



ST. PAUL'S EPISCOPAL SCHOOL

PARENT / STUDENT

HANDBOOK

2025-2026

6249 Canal Blvd.

New Orleans, LA 70124 504-488-1319

www.stpauls-lakeview.org

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INTRODUCTION: ABOUT ST. PAUL'S EPISCOPAL SCHOOL

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.

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.

DIVERSITY STATEMENT

St. Paul's Episcopal School, in support of its mission, is committed to the cultivation of a diverse and inclusive community. We strive to honor the dignity inherent in all people in a just and equitable environment. We embrace and celebrate diversity and inclusion as essential to learning and making positive contributions to the world.

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.

NON-DISCRIMINATORY POLICY

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.

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.

SECTION 1: PARENT INFORMATION

1.1 BOARD OF TRUSTEES

The Board of Trustees' primary functions are to retain a Head of School, set overall policy, and ensure the financial integrity of the school.

1.2 PARENTS' ASSOCIATION

The mission of the 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:

- Promote a positive image of St. Paul's Episcopal School, both in the school community and the community at large

- Develop interest and participation among parents in the school's purposes, programs, and activities
- Assist in school activities as shall be requested by the administration of the school and/or the Board of Trustees
- Organize, promote, and fund various St. Paul's Episcopal School events
- 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
- 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.

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, 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, 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.

1.3 VISITORS/VOLUNTEERS

All volunteers, visitors, and vendors should sign in and out at the Front Desk. Visitors on campus are asked to wear a Visitors Badge.

1.4 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 Parent Alert, our emergency broadcasting system.

St. Paul's uses the Parent Alert notification system to communicate with our school community through text messages. Parent Alert will be used for important information and in the event of an emergency. You are automatically setup to receive these important messages.

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

Google Classroom/Seesaw

Google Classroom is a secure online communication tool used in 1st – 8th grades 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 Google Classroom links. Postings are subject to change. Announcements, activities, meetings, and lunch menus can be found on the school website (www.stpauls-lakeview.org).

Baby Saints through Kindergarten use Seesaw. It is used as a platform for student engagement and parent communication. Students create, reflect, share, and collaborate throughout the week. Students "show what they know" using photos, videos, drawings, text, and links, which are shared with families. Teachers also use Seesaw for communication with families by sharing their weekly letters and other items.

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.

1.5 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.

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.

1.6 PANTHER PALS

Pre-K – 3rd grade students are paired with 4th – 8th grade students. 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.

1.7 CHAPEL SERVICE

At St. Paul's Episcopal School, we value the spiritual development of our children. Every Monday, Tuesday, and Thursday, at 8:00 AM, we begin the day with chapel services that focus on how we live and relate to God and to each other. Reminder: students are considered late at 7:55 AM.

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 chapel services. All visitors to chapel are asked to silence their phones.

Please do not bring food or drinks to chapel.

SECTION 2: FINANCIAL POLICIES

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

2.1 GENERAL FINANCIAL POLICIES/TUITION

All families are required to complete online 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 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.

Please note: Obligation to pay the tuition and fees for the full academic year is unconditionally binding on May 1st, regardless of any interruption or cancellation of the academic year. No portion of any such tuition or fees 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 that 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 8th 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 non-refundable set-up fee per family, monthly payments due the 5th 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 Parents Web Portal.

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

Optional Fees

After Care is charged by the half-hour. All after care billing is required to be prepaid, and all of the pre-payments are processed 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.

After Care Late Fees – Students will be charged \$15.00 for every 10 minutes after closing.

Please be considerate of the staff. Our staff cares for your child/children, however, late pickups adversely impact them. 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 through 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.

2.2 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.

Admission decisions are made prior to and independent of consideration of financial need. Financial awards are intended to meet as much of the identified need as possible within the limits of the larger pool.

The school is unable to offer full aid to any one student candidate or family. By design of policy and tradition, 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. You may apply during re-enrollment in the month of January and through the April 30 deadline.

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. AWARDS CAN BE REVOKED IF THE INFORMATION IS NOT HELD CONFIDENTIAL BY THE RECIPIENT.

The financial aid package is contingent on enrollment of the student(s), which includes the non-refundable deposits being paid, and all prior invoices paid in full. Should any part of the financial aid packet not be completed in a timely manner, your tax returns not submitted for review or are incomplete, or if the enrollment deposit has not been paid in full, financial aid may be revoked. 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 apply.ismfacts.com. Please follow all instructions on this site to ensure an accurate assessment of financial need.

2.3 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

Institutional Advancement Committee of the Board of Trustees.

2.4 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. If you wish to support the annual fund, please contact the development office.

SECTION 3: MEDICAL POLICIES AND PROCEDURES

St. Paul's currently has a full-time registered nurse on staff to assist with students' needs. Should a child become ill or injured and unable to stay in class injured, the parent or guardian will be contacted and arrangements to have the student promptly picked up from the school will be made.

3.1 STUDENT ILLNESS

Students who have fever 100.3 or greater, vomiting, or diarrhea should not come to school. If they have exhibited any of these symptoms within 24 hours of a school day, they should not come to school. (This is to be considered without any fever-reducing medication being given).

If a child exhibits symptoms of illness during the school day, they will be assessed, and if warranted a parent will be notified to pick up the student. Some examples would be: temperature over 100.3, vomiting, diarrhea, unexplained rash, potential eye issues that exhibit signs of infection. Children that are picked up from school for any of the above symptoms must remain home from school for at least 24 hours.

Other types of illness could cause a delay in returning to school as indicated by diagnosis. Some types of illness will require a note from a medical provider to return and/or be considered an excused absence. If the school is unable to reach the parents or guardians of a child who presents to the staff as ill, 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.
3. 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 nurse 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.

3.2 STUDENT INJURY/ACCIDENT PROTOCOL

1. School office personnel assess the injury. First aid is applied if the 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. In some cases of an injury to the head, face, or neck, a parent is called to pick up the student.
5. Support and first aid is administered until EMS arrives.
6. An Accident Injury Report form is completed by the supervising teacher on duty or nurse.

3.3 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 1 and includes the following topics:

- A. Albuterol Use
- B. Allergy Policy
- C. Allergic Reaction, Severe (Anaphylaxis) Policy
- D. In-School Medication Administration Policy
- E. Medication Consent Procedures
- F. Automated External Defibrillator (AED)
- G. CPR and First Aid Training

3.4 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. (See Section 9: Medical Examination Form).

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.

SECTION 4: 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

outlined below.

4.1 BULLYING AND HARASSMENT POLICY

Bullying and/or harassment is deliberate behavior which intentionally does or can reasonably be expected to harm, injure, or intimidate a student, conducted in any form or manner, whether physically, mentally, verbally, emotionally, or electronically.

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 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.

4.2 INAPPROPRIATE INTRUSIVE CONDUCT AND SEXUAL HARASSMENT

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.

4.3 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.

SECTION 5: DAY-TO-DAY POLICIES

5.1 ATTENDANCE

Regular school attendance is absolutely necessary for consistent academic achievement and cannot be overemphasized. 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. 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, for example, but not limited to influenza, chicken pox, hepatitis, COVID-19, strep throat, etc., a doctor's note of non-contagion is needed for the child to return to school.

Except for a documented illness, all absences are counted as absences and not excused. The state of Louisiana limits the number of absences a student is allowed.

High School Visits

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 front desk. Office staff will accompany the child to class.

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.

5.2 BEFORE AND AFTER SCHOOL ROUTINE

Arrival - Car Pool

Gate and Procedure for Drop-Off/Pick-Up is mailed to parents at the beginning of each school year.

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 carpool 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 through Canal Boulevard main entrance for 4th through 8th grades. Pre-K through 3rd must enter through gate 4. 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.

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 After Care Program.

Students returning to school following an after-school activity must check into the school's After 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 horseplay are allowed. No student is to return to the building without permission from 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 children, fourth grade and above, or accompanied by a sibling in fourth grade and above, to leave the school yard at dismissal or 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. All bike riders must dismount before entering the parking lot and walk the bike to the bike rack.

If your child(ren) will be leaving school with another family, they must have written permission to do so.

5.3 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. Water bottles are permitted but must only contain water. 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.

5.4 PERSONAL APPEARANCE AND DRESS

The school has established guidelines for students' appearance and dress. *Failure to adhere to these guidelines will result in disciplinary action.*

It is important to approach this matter remembering that those who work closely with the children have observed that:

- There is a definite relationship between pride and responsibility for personal appearance and pride and responsibility for schoolwork.
- Behavior can be influenced by dress.
- 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

School Uniforms by Tommy Hilfiger is the primary source for purchasing school uniforms and outerwear for grades Pre-K through 8. Khaki Bermuda shorts and khaki pants are allowed for boys and girls in grades Pre-K through 8. These items must be purchased online from Tommy Hilfiger. No other shorts, pants, or skirts will be allowed. Black, brown, or khaki belts must be worn by girls and boys if shorts and/or pants have belt loops. Jumpers are available for girls in Pre-K through grade 1. All shirts must be tucked in. Elastic waist shorts for Pre-K, kindergarten, and 1st grade boys and girls may also be purchased by Tommy Hilfiger.

Students' uniforms must fit properly and be neat and clean and free of holes. Skirts, jumpers or shorts 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 fleece, sweatshirts, sweaters, and sweatshirts must be purchased from Tommy Hilfiger. 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.

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. School club shirts may be worn by members of these teams on meeting days. With the exception of heavy jackets or coats, all outerwear must be St. Paul's school uniforms. Boy or Girl Scout uniforms may be worn on meeting days.

Nap mats for Pre-K and Kindergarten students may be purchased at Shumacher's, 3601 Hessmer Avenue, Metairie, LA.

Students must wear solid white low-quarter tennis shoes with 1"- 3" white socks and white shoelaces. Shoes may have Velcro closures. (These are required for Pre-K and are strongly recommended for those who cannot tie shoes.) *All clothing must be*

clearly labeled. Students may not alter or deface their uniforms.

5.5 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 across from the Coaches' Office.

5.6 PHONE CALLS

Parents are asked to leave a voicemail 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. Parents should not attempt to contact their child on the child's cell phone while the child is at school.

Students may use the office telephones only with permission.

5.7 CELLULAR PHONES/ELECTRONIC DEVICES

Students may not use electronic devices such as cellular phones, cameras, music players, and Apple Watches at any time while on campus or during a school activity; including dismissal and after school, unless specific permission has been given by a teacher *in advance*.

These devices should be turned off and stored in the student's locker. If a student is found with any of these or using any of these electronic devices while on campus, or during a school activity, 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.

Students are to use tablets/devices for academic purposes only, and parents and students should not attempt to email or message each other via these devices during the school day. Any communication between parents and their child during the school day (including After Care) should take place through the school office.

5.8 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.

5.9 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.

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 often do.

5.10 FIELD TRIPS

Field trips taken by students at St. Paul's are paid for by the school unless otherwise indicated. A 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.

Chaperone Guidelines

Chaperones must agree to the following guidelines. Contact the teacher at least 36 hours in advance of the field trip if you intend to drive. As signed and stated in the enrollment chaperone agreement:

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 bring my child's siblings.
- I will immediately report any problems to the teacher.
- I will remain with the students after the field trip at school until the teacher arrives.
- I will agree to follow the weapons policy listed in the handbook.
- 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 that provide:
 - 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.

5.11 CONDUCT AND 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.

*At **all** times, in all places, our children are the responsibility of **all** adult faculty/staff members. Any adult is expected to correct a child's inappropriate behavior or to compliment a child whose behavior seems exceptional for the situation.*

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. As a small school, St. Paul's faculty and staff know their students well and take into account each child's personality, learning style, and other factors when determining what course of action is in the best interests of the child and the school in addressing misbehavior or violation of rules. When possible and appropriate, the school strives to extend to students' patience, grace, and opportunities to learn and grow.

Bullying and No Harassment Policy

St. Paul's Episcopal School is committed to providing a safe and respectful environment free from harassment of any kind, including but not limited to harassment based on race, ethnicity, religion, gender, sexual orientation, disability, or any other protected status. St. Paul's defines bullying as persistent, targeted behavior towards someone else. Harassment includes threats, both physical and verbal; intimidation, such as teasing, bullying (in person or online), and inappropriate touching, or otherwise engaging in any behavior or speech that is demeaning, threatening, or harmful to others.

Examples of things that are not allowed and should not be done include:

- Hurtful language (e.g. name-calling, spreading gossip or lies about others, unkind remarks about another person's appearance, skin color, ethnic origin, disability, religious beliefs or family values, etc.)
- Inappropriate touching (e.g. violating another student's personal space, touching private parts)

Any type of unkind or threatening behavior, whether on or off campus, at a school-related event, or online, is not allowed, regardless of whether it occurs during the school day or afterwards, and regardless of who was affected by the student's inappropriate behavior. St. Paul's school will not permit this type of conduct even when students say they are joking or consider the conduct a prank. Bullying and harassment will not be tolerated and will be addressed promptly, thoroughly, and confidentially. The school will not permit retaliation against any student who reports in good faith harassment or bullying.

Lower School Discipline Policy

At St. Paul's, the discipline approach in the Lower School is grounded in the principles of Responsive Classroom guidelines, which promote a safe, supportive, and engaging learning environment. Our goal is to create a positive school climate that encourages both academic success and social-emotional growth.

We establish clear, age-appropriate expectations and intentionally teach students how to meet them. These core behavioral expectations include:

- Treat others the way you would want to be treated
- Keep everyone safe and healthy
- Take care of our school and classroom environment
- Be a responsible learner

When addressing misbehavior, our goals are to maintain a safe and orderly environment, help students recognize and repair their mistakes, and support them in developing self-regulation. Misbehaviors are addressed immediately and respectfully, using simple, non-punitive responses whenever possible.

If misbehavior persists, students may receive additional support through direct instruction or supervision, or the use of logical consequences. In some instances, a student may be asked to step out of the classroom—or, when necessary, leave the school temporarily—if they are unable to regain self-control or if the behavior presents a significant safety concern for themselves or others.

Should ongoing challenges arise, St. Paul's may recommend consultation with an appropriate outside professional to ensure the child receives the individualized support they need to thrive.

Middle School Discipline Policy

St. Paul's Middle School Discipline Policy reflects a commitment to its mission, balancing high academic expectations with the development of moral character rooted in integrity, respect, kindness, service, and accountability.

Discipline at St. Paul's is a tool for teaching self-management and accountability. We focus on restorative practices, helping students understand the impact of their actions and encouraging positive choices. Consequences are designed to be fair, equitable but consistent, and designed to promote growth and repair harm. The function of a consequence is to help the student reflect on and change their behavior and does not exist simply for punitive purposes. When applied consistently and fairly, redirection strategies can help students recognize that their behavior is a choice and that they are in control of the outcomes of their actions.

Although each instance of misbehavior is ultimately addressed (and consequences issued) at the school's discretion in consideration of all relevant factors, typically, minor behavior issues will be handled by the classroom teacher through consequences such as a warning or written reflection completed at recess. Elevated behavior issues or repeated minor offenses may lead to referrals, detention, or suspension. Major behavior issues may lead to suspension and expulsion.

Many behaviors, such as being disruptive in class, will initially be handled by the classroom teacher, who will assign a consequence that addresses the behavior. In cases of more serious misbehavior, the teacher may issue a discipline 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.

Restorative Approach

Where appropriate, students involved in misbehavior will participate in restorative conversations and actions to repair harm and rebuild community trust. This policy supports the school's mission to foster a respectful, compassionate, and inclusive environment where every student feels safe, valued, and able to thrive. It is the school's goal that students take responsibility for their actions, acknowledge and repair any negative outcomes of their behavior.

Students With Behavior-Related Disability

St. Paul's does not provide special education and related services for students with behavior-related disabilities and will implement discipline regardless of whether the student's behavior is related to or a consequence of the behavior-related disability. Student's with behavior-related disabilities shall be held accountable to St. Paul's Discipline Policy in the same manner as students without such disabilities. However, St. Paul's will provide minor adjustments and placement of a student with a behavior-related disability as the school strives to extend to students' patience, grace, and opportunities to learn and grow. For example, St. Paul's, as the circumstances

warrant, may utilize a “time-out” period for the student, provide preferential seating, may provide an additional warning or warnings in the discretion of the Administration, which exceeds the general rubric for non-disabled students, or other related minor adjustments.

St. Paul's Honor Code

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 4 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. Students in Pre-K – 8 and their parents are required to sign and abide by an Acceptable Use Policy. **Copies of the Acceptable Use Policies are in the Appendix.**

5.12 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:

1. 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.
2. 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.
3. For students in grades 5, 6, 7, and 8, there will be little tolerance for honor offenses.
4. 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 typically made up of the school chaplain, the student's homeroom teacher, and/or the middle school division principal. 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.

5. **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, using specific facts without acknowledging the sources according to MLA format, and using ChatGPT or any artificial intelligence chatbot platforms. 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.
6. The use of technology is an integral part of the school day. Students are expected to use technology in a responsible manner. Students in 1st – 8th grade and their parents are required to sign and abide by an *Acceptable Use Policy* which must be **signed with enrollment**.

5.13 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 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/studio 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, message, or email other students or parents 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 flash drives or media storage devices unless approved by the technology director.
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 by the IT department 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 or staff member in advance.
20. All students/guardians 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.

5.14 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, Instagram, and YouTube.

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 last names of students 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.

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, 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.

Institutional Social Media

St. Paul's Episcopal School has institutional Facebook, Instagram, LinkedIn, and YouTube accounts through its Development Office. Please contact the Development Director for any questions regarding its social media content.

All online educational dialogue between faculty, parents, and students occurs through FACTS.

5.15 PETS

Due to health and safety issues, family pets are not allowed on the school premises at any time unless approved by the Head of School.

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

5.16 WEAPONS

By Federal Law, weapons of any kind are prohibited on school property.

Guns, rifles, or any firearm (real or play) that projects ammunition of any kind, including and not limited to firecrackers, 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.

5.17 GRIEVANCE PROCEDURES

Parent/Student Grievances

St. Paul's regards the educational process as a collaborative partnership among the students, parents, 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. 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 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.

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 and the Head of School.

SECTION 6: ACADEMICS

6.1 SUMMER READING LISTS

Students in grades K-3 will receive a suggested summer reading list. Those entering grades 4-8 will have a summer reading assignment that will vary according to class. The reading list, along with the requirements, is available on the website. The lists are developed in consultation with other teachers. The purpose of this activity is to increase the number and quality of books read by the students, to keep their reading skills alive during the summer, and to foster their enjoyment of reading books.

6.2 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.

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

6.3 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.

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

6.4 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.

6.5 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.

6.6 OUTSIDE RESOURCE PROFESSIONAL

St. Paul's school day is full with classes and activities, and work with outside, private professionals during the school day that causes a student to miss class can be disruptive. However, the school recognizes that some students benefit from assistance with speech therapists, occupational therapists, and other specialists. It is at the school's discretion if and when students are pulled for work with such specialists, and the school must approve scheduling before work is to begin. Students may not be pulled from their classes for sessions with outside professionals for regular, academic tutoring.

Parents may contract with outside therapists 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 therapist that the child will not be in attendance.

Requests for scheduling a therapist must be submitted to and approved by the homeroom teacher and division principal using the school's *Scheduling Request Form*.

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

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

The approved *Scheduling Request Form* is then submitted to the Head of School's office.

Any tutoring should be scheduled for after school.

6.7 LEARNING SPECIALIST

St. Paul's Episcopal School does not provide special education services; however, a

learning specialist is on staff to support students with learning differences in Pre-K through 8th. To be eligible to receive support from the learning specialist, students must have on file a full educational evaluation by a psychologist or learning specialist. The learning specialist and classroom teachers will provide minor adjustments/accommodations within reasonable limits as suggested in the evaluation report. The learning specialist will work with the teachers and parents to complete an *Accommodation Plan* at the beginning of the school year, or when the school receives a new evaluation report.

6.8 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.

SECTION 7: EXTRACURRICULARS

7.1 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 reflects 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. Families are responsible for maintaining and returning uniforms in good condition.
 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.

7.2 AFTER SCHOOL SPORTS INJURY 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 and provided with the following:

- 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 accompany the child to the hospital and stay with the child until the child's family arrives.

The Head of School will be notified immediately.

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.

After school sports and its coaches follow St. Paul's established emergency procedures.

7.3 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, both those during the school day as well as those scheduled 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. All instruments are welcome in 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. Students are responsible for bringing and maintaining their own instruments.

7.4 AFTER SCHOOL AT ST. PAUL'S

Care will be offered 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.
- 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, 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.

Grade levels are assigned a specific place to line up. After Care personnel check the students in, release the teacher, and take the children. If a child is being tutored, the tutor checks the child in to After Care.

Section 8: EMERGENCY/SAFETY & HEALTH POLICIES

8.1 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

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.

1. The school's online resources (including the school's website and email system) have been outsourced and will not go down in the event of an evacuation.
2. In the event of an emergency, pertinent information will be posted on the school's website.
3. The Parent Alert system will be used to text parents with emergency information. **To opt in: text the word Alert to 22300.**
4. When evacuating from home, students should take all books and uniforms with them.

8.2 ALBUTEROL USE – REVISED POLICY

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

The school no longer has a Standing Order for emergency use of Albuterol Inhalers.

8.3 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.

Food allergies: Parents are to “opt-in or opt-out” of their child being allowed to have snacks provided by the school or teacher. On enrolling/re-enrolling students on Ren- Web, this question will be asked each year. This option will be sent digitally in the form of an email, kept on file, and sent to the teachers. Additionally, **when snacks are given by the teacher or school**, only pre-approved foods that are deemed nut-free will be given to those students whose parents have given permission.

Other allergies (insect bites, latex) Allergy Action Plan will be required with specific prescribed instructions given and signed by a medical doctor and parent.

8.4 ALLERGIC REACTION, SEVERE (ANAPHYLAXIS) POLICY

Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. The allergen should also be removed immediately.

Medications

EPIPEN (dosage appropriate for weight)

Purpose

To provide safety guidelines, in compliance with Louisiana State law 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).

Under specific circumstances, St. Paul's Episcopal School may utilize standard medication orders for the administration of an EPIPEN in the school setting, regardless of whether a student has a diagnosed allergy.

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 EPIPENS 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

Students identified with life-threatening allergies must bring in a dosage appropriate EPIPEN to school along with an ALLERGY ACTION PLAN to be signed by parent and the child's physician. **A short in person consult regarding prescribed action plan is required between parent and school nurse.** Parents of students with any significant allergies that require medication to be kept at school are to communicate with the school nurse at time of diagnosis, time of enrollment or before school begins. This information must also be entered in FACTS at time of enrollment, if the enrollment period has ended,

the school nurse will enter in FACTS.

Anaphylaxis - Standing Order (School Emergency Medication)

In the event of an anaphylactic reaction in an individual in the school setting, EPIPEN will be administered by the nurse 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, EPIPEN should be administered according to their specific individualized prescriptive orders. If such orders do not exist or are not readily available, the EPIPEN Standing Order should be used.

ANY dietary restrictions should also be entered in FACTS as well as communicated to the school nurse at the time of diagnosis, enrollment or before school starts. This policy applies to children, parents, guardian, staff, and volunteers while on campus.

Emergency medicines kept at school do not accompany students for off campus events or field trips where the student attends and returns from the event from their home. This is to be discussed with the school nurse prior to said events (i.e. Swim Day, City Park Night, etc.).

When the Policy Applies: This policy applies to children, parents, guardians, staff, and volunteers.

8.5 IN-SCHOOL 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.

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 on our school website, or obtained by the registrar, or nurse.).

Faculty and staff should not accept medication from individual families. All medication administration requests go through the school office.

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 following information:

- 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.**

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. (Consent for these Over-the-Counter medicines is given in FACTS during enrollment.)

Any other non-prescription medications not listed above must be sent in by the parent to school office personnel. The Nonprescription Medication Consent Form must be completed by a medical provider before the medication can be administered. (A copy of the Medication Authorization Form is found on our school website, or obtained by the registrar, or nurse.)

Procedure:

- The medication needs to be in the original container.
- The medication needs to be labeled with the child's first and last name.
- Specific, legible instructions for administration need to be provided.
- The Medical Authorization Form needs to be completed by a medical provider.

8.6 MEDICATION CONSENT PROCEDURES

1. Appropriate faculty and staff will receive training in medication administration and will be available to administer in the event the school nurse is not available.
2. The person administering will confirm the 6 Rights: RIGHT CHILD, RIGHT MEDICINE, RIGHT TIME, RIGHT DOSE, RIGHT ROUTE, RIGHT DOCUMENTATION.
3. 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.
4. Those trained to give medications will follow the school's Medication Administration Policy.
5. Prescription 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.
6. The school nurse will keep all medication in a locked secure place.
 7. All medications will be returned to the parent/guardian after the physician's recommended date to discontinue or on the last day of school.

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

- Expired
- Not in the original container
- Without written permission
- Beyond the expiration of parent/guardian consent
- Without written instructions from a physician or other health professional for prescription medicine
- In a manner that does not match the medicine container or prescription

NOTE: Regarding other prescription medications given at home and not at school. Please know that it is helpful for the school nurse to know if students take other prescription medications at home. Therefore, listing those medications in FACTS, which are routinely given for special conditions, is appreciated.

8.7 AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

St. Paul's has two portable Automated External Defibrillators (AED). One is located in O'Ferrall Hall. 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.

8.8 CPR AND FIRST AID TRAINING and STOP THE BLEED TRAINING

St. Paul's annually arranges with professional, certified instructors to provide training for designated faculty and staff.

8.9 INJURED CHILD PROTOCOL

1. The School Nurse or 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.
7. A claim form is started and filed with Church Mutual. The insurance information is given to the parents to take to the hospital/doctor's office. (The insurance works as

a secondary insurance if the child is already covered by other insurance. The business office completes Part A and the family is given instructions to complete Part B.)

APPENDIX 1: FORMS

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
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.