

August, 2020



ST. PAUL'S EPISCOPAL SCHOOL

**PARENT/STUDENT**

HANDBOOK

**2020 – 2021**

6249 Canal Blvd.  
New Orleans, LA 70124  
504-488-1319

[www.stpauls-lakeview.org](http://www.stpauls-lakeview.org)

St. Paul's Episcopal School  
2020 – 2021 Handbook



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# St. Paul's Episcopal School 2020-2021

The health and safety of our students and employees remain our top priorities as we continue our commitment to reopen St. Paul's on August 13 for Pre-K-8<sup>th</sup> grade and August 17 for Baby Saints and Little Saints. We are dedicated to providing our top-notch St. Paul's education, while implementing the following protocols and procedures in accordance with the guidance issued from the Louisiana Department of Health (LDH), the Louisiana Department of Education (LDOE), and the Centers for Disease Control (CDC).

***This policy is SUBJECT TO CHANGE based on guidelines recommended by the LDH and the LDOE.***

Our plans are made knowing that at any time the situation may change and adjustments may be needed as we respond to new information and guidance.

## Health and Safety

### Environmental Cleaning and Disinfecting:

1. Every hour we will be cleaning and disinfecting surfaces, bathrooms, and objects frequently touched like doorknobs, sink handles, and countertops. This will be done by custodial staff in higher traffic areas. Teachers and custodial staff will clean table tops and chairs in between student groups. We have included additional custodial staff.
2. We will schedule and follow additional procedures for cleaning and disinfection, including toys.
3. Toys will only be shared among the static group unless they are cleaned and sanitized before and after each group's use.
4. Additional hand sanitizer stations have been added throughout the buildings.
5. We have purchased a rolling sprayer for campus and a fogger for each building. All disinfecting tools will use Disinfectant 32. It is EPA registered and on the approved CDC list.

### Healthy Personal Hygiene:

1. Adults will wear masks. Students in third grade and above will be required to wear masks. Students in lower grades may wear masks. Masks should be fitted so that they cover the nose and mouth. Face shields are not a substitute for a mask.
2. Students/staff will engage in hand hygiene at least every 2 hours and at the following times –
  - Arrival and exit of the facility
  - Before and after using outdoor play equipment
  - Before and after eating
  - After using the bathroom

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<b>Distancing Measures</b>
<i>Students and teachers/staff will be socially distanced to the maximum extent possible and appropriate to age level according to state and CDC guidelines.</i>
• <b>Signage</b> will be placed throughout buildings as social distancing reminders.
• Protective <b>shields</b> have been installed in front office areas.
• Desks and tables will be separated to maximize physical distancing between students. Desks will be arranged facing the <b>same direction</b> . Unused furniture and items in classrooms shall be removed to allow for extra space.
• Students will report directly to classrooms when they arrive at school.
• Cohorts of students will <b>stay together</b> throughout the day, including lunch, recess, dismissal, and After Care.
• Movement will be minimized as much as possible. We will stagger transitions during the day to <b>limit the number</b> of students in the hallway at one time, and students will use a class designated stairway.
• Playground use will be <b>scheduled</b> .
• The sharing of electronic devices, toys, books, and other games or learning aids shall be <b>avoided</b> when possible and cleaned/disinfected between users.

## **Tutoring Services**

- St. Paul's is limiting the location of outside tutors who work with our students to O'Ferrall Hall.
- The child's teacher will bring the student to the tutor at the time allotted for the session. They will not be able to go to the classroom to pick up or drop off the student.

## ***BEFORE SENDING YOUR CHILD TO SCHOOL***

**Take Temperature:** • Families are asked to take temperatures of students daily before going to school. If your child has a fever of 100.1 or higher, they should stay home. • Families are encouraged to monitor students for symptoms which may include but are not limited to fever, cough, congestion, shortness of breath, chills, muscle pain, sore throat, new loss of taste/smell, fatigue, headache, nausea/vomiting, and/or diarrhea and seek medical guidance if the child has any symptoms. Students experiencing symptoms should not attend school.

**Wash Hands:** • Have your child wash his/her hands with soap and water for at least 20 seconds prior to arriving at school. If unable to use soap and water, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

**Pack a Mask:** • Be sure your child has a mask prior to sending him/her to school. Face coverings are required for 3<sup>rd</sup> - 8<sup>th</sup> grade students. Students in Pre-K - 2<sup>nd</sup> grade are encouraged to wear a mask.

**Pack a Water Bottle:** • Students must bring a water bottle to refill throughout the day.

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## **DAILY SCHEDULE**

**Chapel** – One class at a time will be scheduled to have in-person chapel, while the rest of the school watches chapel on the screen from their classroom.

**Lunch** – In many instances lunch will need to be in the classroom. However, some classes may be able to take turns being in O'Ferrall Hall. Purchased lunch will still be available through Pigeon Caterers.

**Recess** – Students will still receive 2 recesses; however, they will play only in their designated spot with their static group. The designated spots will rotate during the week so that everyone receives a chance, for instance, on the playground equipment. Playground equipment will be cleaned after each static group.

Visitors to campus will be restricted. For example, if your child has forgotten his/her lunch, we will greet you at the door to accept the lunch. Outside therapists will be allowed. Screening and temperature checks must take place for the therapist and locations may be fewer.

## **Exposure to COVID-19**

The Head of School and School Nurse will work with the Department of Health to determine the appropriate response to each individual case. Because each situation will be different there is not one universal response. If a child tests positive for COVID-19 or must stay home due to exposure, the student may continue learning through the virtual plan explained previously. Below are 3 possible COVID-19 scenarios to give you examples of some possible responses:

### **COVID-19 SCENARIO RESPONSES:**

Parents **will be notified** if/when their student has been in **close contact** (defined as being less than 6 feet apart for 15 minutes or longer) with an individual who is diagnosed presumptive **positive** by medical personnel or test. This notification process is based upon current guidance from the Louisiana Department of Health.

A registered school nurse has joined our staff to help with health and safety decisions. We will be tracking faculty, and staff and students attendance on campus to make sure close contact individuals can be informed.

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<b>Students and Staff EXHIBITING COVID-19 SYMPTOMS at school</b> <i>Student or employee exhibits symptoms but has not yet sought medical advice or testing.</i>	
<ul style="list-style-type: none"> <li>• School nurse will isolate and assess individual. <b>If contacted, parents are required to pick up the student immediately.</b></li> <li>• <b>Individual should remain home when awaiting test results and/or medical diagnosis.</b></li> <li>• School will document who was in close contact (defined as being less than 6 feet apart for 15 minutes or longer) in case individual is diagnosed as positive.                             <ul style="list-style-type: none"> <li>• Individual may return to school after                                     <ul style="list-style-type: none"> <li>○ 10 days from the day the symptoms first appeared <b>IF</b> symptoms have improved <b>AND</b> no fever for at least 24 hours without using fever reducing medication</li> </ul> </li> </ul> </li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>○ a negative test result or documented rule-out for COVID-19 <b>IF</b> symptoms have improved <b>AND</b> no fever for at least 24 hours without using fever-reducing medication.</li> </ul>	<p style="text-align: center;"><b>Requested Documents</b></p> <p>Negative test result or documented rule-out for COVID-19 required if returning <b>before</b> the mandatory 10-day isolation period.</p>

<b>Student or staff POSITIVE FOR COVID-19</b> <i>Student or staff is diagnosed positive for COVID -19</i>	
<ul style="list-style-type: none"> <li>• Positive employee or parent of positive student notifies the school immediately of the diagnosis.</li> <li>• School will document who was in close contact (defined as being less than 6 feet apart for 15 minutes or longer) and <b>WILL contact the parents</b> of these students only.</li> </ul> <p>Individual with COVID-19 may return to school after 10 days from the day the symptoms first appeared <b>IF</b> symptoms have improved <b>AND</b> no fever for at least 24 hours without using fever reducing medication.</p>	<p style="text-align: center;"><b>Requested Documents</b></p> <p>Documentation of medical diagnosis/positive testing should be shared upon return to school.</p>



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## CLOSE CONTACT WITH COVID-19 POSITIVE STUDENT OR EMPLOYEE

*Student has been in close contact with an individual who is diagnosed presumptive positive by medical personnel or test.*

- **Close contact is defined as being less than 6 feet apart for 15 minutes or longer.**
- The individual who was in close contact to someone who received a positive diagnosis should not come to school. If the individual who was in close contact is already at school when notified of the diagnosis, the individual will be sent home. **Parents are required to pick up the student immediately.**
- If symptoms are present in contact: Individual may return to school after
  - 10 days from the day the symptoms first appeared **IF** symptoms have improved **AND** no fever for at least 24 hours without using fever reducing medication
  - OR**
  - A negative test result or documented rule-out for COVID-19 **IF** symptoms have improved **AND** no fever for at least 24 hours without using fever reducing medication.

### Requested Documents

If symptomatic, a negative test result is required before returning back to school.

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## Drop-Off and Pick-Up Procedures 20-21

In compliance with COVID-19 safety guidelines to maintain distancing and reduce traffic patterns of cohorts, our drop-off and pick-up procedures have changed greatly. Traffic flow has been designed specifically to avoid the drop-off and pick-up traffic of our neighboring schools which will land heavily on Harrison Avenue. Please note these procedures will apply to both drop-off and pick-up; unfortunately, we are not able to dismiss from the blacktop at this time.

***Please be patient and courteous as everyone gets accustomed to the flow.***

- Drop off time (Pre-K-8): between 7:30AM and 8AM.
- Dismissal (Pre-K-8): 3:15PM to 3:45PM M-Th, and 2:30PM-3:00PM on Fridays.

*While we loved having our parents visit and socialize by the coffee pot, parents and other family members will not be allowed on campus. We will miss this special part of the St. Paul's community. We look forward to the day we can welcome you back!*

Cars will be met by a staff member who will greet you. Prior to parents leaving the site, a trained staff member will take the temperature of your child(ren), and ask parents to confirm by giving a thumbs up that:

- Your child has not been on fever reducing medication in the last 24 hours.
- Your child does not have shortness of breath or a cough or has not had any other symptoms unusual for the child in the past 24 hours.
- Your child has not been in contact with anyone who has tested positive for COVID-19.

*Signage will be on hand to remind you of these safety rules.*

*Parents may only depart after taking their child's temperature check and verification of their health.*

**Students who have a fever of 100.1 or above or other signs of illness will not be admitted to school.**

### ***Gates and Procedures for Drop Off/Pick Up***

A map has also been provided to offer a visual. **Please read thoroughly as there are specific gates assigned to families with one child versus those with multiple children at St. Paul's.**

#### **Little Saints: Dunn Building (Gate # 3 on the map)**

You will schedule a bracket of time to drop-off within the 7:30AM-8:30AM time period; otherwise the Little Saints drop-off and pick-up will remain the same. For drop-off, children must be walked to the first door of the Dunn building and will be administered the safety precautions detailed above.

Parents must walk up to the Dunn Building to pick up their child.

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<b>Pre-K and Kindergarten: French Street (Gate # 4 on the map)</b>
<b>This gate is for families who have only one child or multiple children in Pre-K and Kindergarten.</b>
The drop-off and pick-up location for Pre-K and Kindergarten will be on French, just past the Dunn Building.

<b>Canal Blvd: (Gate #2 on the map)</b>
<b>Baby Saints</b> <b>Grades 1, 2, 3, *7-C</b> <b>Grades 4-8 who also have a sibling(s) in Lower School or Baby Saints</b> <i>(For example, you have children in K, 2 and 5; use this gate. K and 2 sit on right of car, 5<sup>th</sup> grader sits on left for safe exiting.)</i> <b>*Grade 7 - Mr. Carrier's Homeroom only: 7-C</b> If you <b>ONLY</b> have a child(ren) in grades 4 – 8, please use Gate #1 (see below).

The drop-off and pick-up location for these grades is on the blacktop, under the green awning between the Glass House and Hemenway Hall (gym building). **PLEASE NOTE:** the entrance to the school (blacktop) will be from Canal Blvd. Please drive North on Canal Blvd and enter the blacktop gate, heading in the direction of Vicksburg. This is the opposite direction you are used to driving for regular drop-off and rainy day dismissal. At the awning, 4<sup>th</sup> grade and middle school students exit on the left. Lower school teachers will greet students on the right. Lower school students in grades 1 -3 and Mr. Carrier's 7<sup>th</sup> grade homeroom will exit on the right. For Baby Saints, it will be best to have your child's car seat behind the driver's seat. Multi-child families, please have your children sit in the car so they may safely exit on the side of their respective building.

Traffic will yield and merge to the alley traffic and exit on Vicksburg. We advise that you exit and go right on Vicksburg to avoid Harrison Avenue traffic caused by our neighbor schools' morning drop-off and pick-up, which will cause a jam for our families also trying to exit. We also ask that you not turn right on French to avoid our Little Saints, Pre-K, and K family drop-off/ pick-up point.

<b>Alley/O'Ferrall Hall (Gate #1 on the map)</b>
<b>Grades 4, 5, 6, *7-O, 8:</b> <b>*Grade 7- Mrs. Olivier's Homeroom only: 7-O</b> <b>This gate is for families with children <u>only</u> in these grades.</b>

Drop-off and pick-up will enter through the alley on Harrison Avenue to the O'Ferrall Hall doors.

Traffic will yield and merge to the green awning traffic and exit on Vicksburg. We advise that you exit Vicksburg and go right to avoid Harrison Avenue traffic which will

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cause a jam for our families trying to exit. We also ask that you not turn right on French to avoid our Little Saints, Pre-K and K family drop-off/ pick-up point.

### Children who are walked to school by a parent:

Walk your child(ren) to the gate that is relevant to you based on the descriptions above.

### Students who walk to school by themselves:

These students must access the school at the main entrance on Canal Blvd. where Ms. Micki will greet them and take their temperature. The parent **MUST** have sent an email prior to the student's arrival answering the COVID-19 questions.

### Rainy Day Drop-Off and Pick-Up:

On days that it is raining (not a light drizzle), we will use only **one access point** which will be **gate #2-Canal Blvd**. We will have multiple faculty and staff working the line to expedite the process.

**PLEASE NOTE:** the entrance to the school will be from Canal Blvd. Please drive North on Canal Blvd and enter the blacktop gate and proceed toward the green awning, heading in the direction of Vicksburg. (NOTE: This is the reverse of how we have operated rainy day dismissal in the past.)

Pre-K – 8<sup>th</sup> Grade students who arrive after 8AM should proceed to the main entrance to the school on Canal Blvd. under the green awning, where they will be checked in by office staff.

We know that this process may be slow at first as we work through all of the processes. Please review the map so you understand and can navigate your best route to get to your next destination. Again, thank you for your patience as we implement these necessary safety measures.

Should you have any questions about the drop-off or pick-up procedures, please contact Tiffany Tandecki at [ttandecki@stpauls-lakeview.org](mailto:ttandecki@stpauls-lakeview.org) or 504-488-1319.

# **ABOUT ST. PAUL'S**

## ***MISSION STATEMENT***

St. Paul's Episcopal School is dedicated to instilling in our children strength of intellect and strength of character in a Christian environment that is positive, respectful, and familial. We encourage our students to strive to do their best, to be compassionate, and to appreciate and preserve the beauty of life.

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## ***PHILOSOPHY***

St. Paul's Episcopal School is an outreach of St. Paul's Episcopal Church. The school community consists of teachers and administrators, children, parents, grandparents, church members, and friends. We serve children of all socio-economic groups, races, and religions because we want our children to see and recognize the beauty inherent in a richly varied and diverse world.

At St. Paul's, we educate children in an atmosphere that is close-knit and nurturing, without undue pressures or competitiveness. It is this atmosphere that allows us to develop the full potential that exists within each child.

We teach a curriculum that gives our students the knowledge and skills to perform at a high academic level and to thrive in a technological and rapidly changing world. Just as importantly, we believe we must instill in our children at an early age a sense of the joy of learning, so that they will not only become good students but lifelong learners.

Intellectual development is vital. Equally vital is the development of moral character. Integrity. Respect. Kindness. Service. Accountability to self, family, and community. These are the ideals we teach our children, and these are the behaviors we expect.

We support the structure in which learning can take place, but we allow for the freedom in which discovery can happen. Our school life is rich with music, art, and opportunities for play. These, too, are necessary to lead our children toward discovering and appreciating their own unique gifts and contributions. We encourage every student to participate fully in the life of St. Paul's.

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## ***ST. PAUL'S EPISCOPAL SCHOOL: DIVERSITY STATEMENT***

St. Paul's Episcopal School, in support of its mission, commits to the cultivation of a diverse community, honoring the unique differences of all. We embrace and celebrate diversity as essential to learning and to making positive contributions to the world.

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## ***ST. PAUL'S EPISCOPAL SCHOOL: SUSTAINABILITY STATEMENT***

St. Paul's Episcopal School commits to embrace a global understanding of the social, economic, and environmental impact of the use of our resources as they relate to the

sustainability of water, food, environment and energy, and the reduction of waste.

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### ***ST. PAUL'S EPISCOPAL SCHOOL: ACCREDITATION AND MEMBERSHIP***

The School is accredited by the Independent Schools Association of the Southwest (“ISAS”), the Southwestern Association of Episcopal Schools (“SAES”), and approved by the State of Louisiana Department of Education. St. Paul’s complies with the regulations and standards of these accrediting bodies. St. Paul’s is also a member of the National Association of Independent Schools (“NAIS”), and the National Association of Episcopal Schools (“NAES”).

ISAS is a member of the NAIS Commission on Accreditation that has voluntarily submitted to a rigorous and impartial review of its accreditation program and demonstrated its adherence to the Commission’s Criteria for Effective Independent School Accreditation Practices. ISAS is commended by NAIS for the quality of the Association’s accreditation program for its member schools.

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### ***ST. PAUL'S EPISCOPAL SCHOOL: AN EQUAL OPPORTUNITY SCHOOL***

St. Paul's Episcopal School admits students of any race, religion, national and ethnic origin, sex, sexual orientation, gender identity, or disability to all the rights, privileges, programs, and activities generally made available to students at our school.

St. Paul's does not discriminate on the basis of race, religion, national and ethnic origin, sex, sexual orientation, gender identity, or disability in violation of state or federal law or regulations in administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs.

St. Paul's does not discriminate against any person in employment, or otherwise because of race, religion, national and ethnic origin, sex, sexual orientation, gender identity, or disability in violation of existing state or federal law or regulations.

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## **PARENT INFORMATION**

### ***BOARD OF TRUSTEES***

The Board of Trustees of St. Paul’s Episcopal School’s primary functions are to retain a Head of School, set overall policy, and ensure the financial integrity of the school.

### ***PARENTS ASSOCIATION***

The mission of St. Paul’s Episcopal School’s Parents Association (“Parents Association”) is to maintain a welcoming, supportive environment for all families and to assist the school leadership and faculty in fulfillment of the school mission. The Parents Association contributes through volunteer efforts, financial support, and social events.

## **Goals and Objectives**

The Parents Association exists to:

1. Promote a positive image of St. Paul's Episcopal School, both in the school community and the community at large;
2. Develop interest and participation among parents in the school's purposes, programs, and activities;
3. Assist in school activities as shall be requested by the administration of the school and/or the Board of Trustees;
4. Organize, promote, and fund various St. Paul's Episcopal School events;
5. Assist the Head of School and the faculty in supporting and recognizing members in the St. Paul's Community who are undergoing important life events; and
6. Support the St. Paul's Men's Club.

As an extension of the Board of Trustees, the Parents Association reports its activities to the Board.

The immediate Past President will be nominated for membership on the Board of Trustees, and, subject to Board approval and acceptance by the nominee, will serve as the Board's liaison to the Parents Association.

## **Membership**

Membership in the Parents Association is open to all parents, grandparents, guardians, and others who have children attending the school.

It consists of an Executive Committee, a General Committee, general membership, and a Men's Club. Details of each segment of the Parents Association are outlined below.

## **Executive Committee**

The Parents Association's Executive Committee shall consist of the following officers: President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, New Parents Liaisons, and Church Liaison, as well as, the President, Vice President, and Treasurer, Secretary, Church Liaison, Membership, and Ex Officio of the St. Paul's Men's Club.

## **Parents Association General Committee**

Members on the Parents Association's General Committee shall consist of room parents, room event coordinators, event chairpersons, event co-chairs, and gala liaisons.

## **Parents Association General Membership**

All others in the St. Paul's community are considered general members of the Parents Association.

## **St. Paul's Men's Club**

The Men's Club is open to all men associated with the St. Paul's Episcopal Community (School and Church). The Men's Club also has an executive committee comprised of the President, Vice President, and Treasurer, Secretary, Church Liaison, Membership and Ex Officio.

## **Room Parents**

Room Parents are expected to attend the Parents Association meetings and are responsible for assigned events and to assist with classroom activities throughout the school year as directed by the classroom teacher. They serve as class liaisons between teachers and other class parents. This includes, but is not limited to, recruiting volunteers for class field trips, teacher appreciation activities, and Thanksgiving Feast preparation requirements. Room Parents communicate to class parents all information pertinent for special school events and other miscellaneous information as requested by the school administration.

## **Room Event Coordinators**

Room Event Coordinators are expected to attend the Parents Association meetings and are responsible for grade-assigned Parents Association events. Room Event Coordinators are responsible for planning and executing the current year event and reporting to the Parents Association the results of that event. All events should be coordinated, planned, and approved by the School Administration.

**All Parents Association announcements before they are released should be submitted to the school office and to the Development Office.**

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## ***VISITORS/VOLUNTEERS***

All volunteers and visitors should sign in and out with the office. Visitors on campus are asked to wear a Visitors Badge.

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## ***COMMUNICATION***

A student's success at St. Paul's depends in large part upon open communication between family and school, requiring effort on the part of both parties. Notifications and reminders to parents are communicated mainly through email alerts and links on our website and OneCallNow, our emergency broadcasting system.

At the beginning of each school year St. Paul's will send a phone message to parents' cell phone numbers delivering information needed to opt-in to receive text messages from St. Paul's. **To opt-in: text the word Alert to 22300.** If you have a text message plan, these messages will be included in that plan; otherwise, standard text message charges apply. Once you have opted in, please add this alert phone number to your contact list.



**Parents should ensure the school always has their current contact information.**

### **FACTS**

FACTS is a secure online communication tool that allows you to follow your child's progress in school. It is imperative for parents to sign up and review updates weekly. Weekly updates of activities, class information, weekly letters, and the test schedule for each class can be found Mondays on the website under the FACTS links. Postings are subject to change. Announcements, activities, meetings, and lunch menus can be found on the school website ([www.stpauls-lakeview.org](http://www.stpauls-lakeview.org)).

### **School Policy and Procedures**

When questions or problems arise, **first speak with the faculty or staff member most directly involved**. In matters not resolved by this process, speak with the appropriate Division Principal. If the matter is still unresolved, speak with the Head of School.

Concerns over policy matters, major concerns with the curriculum, conflicts with staff or faculty, or anything that one believes to be a concern of the school as a whole should be discussed with the appropriate Division Principal prior to bringing the issue to the Head of School.

### **Questions About Financial Matters**

Payments of registration fees, tuition, and any other financial matters will be handled through the Business Office

### **Admission Inquiry**

Questions concerning new admissions to the school will be answered by the Admission Office. For additional information, please check the school's website or call the school.

### **Development Inquiry**

Questions concerning Annual Giving, Endowment, or other voluntary giving programs, and fundraisers will be answered by the Development Office

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## ***NEWSLETTERS AND PUBLICATIONS***

### **School Calendar**

An annual school calendar will be made available in hardcopy to members of the St. Paul's community. The calendar will also be posted on the school's website.

### **Monday Memo**

Each Monday, important announcements will be emailed to St. Paul's families.

## **Panther Picayune**

The school e-newsletter is a publication emailed periodically to the entire St. Paul's community.

## **Yearbook**

This keepsake is published annually to commemorate the previous school year.

## **Annual Report**

This publication of the Development Office is a yearly record of business and historical information.

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### ***PANTHER PALS***

Each lower school student is paired with a middle school student. They sit together in chapel, have lunch together on special days, work together on special projects during GLUE (Guidance and Learning Unite Everyone), and become "pals" as the year progresses. The school's philosophy is to encourage our students to be aware of the experiences of others and to encourage a sense of community among our students.

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### ***CHAPEL SERVICE***

At St. Paul's Episcopal School, we value the spiritual development of our children. Every Monday, Tuesday, and Thursday, at 7:55 AM, we begin the day with chapel services that focus on how we live and relate to God and to each other. Middle School students meet Wednesday mornings in advisory or special themed chapels, and the Little Saints Chapel is held in the "little" chapel on Friday mornings. Students are asked to enter the church quietly and respectfully and sit with their Panther Pals. Parents and friends are encouraged to attend these brief chapel services. All visitors to chapel are asked to silence their phones. **Do not bring food or drinks to chapel.**

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## **FINANCIAL POLICIES**

Financial policies and concerns, as well as receipt of all payments, are addressed through the Business Office.

All families are required to complete on-line enrollment for each student, and sign the Student Enrollment Agreement. A copy of the agreement may be printed during the enrollment process or a copy can be found on the St. Paul's website. By signing the agreement electronically through online enrollment, the parents, guardians, and other persons responsible for tuition payment, acknowledge that they have read all the provisions of this Agreement and agree to its terms and conditions. **Obligation to pay the tuition and fees for the full academic year is unconditionally binding on June 1<sup>st</sup>, regardless of any interruption or cancellation of the academic year, and that no**

portion of such tuition or fees so paid or outstanding will be refunded or canceled.

Charges for tuition and fees are billed through the “FACTS” tuition management system. All tuition payments will be processed through “FACTS”; cash is not accepted for tuition payments. Enrollment as well as tuition payments are **date sensitive**. Parents should keep the Business Office aware of circumstances which might influence the ability to pay any outstanding balances. If any account is 60 days past due, your child/children may be dismissed from St. Paul’s, and you will still be responsible for full payment of all tuition and fees.

St. Paul’s Episcopal School offers three payment options starting on July 5th, in accordance with the following schedule:

- Due at time of on-line Enrollment:
  - \$800 deposit per student in Pre-K through 8<sup>th</sup> grade (non-refundable payment).
  - \$400 deposit per student enrolled in the Little Saints Learning Center (non-refundable payment).
- Payment Options Offered:
  - Pay in Full.....Due July 5.
  - 60/40 Payment Plan.....60% due July 5, and 40% Due December 5.
  - 10 Pay Plan..... Additional \$165 non-refundable set-up fee per family, monthly payments due the 5<sup>th</sup> of each month starting July 5 through April 5; there are no interest charges for this payment plan.
    - **This option is subject to final approval by the school and requires a non-refundable set-up fee.**
- Pre-paid Incidentals .....financially responsible parents agree to pre-pay all after care, lunch, athletics, and other incidentals.

Parents can access their billing account through their “FACTS” ParentsWeb Portal.

The Student Enrollment Agreement, Financial Aid Policy, Tuition and Fees can be found on the school website [stpauls-lakeview.org](http://stpauls-lakeview.org).

### **Optional Fees**

**After Care** will be charged by the hour. All after care billing is required to be pre-paid, and all of the pre-payments are process through the FACTS system. Simply sign in to your FACTS account and you will see two boxes, one for your Tuition Payment Plan, and one for the Pre-pay Account for after care. Once you make your pre-payment, the Business Office will deduct the charge from your account as you use after care. When the account balance is low you will receive a notification via email to deposit additional funds, and we ask that you add these funds as soon as possible. If your account has a negative balance, you will be informed that your child/children may not attend after care until the account has a pre-paid balance in advance.

**After Care Late Fees** – a \$15.00 late fee will be charged for every 10 minutes after closing

Please be considerate of the staff. Late pick-ups affect our staff, and you will incur a late fee. Our staff cares for your child/children; however, they are scheduled to leave campus at 5:30 PM. We ask that you please allow yourself 10 – 15 minutes for any unforeseen delay. If it is determined that you have been late on several occasions over a period of time, you may be informed that After Care services are no longer available for your child/children.

**After-School Sports Fee** - Students in grades 3-8 are assessed a fee for each team sport in which they choose to participate. The participation fee must be paid in full before the first game. Payment may be made by check, and given to the team coach.

**LUNCH** is provided by an outside vendor. Lunch must be pre-paid, and all of the pre-payments and billing are processed thru mypaymentsplus.com. If your account has a negative balance, you will be informed that your child/children may not order school lunch and will need to bring lunch from home until the account has a pre-paid balance.

### **Financial Aid**

Financial Aid at St. Paul's enables students of promise to enroll who would not otherwise have access to independent education because of financial constraints. The aid extended makes St. Paul's more approachable for some applicant families, thus fostering outreach and creating a more diverse school. This outreach has beneficial influence upon everyone within the school and carries outward into the city of New Orleans. The school is unable to offer full aid to any one student candidate or family. By design of policy and tradition then, families are encouraged to carry the major portion of the financial requirements of independent education. Those who wish to apply for financial aid must realize this is done each year by the candidates and is not a roll-over, nor an automatic process or procedure.

**ALL FINANCIAL AID INFORMATION IS TREATED WITH THE UTMOST CONFIDENTIALITY BY THE HEAD OF SCHOOL AND BUSINESS MANAGER. THE SAME CONSIDERATION IS EXPECTED FROM PARENTS/GUARDIANS.**

The financial aid package is contingent on enrollment of the student(s) and all prior invoices paid in full. Should any part of the financial aid packet not be completed or tax returns not submitted for review, financial aid may be revoked pending verification. Parents should be reminded that financial aid is only applied to tuition. All other fees, including enrollment and school supply fees, are to be paid in full by the due dates in order to receive financial aid.

All Financial Aid applications are processed through the FAST (Financial Aid for School Tuition) website [www.ismfacts.com](http://www.ismfacts.com). Please follow all instructions on this site to ensure an accurate assessment of financial need. Additional assistance may be available to African-American families through the Episcopal Diocese of Louisiana's Gaudet Scholarship Program. To receive a Gaudet application, please contact the admissions office. The FAST application is also required for the Gaudet program.

## **Fundraising**

The funds for operating come not only from tuition but also from local and national grants, Annual Giving, and other fundraisers. In order to maintain St. Paul's standards of quality and to encourage gifts from outside sources, parents are asked to support the tax-deductible Annual Giving program and other fundraisers sponsored by the school.

**All fundraising proposals must be submitted in writing for the approval of the Development Office and the Board of Trustees.**

## **Endowment**

The St. Paul's Episcopal School Endowment is a fund which was established to support the mission of St. Paul's Episcopal School. Its purpose is to provide resources for long-term planning and growth. The endowment ensures the continued success of St. Paul's in providing educational excellence for years to come.

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# **MEDICAL POLICY AND PROCEDURES**

## ***ILLNESS / ACCIDENTS INVOLVING YOUNG CHILDREN***

St. Paul's currently has a trained full time certified nurse and Emergency Medical Responder on campus to assist with the student's needs. Should a child become ill and unable to stay in class or become injured, the parent or guardian will be contacted. Arrangements to have the student picked up from the school promptly will be made.

If a child has a temperature beyond normal, the child is not allowed in school that day or within 24 hours of having the temperature (without having medicine administered). If a child has a sudden onset of vomiting, the child is not allowed in school that day or within 24 hours of vomiting.

If the school is unable to reach the parents or guardians, the school will take the following steps:

1. Contact those persons indicated on the Emergency Information section of the child's student profile that was returned as part of the child's enrollment packet, OR
2. Call the physician indicated in the child's file and follow instructions given. If the physician refuses to make a recommendation or is impossible to contact, the school will take action deemed appropriate under the circumstances.

The school office trusts that the information supplied to us is accurate and current. Parents must notify the office with any change in doctor, hospital, or those to call in the event parents are unreachable.

If a medical emergency is determined, 911 will be called. If parents are not immediately available, the student will be accompanied to the hospital by a faculty, staff member, or the Emergency Medical Responder with a copy of the Student's Medical Profile Sheet. Parents will be requested to meet at the hospital to avoid a delay in treatment.

## ***MEDICAL AND MEDICINE ADMINISTRATION POLICY***

St. Paul's Episcopal School has a detailed Medical and Medicine Administration Policy. The complete policy is found in the Handbook's Appendix and includes the following topics:

- **Albuterol, Emergency Administration to Students**
- **Allergic Reaction, Severe (Anaphylaxis) Policy**
- **Allergy Policy**
- **Automated External Defibrillator (AED)**
- **CPR And First Aid Training**
- **Illness/Accident Child/Faculty/Staff Member**
- **Medication Administration Policy**
- **Medication Authorization Form**
- **Medication Consent Form**
- **Nonprescription Medication**

## **ACCIDENT INSURANCE**

The school provides accident insurance for students in the event they are injured at school. The coverage is secondary to the health and accident insurance of the child's parent or guardian. All accidents and/or injuries must be reported immediately to the Business Office.

## ***MEDICAL RECORD FORMS***

State law dictates that all schools must have an annual update of all children's immunization records. It has become a policy of the school that a child's doctor verifies the health of the child prior to the beginning of each school year. **Children without a current universal certificate and recent medical examination will not be allowed to attend school.** Parents are responsible for reporting any changes to the medical record which occur during the school year.

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## **CHILD SAFETY POLICIES**

The faculty and staff of St. Paul's Episcopal School have a vital interest in the safety and well-being of the children of the school. Policies that reflect these priorities are shown below.

### **Bullying and Harassment Policy**

Bullying and/or harassment is deliberate behavior which intentionally does or which can reasonably be expected to harm, injure, or intimidate a student, conducted in any form or manner, whether physically, mentally, verbally, emotionally, or electronically. Such behavior will not be tolerated. It is the duty and responsibility of all faculty members,

staff, parents, and students of St. Paul's Episcopal School to address bullying and/or harassment by **promptly reporting** any and all such behavior to the relevant faculty member or division principal. All faculty and staff will be receptive to and act promptly upon any allegation of bullying or harassment. **Violation of this policy will result in corrective and/or disciplinary actions, up to and including dismissal of the offending student(s) from the school.** Any behavior that negatively affects the school day will also be addressed by St. Paul's. Off campus behavior that negatively affects the school day may also be addressed by St. Paul's if necessary.

### **Inappropriate Intrusive Conduct and Sexual Harassment Policy**

Inappropriate intrusive conduct and/or sexual harassment are behaviors which are intentional and which violate an individual's reasonable expectation of privacy. It consists of any behavior which can reasonably be expected to sexually arouse and/or any touching of another's private parts which is developmentally inappropriate. Sexual harassment may include unwanted attention directed toward a person which consists of unwelcome sexual advances, requests for sexual favors, sexually-motivated physical contact, or other verbal and physical contact or communication of a sexual nature.

St. Paul's Episcopal School is committed to providing a safe learning environment for its students. It is the duty and responsibility of all faculty members, staff, parents, and students of St. Paul's Episcopal School to address inappropriate intrusive conduct and/or sexual harassment by promptly reporting any such behavior to the proper authority. All faculty and staff will be receptive to and act quickly and compassionately upon any allegation of inappropriate intrusive conduct and/or sexual harassment. Retaliation against anyone who reports in good faith any suspicions or violations will not be tolerated. **Violation of this policy will result in corrective and/or disciplinary actions up to and including dismissal of the offending student(s) from the school and notification of law enforcement.** The school will be as transparent as possible in addressing such issues but recognizes that protecting the privacy of the individuals involved is critical.

### **Child Abuse and Neglect Policy**

Every suspected incident of physical, sexual, or emotional abuse and/or neglect of a child shall be immediately reported to the appropriate agency, in accordance with state law.

Procedures are in place for faculty and staff to respond to events covered by the policies listed above. It is recommended that the first point of contact for a parent regarding any issue that may fall under these policies is the child's teacher. St. Paul's Episcopal School will strictly follow state law as it relates to confidentiality and to mandatory reporting of suspected child abuse and/or neglect.

# DAY-TO-DAY POLICIES

## *ATTENDANCE*

The importance of regular attendance cannot be overemphasized. Regular school attendance is absolutely necessary for consistent academic achievement. It is the responsibility of the parents to see that unnecessary absences are avoided. Missed assignments will be given upon return to school, and the due date will be determined by the teacher. If you are picking a student up for an appointment or leaving early, please notify the school office in advance so that the office may have the student ready in order to avoid classroom interruptions. Before leaving the school building, sign out with the school office.

**The school discourages vacations that do not coincide with the school calendar. Students may not be able to make up graded work and activities they missed due to such vacations and run the risk of receiving zeros for missed homework and other assignments.**

### School Hours

Students are to arrive at school between 7:30 AM and 7:50 AM, but not before this time. Prior to 7:30 AM there may not be a faculty member available for a child's care. Students arriving later than 7:55 AM will be marked tardy. Dismissal time is 3:15 PM on Monday through Thursday and 2:30 PM on Friday.

### Absences

**Sick students should not be sent to school.** When it is necessary for a student to be absent because of illness or an emergency, a parent should call between 8:00 AM and 8:30 AM to inform the school. To pick up a child's homework, please let the office know. Homework assignments will be available in the school office after 3:30 PM. If a child is out of school with a contagious disease, e.g., influenza, chicken pox, hepatitis, measles, strep throat, etc., a doctor's note of non-contagion is needed for the child to return to school. Except for an extended illness, all absences are counted as absences and not excused. **The state of Louisiana limits the number of absences a student is allowed.**

**Students in the 8th grade** are allowed to visit prospective high schools throughout the school year. A reasonable number of high school visits will be allowed.

### Tardiness

The school morning routine (chapel, Project Panther, advisory, assembly, etc.) is an intrinsic part of a child's education at St. Paul's. Tardy students miss this important part of the day and place an unfair burden on their classmates and their teachers.

Students who arrive after 7:55 AM are to be signed in by the parent at the main reception desk. Office staff will accompany the child to class.



In order to maintain a safe and secure environment for our students, teachers, and staff, only parents and visitors who have checked in with the school office or are at school for a special event should be on campus when school is in session. Visitors on campus are asked to wear a Visitors Badge.

Tardies are indicated on student report cards and become part of the student's permanent record.

If the student is frequently tardy, a meeting will be scheduled with the parents.

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## ***BEFORE AND AFTER SCHOOL ROUTINE***

### **Arrival - Car Pool**

Parents/guardians dropping off students are to enter the service alley from Harrison Avenue. The speed limit is 5 MPH. They should then proceed along the service alley through the car gate adjacent to the school building where the children exit the car. Cars are to exit on Canal Boulevard. The car gate is closed at 7:50 AM. Please be aware of pedestrians walking through the parking lot and passenger gate. **Per city ordinance, parents are not to use cell phones in the car pool line.**

**Vehicle entry through the Vicksburg Avenue gate is prohibited.** These parking directions are assigned to St. Paul's by city ordinance and are important for us to follow.

### **Ride Sharing**

For the safety and security of our students, Taxi/Limo/Rideshare (e.g. Uber, Lyft) is not an approved method of transportation for students. These types of services will not be allowed on our campus for students. Taxi/Limo/Rideshare requires that all passengers unaccompanied by an adult be 18 years or older.

### **Pedestrian Arrival**

**Children need to be accompanied into the school if they are not a part of the car pool line.** Students are not allowed to be dropped off from Canal Boulevard or in the parking lot at the O'Ferrall Hall doors. Students and parents/guardians should enter only through the O'Ferrall Hall doors or the Canal Boulevard main entrance. If you park in the lot, follow the designated space guidelines. Parking in striped areas is prohibited.

We appreciate your diligence in supporting the safety of our children by abiding by these rules.

### **O'Ferrall Hall**

**Children cannot be left unattended. Duty faculty or staff arrives at 7:30 AM.**

Students are to be dropped off to the person on duty. Students report to O'Ferrall Hall, and sit quietly with friends until their homeroom teacher arrives.

Breakfast is available for purchase from 7:30 AM to 7:45 AM.

### **Dismissal**

At dismissal parents should park in the school parking lot or park legally on the adjacent streets, walk onto the school yard, and pick-up their children. **Children are not allowed to walk out unattended to parked cars, nor are faculty allowed to leave their duty post to walk a child to a parked car.** On rainy days, parents should follow the morning carpool procedure.

Students are not allowed to remain in the school building or play on any playground equipment at dismissal. At 3:30 PM Monday through Thursday and at 2:45 PM on Friday, all remaining students will report to the school's extended care program.

Students returning to school following an after-school activity must check into the school's extended care program. Parents will be charged accordingly.

Students will only be dismissed to those authorized adults listed on the student profile. No exception will be made unless the office is notified in advance by the parent.

No ball-playing, games of chase or horse-play are allowed. **No student is to return to the building without permission of a faculty or staff member on duty.**

### **Parking Restrictions**

Please be aware of parking restrictions along Canal Boulevard. Parking in the driveways is a violation of the fire code and is never permitted. Double-parking on Canal Boulevard is a safety threat and may result in a traffic citation.

### **Walkers and Bike Riders**

Parents who wish for their middle school children to leave the school yard at dismissal or from extended care program unattended by an adult must have current notes to that effect in the school office. If a child walks home, please emphasize the importance of being an emissary of the school. **Students must sign out at the school office prior to leaving the building.** Although St. Paul's is no longer responsible for students' behavior once they leave campus, the school is still the first to be informed if a problem arises. **Once students have signed out, they are not to return to the campus.** A bicycle rack is available on campus. Families are encouraged to consider walking to school, riding bikes, carpooling, and using public transit. Do not leave bicycles in the yard overnight. **All bike riders must dismount before entering the parking lot and walk the bike to the bike rack.**

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## ***FOOD AND LUNCH***

### **Snack**

Students may bring a snack from home to eat during their first recess. Middle school students may also purchase snacks during their first recess.

## Lunch

Students eat lunch with the other students in their division in O'Ferrall Hall (unless otherwise announced). Students may either bring a lunch from home or purchase a school lunch. School lunch must be pre-paid through mypaymentsplus.com. A microwave is available for students in grades 5 – 8.

Students may not chew gum or drink soft drinks at any time on campus, unless given specific permission. Likewise, students are not allowed to bring food into or eat in classrooms, unless specific permission has been given. Otherwise, students should only eat during recess and lunch.

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## ***PERSONAL APPEARANCE AND DRESS***

The school has established guidelines for students' appearance and dress. It is important to approach this matter remembering that those who work closely with the children have observed that:

1. There is a definite relationship between pride and responsibility for personal appearance and pride and responsibility for school work.
2. Behavior can be influenced by dress.
3. Unusual style can be disruptive to others.

### **Personal Grooming**

Hairstyles should be neat, clean, moderate, and a natural hair color. Hairstyles should not be distracting to the student or to others. At the administration's discretion, students may be asked to alter their hair style if the administration believes that the hairstyle is a distraction or impairment to learning. Makeup and colored nail polish are not permitted. Simple jewelry may be worn. Earrings may be of the small post style only.

### **Clothing Guidelines**

**Lands' End is the only source for purchasing school uniforms and outerwear for grades Pre-K through 8.** Jumpers are available for girls in grade 1. Students' uniforms must fit properly and be neat and clean and free of holes. Skirts, jumpers, or skorts must hang no shorter than three inches above the crease of the knee. If there is a question of inappropriateness of skirt length, even given this guideline, the decision of the staff will prevail. All shirts must be tucked in. Belts are required for pants with belt loops. All fleece, sweatshirts, sweaters, and sweatshirts must be purchased from Lands' End. No other sweatshirts/hoodies are allowed. Navy or white tights, navy or white leggings, plain white turtlenecks, and only plain white t-shirts may be worn under the uniform. Any plain white turtleneck is acceptable. Elastic waist shorts for Pre-K, kindergarten, and 1<sup>st</sup> grade boys may be purchased at Shumacher's.

Students do not change for PE. Girls are asked to wear navy blue shorts under their skirts on PE days.

Any St. Paul's t-shirt, team shirts, and team jerseys, may be worn on Fridays unless otherwise announced. Chess Club, Math Olympiads, and Science Olympiad shirts may be worn by members of these teams on Tuesdays. With the exception of heavy jackets or coats, all outer wear must be St. Paul's school uniforms. Boy or Girl Scout uniforms may be worn on meeting days. Nap mats and tote bags for Pre-K and Kindergarten students may be purchased at Shumacher's, 3601 Hessmer Avenue, Metairie, LA. (Lands' End does not have these sizes nor these products available.) Shumacher's can take orders online.

Students must wear solid white leather low-quarter tennis shoes with 1"- 3" white socks and white shoe laces. Shoes may have Velcro closures. (These are required for Pre-K and are strongly recommended for those who cannot tie shoes.) Good sources for shoes are Schiro's, Ponseti's, and Shumacher's. Students may not borrow uniform items from other students. In colder weather, navy-blue sweat pants may be worn at PE and recess. **All clothing must be clearly labeled. Failure to adhere to these guidelines will result in disciplinary action.** Students may not alter or deface their uniforms.

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### ***LOST AND FOUND***

**PLEASE MARK THE CHILD'S NAME ON ALL CLOTHING, LUNCH BOXES, AND OTHER ITEMS LIKELY TO BE MISPLACED.** All labeled articles will be returned. Lost and found is located in Hemenway Hall near the After Care room.

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### ***PHONE CALLS***

Parents are asked to leave a voice mail message when trying to reach faculty or staff before and after school hours or during the time personnel are away from their desks. Asking the staff to deliver messages to individual students is difficult. Please limit phone messages to students to those of an emergency nature.

Students will be allowed to use the office telephones only with a note of permission from their classroom or homeroom teacher.

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### ***CELLULAR PHONES/ELECTRONIC DEVICES***

**Students may not use cellular phones, cameras, music players, or any other electronic devices (including iPads, iPods, Apple Watches, and computers) at any time while on campus – including at dismissal and after school, unless specific permission has been given by a teacher in advance.**

These devices should be off and in the student's locker. If a student is found with any of these or using any of these electronic devices while on campus, the device will be taken from the student. The student will receive a detention, and the parent will be required to retrieve the device from the appropriate Division Principal's office.

Any communication between parent and student must be conducted through the school office during the school day. Students in grades 6 – 8 bring tablets/devices to school for academic purposes only, and parents should not attempt to email or message their children via these devices during the school day.

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### ***PICTURE POLICY***

Throughout the year, videos and photographs are often taken of children either by St. Paul's staff or by the media. Unless the Development Office is otherwise notified, photographs and videos may be used by St. Paul's or its designees for publication or broadcast purposes.

Student photos will be placed in the annual yearbook since it is a historical document.

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### ***PRESENTS, PARTIES, AND CHILDREN***

Children are sensitive. Despite our best efforts, their feelings are sometimes hurt. To keep this to a minimum, please do not send presents or party invitations to school unless they involve the whole class.

If, for some reason, a present is appropriate, it should be given to the friend, Panther Pal, or whomever outside the school environment. When these suggestions are not followed, hurt feelings are almost guaranteed.

With regard to parties, we can only suggest that parents remember how it feels to be left out. If some children from a class are invited and others are excluded, it is difficult for them to understand. An all-girl party or an all-boy party seems to cause no hurt feelings, but other combinations always do.

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### ***VIDEO (USE OF)***

In the event a PG movie is shown to a class, notice will be sent home to parents. No notice is necessary for G-rated materials.

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### ***FIELD TRIPS***

Field trips taken by students at St. Paul's are paid for by the school unless otherwise indicated. It is a policy of St. Paul's Episcopal School, "that said release must be annually executed for a child to participate in school-related field trips. Children without signed consent forms will be asked to remain home on days when a class field trip is scheduled."

Drivers for field trips are obtained through the coordination of the teacher and the room parents. The school office must have on record a completed chaperone agreement form (found on the St. Paul's website) and a copy of drivers' license and automobile

insurance forty-eight hours prior to the scheduled field trip. "Drop-in drivers" are not allowed.

Chaperones will wait in O'Ferrall Hall unless otherwise notified by the room parent/teacher. **The school asks that cell phone use and texting be avoided for the duration of the field trip, especially while driving.** Field trips are for students only, not siblings or other friends

**Note:** To request a particular driver, the child's teacher must be notified in writing **forty-eight (48) hours** in advance of the field trip. Teachers will try their best to accommodate the request.

### ***Field Trip Guidelines***

**I agree to contact the room parent at least 36 hours in advance of the field trip if I intend to drive.**

**I understand that I am responsible for all the children in my care as well as my own. I agree to take their safety seriously by refraining from cell phone use and by supervising them carefully, especially when getting in and out of my vehicle and while parking.**

- I have given the school a copy of my current driver's license and current proof of automobile insurance.
- I agree to abide by the groupings of students in vehicles as worked out by the teachers. I understand that I must sign in at the school office at least 15 minutes prior to the field trip.
- I will follow the teacher's driving directions and not stop on the way to or from the destination.
- I will not buy special treats.
- I will not take siblings.
- I will report any problems immediately to the teacher.
- I will remain with the students after the field trip at school until the teacher arrives.
- I will lock any weapons in the glove box that may be in the vehicle.
- I understand that I should not be under the influence of alcohol or any medication that might impair my ability to ensure the safety of the children.
- I will follow the Louisiana car safety laws (Act # 51, 2019):
  - A child who is younger than thirteen years of age shall be transported in the rear seat of a motor vehicle, when available, in a properly used child restraint system, belt-positioning child booster seat, or adult safety belt;

- Children ages 2-4 must ride in a forward-facing seat with an internal harness if they have outgrown a rear-facing seat;
- Children ages 4-9 must ride in a booster seat secured with a lap belt;
- Children ages 9-12 can ride without a booster seat if their knees bend over the front edge of the seat, their back is against the seat back and the seat belt crosses their chest and not their neck.

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## ***DISCIPLINE POLICY***

The goal of the discipline policy is to create an orderly, safe environment. Each student is guided to develop self-respect, as well as respect for the rights of others. A high value is placed on responsibility, self-direction, honesty, and cooperation. Students attending St. Paul's will be led toward feeling a sense of pride in both themselves and their community. Open communication is valued between students and their teachers.

We expect students to:

- identify with and accept others;
- accept and embrace differences in others;
- appreciate the rights and personal belongings of others;
- display courteous and respectful behavior;
- use appropriate language at all times;
- exhibit personal honor by telling the truth, doing their own work, and respecting others' property;
- practice self-control;
- express feelings in a constructive manner;
- accept responsibility for their actions;
- recognize inappropriate behavior and identify constructive alternatives; and
- report any actions of other students that may be harmful to others.

The faculty recognizes that praise and positive reinforcement are powerful motivational tools. However, these tools do not always work. Our school is a community of students, teachers, parents, church members, and friends. In order for any community to function smoothly and grow in a positive manner, certain rules or codes of behavior have to be followed. Experience has shown that disciplinary problems generally fall into two distinct categories. The school's method of dealing with these issues generally follows these procedures:

Behaviors, such as being disruptive in class, will initially be handled by the classroom teacher, who will assign a consequence that addresses the behavior. If the behavior continues, the teacher will fill out a behavior referral and give it to

the appropriate Division Principal who will then speak with the student, make a written response, and when appropriate, assign an appropriate consequence. Parents will be informed of these actions.

Two behavior referrals will result in an after-school detention. Subsequent instances of misbehavior may result in an immediate detention. Three behavior detentions will result in a one-day suspension of the student. If warranted, on the day of the suspension, the student and his/her parents will be asked to meet with the Division Principal to discuss the behavior and to develop a behavior management plan. At the discretion of the Division Principal or the Head of School, the school may issue an immediate detention or a single or multiday suspension, based on the severity of the misbehavior, the student's past conduct, or other mitigating circumstances.

Repeated occurrences of unacceptable behavior may result in further disciplinary action.

Because of the recognition of St. Paul's as a family school where parental involvement is encouraged, it is the policy of the school to expect parents of students enrolled at St. Paul's Episcopal School to act responsibly and respectfully while on campus or at school-sponsored events. Behavior such as verbal abuse directed toward faculty, staff, or students, sexual harassment directed toward faculty, staff, or students, profanity, or fighting will be grounds for the dissolution of the contract to educate the child and will result in involuntary dismissal of the student.

In the event students have an off campus altercation (e.g. sending inappropriate texts to one another), the school strongly encourages the parents to contact each other to help their children resolve the issue. The school can help facilitate positive relationships among students and their peers but also encourages active parenting, especially in regards to behavior occurring outside of school.

- 2. Honor Code Infractions** include offenses against oneself or others. Lying, stealing, cheating, and plagiarism fall into this category. At the beginning of the school year, students in grades 5 through 8 are provided with the Honor Code and told of its significance.

Students will be expected to read and sign a copy of the Honor Code.

### ***HONOR CODE***

STUDENTS AT ST. PAUL'S BELIEVE THAT PERSONAL HONOR IS ONE OF THEIR MOST CHERISHED POSSESSIONS; THEREFORE, STUDENTS AT ST. PAUL'S STRIVE TO TELL THE TRUTH, ACT HONESTLY IN ALL SITUATIONS, RESPECT OTHER PEOPLE AND THEIR PROPERTY, AND EXPECT THE SAME BEHAVIOR FROM OTHERS.



Our school operates upon the premise that St. Paul's students can be trusted. Not having locks on student lockers gives visible evidence of that belief. **Of all the ideals we hold for our students, to be trustworthy is held as the most important.** In the event of a violation of trust (lying, cheating, or stealing), the following procedures will be followed:

- A. For students in pre-kindergarten through grade 2, the classroom teacher will deal with any honor infractions. Because children in this age group are still developing a sense of right and wrong, the school's expectations will be developmentally appropriate.
- B. For students in grades 3 and 4, an honor offense will be reported to the Lower School Division Principal who will decide what, if any, disciplinary action is necessary.
- C. For students in grades 5, 6, 7, and 8, there will be little tolerance for honor offenses.

When a teacher becomes aware of an honor offense, such as copying a homework assignment, cheating, plagiarism, telling an untruth, or the taking or possession of another person's property, it should be reported to the Division Principal. The Division Principal may address and decide what disciplinary action is necessary in light of the totality of the circumstances, will then inform the parents about the incident, and may refer the matter to the Honor Committee made up of the involved teacher(s), and any teacher of the student's choice. The chaplain will arrange and chair the meeting. One parent must attend this meeting. The committee will make its recommendation in writing to the Head of School as to what action it feels should be taken. If the Head agrees with the recommendation, the chaplain will ensure that the assigned disciplinary action is carried out. The parents will be notified of any disciplinary action. Repeated breaches of the honor code may result in expulsion from the school.

- D. **Plagiarism** - Webster's New World Dictionary defines plagiarism as taking "the ideas or writings of another and passing them off as one's own." We find it important to teach this lesson because the use of plagiarism can result in serious consequences such as expulsion from a school, loss of a job, or loss of credibility and reputation. It includes copying homework, and/or class work, (including both parties involved), paraphrasing, summarizing, purchasing a paper written by someone else, using lists, quotes, pictures/captions taken directly from another work, cutting and pasting from books or the Internet, and using specific facts without acknowledging the sources according to MLA format.

At St. Paul's we care about the future of our students and work hard to teach the proper acknowledgment of sources in our writing. In lower school, students are encouraged to think for themselves and compose their own answers to questions. In third grade, students learn the skill of paraphrasing. From fourth grade on, teachers review the rules for acknowledging sources before the first paper of the year is written. If a student is ever in doubt, he/she should ask the language arts teacher.

- E. The use of technology is an integral part of the school day. Students are expected to use technology in a responsible manner and students in grades 4 – 8 and their parents are required to sign and abide by the Acceptable Use Policy.
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### ***TECHNOLOGY GUIDELINES FOR STUDENTS***

1. Students may not use the network to transmit any material that violates local or United States law.
2. Students may use various search engines to do searches only for specific topics for a specific purpose to complete a specific task assigned by their teacher. Students are not allowed to just “surf the net.”
3. Students must be supervised when on the Internet.
4. All Internet access is through a Cyberoam firewall, which runs filtering software designed to screen out inappropriate sites. Any students trying to access these sites will be in violation of the Honor Code.
5. Students are not to click on any ads (pop-up windows) that may come on the screen when visiting certain sites. Call a teacher immediately if a pop-up appears.
6. Students are not allowed in computer labs/media lab without a teacher or staff member present.
7. Students who have permission to use media, personal laptops, tablets, chromebooks, or iPads are required to get approval from the technology director to connect to the wireless access points.
8. All St. Paul’s laptops, tablets, chromebooks, and iPads must be signed-out, signed-in, placed neatly back into the storage cart, and plugged in according to their correct identification number.
9. Students must not download or install any programs onto the school computers.
10. Cyber-bullying is not allowed at school or at home and is a violation of the Honor Code.
11. Students should be respectful and responsible when posting anything about themselves or others on any electronic device or online, including pictures and other media.
12. Students are never allowed to use newsgroups or enter chat rooms. Students should not chat with or message other students using their devices without the teacher’s approval.
13. Students are not to give out personal information like full names, addresses, telephone numbers, school name, etc., to anyone on the Internet.
14. Students are to notify the teacher immediately of any disturbing material they may encounter on the Internet.

15. Students may not log on to someone else's account or attempt to access another user's files.
16. Students may not use DVDs, CDs or flash drives unless approved by the technology coordinator.
17. Network administrators, teachers, or school staff may review students' materials created and/or stored on the network from time to time and delete unnecessary files.
18. **All external storage devices (flash drives, etc.) must be scanned for viruses/Malware before using them on the network.**
19. Students may not use cellular phones, cameras, music players, or any other electronic devices (including iPads, iPods, Apple Watches, and computers) at any time while on campus – including at dismissal and after school, unless specific permission has been given by a teacher in advance.
20. All students must read, understand, and agree to the statements and expectations outlined within the Acceptable Use Policy of St. Paul's Episcopal School. Failure to follow the guidelines could result in disciplinary action and suspension from network and computer privileges.

### ***ST. PAUL'S EPISCOPAL SCHOOL - SOCIAL MEDIA POLICY***

These guidelines are meant to ensure that the principles and integrity of this institution are well represented through social networking outlets on the Internet, such as Facebook, Twitter, Instagram, and YouTube.

#### **Section 1: Policies for all St. Paul's Social Media Sites**

- **Protect confidential and proprietary information:** Do not post confidential or proprietary information about St. Paul's Episcopal School, students, employees, or alumni. Do not post first and last names of anyone on the site.
- **Respect copyright and fair use:** When posting, be mindful of the copyright and intellectual property rights of others and of the school.
- **Do not use St. Paul's logos for endorsements:** Do not use St. Paul's logo or any other school images or iconography on personal social media sites. Do not use St. Paul's name to promote a product, cause, or political party or candidate.
- **Terms of service:** Obey the Terms of Service of any social media platform employed.

#### **Section 2: Best Practices**

- **Be mindful of what you post.** Do not post or respond to anything that adversely affects the reputation of the school or its community members or send personal attacks, including but not limited to attacks based on religion, sex, gender, color, race, sexual orientation, ancestry, age, disability, national origin, veteran status, or any other characteristics protected by law.

- **Think twice before posting:** Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the school. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, please contact the St. Paul's Development Office.
- **Strive for accuracy:** Get the facts straight before posting them onto social media. It is also a good idea to review the content for grammatical and spelling errors. This is especially important if posting on behalf of the school in any capacity.
- **Be respectful:** Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the school and its institutional voice.
- **Remember your audience:** Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective students, current students, current employers and colleagues, and peers. Consider this before publishing.
- **On St. Paul's volunteer sites, identify your views as your own:** If you identify yourself as involved with the school, it should be clear that the views expressed are not necessarily those of the institution.
- **Photography:** Be considerate when posting pictures of others. Do not post any photographs that could be offensive or embarrassing. If you are unsure about posting a picture, please contact the St. Paul's Development Office. **Students are not allowed to post images or videos of others without their consent.** Cameras and devices that have cameras attached are not allowed in bathrooms

### Section 3: Institutional Social Media

- St. Paul's Episcopal School has institutional Facebook, Twitter, Instagram, LinkedIn, and YouTube accounts through its Development Office. Please contact the Development Director for any questions regarding its social media content.
- Online educational dialogue between faculty, parents, and students occurs through FACTS.

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### *PETS*

Due to health and safety issues, family pets are not allowed on the school premises at any time.

If an issue arises with a class pet that has been taken home for the weekend, contact the homeroom teacher.

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## ***WEAPONS***

By Federal Law, weapons of any kind are prohibited. **No weapons of any kind should be on school property. Guns, rifles, any firearm that projects ammunition of any kind, including and not limited to firecrackers, real or play, are never acceptable on campus.** No kind of gun or knife should be on school property for any reason by a student, employee, or parent. Mere possession of such a weapon is cause for immediate suspension or expulsion without review.

Law enforcement officers who have displayed credentials or are in uniform are excluded from this rule.

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## ***GRIEVANCE PROCEDURES***

### **Parent/Student Grievances**

St. Paul's regards the educational process as a collaborative partnership among the student, parent(s), and the faculty. Concerns or complaints by students and/or parents should be directed to the faculty member involved, if at all possible. As such matters are confidential parents should not solicit other parents' involvement when attempting to address a concern unique to their child. Such parent discussion often needlessly escalates a situation.

Should it become necessary, such concerns or complaints may be directed to the appropriate Division Principal for final determination. At all points, personal conferences are encouraged with all parties involved. Conferences should be informal, friendly, and relaxed. Division Principals will report grievances to the Head of School.

### **Academic and/or Social Concerns**

When parents have a question(s), want more information, or need clarification of a situation concerning classroom matters or social problems, they should contact their child's homeroom teacher.

If a parent(s) wants to see a particular teacher, he/she should make an appointment. This allows the teacher to bring any necessary materials and arrange for adequate time to discuss the situation. The most efficient way to make an appointment with a teacher is to leave a message on the teacher's voice mail or to send the teacher an email, asking the teacher to call. Catching a teacher in the hallway going from one class to another is not appropriate.

If, after the meeting the parent still has concerns, he/she should follow the same procedure with the appropriate Division Principal. If the situation continues to exist, the Division Principal will consult with the parent(s) and the Head of School.

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# ACADEMICS

## *HOMework*

Homework is an integral and expected part of the curriculum and part of the student's grade. Homework provides meaningful practice, reinforces ideas and concepts, provides opportunities for independent learning, and fosters student responsibility. The faculty, upon considering the age and ability of students, will determine the amount and difficulty level of homework assignments. Parents and teachers should monitor progress and communicate with each other and the students to ensure success. Teachers should offer suggestions to parents about methodologies and approaches that benefit individual students. **Students are responsible for their own work and should present it as such.**

Homework may be assigned daily as follows: grades 1-4, Monday - Thursday; grades 5-8, Monday - Friday. The school will not assign homework over vacations or projects that are due the first day back after a vacation. However, this may be a good time to review for exams.

Students' homework assignment notebooks should contain a legible, accurate record of each day's assignment. These notebooks may be checked periodically by teachers.

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## *PROMOTION POLICY*

### Lower School

The student must master grade level skills that are necessary, according to the criteria established through the curriculum, to competently succeed at the next grade level. This mastery will be noted by the teacher on report cards.

The student who is developmentally, socially, or academically not ready to perform curricular skills necessary for the next grade level may be retained. This lack of readiness will be noted by the teacher on report cards, and communication between the teacher and the parent will precede this decision.

### Middle School

Each student must demonstrate competency in all major subject areas. The student will be retained in his/her present grade if he/she receives a failing year-end average in language arts or math and one other subject area unless a remedial program is successfully completed.

In both lower and middle school, decisions concerning promotion will be made after careful consideration by the teacher(s) and the Head of School. Communication between the school and the parent will precede the decision to retain a child.

## **Middle School Summer Remedial Policy**

If a student earns a cumulative grade of F in language arts or math on the end-of-year report card, the student is required to participate in an approved summer remedial program.

If a student earns a cumulative grade of F in two or more other subjects on the end-of-year report card, the student is required to participate in an approved summer remedial program.

Any student enrolled in a required remedial program must complete the course and earn a final grade of at least a C in order to proceed to the next grade level in August.

The teacher may recommend tutoring or summer remedial programs for students who would benefit from such course work even when specified grade requirements are.

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## ***REPORT CARDS***

Lower school report cards are indicators of strengths and weaknesses. Each skill/objective will be addressed by an appropriate indicator.

Grades four through eight receive letter grades. The grading scale follows:

**A** = Outstanding (92 - 100); **B** = Above Average (83 - 91); **C** = Average (74 - 82);

**D** = Passing, but Below Average (65 - 73); **F** = Failing (below 65).

Quarterly grades are determined by the student's class work, tests, quizzes, homework, and projects.

Seventh and eighth grade students take a midterm exam and a final exam. Semester grades will include the exam grade. The exam will count as 20 percent of the semester grade.

The final grade for the year is the average of the two semester grades.

Report cards are issued each quarter. Progress Reports will be sent as needed.

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## ***PARENT CONFERENCES***

Parent-teacher conferences are scheduled twice during the school year. Please be prompt, and end the conference at the appointed time. Another appointment can be scheduled if the parent feels he/she needs more time. This is a valuable opportunity to ask questions, review work, and receive evaluations. Please take advantage of this important opportunity. Students in fourth through eighth grade are expected to attend the conferences with their parents.

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## ***TUTORING SERVICES***

By appointment, students may receive extra help from St. Paul's teachers in any subject from 7:30 AM to 7:50 AM most school mornings.

Parents may contract with outside tutors and resource professionals if necessary for sessions to be held during the school day or after school. In the case of a student's absence or a class field trip, it is the parent's responsibility to notify the tutor that the child will not be in attendance.

Written requests for a tutor must be submitted to and approved by the division principal. (Copy of a written request form can be found in the Appendix.)

Prior to working on St. Paul's campus, all outside tutors and resource professionals must submit:

1. a copy of their professional license,
2. a Right to Review copy of their criminal background check, and
3. a certificate of completion of a child safe environment training program.

The approved Tutor Request form is then submitted to the Facilities Manager who arranges an available space for the tutor to work with the student.

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## ***LEARNING SPECIALIST***

The learning specialist works with students in Kindergarten or above who have a full educational evaluation on file. Duties of the learning specialist include:

- Identify the educational needs of students. Work with individual students and small groups to address the specific learning differences that have been identified to facilitate success in the classroom.
  - Communicate with parents, teachers, and private learning specialists and paraprofessionals to provide strategies for optimum learning and suggest accommodations and classroom activities to maximize students' success.
  - Conduct informal assessments and observations, when necessary. Review formal psycho-educational evaluations to determine what recommendations can be implemented.
  - Attend meetings with parents and teachers to discuss specific goals and plans to provide support.
  - Present information to middle school students about educational topics such as learning styles, study strategies, time management, and test taking.
  - Present faculty seminars on various educational issues regarding lesson design for optimal learning.
  - Work with Orleans Parish School Board – Exceptional Children's Services and act as St. Paul's Student Assistance Team Chairperson.
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## ***ACHIEVEMENT AND HONOR ROLL AWARDS***

Student Achievement and Honor Roll awards are given to students in grades 4-8 at the end of each quarter, recognizing outstanding achievement and effort. St. Paul's honor roll recognizes a 3.5 or higher GPA with no Cs for the quarter.

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## **EXTRA CURRICULAR**

### ***ATHLETIC POLICY - AFTER-SCHOOL ATHLETICS***

#### **Statement of Philosophy**

The Athletic Program of St. Paul's Episcopal School is an important component of the school curriculum. The athletic philosophy at St. Paul's is a reflection of the school's philosophy. The coaching staff will strive to provide an athletic program that fosters the school's mission.

#### **Objectives**

- To improve physical skills and abilities
- To develop qualities of fair play and sportsmanship
- To learn basic understanding of rules and concepts of various sports
- To instill values of commitment, discipline, hard work, teamwork, cooperation, and self-confidence

#### **Policies**

1. There is a no-cut policy; therefore, all children choosing to participate in a sport will make the team.
2. All students are invited to participate in grade-appropriate sports. Regular attendance is required at practices and games. If for some reason the child cannot make a practice or game, the coach must be contacted in advance.
3. Schedules will be distributed at the beginning of each season. Games may be scheduled any day of the week. A child's first priority should be to St. Paul's. If a child cannot commit to the responsibility of regular attendance at practices and games, he/she should reconsider participation in After-School Athletics. Because of the important objective of instilling commitment, discipline, teamwork, and cooperation, parents are encouraged to make sure the child is truly interested in participating in a particular team sport. After-School Athletics should not be used as a substitute for after-school care. Players must arrange for their own rides to and from practices and games.
4. There is a participation fee for After-School Athletics. The participation fee is used to pay for field rental, umpire/referee fees, uniforms, coaches, and awards that each child will receive at the conclusion of the season. **The participation fee must be paid before the first game.**

5. Cooperation and communication are essential to a successful program. Realizing that disputes, disagreements, or misunderstandings may arise from time to time, the player must first contact the coach to discuss any such problem. In the event that the matter is not satisfactorily resolved, the parent should contact the coach. In the extreme case where resolution is not achieved between parent and coach, the coach will contact the Division Principal to mediate the problem.
6. Players are required to wear the appropriate uniforms and safety equipment during practices and games.
7. Correspondence specifying fees and the practice schedule will be sent home prior to the beginning of each season. **Please note that the school's participation in any sport depends on student interest and participation.**
8. Disciplinary actions that result in suspension, as well as consistent inappropriate behavior during school hours can result in loss of privilege to participate in After-School Athletics.

### ***AFTER SCHOOL SPORTS PROCEDURE***

In the event of an injury during after school sports off campus the following procedures will be followed.

- Minor injuries (brush burns, scrapes, etc.) will be treated by the coach on the sideline with a first aid kit.
- Major injuries (broken bones, etc.) will be cared for by the child's parent. If the parent is not in attendance, then 911 will be called.
  - The parent of the injured child will be notified immediately by the coach.
  - The coach will notify the child's parent the following information:
    - The child's injury information.
    - Where child is being taken,
- If the child is unconscious 911 will be called immediately.
  - The coach will designate a St. Paul's parent to stay with the child to the hospital until the child's family arrives.

The school Accident Injury Report will be filled out by the coach as soon as possible and turned into the school office on the following day.

NOTE: Typically there is a parent who is a doctor on the sideline either from St. Paul's or the other participating school.

After School sports and its coaches follow St. Paul's established emergency procedures. These are found in the Appendix of the handbook.

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## ***CHOIR AND STUDIO BAND***

St. Paul's Episcopal School Choir is a non-audition group that performs at school and community events throughout the year. Membership is open to all students in grades four through eight who are willing to make a commitment. Students are expected to attend all rehearsals and performances, those during the school day, AND those on evenings and weekends. Repeated absences from rehearsals and/or performances will result in dismissal from the performance group. A calendar will be provided as performance dates are finalized. Parents and students will be notified of any additions and/or changes to this calendar as soon as possible.

St. Paul's Episcopal School Studio Band is made up of student musicians who want to participate in a school band environment. Membership is open to all students in grades five through eight who are currently playing a musical instrument. Students must be willing to make the commitment and willing to perform at various school and community events throughout the year. We accept any instrument into the program, but all active participants must be currently taking private lessons and demonstrate their ability to the director prior to joining. Students are expected to attend all rehearsals and performances, those during the school day and those on evenings and weekends. A calendar will be provided as performance dates are finalized.

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## ***AFTER SCHOOL AT ST. PAUL'S***

Care will be provided for children from dismissal until 5:30 PM on school days.

Students not signed into After Care must be accompanied by an adult while on campus. Parents will be billed monthly for After Care charges. **It is important for parents to pick up their children from After Care by 5:30 PM. Parents will incur additional fees if a child is picked up later than 5:30 PM.**

### **Rules and Procedures**

- Parents enter After Care through the pedestrian gate in the parking lot.
- Parents are responsible for signing out their child when they leave.
- The school phone is to be used only for emergency purposes.
- Off-campus and after-school activity plans should be made in advance.
- Teachers and After Care personnel should receive a written note giving permission for plans after school.

Additionally, while in After Care students:

- May not use cell phones or other electronic devices. The only exception is the use of the 1:1 device with permission for grades 6 – 8 for academic purposes only.

- Follow the same rules on the playground that are established during school recess.
- Must ask permission to get books from their locker; the student is expected to return to After Care immediately.
- Should remain in their school uniforms.
- On rainy days children may be allowed to play E-rated games and watch G-rated movies with the After Care director's permission.
- Must pick up trash and playground equipment that was used during After Care.
- Are not allowed to return once they leave campus.

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## **EMERGENCY/SAFETY**

### ***EMERGENCY SCHOOL CLOSINGS/EVACUATION***

#### **Campus Emergency**

The school will evacuate to St. Dominic's, 775 Harrison Avenue, in the event that an emergency evacuation is called during the school day.

#### **City-Wide Emergency**

1. Parents should watch and listen to WWL-TV and radio for school closing information. In the event of a city-wide emergency that requires school closing and/or evacuation, the school will communicate evacuation, school closing, and school re-opening information to parents through all available means, including telephone broadcasts, email, and the school website. In the event of a school closing or evacuation, parents should make every effort to check the school website as well as their voicemail and email for updates from the school. It is the parents' responsibility to ensure that the school has current contact information.
2. The school's online resources (including the school's website and email system) have been out-sourced and will not go down in the event of an evacuation.
3. In the event of an emergency, pertinent information will be posted on the school's website.
4. St. Paul's has contracted with OneCallNow, an emergency response system that will call or text parents with emergency information. To opt in: text the word Alert to 22300.
5. When evacuating from home, students should take all books and uniforms with them.

# Parent / Student Handbook Appendix

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Medical and Medicine Administration Policy ..... (App. 1)

Medication Authorization Form ..... (App. 2)

Nonprescription Medication Consent Form..... (App. 3)

Tutor/Resource Professional Request Form ..... (App. 4)

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### ***ACCIDENT INSURANCE***

The school provides accident insurance for students in the event they are injured at school. The coverage is secondary to the health and accident insurance of the child's parent or guardian. All accidents and/or injuries must be reported immediately to the Business Office.

### ***ALBUTEROL, EMERGENCY ADMINISTRATION TO STUDENTS***

#### **Albuterol - Standing Order (School Emergency Inhaler)**

Under specific circumstances, St. Paul's Episcopal School may utilize standard medication orders for the administration of Albuterol in the school setting regardless of whether a student has diagnosed asthma, and/or medications prescribed for the treatment of asthma. The medication is to be maintained and used in school for emergency treatment of students in respiratory distress and will be administered by a trained school employee.

**In the case of students with a history of asthma, respiratory medications should be administered according to their specific individualized prescriptive orders.**

### ***ALLERGY POLICY***

St. Paul's handbook reminds parents that a few of our students have food allergies. If

any treats are brought to school that include nuts (for birthdays or holidays), parents are instructed to let the teachers know. If your child has a severe allergy, please provide snacks for your child.

### ***ALLERGIC REACTION, SEVERE (ANAPHYLAXIS) POLICY:***

#### **Definition:**

Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly but can occur up to one to two hours after exposure to the allergen and can be fatal.

#### **Medications**

- Epi-Pen

The allergen should also be removed immediately.

#### **Purpose**

To provide safety guidelines, in compliance with LA State legislation Act 624; R.S. 17:436.1 (Subsections J through K), for students with an identified severe allergy to food, insect stings, latex, and/or unknown allergens, in addition to those who may have not yet had an identified allergy or condition which puts them at risk to experience an unexpected event, that are a potential risk for a life threatening reaction (anaphylaxis).

#### **Policy Limitations**

This anaphylaxis policy is not intended to replace student specific orders or parent provided individual medications.

Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with an updated Medical Authorization Form from the student's healthcare provider for all necessary medications for implementing the student specific order on an annual basis.

**The policy guidelines for stock Epi-Pens do not extend to activities off school grounds (including transportation to and from school, field trips, sporting events, extra-curricular activities, etc.).**

#### **Identification and Communication of Students with Allergies**

1. Students identified with life-threatening allergies may require St. Paul's to have an Epi-Pen in case of an anaphylactic reaction. Parents of those students should fill out a Medical Authorization Form to be filled out by them and the child's physician. This form must be on file before any prescribed medication can be administered by an authorized staff member.
2. Parents are to communicate identified allergies to the school office; also a copy of physician verified food allergy statement and diet restriction orders should be forwarded to the school office.

### **Anaphylaxis - Standing Order (School Emergency Medication)**

In the event of an anaphylactic reaction in an individual in the school setting, Epi-Pen will be administered by the Emergency Medical Responder or a trained unlicensed school employee. This standing order is for the use of auto-injector epinephrine in such situations.

In the case of students with a history of anaphylaxis or severe allergic reactions, Epi-Pen should be administered according to their specific individualized prescriptive orders. If such orders do not exist or are not readily available, the Epi-Pen Standing should be used.

#### **When the Policy Applies:**

This policy applies to children, parents, guardian, staff, and volunteers.

### ***AUTOMATED EXTERNAL DEFIBRILLATOR (AED)***

St. Paul's has two portable Automated External Defibrillators (AED). One is located at the main reception desk. The second is located in the Hemenway Hall inside of the gym. The AEDs are located in a site that makes it readily accessible for campus-wide access during school hours and with a building key for after-school activities. All CPR trained faculty and staff are also trained in AED use. A map of the school's floor plan is posted in the main reception area. The school has both adult and child pads for the defibrillators. The expiration dates for the defibrillator pads and batteries are listed inside the Defibrillator folder and the trained school medical staff monitor both AEDs monthly.

### ***CPR AND FIRST AID TRAINING***

St. Paul's annually arranges with professional, certified instructors to provide training for designated faculty and staff in cardiopulmonary resuscitation (CPR) and first aid. The names of the individuals who have successfully completed training are posted at the main reception desk.

### ***ILLNESS / ACCIDENTS INVOLVING YOUNG CHILDREN***

St. Paul's currently has a trained Emergency Medical Responder and a registered nurse on campus to assist with the student's needs. Should a child become ill and unable to stay in class or become injured, the parent or guardian will be contacted. Arrangements will be made to have the student picked up from the school promptly.

If a child has a temperature beyond normal, the child is not allowed in school that day or within 24 hours of having the temperature (without having medicine administered). If a child has a sudden onset of vomiting, the child is not allowed in school that day or within 24 hours of vomiting.

If the school is unable to reach the parents or guardians, the school will take the following steps:

1. Contact those persons indicated on the Emergency Information section of the child's student profile that was returned as part of the child's enrollment packet, OR



2. Call the physician indicated in the child's file and follow instructions given. If the physician refuses to make a recommendation or is impossible to contact, the school will take action deemed appropriate under the circumstances.

The school office trusts that the information supplied to us is accurate and current. Parents must notify the office with any change in doctor, hospital, or those to call in the event parents are unreachable.

If a medical emergency is determined, 911 will be called. If parents are not immediately available, the student will be accompanied to the hospital by a faculty, staff member, or the Emergency Medical Responder with a copy of the Student's Medical Profile Sheet. Parents will be requested to meet at the hospital to avoid a delay in treatment.

### ***INJURED CHILD/FACULTY/STAFF MEMBER***

1. School Office personnel assess the injury. First aid is applied if injury is minor.
2. If the injury is serious 911 is called.
3. Parents are called. They are advised of the injury and advised if 911 has been called.
4. Support and First Aid is administered until EMS arrives.
5. Accident Injury Report form is completed by supervising teacher on duty.
6. The Business Office is advised of the injury.
  - a. If a student, a claim form is started and a claim is opened with Church Mutual. The insurance information is given to the parents to take to the hospital/doctor's office. The family is contacted to follow up on the child's condition.
  - b. The insurance works as a secondary insurance if the child is already covered by other insurance. The Business Office completes Part A and gives the family the Instructions and Part B to be completed by them.
  - c. If a faculty or staff member, workmen's comp claims follow the same procedure as above. The paper work is given to the employee and a workmen's comp claim is opened with Church Mutual by the Business Office.

### ***MEDICAL RECORD FORMS***

State law dictates that all schools must have an annual update of all children's immunization records. It has become a policy of the school that a child's doctor verifies the health of the child prior to the beginning of each school year. **Children without a current universal certificate and recent medical examination will not be allowed to attend school.** Parents are responsible for reporting any changes to the medical record which occur during the school year.

### ***MEDICATION ADMINISTRATION POLICY***

**Note:** If possible, the parent/guardian is advised to give medication to the student at home and on a schedule other than during school hours. **Medication ordered twice a day should normally be given before and after, rather than during, school hours.** Medications ordered to be given three times daily also may be planned so that they are given in the morning before the child leaves for school, in the afternoon after the child

returns home, and again during the evening. However, in some cases, administration of medication during school hours is unavoidable.

1. **Prescription Medication** cannot be administered without a current Medication Authorization Form completed by the child's physician and on file in the school office. (A copy of the Medication Authorization Form is found in the Appendix).

Parents or legal guardians will provide:

- The medication in the **original, child-resistant container** that meets the safety check requirements and is labeled by a pharmacist with the child's name, the name and strength of the medication.
- The date the prescription was filled.
- The name of the healthcare provider who wrote the prescription.
- The medication's expiration date; and
- Administration and storage instructions.

When filling a prescription, most drug stores will be happy to give a second container with the amount of medication to be given during school hours separate from that to be given at home.

Instructions for the dose, time, and how the medication is to be given, and the number of days the medication will be given must be provided to the school office in writing (by a signed note or a prescription label) by the healthcare provider.

The parent or guardian must administer the first dose of any medication and monitor the child for possible side effects. **The school will not administer the first dose of any medication. This requirement applies to prescription and over-the-counter medications.**

## 2. Nonprescription Medication

If deemed necessary, school personnel authorized to give medication will dispense Ibuprofen, Acetaminophen, Benadryl, cough drops, and Neosporin as directed by the Parent Medical Consent Form on file. All of these medications are recorded in the medication log.

Any other non-prescription must be sent in by the parent to school office personnel. The Nonprescription Medication Consent Form must be completed before the medication can be administered. (A copy of this form can be found in the Appendix.)

Procedure:

- The medication in the original container.
- The medication labeled with the child's first and last name.
- Specific, legible instructions for administration.
- A signature and instruction from the child's parent or legal guardian regarding the administration of the nonprescription medication.

### **MEDICATION CONSENT PROCEDURES**

1. The Head of School will designate at least two (2) employees to receive training in medication administration and to be available to assist the students in securing medication.
2. Any medicine administered from the Parent Medical Consent Form will be recorded on a Daily Medication Log which will show the child's name, date, time, amount and type of medication given, as well as the name of the person who administered the medicine. Spills, reactions, and refusals will be noted on this document.
3. A Medication Envelope Form will be maintained by school personnel for each medication required by the student which is sent from home or prescribed by the student's physician. The form will be filled out with the medical information listed on the Medication Authorization Form and the medicine will be placed in the envelope. All prescription or medication from home will be documented on the envelope with the date, time, amount as well as the name of the person who administered the medicine. Spills, reactions, and refusals will also be noted on this document.
4. The medication should contain no more than a 25 day supply. It will be counted by the trained school personnel to confirm the correct amount has been received according to the prescription.
5. The designated, trained employee will keep all medication in a locked secure place.
6. All medications will be returned to the parent/guardian after the physician's recommended date to discontinue.
7. All medication will be distributed confidentially.

#### **St. Paul's will not give medicine that is:**

1. Expired
2. Not in the original container
3. Without written permission
4. Beyond the expiration of parent/guardian consent
5. Without written instructions from a physician or other health professional for prescription medicine
6. In a manner that does not match the medicine container or prescription
7. For non-medical reasons (such as giving Benadryl to help a child sleep)
8. Not prescribed for that child

\* \* \*

# St. Paul's Episcopal School Medication Authorization Form

For medication which is to be administered on a regular or as needed basis through the school office. Please complete the top portion of the form below and **HAVE YOUR PHYSICIAN COMPLETE THE LOWER PORTION.** Return to the school office.

## TO BE COMPLETED BY PARENT OR GUARDIAN:

I request that my child \_\_\_\_\_, receive the medication as prescribed by our physician in the form below. The medication will be supplied by me. I further understand that the school secretary or other designated person will administer the medication.

Signature of Parent or Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

## TO BE COMPLETED BY PHYSICIAN:

I request that my patient: \_\_\_\_\_, receive the following medication:

Name of medication and strength: \_\_\_\_\_

Prescribed dosage and frequency and route: \_\_\_\_\_

Time to be administered: \_\_\_\_\_

Date(s) to be given: \_\_\_\_\_

Possible side effects and adverse reactions: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Other recommendations: \_\_\_\_\_

Signature of Physician: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_ Phone Number: \_\_\_\_\_

**ST. PAUL'S EPISCOPAL SCHOOL**  
PRE-K THROUGH 8TH  
**NONPRESCRIPTION MEDICATION CONSENT FORM**

If you are bringing nonprescription medication to be taken by your child during school hours, follow the instructions below.

**THIS FORM MUST BE FILLED OUT COMPLETELY BEFORE MEDICINE CAN BE ADMINISTERED.**

- The medication in the original container.
- The medication labeled with the child's first and last name.
- Specific, legible instructions for administration and storage information.
- A signature and instruction from the child's parent or legal guardian regarding the administration of the nonprescription medication.

**Please note: It is the parents' responsibility to keep the school apprised of new information, changes or needs throughout the school year.**

**TO BE COMPLETED BY PARENT:**

For medication which is to be administered on a regular or as needed basis through the school office. Please complete the form below.

Student name: \_\_\_\_\_

Name of medication: \_\_\_\_\_

Prescribed dosage and route: \_\_\_\_\_

Time to be administered during school hours: \_\_\_\_\_

Possible side effects and adverse reactions: \_\_\_\_\_  
\_\_\_\_\_

**Purpose of the medication:** \_\_\_\_\_

\_\_\_\_\_  
Print Parent's/Guardian's Name

\_\_\_\_\_  
Parent's/Guardian's Signature

PRE-K THROUGH 8TH  
ST. PAUL'S EPISCOPAL SCHOOL  
6249 Canal Blvd.  
New Orleans, LA 70124  
504-488-1319

**ST. PAUL'S EPISCOPAL SCHOOL**  
**TUTOR / RESOURCE PROFESSIONAL**  
**REQUEST FORM**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Tutor/Support Resource Personnel Name: \_\_\_\_\_

\_\_\_\_\_

Tutor Contact Info: Email: \_\_\_\_\_

Cell #: \_\_\_\_\_

Subject/Skill to be Tutored: \_\_\_\_\_

Tutoring Schedule: \_\_\_\_\_

\_\_\_\_\_

Tutoring Location: \_\_\_\_\_

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Homeroom Teacher/Advisor

**NOTE:** I acknowledge my child has permission to work with the above listed resource professional.

\_\_\_\_\_

Division Principal Signature

\_\_\_\_\_

Date

**NOTE: Division Principal must check with the Facility Manager to ensure space is available for the tutoring.**

**Any changes to the schedule are to be pre-approved by the teacher and the Facilities Manager.**

Revised July, 2019