific study times.
- 4) Make sure that the TV and radio are turned off during this time.
- 5) Check periodically to see if the homework is being done neatly and correctly.
- 6) Help your child with drill and review assignments (flashcards, notes, etc.)
- 7) Help your child to study for a major test over several days. Cramming for an exam is generally not successful, and cannot replace learning that should take place over time.

Furthermore, the homework issue is so important that a procedure has been developed that will be followed for students who **chronically** miss assignments or who do not have them done properly.

The homework policy is as follows:

- For every 3 missing/incomplete/unacceptable assignments for a subject per semester a child will drop 1/3 of a marking grade. The chart below explains the process.
- For each 3 missing assignments per subject a student's grade will be affected in the following way:

A+	becomes an.....	A
A	becomes an.....	A-
A-	becomes a.....	B+
B+	becomes a.....	B
B	becomes a.....	B-
B-	becomes a.....	C+
C+	becomes a.....	C
C	becomes a.....	C-
C-	becomes a.....	D+
D+	becomes a.....	D
D	becomes a.....	D-
D-	becomes a.....	F

Homework Policy (continued)

1. A letter informing the parent of this situation will be sent home;
2. A child will also receive a detention (grades 4-8) or loss of recess (grades ELC-3) for not meeting homework requirements;
3. An accumulation in all subjects of 9 missing homework assignments will result in the loss of special activities (dances, field trips, basketball, etc.)
4. A child could ultimately fail a subject for not doing his/her homework.

The teachers and administration are available to assist parents with the homework process. Practical suggestions on how you can improve study time at home will be made.

TEXT BOOK UNDERSTANDING

Providing current text books for our students is a very expensive proposition. A single student text book can cost \$75 or more. In order to share the expense of books, we implement a "books and materials user fee" for each student. This fee allows us to maintain up-to-date texts as well as to keep the cost reasonable for parents. Since students are asked to use text books from year to year, it is important that the current user keep his/her books in optimum condition. At the beginning of each year the teacher will assign books to his/her students using a number system. The number represents the user for the year. The student is responsible for the proper care of the books assigned to him/he for the year. The child is responsible for:

- covering each book at the beginning of the year and making sure the books stay covered all year long (Please do not use sticky clear book covers. These covers leave a sticky residue.);
- any extraneous writings or marks on the pages, binders, covers, etc. that he/she makes;
- lost or stolen books;
- any spills, food stains, etc. that may cause damage to the books; (Please don't put food/snacks in the school bag with books or place books on a kitchen table while food is being served.)
- any torn pages (Keep text books away from younger children in the family).

The parent/guardian assumes complete responsibility for restitution of damages that may occur to text books while being used by his/her child.

EAST BOSTON CENTRAL CATHOLIC SCHOOL ADMISSION POLICY

The following procedure is used in accepting new students into our school:

- 1) Current families of EBCCS are permitted to re-enroll their children before “New Families”.
- 2) Additional children of families already in our school will have priority placement, but must meet academic and behavioral standards as listed below.
- 3) All new students (K2-Gr.8) including children of families already enrolled in our school are given a screening test. This test in combination with a report card or progress report from the previous educational programs/schools will determine acceptance. (Behavior and work/study skills are also a major consideration in final acceptance of new students.)
- 4) First priority after current families shall be members of each of our two supporting parishes (Sacred Heart and Most Holy Redeemer).
- 5) Remaining seats, for ELC - Grade 8 will be available to any qualifying student.

Documents and Age Requirements

- Medical and up-to-date immunization records **are required** for all new students before they start school. If all required health records are not provided, the child will not be accepted or allowed to attend class until all information is provided
- Kindergarten Programs and First Grade proof of age (birth certificate) Requirements:
Required age for Angels is three, Cherubs is four, K2 five, and Grade 1 is six on or before September 1st.

Tuition and Related Admission Obligations - There are four components to our admission’s contract. Each is explained below:

- 1) **Financial Obligation** Tuition payments will begin in July . Parents have the option of paying in full, or selecting a payment plan.
- 2) **Parent Commitment Program** – Parents are asked to assist in the general operation of our school through the Parent Commitment Program. The Parent Commitment Program consists of 40 hours of yearly service to our school. It includes Cafeteria Monitor, Fundraising/Development Committee, and Building Maintenance and Repairs. If a parent chooses **not** to participate in this service program, a **surcharge of \$500** will be added to the tuition charges.

If a parent chooses a commitment but defaults, then an additional fee for each time missed will be implemented. The fine structure is based on a \$700 rate. (Parents who notify us of their inability to make their commitment will be given a make-up day. However, make up days cannot be rescheduled.)
- 3) **Parish Affiliation Program** - Parents belonging to one of our three parishes must have a completed copy of an official parish membership form on file. Any parent **not** affiliated with Sacred Heart or Most Holy Redeemer are required to pay the out of parish surcharge of \$300.
- 4) **Fundraising Program** - Each family is the option to participate in our major fundraising campaigns. The goal is for each family to net the school a profit of \$200. Forty percent (40%) of gross sales for each campaign will be credited toward the \$200 obligation. Parents not interested in participating in the sales campaigns, may opt for the additional \$200 surcharge.

Please Note: In order to treat everyone fairly, the above requirements must be applied to all school families. Default may result in termination of services.

EXCESSIVE TARDINESS POLICY

Just as important as daily attendance, promptness is also considered an essential part of our total school program. A student arriving chronically late causes major disruptions in the teaching/learning process for the entire class and for the teacher. With this in mind, the procedure below will be followed:

- The bell rings at 8:10. Children must be ready to line up to enter the building.
- Attendance will be taken as soon as the students arrive in the class and take their seats.
- Five (5) tardies or more tardies for each marking period will result in a letter from the teacher.
- Seven (7) tardies or more will result in a letter from the principal asking for a meeting to discuss the matter.
- Disciplinary action for tardiness is as follows: Primary grades loss of recess time; Intermediate and Middle School Grades detention.

It is extremely important that children learn at an early age that promptness is a necessity in all aspects of our society. Parents are key if this lesson is to be learned. Therefore, we need your complete cooperation to work with your students to arrive at school on time each day.

Perfect Attendance Awards- Only students who are not absent, tardy, or dismissed before 1:00 o'clock can be considered for Perfect Attendance Awards.

TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

Internet access is available to students, staff, and teachers at East Boston Central Catholic School (EBCCS). The Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to our school community is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. As such it must be used responsibly. The Internet allows access to:

- 1) Electronic mail communication with people all over the world.
- 2) The World Wide Web (WWW), and other Internet browsers that connect to resources in limitless ways.
- 3) Public Domain and Shareware software of all types.
- 4) Educational discussion groups for both educators and students on a variety of topics. (Library of Congress, University Library Catalogs, ERIC, NASA, etc.)

With access to computers and people all over the world also comes the availability of material that may be of questionable educational value in the context of the school setting. **EBCCS has taken necessary precautions to restrict access to questionable materials.** However, on a global network it is impossible to control all materials and an industrious user may discover questionable information. Thus, this Acceptable Use Policy is set into place, so that all who have the opportunity to use our Network will do so in an appropriate manner.

Internet - Terms and Conditions

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of your responsibilities. As a user, you are required to make efficient, ethical and legal utilization of the network resources. If an EBCCS user violates any of these provisions, his or her account will be terminated and future access could possibly be

denied. The signature(s) provide with this handbook (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

1) Acceptable Use - The purpose of the EBCCS - LAN, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of EBCCS. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities, use for product advertisement, or political lobbying is also prohibited.

2) Privileges - The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Network administrators will deem what is inappropriate use and their decision is final. Also, network administrators may close an account at any time as required. The administration, faculty, and staff of EBCCS may request the network administrator to deny, revoke, or suspend specific user accounts.

3) Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette both inside and outside of school. These include (but are not limited to) the following:

- a) Be polite. Do not get abusive in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
- c) Do not reveal your personal address or phone numbers of students or colleagues.
- d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e) Do not use the network in such a way that you would disrupt the use of the network by other users.
- f) All communications and information accessible via the network should be assumed to be private property.

4) Warranties- EBCCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. EBCCS will not be responsible for any damages suffered. This includes loss of data resulting from delays, no deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via EBCCS is at your own risk. EBCCS is not responsible for the accuracy or quality of information obtained through its services.

5) Security - Security on any computer system is a high priority, especially when the network involves many users. If you feel you can identify a security problem on the Internet, you must notify a network administrator or e-mail the network administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log-in to the Internet as a network administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

6) Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

7) Agreement of Terms and Condition - All terms and conditions as stated in this document are applicable to EBCCS. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Massachusetts, and the United States of America.

SAFETY, SECURITY, WEAPONS, CELL PHONES, BULLYING, DRUG POLICIES ADDENDUM

FIRE EVACUATION PROCEDURES

Each student and staff member is taught evacuation procedures to be use in the event of a fire or emergency. Regular fire drills are conducted throughout the year. Fire exit procedure signs can be found throughout the school.

CRISIS MANAGEMENT PLAN

The staff has created a manual which deals with specific procedures to be used in the event of an emergency. The **Crisis Management Handbook** is available in the Administrative Office for parents to review.

TEASING/BULLYING/HARASSING POLICY At EBCCS, chronic taunting/harassing (verbally, physically, or in writing) will be handled with firm disciplinary action. Whether in the playground, in the classroom, in the cafeteria, or on the Internet, we will take these incidents as an infraction of our behavior code. In addition, so called "playground games" which involve pushing, touching, tugging on clothing, "play fighting" or throwing people's possessions will not be tolerated. We firmly believe that this type of behavior leads to more serious problems of fighting and/or potentially more dangerous reactions. If a child, after regular disciplinary action has been imposed (loss of recess, detentions, etc.), persists with this type of behavior, then a formal meeting with the parents will be necessary. This meeting will stress the seriousness of this problem through the implementation of a behavior contract. The behavior contract is a serious step in our school's discipline process.

CELL PHONE USE At no time can students use cell phones in school. If students need cell phones for after school use, they must keep them in their school bag during school hours.

ELECTRONIC DEVISE USE At no time during the school hours can students use a personal electronic devise such as, but not limited to, Apple watches, Fitbits, iPads, iPods, Tablets, etc.

SECURITY CAMERA

Our school is equipped with several security cameras. These security cameras allow us to see who is at each door, monitor the playground, and the basement level.

CORI REPORT

All adults who have contact with our students must file a CORI report. Annually, all CORI forms are sent to the Criminal Board of Investigation for processing. The CORI investigation will identify adults who have prior convictions, which could make them a potential safety threat to our students. In addition to our teachers and staff, the following adults must file a CORI:

- cafeteria monitors
- chaperones for field trips
- drivers to and from special events
- classroom volunteers
- coaches for sports
- or anyone who will have contact with the students.

Only adults who have a completed and receive an approved CORI report will be allowed to participate in the above. In addition, if you have a relative, husband, aunt, grandparent, etc. who may want to participate in student activities, he or she must also file a CORI report.

CORI forms must be filled out in the presence of a staff member. A license or other form of identification must be presented. Since it takes time for this information to be processed, each adult interested in any of the above student contact activities **must file a CORI at the beginning of the year.**

VISITOR BADGE Parents and visitors to our school must follow the procedure below:

1. Enter our school through the London Street entrance only;
2. Report to the Administrative Office;
3. Sign the visitor's book;
4. Wear the visitor's badge throughout your stay in the building;
5. When you have completed your visit, you must sign out and return the badge to the office.

Staff members are instructed to stop all parents and visitors without badges. They will require them to go to the office for proper clearance.

Defibrillators For the safety of our school community, three defibrillators are located throughout our building. The locations are: outside the administrative office, in our auditorium outside boys' bathroom, and in the hallway outside our cafeteria.

POLICY ON THREATS

If a student or an adult at our school makes a serious threat of violence towards a teacher, staff member, or a child, and this threat can be substantiated, then swift and definitive action will take place. The following steps will be followed:

1. The student or adult will be immediately suspended until the matter can be properly investigated.
2. The incident will be reported to the police. The city of Boston requires substantiated threats of violence whether verbal, in writing, or over the Internet be reported. The police will take over the situation from this point. In addition, a psychological evaluation of the student or adult may be necessary.
3. The student or adult may return to school **only** after all the facts have been thoroughly investigated by the authorities and this information determines that the student or adult does not pose a threat.
4. If it is determined that the individual does pose a potential threat, then he/she will be permanently dismissed from our school.

WEAPONS' POLICY

Any student who brings a weapon or uses an item as a weapon in school will automatically be suspended. If the weapon/item is classified as highly dangerous, then expulsion will be imposed, and the student will be reported to the police.

Magazines or books which depict or highlight the use of weapons will not be allowed in our school.

The safety of all who learn and work at our school is our primary goal. It is our hope that you, our parents, will understand and cooperate with the implementation of this behavior code. With all the adults striving for the same standards at home and in school, hopefully, we can provide a learning environment which is secure for all.

ALCOHOL/DRUG POLICY

EBCCS has a **No Tolerance Rule for Alcohol and Drugs**. Therefore, if a student brings alcohol or drugs to school with the intent to entice other students, distribute, or are involved in using either on school property or in the general vicinity of school property, that student will be immediately suspended and reported to the police. After an investigation of the circumstances surrounding the incident, this infraction may lead to the student's dismissal from our school.

PROTECTING GOD'S CHILDREN AND HUMAN SEXUALITY PROGRAMS- The Archdiocese of Boston has mandated that "Second Step", "Talking About Touching and Human Sexuality" lessons be part of all religion programs in our school.

ELC- 5th Grade Students are taught the "Second Step" and "Talking About Touching (TAT) Program." The "TAT" program is designed to give students basic safety skills and how to protect themselves from potential predators. The lessons are age and grade appropriate.

Created for Love: God's Plan for Life, Love, Relationships and Marriage

Created for Love is a mandated Middle School Religion Curriculum designed by the Respect Life Education Office to be integrated into the existing religion curricula in Grades 6, 7, & 8 in every parish and Catholic school throughout the Archdiocese of Boston. It is designed to be taught over a three year period by the religion teacher(s) in Catholic schools and by the religious education teachers/catechists in the parishes. The curriculum consists of a text and a DVD to be used in conjunction with one another and to be taught carefully and slowly over a three year period so as to grow with the maturity of the middle school student.

Middle School Students (Grades 6-8) As our children mature, the next step is dealing with the complicated issues of **Human Sexuality**. In our promiscuous world, children are constantly inundated in their music, TV shows, movies, magazines with sexually explicit materials. Their perception of acceptable behavior very often is skewed by advertisers and those wanting to make money from impressionable teens. As we deal with issues of faith formation in our religion program, it is equally as important to educate our students morally and spiritually with the challenges of growing up in today's society. We deal on a realistic and moral level with the issues facing today's youth. Topics include: puberty, sexual attraction, morality, influence of media, making good choices, challenges of developing a strong character vs. popularity, respect for our bodies, respect for others, peer pressure, the difference between love and sex, dangers of STD's, understanding chastity, and ultimately the sanctity of marriage.

FINANCIAL AID/TUITION ASSISTANCE ADDENDUM

Tuition/Financial Aid is available through the Catholic Schools Foundation for those families who meet the income qualifications. To qualify, you must submit pertinent financial records to the FACTS organization. They will review your information and determine eligibility. Applicants must meet the requirements and time frame as established by the FACTS Company and our school.

If you are a successful recipient, the amount awarded will be deducted from your tuition obligations to our school.

TUITION POLICY ADDENDUM

Once the tuition agreement has been broken by non-payment of tuition; and after all reasonable attempts to collect overdue tuition have been exhausted, it will become the policy of East Boston Central Catholic School to:

- end educational services to the children of such families,
- in addition, the School Board of EBCCS will take legal action through small claims court, the services of an attorney, or collection agency.

Although EBCCS regrets having to take such action, the school must be assured of receiving tuition on time in order to maintain our standard of education for all our students.

Families who have significantly fallen behind in their financial obligations will be given ample notification of the above policy and hopefully the situation can be rectifying before it is necessary to take any action.