



# The Saint Paul's School

*A Lasallian Catholic School in Covington, Louisiana*

## Student/Parent Handbook 2018-2019

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Accredited by:  
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Southern Association of Colleges and Schools

Member:  
National Catholic Education Association  
Louisiana High School Athletic Association

## TABLE OF CONTENTS

<p><a href="#">Faculty and Staff</a>.....3</p> <p><a href="#">Academic Departments</a>.....4</p> <p><a href="#">Mission of Saint Paul’s</a>.....5</p> <p><a href="#">Lasallian Mission</a>.....6</p> <p><a href="#">Five Core Principles</a>.....7</p> <p><a href="#">Daily Prayers</a>.....8</p> <p><a href="#">Eight Song</a>.....8</p> <p><a href="#">Admissions Policy</a>.....9</p> <p><b><a href="#">Attendance Rules and Regulations</a> .....10</b></p> <p>    <a href="#">Types of Absences</a> .....10</p> <p>    <a href="#">Procedures for absences and checking-out</a> .....10</p> <p>    <a href="#">Tardiness</a>.....11</p> <p>    <a href="#">Special Schedule Days</a> .....11</p> <p>    <a href="#">Truancy</a> .....12</p> <p>    <a href="#">Holidays and Vacations</a> .....12</p> <p>    <a href="#">College Visitation</a>.....12</p> <p>    <a href="#">Senior Free Period Policies</a> .....12</p> <p><b><a href="#">Academic Regulations</a> .....13</b></p> <p>    <a href="#">Graduation Requirements</a>.....13</p> <p>    <a href="#">Report Cards</a>.....14</p> <p>    <a href="#">Grade Point Averages</a>.....14</p> <p>        Quality Points .....14</p> <p>        Grade Point Average .....15</p> <p>        Quarter and Semester Averages.....15</p> <p>        Numerical Percentages.....15</p> <p>        Pass/Fail Policy.....15</p> <p>        Class Ranking.....15</p> <p>        Credit Recovery.....15</p> <p>        Honor Roll.....15</p> <p>    <a href="#">Academic Integrity</a> .....16</p> <p>        Consequences for Cheating.....16</p> <p>    <a href="#">Computer and Internet Use</a>.....17</p> <p>    <a href="#">Personal Laptop Policy</a>.....17</p> <p>        Personal Electronic Device Liability.....18</p> <p>    <a href="#">Plus Portals</a>.....18</p> <p>    <a href="#">Online Classes</a>.....18</p> <p>    <a href="#">Science Laboratory Student Safety Agreement</a> .....19</p> <p>    <a href="#">Policy Regarding Assignments</a>.....19</p> <p>        Make-Up Work.....19</p> <p>        Make-Up Tests.....19</p> <p>        Assignment Hall.....19</p> <p>    <a href="#">Exemption Policy for Senior Final Exams</a>.....20</p> <p>    <a href="#">Religion Program</a>.....20</p> <p>    <a href="#">Service Requirement</a>.....21</p>	<p>    <a href="#">School-Sponsored Trips</a>.....21</p> <p>    <a href="#">School Buildings/Lockers</a>.....21</p> <p>    <a href="#">Textbooks</a>.....22</p> <p>    <a href="#">Counseling Department</a>.....22</p> <p>        Schedule Changes.....22</p> <p>        Transcripts.....22</p> <p>    <a href="#">Illness, Immunization, and Insurance</a>.....23</p> <p>    <a href="#">Financial Obligations</a>.....23</p> <p><b><a href="#">Conduct and Discipline</a>.....24</b></p> <p>    Detention.....24</p> <p>    Suspension.....24</p> <p>    Dismissal.....24</p> <p>    Disciplinary Probation.....24</p> <p>    <a href="#">Cell Phone Usage</a>.....26</p> <p>    <a href="#">Tobacco and Electronic Cigarette Usage</a>.....27</p> <p>    <a href="#">Harassment</a>.....26</p> <p>    <a href="#">Cafeteria: Breakfast/Lunch</a>.....27</p> <p>    <a href="#">Marriage, Lifestyle, and Residence</a>.....27</p> <p>    <a href="#">Drug and Alcohol Policy</a>.....27</p> <p>    <a href="#">Student Appearance</a>.....28</p> <p>        Dress Uniform.....29</p> <p>    <a href="#">Student Identification Card</a>.....29</p> <p>    <a href="#">Code of Courtesy</a> .....29</p> <p>    <a href="#">School Dance Policy</a>.....33</p> <p>    <a href="#">Parking and Traffic Regulations</a>.....33</p> <p><b><a href="#">Extracurricular Activities</a>.....35</b></p> <p><b><a href="#">Athletic Program</a>.....36</b></p> <p><b><a href="#">Lettering</a>.....36</b></p> <p>    <a href="#">Training</a>.....37</p> <p>    <a href="#">Disciplinary Policies</a>.....37</p> <p>    <a href="#">Injury</a>.....38</p> <p>    <a href="#">Attendance</a>.....38</p> <p>    <a href="#">Eligibility</a>.....38</p> <p><b><a href="#">Parental Involvement</a>.....38</b></p> <p><b><a href="#">Awards</a>.....39</b></p> <p>    Senior Graduation Awards.....40</p> <p>    Athletic Awards.....41</p> <p>    Extracurricular Awards.....41</p> <p><b><a href="#">Miscellaneous</a>.....41</b></p> <p>    Anonymous Communication.....41</p> <p>    Asbestos.....42</p> <p>    Natural Gas Pipeline.....42</p> <p>    Supervision Outside School Hours.....43</p> <p>    School Name, Logo, and Motto.....43</p> <p><b><a href="#">Signature Card</a>.....44</b></p>
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## **FACULTY AND STAFF**

### **Administration**

President  
Principal  
Assistant Principal  
Dean of Students  
Athletic Director  
Curriculum Coordinator  
Chief Financial Officer

### **Administrative Assistants**

Academics/Athletics  
Counseling  
Development

### **Alumni Director**

### **Cafeteria Manager**

### **Campus Minister**

### **Chaplain**

### **Development Director**

### **Director of Lasallian Formation**

### **Director of Special Events**

### **Technology Administrator**

Assistant

### **Finance Office**

Assistant  
Assistant

### **Counseling Staff**

12<sup>th</sup> Counselor, College Advisor and Counseling Department Chair  
10<sup>th</sup> and 11<sup>th</sup> Grade Counselor/ Early College/Career Advisor  
8<sup>th</sup> and 9<sup>th</sup> Grade Academic Advisor / New Student Advisor  
Student Services Coordinator  
Counseling Administrative Assistant

### **Musician in Residence**

### **Librarian**

### **Physical Plant Director**

### **Public Relations/Admin. Assistant to President**

### **Secretaries**

Athletics  
Attendance Office  
Receptionist

### **Textbook Manager**

Bro. Raymond Bulliard, FSC  
Mr. Trevor Watkins, AFSC  
Mr. Joe Dickens  
Mr. Ken Sears  
Mr. Craig Ketelsen  
Mr. Lee Pierre  
Mrs. Jo Sutherlin

Mrs. Claire Coutrado  
Mrs. Ann Pressley  
Mrs. Mimi Monteiro  
Mr. Al Nastasi  
Ms. Irene Deshotel  
Mr. Jeffery Ramon  
Rev. Matthew Clark, OSB  
Mrs. Danielle Lavie  
Mr. Jeffery Ramon  
Mrs. Shellie Campo  
Mr. Michael Holmes  
Mr. Greg Smith

Mrs. Mary Seaner  
Mrs. Lori Swider

Mrs. Renee Miller  
Mrs. Christine Woodard  
Mrs. Gina Hall, AFSC  
Mrs. Mary Pierson  
Mrs. Ann Pressley  
Bro. Kenneth Boesch, FSC  
Mr. Jeff Drivon  
Mr. Don Pressley  
Ms. Karen Hebert

Mrs. Carol Barcelona  
Mrs. Suzanne Slade  
Mrs. Andrea Francis  
Sgt. Don Pressley

## ACADEMIC DEPARTMENTS

\*Department Chair

\*\*Level Moderator

*New Teachers*

### **English** (Ext. 2200)

Bro. Ray Bulliard, FSC

Mrs. Joanna Case

Mr. Joe Dickens\*

Mr. Robert Heap

Mrs. Kelly Hightower

Bro. Rich Kovatch, FSC

Mrs. Mimi Monteiro

Mrs. Kathy Morlas

Mr. Victor Morlas

Mr. Joshua Pereira

Mr. Matt Pinero

Mrs. Jeaneen Schmitt

Mrs. Emilie Travers

### **Counseling** (Ext. 4100)

Brother Jeffery Calligan, FSC

Mrs. Gina Hall, AFSC

Mrs. Renée Miller\*

Mrs. Mary Pierson

Mrs. Christine Woodard

### **Engineering**

Mr. David Arbo

Mrs. Julie Beck

Mr. John Carambat

Mrs. Kristin LaGraize

Mrs. Rachel Peak\*

Mr. Richard Pichon

Mr. Mark Richards

### **Fine Arts** (Ext. 4150)

Mr. Gerald Ancar (Art)\*

Mr. Lacy Blackledge (Music)

*Mr. Gordon Carmadelle* (Drama)

Mr. Andrew Dart (Art)

Mr. Andrew Moran (Music)

### **Health and Physical Ed** (Ext. 2250)

*Mr. J.D. Almond*

Mr. Kristian Gibbe

Mr. Mick Nunez\*

Mr. Ryan Spencer

Mr. Chris Stipe

### **Mathematics** (Ext. 4200)

Ms. Michelle Baudoin

Mrs. Pam Cullen\*

Dr. Shannon d'Hemecourt\*\* (8)

Mrs. Elizabeth Grashoff

Mrs. Susan Jordan

Mrs. Kristin LaGraize

Mr. Richard Pichon

Mrs. Audrey Poole

Mrs. Jane Russo

*Mr. David Simon*

*Mr. Joe David Wilkerson*

### **CORE Pack Program**

Mr. Jean du Treil

*Mrs. Lauren Oggs Gee*

*Mrs. Carla Barwick*

### **Religion** (Ext. 3125)

*Mr. Austin Ashcraft*

Mr. Luke Barwick\*

Mr. Roger Bacon

Mr. Barrett Baumgartner

Bro. Ken Boesch, FSC

*Mr. Fred Escher*

Mr. Jeff Ramon

Mr. Robert Simpson

Brother Jeffrey Calligan, FSC

### **Science** (Ext. 2205)

Mrs. Julie Beck

Mr. John Carambat

Mrs. Jan Gardner

Ms. Melissa Lein

Mrs. Rachel Peak

Mrs. Marie Childs

Mr. Lee Pierre\*/\*\* (11)

Mr. Mark Richards

Mrs. Suzanne Duplantier

Mr. Chris Stipe

Mr. David Arbo

*Mr. Randall Ford*

### **Social Studies** (Ext. 2205)

*Mr. Gordon Carmadelle*

Mr. Andrew Dart

Mr. Sam Francis

Mr. Greg Pellegrini

Mrs. Kim Gardner\*

Mr. Josh Gast

Mr. Brian Logarbo

Mr. Kevin Moore \*\* (10)

Mr. Sean Moser

Mr. Paul Scoriels\*\* (12)

Mr. Jeff Drivon

Mr. Stephen Dale

### **Spanish** (Ext. 3306)

Mrs. Liz Brett\*\*\*(9)

Mr. William Nuñez

Ms. Delmy Banegas

Mr. Trevor Watkins, AFSC

### **Librarian** (Ext. 3220)

Mr. Jeff Drivon

## THE MISSION OF SAINT PAUL'S

Following the principles of Saint John Baptist de La Salle, the Christian Brothers and their Lasallian partners conduct Saint Paul's School. Founded in 1911, Saint Paul's is a Lasallian Catholic, private, all-boy school containing grades 8-12. Saint Paul's, like all other schools descended from Saint de La Salle's work, i.e. Lasallian Schools, uses his vision as the basis of its educational mission and vision. Saint Paul's strives to dedicate itself to Lasallian education and attempts to be *a good place for students to learn and grow*.

The mission of Saint Paul's, therefore, is to be:

a school which functions well, offering strong academic, athletic, and extracurricular programs in a safe and disciplined environment.

a school which is centered on young people and which is attentive to their needs.

a school which seeks a diverse student population.

a school which announces and helps all to live the morals, ethics, and values found in the Gospels of Jesus.

a place where the members of the adult community see themselves as ministers of God's grace and are committed to work together and by association.

Saint Paul's strives to be a good place to grow up!



## SAINT PAUL'S: A LASALLIAN SCHOOL

Saint Paul's School traces its origins to 1911, when the Benedictine monks of Saint Joseph Abbey purchased Dixon Academy in Covington. Renamed Saint Paul's School by the Benedictines, it opened in September, 1911, with 48 students. By the end of its first session, however, Saint Paul's had won such a reputation for excellent instruction and strong discipline that the enrollment had grown to 70 boarders and 30 day students.

In 1918, the Benedictines sold the school to the Christian Brothers, a Lasallian Catholic religious order little known in this region. They were first represented here by nineteen French Brothers who had been exiled from both France and Mexico for political reasons. These pioneer Brothers worked long hours, not only teaching and guiding their students, but also staffing the school as carpenters, painters, plumbers, electricians, and yardmen. A history of the school notes that "no task was too arduous for them to undertake, no work beyond their capabilities." Inspired by the zeal of the founding Brothers, Saint Paul's School has prospered since. During its time as a boarding as well as a day school, Saint Paul's attracted students from throughout Louisiana and the United States, from Central and South America, and from distant nations such as France, Greece, Russia, Korea, Japan, and China. Today, as an exclusively day school, student enrollment of over 850 is the largest in the school's history, and Saint Paul's maintains its reputation for educational excellence established by the Benedictines and the founding Christian Brothers.

The philosophy and tradition of the Christian Brothers date back over 330 years. Founded by Saint John Baptist de La Salle, named by Pope Pius XII as the Patron Saint of All Teachers, the Order is engaged primarily in educational work, principally in secondary schools for working class people with a special concern for the poor. The Gospel message is central to the mission of the Christian Brothers' Lasallian Schools, and a spirit of faith and zeal inspires the Brothers and their colleagues to form in their students a set of God-centered Lasallian Catholic values. Today, the Christian Brothers who work in the school and the retired brothers who live in residence on campus are supported by a faculty and staff of dedicated lay men and women--all who commit themselves to the educational philosophy of Saint John Baptist de La Salle, "to touch the hearts, minds, and souls of the young men entrusted to our care."





The **Signum Fidei** (the Sign of Faith) is a part of the official seal of the Brothers of the Christian Schools. It symbolically represents the integration of the five Core Lasallian Principles:

**Quality Education**

**Respect for All Persons**

**Inclusive Community**

**Concern for the Poor and Social Justice**

**Faith in the Presence of God**

Each of these principles is significant, but it is only in their union that the Lasallian Mission is fully realized.

## PRAYERS

### MORNING PRAYER

**Leader:** Let us remember that we are in the holy presence of God. (Pause for silent prayer.) In the Name of the Father, and of the Son, and of the Holy Spirit. Amen.

**All:** I worship You, O my Lord, and I acknowledge You as my God and Master. Teach me, I beg You, to know You, to love You, and to serve You. I offer You my day and I resolve to spend it in Your love and that of my neighbor. Amen. In the Name of the Father, and of the Son, and of the Holy Spirit. Amen.

**All:** I will continue, O my God, to do all my actions for the love of You.

### CLASS PRAYER

**Leader:** Let us remember that we are in the holy presence of God. (Pause for silent prayer.) In the Name of the Father, and of the Son, and of the Holy Spirit. Amen.

**All:** I will continue, O my God, to do all my actions for the love of You.

### END OF THE DAY PRAYER

**Leader:** Let us remember that we are in the holy presence of God. (Pause for silent prayer.) In the Name of the Father, and of the Son, and of the Holy Spirit. Amen.

**All:** My Lord, I thank you for having given me life and for having made me to know, love and serve You all the days of my life and for eternity. I thank You for my faith and for the school day that I am completing. I beg Your pardon for my offenses and omissions of the day and resolve to make tomorrow a better day. Be with me as I live out the rest of today. May I do so in Your holy grace and good favor. Amen.

### ALL PRAYERS

All prayers end with the following invocations:

<b>Leader:</b>	<b>All:</b>
St. Paul, our patron	Pray for us!
St. John Baptist de LaSalle	Pray for us!
St. Benilde	Help us do ordinary things extraordinarily well!
Holy Founding Brothers!	Help us continue the Lasallian Mission!
Live, Jesus, in our hearts	Forever!

### **FIGHT SONG**

Let's cheer Saint Paul's to victory;  
Yell for the Blue and Gold.  
We'll watch our foes  
Go trembling by  
The Wolves are brave and bold  
Rah! Rah! Rah!

Uphold our name and honor,  
Both on the field and floor  
We'll shout a loud-Hooray, Hoorah  
Saint Paul's forevermore! Hey!



## **ADMISSIONS POLICY**

Students are eligible for admission to Saint Paul's upon successful completion of the seventh grade. Eighth grade is considered the entry level grade for Saint Paul's, and openings at other grade levels are usually very limited. Saint Paul's adheres to the Catholic High School Admissions Process of the Archdiocese of New Orleans. Students interested in applying for admission should attend the Open House for prospective students, held on a Saturday in the fall. Applications should be submitted in November or December, with admission testing taking place in January.

All admissions to Saint Paul's School are for one year at a time. The Administration reserves the right to refuse re-admission to the next school term based upon a student's academic and/or conduct record.

Saint Paul's School is a school for young men in grades 8-12. Saint Paul's School is non-discriminatory. We admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We specifically, but not exclusively, make no discrimination on the basis of race, color, national or ethnic origin in administration of educational policies, application for admission, financial aid, athletic, and extracurricular programs.

Saint Paul's strives to accept all students who have the ability to benefit from enrollment. All applicants are given serious consideration.

In years when the number of such applicants exceeds the available space, the following policies, issued by the Saint Paul's Board of Trustees, guide the Admission Committee in its deliberations:

- We are committed to our Lasallian mission to be an inclusive school community, with a special sensitivity and outreach to those in need.
- We are committed to families who have traditionally been associated with our mission and vision as evidenced by previous enrollment and support.
- We are committed to students in Catholic elementary schools that have traditionally been supportive of our mission and vision and whose students have historically enrolled here.
- We are committed to students who practice the Catholic faith.
- We are committed to all other students as space allows.

Thus, acceptance or non-acceptance is not determined by any one factor, including academic achievement. If a student is not accepted, the student's family should not interpret this as a statement by Saint Paul's that the student is not qualified or deserving of enrollment here. We do not wish to turn away any deserving student, but sometimes our physical facilities prevent us from accepting all such students.

## ATTENDANCE RULES AND REGULATIONS

### TYPES OF ABSENCES

EXEMPTED ABSENCES – unlimited amount is allowed as long as all required school work is completed after the student’s return and proper documentation is turned in to the attendance office.

- Illness - accompanied by a physician’s excuse.
- Death in the family – documentation is required.
- Family emergency – Permission has to be obtained from a school administrator.
- Any other Circumstance in which the school may deem as necessary.

UN-EXEMPTED ABSENCES – a limit of 5 per semester.

- Excused - absence that is followed by a note or email from a parent or guardian stating the reason and date of the absence. A student is allowed to make-up any assignments missed.
- Unexcused - absence that is not followed by a note or email from a parent requesting the student to be excused. **A parent phone call DOES NOT excuse the student.** A failing grade may be issued for all assignments given on the day of the unexcused absence.

Any time a student is absent for **at least half of a class**, he is marked **absent for the entire class period**. The type of absence will be recorded according to the types of absences listed above. **Half absences** will be given when a student misses **at least half of the school day\*\*\***

**Students who miss any portion of the school day may not attend or participate in any after school or evening activity unless given permission by the Dean of Students and/or Athletic Director.** This covers rehearsals and practices as well as performances and games. Students who have a doctor’s appointment are required to check into the Attendance Office before the end of the lunch period in order to participate. Students whose absence is unexcused may not participate in any after school or evening activity or athletic event and will receive an “F” for all grades on that day.

### PROCEDURES FOR REPORTING AN ABSENCE AND CHECKING OUT OF SCHOOL

#### **If absent from school:**

Parents/guardians must either call 892-3200 extension 5 or email Ms. Suzy in the attendance office at [attendance@stpauls.com](mailto:attendance@stpauls.com) whenever a student is going to be absent from school. In order for an absence to not count as an un-excused absence either an email or written note must be turned in to the attendance office. Detentions or work detail will be issued for “failure to return with a note” after the student returns to school.

#### **To check out of school due to illness:**

If a student becomes ill, a parent or guardian must give either the counseling office or the attendance office permission for the student to be dismissed from school. The student must be signed out before leaving campus.

**For a student to check themselves out:**

A written request or email must be submitted to the attendance office at [attendane@stpauls.com](mailto:attendane@stpauls.com) either at the beginning of the school day or at lunch in order for the student to get a dismissal slip for their teacher.

The student must **sign the dismissal list in the attendance office** at the time he leaves and returns to school. Attendance for the classes missed will be unexcused until a note is returned.

**For a parent/guardian to check a student out:**

Prior notice should be given to the attendance office by a note, email or phone call so that a student can be given a dismissal slip to hand to their teacher at the time of dismissal.

The **parent/guardian must then sign the student out** in the attendance office when being dismissed.

**TARDINESS TO SCHOOL**

A student is **TARDY** when he is not inside the classroom by the 8:00 a.m. bell. Any student that is tardy must get an admit slip from the attendance office that is to be turned in to their teacher. **Excessive unexcused tardiness will result in disciplinary action.** A parent/guardian note, phone call to 892-3200 ext. 5 or email to [attendance@stpauls.com](mailto:attendance@stpauls.com) will excuse a morning tardy.

Beginning with the 3rd tardy = detention

At the 6<sup>th</sup> tardy = detention

At the 9<sup>th</sup> tardy = 2 detentions

At the 12<sup>th</sup> tardy = Saturday School

Tardies will start over at the second semester.

**Tardiness to class (not 1<sup>st</sup> period) or missing instructional minutes during class**

Students must present a signed note from the attendance office before entering a class tardy. Any student needing to leave during class will be required to sign an "out of class list" either in the attendance office, the counseling office or the classroom. All list will be turned in to the attendance office each week. Those students missing class 5 times will serve a detention or work detail for their instructional minutes missed. Students who have a medical excuse to use the restroom will still have to sign the list but will not get penalized for restroom trips.

**SPECIAL SCHEDULE DAYS:**

Missing school on special days (half days, school assemblies, etc.) will be grounds for requiring the student to make up the time on a Saturday. Students may not disturb other school campuses when Saint Paul's dismisses early or begins late. Students should not visit other schools without permission.

## **TRUANCY**

Truancy is absence from school without the knowledge and approval of parent or guardian and without authorization from the school. Such an absence is unexcused. A student who is truant is subject to suspension on the first offense and may be required to make up the missed school time. A second offense of truancy is grounds for dismissal.

No student may miss school under the pretext of a "Skip-Out" day.

## **HOLIDAYS AND VACATIONS**

Official school holiday dates are published in the summer for the following school year. Vacation travel should be arranged to match these dates. Students who miss school by extending holiday dates may be required to make up the school time missed on Saturdays and may receive no credit for the time missed.

## **COLLEGE VISITATION:**

Seniors are allowed two (2) school days for college visitation. Such visitations are allowed only with a college visitation form completed and turned in to the Dean of Students. Additionally, the student must show that the visit is "official" with written authorization from the college to be visited. The student is responsible for all schoolwork missed when he returns.

## **SENIOR FREE PERIOD POLICIES**

A free period (off) is granted to students who have a demonstrated need or a plan for constructive use of that time. Students must meet with the senior counselor and the principal to discuss their plan for the use of free period time. Examples of constructive use of this time include, but are not limited to the following:

- A prearranged internship in a local business or agency
- A prearranged part-time job
- An ongoing service in an established agency such as the food bank or city government
- A prearranged off-campus special program of study or training
- A prearranged service on campus to a teacher or administrative office

Depending on the time requirements and the opportunity available, students may request free periods for one semester or both semesters. In rare instances, some students may be eligible for two free periods.

Students must be in good academic standing, must have completed or be scheduled for completing all requirements for graduation, and must have a demonstrated record of responsibility and reliability.

They must also secure the permission of their parents or legal guardian and must agree to continue the free period plan for the entirety of the semester or year.

The Saint Paul's schedule of classes presents unique challenges to students seeking internships, jobs, or volunteer opportunities that require specific hours of attendance. Students should consult with the supervisors of these groups to make sure they clearly understand the scheduling limitations of our students and are willing to accept a flexible work/service schedule. Request forms are available in the counseling office.

## ACADEMIC REGULATIONS

### GRADUATION REQUIREMENTS

In order to graduate from The Saint Paul's School, a student must have completed at least four years of high school and fulfilled the requirements for graduation set by Saint Paul's and the State of Louisiana. A student must successfully complete the prescribed program of studies for each year he is in attendance at Saint Paul's, as defined in the school's Curriculum Overview. At graduation, the **Academic Diploma** is awarded to any student who successfully completes the prescribed course of study. The **Honor Diploma** is awarded to any student who maintains an overall grade point average of 3.50 or higher during his high school career.

The **Valedictorian** of the class is ordinarily the student with the highest overall grade point average. However, the school reserves the right to designate an additional student(s) as a co-valedictorian, even if he has a lower GPA, when, in the judgment of the school administration, a student has taken the most rigorous curriculum available to him at the time, but has a lower GPA due to changes the school made in the curriculum during the student's tenure (e.g. added an additional honors or AP class, changed the sequence of the curriculum, or created a scheduling issue beyond the student's control). In addition, students will not be penalized for taking additional courses beyond the required ones. In any event, valedictorian(s) must have been in attendance at Saint Paul's for at least the tenth, eleventh, and twelfth grades.

The **Salutatorian** of the class ordinarily has achieved the second highest overall grade point average. However, the school reserves the right to designate an additional student(s) as a co-salutatorian, even if he has a lower GPA, when, in the judgment of the school administration, a student has taken the most rigorous curriculum available to him at the time, but has a lower GPA due to changes the school made in the curriculum during the student's tenure (e.g. added an additional honors or AP class, changed the sequence of the curriculum or created a scheduling issue beyond the student's control). In addition, students will not be penalized for taking additional courses beyond the required ones. In any event, salutatorian(s) must have been in attendance at Saint Paul's for at least the tenth, eleventh, and twelfth grades.

The designation of honor diploma recipients, as well as the naming of Valedictorian and Salutatorian, is based upon overall GPA covering grades 8 through 12. NOTE: In determining the positions of Valedictorian and Salutatorian, a student who attended eighth grade at Saint Paul's will not be penalized due to non-honors courses taken that year.

Full participation in the graduation ceremony at Saint Paul's School is a privilege and not a right for the individual and his parents. The privilege of graduating with one's class on graduation day is governed by successful completion of the course of studies required by the State of Louisiana and Saint Paul's School. School administrators must certify that the student has followed the rules and regulations of the school to such a degree as to be worthy of the privilege of being an active participant in the graduation ceremony.

## **REPORT CARDS**

The Saint Paul's School operates on a nine-week marking system. Parents and students may check grades at any time on Plus Portals. Report cards are generated by computer and emailed to parents at the end of each quarter. In addition to the letter grades on the report cards at the end of each quarter, students are issued comments by teachers. Students who are dismissed from class because of disruptive conduct or have been involved in cheating are precluded from membership on the Honor Roll for that quarter. Students found cheating are ineligible for end-of-the-year academic awards.

Saint Paul's abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Saint Paul's will provide a non-custodial parent access to the academic records regarding his or her child. Likewise, in the absence of a court order, Saint Paul's will not limit reasonable access to the student by the non-custodial parent. It is the responsibility of the custodial parent to provide Saint Paul's with court orders specifying that there is to be no information given or contact with a non-custodial parent.

## **GRADE POINT AVERAGES**

QUALITY POINTS for letter grades are as follows:

A = 4 points	C = 2 points	F = 0 points
B = 3 points	D = 1 point	

Honors and AP courses carry an additional quality point, used in determining honor roll and GPA. An "F", however, carries no quality point. All credit courses are used to determine GPA.

GRADE POINT AVERAGE is determined by **semester** grades, not quarter grades, using the Quality Point Scale shown above. Semester grades are derived by the following formula:

First Quarter Grade	= 40% of semester grade
Second Quarter Grade	= 40% of semester grade
Semester Exam	= 20% of semester grade

QUARTER AND SEMESTER AVERAGES with resulting quotients of "one-half" (.5) are rounded up.

NUMERICAL PERCENTAGE EQUIVALENTS FOR LETTER GRADES:

A = 94-100    B = 87-93    C = 78-86    D = 70-77    F = 0-69

PASS/FAIL POLICY:

*For a student to pass a one-semester course, a numerical semester average of at least 70% must be achieved.*

*For a two-semester course, a student must earn a numerical semester average of 70% for both semesters to pass a two-semester course for the year. An average of less than 70% in either semester will result in no credit given for that semester.*

CLASS RANKING: Saint Paul's no longer ranks students by GPA.

CREDIT RECOVERY: A student failing the first semester of a course must recover the first semester credit in the second semester. The credit recovery will be determined by the Principal in consultation with the student's teacher and counselor. A student failing the second semester of a course must recover credit during the summer. As there are several options, the student and his parents are to consult his counselor to develop a plan. There may be fees associated with credit recovery for classes failed.

HONOR ROLL: Students who excel academically are awarded Honor Roll status at the end of the quarter grading period. Qualifications for Honor Roll are as follows:

- **GOLD HONOR ROLL:** Students who have achieved A's in all their courses or at least a B in honors courses at the end of each quarter become members of the Gold Honor Roll.
- **BLUE HONOR ROLL:** Students who achieve A's and B's in all their courses or at least a C in honors courses at the end of each quarter become members of the Blue Honor Roll.

There are no "semester" Honor Rolls.

## ACADEMIC INTEGRITY

Honesty and integrity are the expected standards of Saint Paul's students with regards to academics. Cheating or plagiarism will result in the student losing credit for that particular assignment. In addition, the student is subject to being suspended. Cheating or plagiarism also prevents a student from achieving honor roll status for that particular quarter and renders him ineligible for academic awards.

Note that failure to cite references, whether from conventional sources or from the Internet, is considered plagiarism.

If the offense is of a particularly serious nature or if it is not the first offense, the student may be referred to the Discipline Board for additional sanction.

**CONSEQUENCES FOR CHEATING:** In addition to the academic penalty assessed for plagiarism or cheating, the following discipline consequences apply:

- **Homework:** Morning Detention
- **Quiz:** Three (3) morning detentions and one (1) Saturday School
- **Test:** Two (2) Day In-School Suspension and Two (2) Saturday Schools
- **Exam:** Three (3) Day In-School Suspension and Three (3) Saturday Schools



## COMPUTER AND INTERNET USE

Saint Paul's School offers computer and Internet access to students and faculty for specific academic purposes. Students are responsible for appropriate behavior on the school's network, just as they are in a classroom or on school grounds; the user is personally responsible for his actions while using the school's technology resources or his personal resources while on campus. Students using the Internet assume the responsibility and privilege of this access and are subject to disciplinary/legal/financial consequences for misuse.

Saint Paul's School maintains a website and social media sites with many pictures of current activities involving a wide variety of students. Parents must sign the "Authorization for Internet/Intranet Access" and "Photograph Publication" forms to approve use of student photographs on the Internet and in other school publications.

As a Bring-Your-Own-Device (BYOD) school, St. Paul's provides all students access to a wireless network and the option of bringing in a personal laptop or tablet as a means to enhance their education. Our policy is to assure students recognize the limitations that the school imposes on the use of such personal devices on campus. In addition to this policy, the use of any school computer, including personal laptops or other such devices, requires students to abide by the Saint Paul's policy for Computer, Network, and Internet Acceptable Use that was signed upon admission to the school.

## PERSONAL LAPTOP /TABLET POLICY

**The use of a personal electronic device will be at the classroom teacher's discretion.** Students must obtain the classroom teacher's permission before using a device during class. All use of such devices during class must support the instructional activities currently occurring in each classroom and lab.

Students must turn off and put away such devices when:

- Announcements are televised
- Prayer is being conducted
- Requested by a teacher.
- Audio must be muted during school hours.
- Students may use such devices before school, at lunch, and after school in **adult supervised areas only**.

Games, video entertainments, chats, or other social networking is forbidden during class.

The following specifications are needed for laptops and tablets to access our network and for students to gain optimum advantages from use of these devices:

- Tablets: Any Apple iPad or any tablet running Windows 8 or an Android operating system will work on our network. Since some classes are transitioning to electronic textbooks, we do not recommend the smaller size tablets. While these will still work, they may be slower to use. iPods and iPhones will probably be too small to read the textbooks.
- Laptops: Any laptop should be suitable as long as it has a Wi-Fi antenna. Netbooks with at least 16GB storage are fine. Again, some netbooks have a small screen size and may not be optimal for viewing textbooks.

**PERSONAL ELECTRONIC DEVICE LIABILITY:** Saint Paul's School accepts no responsibility for personal property brought to school by students. Students who choose to bring their laptops or tablets or other such devices to school assume total responsibility for them and should take all precautions against loss, damage, or theft. Personal laptops cannot be maintained or serviced by the Saint Paul's Technology staff, and students are fully responsible for keeping their laptops in working order.

## **PLUS PORTALS**

Plus Portals is a secure, easy-to-use web site, on which is published regularly updated information about student grades, attendance, and conduct. Parents and students, with appropriate username and password, may log on at any time to check student records, as well as to communicate online with teachers. Specific information on accessing and using Plus Portals is available through the school's Plus Portals administrator.

## **ONLINE CLASSES**

A student wishing to take a class offered online for credit may do so with the permission of the Department Chair of that subject, his counselor, and the Principal. Students may only receive credit for online courses that meet the following criteria:

- The course is not offered in the regular curriculum offerings at St. Paul's. Under certain circumstances, a student may be allowed to substitute an online course for a course offered at St. Paul's. Such exceptions must be approved by the Principal.
- The course is approved and sanctioned by the State Department of Education and some regional accrediting association that Saint Paul's recognizes such as the Southern Association of Colleges and Schools.
- The course has been assigned a valid course title and number by the State Department of Education.

Grades and credits will be awarded for online courses in the following manner:

- A letter grade using the Saint Paul's scale will be assigned for online classes that are taken at school under the direct supervision of a Saint Paul's faculty member. Honors credit may be awarded with prior approval from the Principal.
- A Pass/Fail grade will be awarded for any online class that is taken outside of school hours, or during the summer, and which is not directly supervised by a Saint Paul's faculty member.

## **SCIENCE LABORATORY STUDENT SAFETY AGREEMENT**

Because the safety of our students is paramount, Saint Paul's requires all science teachers, students, and parents to sign an agreement about safety regarding policy and behavior in our science laboratories. Science instructors will review the aforementioned expectations the first instructional period of the school year, and the agreement will be sent home for review and signatures. Failure to turn in the signed safety agreement will result in the exclusion of any students who lack the requisite paperwork.

## **POLICY REGARDING ASSIGNMENTS**

**MAKE-UP WORK:** Students who miss work due to an excused absence will receive appropriate credit upon satisfactory completion of assignments. Upon returning to class, the student is responsible for arranging with his teachers to make up the work. In the case of an extremely long absence, the student and teacher together determine a schedule for completion of missed work.

**MAKE-UP TESTS:** Make-up tests generally are not to be given during class time, but before or after school. Make-up tests may be given during the Assignment Hall if arrangements have been made with the Assignment Hall Proctor. Students will not be sent to the library or Counseling Center for testing unless arrangements have been made in advance.

Make-up tests may not be given when the teacher is presenting material. Students will be under the direct supervision of faculty or staff and will not be sent into the hallways, unsupervised teacher workrooms, or vacant rooms for make-up work.

**ASSIGNMENT HALL:** A student is sent to Assignment Hall when he fails to complete an assignment to the teacher's satisfaction. The decision to send a student to Assignment Hall is made by the teacher.

A student must report to Assignment Hall by 3:15 p.m. All Assignment Hall work must be done on special forms provided in Assignment Hall. When the assigned work (or comparable alternative assignment) is completed, it is turned in to the Assignment Hall proctor for approval. Work done in Assignment Hall will receive no more than "C" credit.

Should a student fail to attend Assignment Hall, no credit for the homework will be given. Such a student will be required to attend detention the next morning and submit the late assignment then. If the assignment is not completed by the start of detention, a second detention will be assigned.

### **EXEMPTION POLICY FOR SENIOR FINAL EXAMS**

Exemption from final exams for seniors is a privilege and not a right. The following conditions must be met *in full*:

- The senior must have the grade of "A" in each of the first three quarters of the school year.
- The senior must have maintained in the fourth quarter the grade of "A" until the actual day of the fourth quarter exam in that subject.

Once these conditions have been met, the privilege to exempt or not is left to the discretion of the individual teacher.

### **RELIGION PROGRAM**

The primary purpose of the Lasallian Catholic school is the faith development of its students. With this as its goal, the Gospel values and teaching of our Catholic faith are integrated throughout the school curricula and programs.

The Religion Program, which includes classroom instruction, prayer and worship opportunities, retreats and service programs, articulates the unique Lasallian Catholic identity of the school in its faith development of the students, as well as that of the total school community. Therefore, it is essential that every student participate fully in the total program

## **SERVICE REQUIREMENT**

Between the *start of each student's sophomore year* and *January 1st of his senior year*, each Saint Paul's student is required to complete **50** non-compensated service hours. Of those **50** service hours, 30 of those hours *must* be in either direct service of the poor/marginalized or through organizations which benefit the poor/marginalized. The remaining 20 of those hours can be completed through campus organizations that benefit the Saint Paul's community or events that benefit the St. Tammany Parish community.

Visit our website, [www.stpauls.com](http://www.stpauls.com), for more information and choose *Campus Ministry* then *Service*.

Address any questions to our Campus Minister, Jeff Ramon, at [j.ramon@stpauls.com](mailto:j.ramon@stpauls.com).

## **SCHOOL-SPONSORED TRIPS**

Field trips are privileges afforded to students. No student has an absolute right to a field trip. Students can be denied participation in a field trip if they are doing poorly in their classes, if their conduct has been unsatisfactory in school, or if they have been absent too many times.

Students are permitted to participate in special group field trips and other off-campus school activities provided the school has received a permission form from the student's parents. Students who fail to submit a proper permission form will not be allowed to participate in the field trip. **Telephone calls** ordinarily **will not** be accepted in lieu of proper forms. On any school-sponsored trip, students ordinarily go and return on school vehicles. If they wish to return home from any event with parents, permission from the parents must be received in person or in writing. Students should be in school uniform for trips.

Saint Paul's does not sponsor or endorse senior trips

## **SCHOOL BUILDINGS/LOCKERS**

Students must assume responsibility for food and drink brought into a building. Students are not allowed to bring food or drink into a classroom without the permission of the teacher and must assume responsibility for classroom cleanliness. Students are responsible for their books and personal possessions and should not leave their books, book bags, or other possessions unattended in a hallway or open area. If a student wishes a locker in which to keep his belongings, one will be assigned to him. Lockers are available to students in the Main School Building only.

Students are reminded that the school reserves the right to inspect a student's locker. Probable cause is not necessary for searching personal effects. There is no area on the school grounds and buildings that is absolutely private to the students. Therefore, only locks provided by the school are allowed on student lockers.

**NOTE:** The school is **NOT** responsible for books or personal possessions.

## **TEXTBOOKS**

Textbooks that are the property of the State of Louisiana or Saint Paul's School are loaned to students at the beginning of a course. *They must be returned at the end of the school year.* Each parent and student shall be responsible for all loaned textbooks not returned at the end of the school year and will be required to pay the replacement fee for damaged or lost textbooks.

## **COUNSELING DEPARTMENT**

The Counseling Program of Saint Paul's is organized around the needs and interests of the student. It exists for his benefit in order to help him become a happier and more fulfilled person.

Some of the areas with which counselors deal include the following: academic problems, personal problems (parents, friends, dating, personality traits, etc.), graduation requirements, college and career information, study habits, achievement and aptitude tests, and whatever else is of importance to the individual student.

Ordinarily, students are to see counselors before and after school, at lunchtime, or between classes. However, if a student experiences a major crisis during class time, he should seek permission from his teacher to go to the Counseling Center for discussion or assistance. If the counselor is busy, the student should make an appointment to see him or her at a later date.

**SCHEDULE CHANGES:** Schedules will be changed **ONLY** for the following reasons:

- Incorrect Placement (Ex. Already taken and passed course or duplicate credit)
- Fulfillment of Graduation and/or TOPS requirements

Schedule change forms are available in the counseling office, and students must obtain all obligatory signatures for an adjustment to be considered. If the change is approved, a \$25 fee will be assessed.

**TRANSCRIPTS:** Transcripts are requested in the Counseling Office. One transcript is sent free of charge. There is a \$2 charge for each additional transcript. Ordinarily, official transcripts will not be given directly to the student or his parent but will be sent directly to another institution or agency. Only unofficial transcripts will be issued until financial obligations to the school have been met.

## **ILLNESS, IMMUNIZATION, & INSURANCE**

Saint Paul's School strives for compliance with the Louisiana State Regulations concerning student immunization. Parents must, therefore, submit to the school a current immunization card for their sons or sign a Refusal to Submit form, which is available in the Counseling Center. Students may not be allowed to attend class if this information is not on file.

Students are covered by the Christian Brothers Risk Pooling Trust Student Accident Plan while attending school and school activities. **THIS PLAN IS A SECONDARY COVERAGE PLAN**, i.e., it provides benefits in excess of what your own insurance policy covers. You must file with your carrier first. **If your son is injured and seeks medical attention, you must inform us within 30 days. We will then mail you an insurance form.**

If illness or injury occurs during class hours, a teacher ordinarily sends the student to the Counseling Center or the Attendance Office. School officials will determine the advisability of the student staying at school or being sent to his home.

Normal first aid services, such as treatment for cuts and stings, will be offered to all students in the Counseling Center or the Attendance Office.

Scheduled maintenance medications will be dispensed in the Main School Office. Parents should contact the Main School Office secretary to establish a medication schedule. Parental and physician written permission are required.

Students who are ill, and who cannot contact their parents for permission to go home, may rest in the Counseling Office until parents are reached.

In the case of students who drive to school and become ill during the school day and are deemed incapable to drive home, the school reserves the right to request parents to arrange other transportation.

## **FINANCIAL OBLIGATIONS**

The School reserves the right to withhold educational services, including but not limited to attending classes, administering exams, and participating in sports or other extracurricular activities, from any student whose financial account is not current. In addition, students whose accounts are past due may not be allowed to enroll in the following semester without full payment in advance.

## CONDUCT AND DISCIPLINE

DETENTIONS: Students who are involved in actions that disturb classroom activity or are in violation of general school policies may be assigned to a detention (before or after school) or to a work detail. The following behaviors are infractions that ordinarily warrant detention or work detail. When considered serious or disruptive, however, these behaviors could warrant suspension:

- Disrespect or disobedience to faculty or staff
- Disrespect to other students
- Eating or drinking in the school buildings without teacher's permission
- Inappropriate behavior at assemblies, fire drills, or other school functions
- Spitting
- Improper dress
- Vandalism of school property
- Littering
- Cafeteria misbehavior
- Tobacco violations
- E-Cigarette violations
- Being in unauthorized areas
- Missing a class or assembly
- Throwing things (pine cones, rocks, etc.)
- Tardiness
- Using vulgar or obscene expressions or possessing pornographic materials
- Any other behavior considered by the Dean of Students to be inappropriate or disruptive

Because not all violations can be covered here, the rule of common sense will apply to any offensive behaviors not listed above. The Dean of Students or his designee will, at his discretion, determine the time, place, and length of any detention or task to be performed.

SUSPENSION: The following behaviors are considered very serious or disruptive and are grounds for immediate suspension from school. Expulsion from school will be considered when warranted.

- Disobedience or defiance of authority
- Disrespectful words or actions toward faculty or staff
- Failure to report for detention as directed
- Fighting or willingly hurting another student
- Possession of knives or other weapons
- Repeated infraction of the rules against tobacco and e-cigarette usage
- Leaving campus without permission
- Use of alcohol or illegal drug
- Plagiarism and /or cheating
- Lying
- Stealing
- Being sent from class
- Inappropriate postings of any kind on social media



Students who persist in breaking school or classroom rules or who repeatedly fail to work with teachers and do not take the steps necessary to better their behavior, may be recommended for suspension from school until they can demonstrate a willingness to follow the rules. They may also be referred to the school's Discipline Committee for its recommendation regarding the student's discipline record and status. Expulsion is a possibility.

Suspensions may be "in-school" or "out-of-school" and may include Saturday school. The type of suspension, as well as its length, will be determined by the Dean of Students. At the conclusion of the suspension, and prior to the resumption of normal school activities, the suspended student and his parents must meet with the Dean of Students.

**DISMISSAL:** Any involvement in the following behaviors may result in a student's immediate referral to the principal and his dismissal from school:

- The on-campus possession of illegal drugs, including synthetic drugs (regardless of the amount), or drug paraphernalia (pro-drug literature, pipes, clips, papers, etc.). This interdict also involves being in the presence of others who have or are using drugs or marijuana. This includes the distribution of a student's prescription or a "look-alike" or synthetic drug to another student.
- Any violence, act of terrorism, threat, bullying or harassment directed against another or another's property, whether student, staff, or faculty. This covers any manner or forms of such behavior including but not limited to vandalism toward automobiles and homes or written, voicemail, texted, emailed messages, or through such websites as Facebook, YouTube, Instagram, Twitter, etc.
- The unauthorized possession of school keys. School keys are for the use of faculty and staff only. No student may have the use of a school key, or keep one in his possession, or pass one on to another student.
- Any activity, on or off campus, which seriously jeopardizes the learning environment of the school or which seriously injures the good name and reputation of the school.
- Stealing
- Possessing a firearm on campus or bringing a firearm on campus, including in vehicles. NOTE: LA.R.S. 1495.2 of the Louisiana Legislature created the crime of the carrying of a firearm by a student or non-student on school property.

**DISCIPLINARY PROBATION:** A Student who repeatedly engages in inappropriate conduct may be placed on disciplinary probation, the terms of which are set by the Dean of Students.

## CELL PHONE USAGE

During the school day, the campus is divided into two zones: the inside and the outside of buildings. The *inside* of any building is considered *a non-cell phone zone*. Students must have their phones turned off as **soon as they enter any building**. They may only use their phone inside of a building with permission. *Outside* of any building is considered a **cell phone use zone before school, after school, and at lunch**. Students *must* turn cell phones off before entering any building.

Students who break the rules against cell phone usage, which include but are not limited to being late for class because of phone use, will be assigned the following consequences:

- 1st offense: \$10.00 fine and (1) detention.
- 2nd offense: \$20.00 fine and (2) detentions
- 3rd offense: \$30.00 fine and (3) detentions or Saturday school

Further violations will be dealt with at the discretion of the Dean of Students.

## TOBACCO AND ELECTRONIC CIGARETTE USAGE

Tobacco and e-cigarette usage is not allowed at Saint Paul's. The possession of smoking materials (cigarettes, electronic cigarettes, lighters, etc.) and/or chewing materials (Skoal, tobacco, etc.) is forbidden.

Students found with another student violating the smoking rules are subject to the same consequences. Students who break the rules against tobacco will be assigned the following penalties:

- 1st offense: \$20.00 fine and (1) detention/Saturday school
  - 2nd offense: \$40.00 fine and (2) detentions/Saturday school(s)
  - 3rd offense: \$60.00 fine and one-day suspension
- Further violations will be dealt with at the discretion of the Dean of Students.

NOTE: By state law smoking (including “vaping”) or the use of tobacco products is prohibited on school campuses at any time. *This law not only applies to students and staff but also to any guest or visitor to the campus.*

## HARASSMENT

Saint Paul's is committed to maintaining a Christian and humane atmosphere in which race, color, creed, sex, religion, ethnic origin or physical characteristics of an individual are respected and not disparaged. We seek to create and maintain an academic and living environment in which all members of the community are free from harassment.

Harassment of a Saint Paul's student by another student(s) is a dismissible offense. This includes, but is not limited to, any physical or mental abuse, e.g. hazing / initiation, racial slurs, sexist remarks, any unwanted physical contact, extortion or any means by which a student is purposely intimidated by another. This conduct includes social media harassment.

## **CAFETERIA: BREAKFAST/LUNCH**

Saint Paul's participates in the federal school food service as run by the Archdiocese of New Orleans to serve breakfast and lunch.

BREAKFAST is served from 7:15 – 7:40 am.

LUNCH: Students are to go to lunch at the time indicated on their schedules. Students are expected to behave in a responsible manner in the cafeteria. This includes orderly behavior while walking to the cafeteria as well as within the building and good table manners. Orderly behavior and good table manners apply to those who bring lunch as well.

No one has the privilege of breaking in line. Seniors, however, may go to the front of the outside lunch line. Each student is responsible for disposing of his own tray and trash. If each person does his part, the cafeteria will be a pleasant place in which to eat. Students use their school ID to access their Archdiocesan Food Service account.

The kitchen is considered off limits to all students except those assigned to work there.

**NOTE: Unauthorized delivery of pizza or other food is prohibited. If a student needs to be brought lunch, it must be given to the Main Office or Attendance Office secretary who will give it to the student.**

## **MARRIAGE, LIFESTYLE, AND RESIDENCE**

A student who has been married or who marries is not allowed to enroll or to remain at Saint Paul's. It is understood and agreed that in the case of any student who would absent himself permanently from living with his parents or legal guardian(s) and establish a special lifestyle apart from the family home, the school reserves the right to review its contract for enrollment in light of that lifestyle.

In such cases, the school hereby reserves the right to review any such change in residence or personal life style. In the event that the school should determine that such change in lifestyle or residence is contrary to the teaching of the Roman Catholic Church, as explained in Church Documents, the documents and teachings of the National Conference of Catholic Bishops, or the teachings of the local Ordinary, or to established Christian principles of morality and decency; or should the student's conduct, lifestyle, or change of residence become a source of scandal to the school or its students, disrupt the

learning environment of the school, or reflect discredit upon the principles and policies of Saint Paul's School, the school hereby reserves the right to demand that such student withdraw from Saint Paul's School, or, alternatively, effect such change in his life style or residential situation as to remove such cause for withdrawal. Upon the failure of the student to conform to either request, the school reserves the right to suspend or expel such student from Saint Paul's School.

## **DRUG AND ALCOHOL POLICY**

Any student involved in the use or possession of illegal drugs (including synthetics) on campus or who comes to school or a school activity under the influence of illegal drugs subjects the student to immediate dismissal from Saint Paul's. In addition, the possession on campus of paraphernalia associated with illegal drugs also subjects a student to dismissal. Finally, a student in the presence of others using illegal drugs on campus may also be dismissed.

The services of the Saint Tammany Parish Sheriff's Office and the Saint Tammany Parish District Attorney's Office have been enlisted by Saint Paul's School to actively seek out the presence of illegal substances on campus. This will include, but not be limited to, the use of trained, drug-sniffing dogs which will be brought on campus to conduct random searches throughout the school year. Accordingly, no area on campus will be considered completely private to the student. This includes automobiles, lockers or book bags.

Furthermore, all students and employees at Saint Paul's are subject to mandatory, "random plus" drug testing. This program has the unanimous endorsement of the school's Board of Trustees.

Out of concern for all the students and the larger community, Saint Paul's attempts to deter any serious drug problems by helping to ensure that no student at school is using illegal drugs. The main goal of Saint Paul's drug screening is to ensure that the school is a safe learning environment. During the school year, all students are subject to being tested for drug use. They will be selected randomly, but the Administration reserves the right to require the testing of any student. Parents who refuse to allow their child to be tested must withdraw their student from school. Once a student has been selected and tested, that student is returned to the collective pool for further "random plus" selection.

Positive drug screen tests are grounds for a student's dismissal. After the first positive test, however, the principal may elect to allow the student to remain in school as he receives professional assistance. Such students will be re-tested at parent expense after professional assistance is received and after an appropriate interval. A second positive test will ordinarily result in dismissal from school.

Possession, distribution, use of, involvement with, or being under the influence of alcohol on campus or at a school sponsored activity is strictly forbidden and subjects the student to serious disciplinary action including the possibility of dismissal from school. Further, Saint Paul's reserves the right to administer an alcohol detection test to all students who

attend school dances. Any student involved in or suspected of this activity will be referred to the Dean of Students.

## STUDENT APPEARANCE

Generally, attire and personal grooming are expected to be clean, neat, and unobtrusive.

### HAIR

- ◆ Hair must not touch the shirt collar, and bangs must not fall below the eyebrows. Hair must be styled neatly and conventionally as judged by the Dean of Students.
- ◆ No dyed hair (including sun products) or unconventional haircut is allowed.
- ◆ *Undercuts* where the side and back hair is cut to the scalp and only a *layer* of top hair *flops* over the sides and back are not acceptable.
- ◆ All students must be clean shaven at school and at school sponsored events.
- ◆ If there is any question about haircuts, see the Dean of Students.

### JEWELRY

- ◆ Earrings and facial jewelry are not allowed at school or school sponsored events.
- ◆ No chains may be hung from clothing.

### SHIRTS

- ◆ Only Saint Paul's uniform shirts in good condition are acceptable.
- ◆ Shirts must be tucked.
- ◆ Saint Paul's team shirts may be worn **only on game days**.
- ◆ Only white, gray, blue, or gold undershirts may be worn.
- ◆ Only long sleeve T-shirts sold in the bookstore may be worn.
- ◆ A white dress shirt and official student Saint Paul's tie are required on designated days.

### PANTS

- ◆ Cargo style pants are **not** allowed.
- ◆ No oversized or "droopy" pants are allowed.
- ◆ Shorts are permissible, but must be walking style shorts.
- ◆ No running shorts or PE shorts are allowed.
- ◆ Shorts may not extend below the knees.
- ◆ Shorts and boots are not an acceptable combination.
- ◆ Color must be traditional tan (British) khaki. Color *may not* be green khaki.
- ◆ Pants/shorts may be pleated or unpleated.
- ◆ All pants, long or short, must have a zipper or button fly closing and must have pockets.
- ◆ Pants must have belt loops.
- ◆ A plain, solid brown belt must be worn with the pants.

### SHOES AND SOCKS

- ◆ Shoes must be in good condition. Tennis shoes meeting these criteria are allowed on regular school days.
- ◆ Sandals or clog-styled shoes are not allowed on regular or specially designated dress days.
- ◆ **On days when students are required to wear dress uniforms, dress-shoes (not tennis shoes) are required.**

- ◆ Students must wear Saint Paul's uniform socks

**CAPS OR HATS are not allowed on campus during the school day.**

#### **COLD WEATHER OUTERWEAR**

- ◆ For cool or cold weather, **only** Saint Paul's sweatshirts, fleeces or jackets are allowed.

**UNACCEPTABLE DRESS:** The following are prohibited at all times:

- Pants which are excessively baggy and/or show any part of a student's underwear;
- Exposed tattoo(s);
- Any clothing which is torn, "stressed," dirty, or written on; and
- Any clothing which contains objectionable words or symbols, such as those conveying vulgar, violent, satanic, sexually suggestive or racially discriminatory messages, or which advertise drugs or alcohol.

**DRESS-UNIFORM:** On certain occasions (school mass, guest speaker, awards ceremony, etc.) students will be required to wear formal dress, which includes the following:

- long khaki pants,
- white dress shirt,
- belt,
- shoes (not tennis shoes),
- socks,
- and school tie.

*The Dean of Students is the final judge as to the appropriateness of a particular piece of clothing or haircut style. The school assumes that parents, by enrolling their son at Saint Paul's, will support us in these decisions.*

#### **STUDENT IDENTIFICATION CARD**

Students must wear their school issued Saint Paul's ID card in a visible location at all times when they are on campus. Students must immediately secure a replacement ID if they forget or lose their ID. There is a charge for replacement ID's.

#### **CODE OF COURTESY**

As written in *The Conduct of Schools* by Saint John Baptist de La Salle:

*Always be polite and respectful toward your teachers since they do God's work by instructing you every day and showing you the way to God. Honor your parents by showing that you are well trained. People will judge your parents by how you behave. If you are polite, they will have a good opinion of your parents. If you have bad manners, they will think that you come from a bad family.*

Saint Paul's students are expected to be polite and respectful toward others both on and off campus. Courtesy should be the hallmark of a student's relationship with adult staff and fellow students. The following are guidelines students should follow in dealing with other members of the Saint Paul's family:

#### GENERAL GUIDELINES FOR STUDENTS

- ◆ Always address faculty and staff members with appropriate respect, using proper titles, such as *Brother, Coach, Father, Miss, Mr., or Mrs.*
- ◆ *Thank you* is the expected expression of gratitude when assistance is given by adults or fellow students.
- ◆ Say *Yes, Title* and *No, Title* to answer a question. Do not say *Yep* or *Nope*.
- ◆ Say *Excuse me* when you don't understand and want an adult to repeat something for you. Do not say *What?* or *Huh?*
- ◆ Excuse yourself when you want to interrupt an adult who is busy. Wait your turn when the adult is talking to someone else.
- ◆ Classroom decorum ordinarily requires a student to raise his hand and wait to be recognized before speaking.
- ◆ Common respect for adults requires you to allow adults to pass before you when entering a building or room, and that you hold the door open for persons coming behind you.
- ◆ When an adult corrects you for some fault:
  - Be quiet and listen until the adult is finished talking.
  - Answer all questions politely.
  - Do what you are told to do right away.
  - If you have something to say, wait until the adult is finished and ask permission to speak.
  - Accept the adult's decision. Don't argue, make faces, or walk away from the adult.

Furthermore, courtesy demands a respect for school property. Saint Paul's School is housed on a campus, which few high schools can match for its serenity and beauty. Students are asked to help maintain the appearance of the campus by keeping the campus free of litter, and by treating the trees, plants, and grassy areas with respect.

While in the school buildings, students are asked to deposit trash in the trash receptacles located in each classroom or in the hallways. No paper or other trash should be left on the floor of a classroom at the end of a class period.

Students are asked to pay attention to special equipment found in many classrooms.

Students are asked not to handle the computers, televisions, window blinds, overhead or slide projectors, clocks, or any other school equipment.

In the cafeteria, students are asked to follow the following practices:

- ◆ Line up quietly and calmly in the lunch line.
- ◆ Thank the cafeteria workers and students who serve the food.
- ◆ Clear your place after eating and push in your chair.

In general, a calm and respectful climate should exist in the school. Students are asked to help maintain such an atmosphere by not running in the hallways, by moving quickly and quietly between classes, and by arriving on time for the start of each class.

### CONDUCT WITHIN THE CLASSROOM

Things to avoid:

- ◆ Talking to others while the teacher is teaching;
- ◆ Answering out loud without being called on;
- ◆ Leaving your desk without permission;
- ◆ Making faces or noises that distract others;
- ◆ Playing around when the teacher is not there or when the teacher is not looking;
- ◆ Daydreaming or sleeping;
- ◆ Placing your head on the desk;
- ◆ Taking too long to get busy when an assignment has been given;
- ◆ Bringing non-school related things like radios, magazines, etc. to school without permission; and
- ◆ Not having your books and materials with you in class.

### CONDUCT OUTSIDE THE CLASSROOM

Things to avoid:

- ◆ Running in the school;
- ◆ Making noise in the hallways or immediately outside a classroom;
- ◆ Arguing and shoving others;
- ◆ Slamming classroom or locker doors;
- ◆ Littering the halls or grounds;
- ◆ Being where you are not supposed to be;
- ◆ Showing poor sportsmanship during intramural games;
- ◆ Using inappropriate language;
- ◆ Getting into fights;
- ◆ Talking back to adults; and
- ◆ Speaking rudely to your parents, especially in the presence of a teacher or staff member; and
- ◆ Walking away when a member of the school's adult community is talking to you.



## **SCHOOL DANCE POLICY**

Dances are a school function; therefore, all school rules will be in effect. Saint Paul's students are responsible for the conduct of their dates and school standards of conduct will be expected of the escorts of our students. Upon arriving at the dance, no loitering is allowed in the parking lot. Once students enter the dance, they will not be allowed to leave until the end of the lock-in unless escorted by a parent or guardian.

Any student showing the effects of alcohol or drugs will not be admitted to school dances, including, but not limited to, prom and homecoming. If a school administrator suspects a student or guest is under the effect of alcohol or drugs, the administrator may enlist the police officer on duty to check the student via breathalyzer test. Failure to pass the test will result in parents being asked to pick up the student and his date and disciplinary action will be initiated.

As a Lasallian Catholic school that upholds the standards of respect of the individual and Christian values, the following will be monitored for all Saint Paul's students and their dates:

- Inappropriate or suggestive dancing/inappropriate behavior as determined by chaperones;
- Inappropriate public display of affection as determined by the chaperones; and
- Disrespect of others, especially chaperones.

The above may warrant the following consequences:

- The student being warned
- The student being asked to leave the dance floor for the remainder of the dance
- The student's parents/legal guardians being called to pick up the student
- The student being denied future admission to dances or activities or other appropriate disciplinary action being invoked

## **PARKING AND TRAFFIC REGULATIONS**

The campus speed limit of 15 MPH, as well as the one-way traffic policy, is to be observed at all times. Students with valid driver's licenses and permission of their parents may drive to school. Seniors may park in the designated areas in back of the gymnasium and in the non-faculty and visitor areas of the Administration Building parking lot. All other students are to park in the parking lots along 11<sup>th</sup>, 14<sup>th</sup>, and Jefferson Avenues.

In addition to obvious safety issues for our students and those near and on our campus, Saint Paul's is committed to having a cordial, affirming relationship with its neighbors. Students are expected to follow all posted speed limits and traffic warnings. This includes, but is not limited to, loud car stereos and engines, as well as excessive acceleration. A complaint from a neighbor or a report from a local law enforcement officer or staff member will result in the following consequences:

- 1<sup>st</sup> Offense: \$50.00 fine and morning detention
- 2<sup>nd</sup> Offense: \$100.00 fine and a Saturday school
- 3<sup>rd</sup> Offense: \$200.00 fine and three Saturday schools and loss of driving privileges for the remainder of the school year.

If a student is dropped off at Founders Circle, the driver of the vehicle is to use the left lane **only**. Since the right lane is used for through traffic, it is extremely dangerous for students to exit the car from the passenger (right) side, especially before reaching the large oak tree area, as the entrance road is narrow. Although the road widens beyond the oak tree, exiting the car on the passenger side can still be hazardous, so students should exercise caution or even exit from the rear of the car on the left side.

Students should exercise great caution when exiting vehicles while being dropped off anywhere on campus. Again, all drivers are to observe the 15 miles per hour speed limit.

NOTE: As Saint Paul's is located in a residential area, students are to be extremely respectful of all traffic regulations so as to insure the safety of our neighbors and their property, including not loitering in the neighborhood and respecting all driveways in the neighborhood. Additionally, they must assist in keeping the neighborhood clean and trash-free, must be mindful that many of the families in the area have younger children who are of impressionable age, and must always use language and actions which are courteous and appropriate to our neighbors.

During the school day, students **are not** to be in any parking area without explicit permission from the school office. Saint Paul's assumes no liability for damages to the car, motorcycle, or bicycle of any student, or for any materials left in or connected to these vehicles damaged by acts of vandalism, accidents, thefts, storms, etc.

Saint Paul's reserves the right to search cars brought by students. Saint Paul's also reserves the right to deny driving privileges to any student if, in the opinion of school administrators, he poses a safety threat to himself or others.

## EXTRACURRICULAR ACTIVITIES

Saint Paul's believes in the full development of the person: academic, social, spiritual, and physical. All four are emphasized in the curriculum of the school and are enhanced on the experiential plane through a full range of clubs, activities, and athletics.

Several of these activities are held in conjunction with sister school, Saint Scholastica Academy.

Listed below are some of the offerings of the school. A more complete listing can be found on the school web page.

Art Club	Mu Alpha Theta Math Honor Society
Band (Marching, Concert, Liturgical, & Jazz)	National Honor Society
Beowolves Writing Club	Jr. National Honor Society
Boys State	The Paper Wolf Digital Newspaper
Chess Club	Quiz Bowl
District Literary Rally	SADD
Drama	School Dances
Engineering / Robotics Club	Science Fair
Environmental Science Club	<i>Sea Wolves (underwater robotics)</i>
Eucharistic Ministers (seniors only)	Spanish Club
<i>Fly-Fishing Club</i>	Spanish National Honor Society
First Robotics Club	Student Council
Foreign Language Festival	Student Hosts
Graphic Design Club	Wolf Jam
Guerilla Wolves Video Club	Wolves on Wheels ( <i>Shell Eco Car</i> )
Habitat for Humanity Club	World War II Quiz Bowl
Lasallian Young Leaders	Yearbook
Level Retreats	Young Lawyers Club
Literary Rally	
Math Tournaments	

NOTE: Some extracurriculars such as NHS and Mu Alpha Theta have special qualifications for membership. *Italics* indicate a hiatus.

## **ATHLETIC PROGRAM**

Saint Paul's School has a full complement of competitive sports. We belong to District 6-5A and field teams on the eighth, ninth, junior varsity, and varsity levels in most of the following:

### **FALL**

Bowling  
Cross Country  
Football  
Swimming

### **WINTER**

Basketball\*  
Power lifting  
Soccer\*  
Wrestling  
Track and Field (Indoor)  
Hockey

### **SPRING**

Baseball\*  
Golf\*  
Tennis\*  
Track and Field (Outdoor)  
Gymnastics  
Lacrosse  
Rugby

\*sports with tryouts and limited rosters

All qualified students may try out for membership on sports teams and in extra-curricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the athletic director or the decision of the moderator, in consultation with the principal, is final. Ordinarily, the principal will not intervene in non-selection decisions, unless the decision is arbitrary and capricious. Parents are encouraged to help their children understand that not everyone will be selected.

Many sports seasons overlap, but accommodations will be made for athletes to participate in multiple sports throughout the year. Pre-season training and out of school sports teams are not considered a priority over an "in-season" sport.

## **LETTERING**

Athletic awards are given in recognition of outstanding athletic achievement and service to Saint Paul's not as compensation for the athlete's time and effort. Athletes will receive, at the head coaches' recommendation, an athletic letter based on the individual requirements for a particular sport. Chenille bars will be awarded to lettermen each additional year of varsity competition. Each sport has lettering criteria.

**ATHLETIC PATCHES:** Saint Paul's will allow an athlete who letters in a particular sport to order a patch for the highest level of individual OR team recognition/achievement in any one of the following categories: All-District; All-Parish; All-Metro; All-State; District Champion; Parish Champion; Regional Champion; Team playoffs (winning at least 1 game); State Runner-up; State Champion.

Ordering patches will be done on an individual basis through the athletic office in conjunction with a particular sport. Patches will be paid for by the individual ordering the patch.

## **TRAINING**

An athlete is expected to represent the highest standards at Saint Paul's School by doing the following:

- preparing for the season through proper training and conditioning;
- being a team player by sacrificing personal goals for the teams;
- attending practices and communicating with the coaches when unable to attend; and
- taking care of the body by refraining from the use of harmful and illegal substances.

If an athlete decides to withdraw from a sport, he is expected to communicate his decision to the head coach in person. An athlete who resigns without notice may not participate in another sport until he has received the approval to do so from his original coach. If approval is not granted, he must not participate in another sport for Saint Paul's until his previous sport completes its regular season.

## **DISCIPLINARY POLICIES**

An athlete will be ineligible for participation for up to two contests if he possesses or uses tobacco, electronic cigarettes, or alcoholic beverages. An athlete who possesses or uses illegal substances can be dismissed from the team. He will also be expected to successfully complete an educational session approved by the Athletic Director. After a second infraction, the Athletic Director will determine an appropriate penalty, which may include suspension from sports for the remainder of the year.

Suspensions from a team as determined by the coach, athletic director or principal may result from the following: insubordination, obscenity, provocation, fighting, and/or stealing.

The Louisiana High School Athletic Association stipulates that a player who is ejected or dismissed from a contest for unsportsmanlike conduct shall receive, through the school, an official warning. A second offense will result in a \$100 fine and probation. Finally, a third offense results in a \$200 fine and a suspension for the duration of the season. The student-athlete is required to reimburse the school for any fines.

## **INJURY**

If an athlete is injured he must report the injury to the coach/trainer so that an accident report is filed with the school for insurance purposes.

An athlete who has been held out of competition or training because of injury will be required to bring a signed doctor's note releasing him before he may participate in any athletic activities.

## **ATTENDANCE**

As stated earlier in the handbook, student-athletes who are ill and miss any portion of the school day are not allowed to participate in training or competition unless given permission by the Dean of Students or Athletic Director. Students who have doctor's appointments must be in attendance prior to the first lunch period. Students who leave school during the school day and don't return are not allowed to participate in either training or competition without the permission of the Dean of Students or the Athletic Director.

## **ELIGIBILITY**

LHSAA policy states athletes must pass 6 classes and have at least a 1.5 GPA in the previous year to be eligible to compete in the fall semester. Athletes must pass 6 classes in the fall semester to be eligible for the spring semester. In addition, Saint Paul's reserves the right to deny participation in athletics due to unacceptable academic progress.

## **PARENTAL INVOLVEMENT**

In addition to the normal opportunities for teacher/parent involvement which serve to enhance student development, there are several organizations which welcome parent participation:

- Saint Paul's Alumni Association
- Saint Paul's Athletic Sports Booster Clubs
- Saint Paul's Dads Club
- Saint Paul's Mothers Club
- Marching Wolves Band Boosters
- Engineering Department Partnership Team
- Biomedical Science Program Partnership Team

## **AWARDS**

Students of Saint Paul's School have the opportunity to work toward various academic and athletic awards and scholarships. These awards are presented to students in the spring of each school year.

### **ACADEMIC AND SERVICE AWARDS**

**PERFECT ATTENDANCE:** Students who have not missed more than two (2) periods throughout the school year.

**ACTIVITY MEDALS:** Awarded to students achieving the highest and second highest degree of achievement and service in an activity.

**ACADEMIC COURSE MEDALS:** Awarded to the student achieving the highest and second highest average in each subject.

**AL DOSKEY SCIENCE AWARD:** Awarded to the senior who has achieved the highest overall average in science over four years.

**JAN NEUMANN MATHEMATICS AWARD:** Awarded to the senior who has achieved the highest overall average in math over four years.

**SCIENCE FAIR AWARDS:** Awarded to students who place in school, regional or state science fairs and literary rallies.

**DAUGHTERS OF THE AMERICAN REVOLUTION AWARD:** Awarded to the student who demonstrates excellence in the study of American history.

**WALKER PERCY AWARD / SCHOLARSHIP:** Awarded to the junior who demonstrates dedication to writing.

**BLUE "P":** Awarded to students who earn Blue Honor Roll status for each of the first 3 quarters.

**GOLD "P":** Awarded to students who earn Gold Honor Roll status for each of the first 3 quarters.

**GOLDEN TORCH AWARD:** Awarded to students who have accumulated a minimum of 400 points for academic achievement and extracurricular involvement.

**SUPERIOR ACADEMIC AWARD:** Awarded to the students on each level who have achieved the highest and second highest overall academic average for the current school year.

**SUPERIOR ACHIEVEMENT AWARD:** Awarded to the students on each level who have achieved the highest and second highest overall combination of academic excellence and extracurricular involvement for the current school year.

**FRANCIS A. RICHARD HABITAT AWARD:** Awarded to outstanding member of the Habitat for Humanity Club.

**BROTHER ALFRED BALTZ, FSC SERVICE AWARD:** Awarded to any student who completes 50 or more service hours.

**ORDER OF ST. LASALLE SERVICE AWARD:** Awarded to any student who completes 100 or more service hours.

## **SENIOR GRADUATION AWARDS**

### [Valedictorian Award](#)

### [Salutatorian Award](#)

**AMERICAN LEGION AWARD:** Awarded to the senior who has displayed outstanding leadership, patriotic, and civic involvement.

**SIGNUM FIDEI AWARD:** Awarded to the student who best exemplifies ideals of Lasallian education as determined by Saint Paul's community of Christian Brothers.

**DISTRICT ATTORNEY'S AWARD:** Awarded to student of high moral character, good citizenship and a willingness to provide a strong example of a healthy lifestyle.

**CHRISTIAN BROTHER PROVINCIAL'S AWARD:** Award by the Christian Brothers' Provincial to a student who demonstrates his personal best in using the talents given him by God.

**WALKER PERCY/BROTHER BILL PARSONS AWARD:** Awarded to the student who has shown exceptional insight in reading literature and outstanding ability in writing about literature.



## **ATHLETIC AWARDS**

**C. L. MARCOTTE MEMORIAL:** Given to the senior who best exemplifies the qualities of a scholar-athlete.

**EDDIE POLK MEMORIAL:** Given to the varsity athlete whose dedication exemplifies sportsmanship and commitment to the ideals of Saint Paul's.

**JIMMY DUNN MEMORIAL:** Given to the best all-around senior athlete.

**JASON WHITTLE MEMORIAL:** This award goes to the senior who exemplifies a selfless, team-oriented attitude throughout his career and, regardless of position, fulfills his role with enthusiasm and love for his teammates.

**LEVEL OUTSTANDING STUDENT-ATHLETE AWARDS (1 per level):** These awards are given to athletes on each grade level who demonstrated outstanding athletic performance, academic performance, dedication to Saint Paul's Athletics, and character.

## **EXTRA CURRICULAR AWARDS**

### **Band Awards**

Band Letter  
Band Jackets  
Band Medal and Certificates  
John Philip Sousa Band Award  
The Louis Armstrong Jazz Award  
The Director's Award  
Outstanding Level Band Member  
The Spirit Award  
The De La Salle Award  
The Spirit of the Marching Wolves  
The Roy Mouton Award

## **MISCELLANEOUS**

### **ANONYMOUS COMMUNICATION**

When any employee or volunteer receives an anonymous communication, the principal and president must be notified and the communication given to them. Ordinarily no one will be questioned or accused on the sole basis of an anonymous accusation. The chief administrator will decide if the circumstances warrant a different response. A written communication will be placed in a confidential folder to which only designated persons have access. Email communication will be stored in an electronic file and a hard copy will be placed in a confidential folder.

## **ASBESTOS**

In accordance with the Asbestos Hazardous Emergency Relief Act (AHERA), a management plan has been prepared and approved by the state department of Environmental Quality (DEQ). This management plan is available for review in the administration building during school hours. Saint Paul's is in full compliance with all federal regulations concerning asbestos and most of our buildings are completely free of asbestos.

## **NATURAL GAS PIPELINES**

Pursuant to LAC 43:XIII.2716 et seq., each pipeline owner / operator is required to develop and implement a written continuing public awareness program. National Corrosion Service, Inc. in New Orleans has developed our public awareness program and inspects our natural gas pipelines regularly.

Saint Paul's School owns and operates a master meter natural gas distribution system on the school campus. The purpose of the gas system is to provide a reliable and safe economical source of energy for heating purposes to the buildings adjacent to the underground gas pipelines. The pipeline system has the capacity to reliably deliver natural gas to the facility. The hazards of natural gas are that it is odorless, colorless, tasteless, and lighter than air and can ignite and / or explode with tremendous force when mixed with the right amount of air. Prevention measures taken include adding odorant to the gas to give it that distinctive smell, similar to rotten eggs, to warn us of its presence, testing the odorant level each calendar quarter and performing annual gas leakage surveys. Anyone who may smell this odor on the school campus or notice any unusual conditions on or near gas mains, vents, service lines, meter sets, or especially inside of a building should call Saint Paul's School (985- 892-3200) immediately. If you smell a strong gas odor inside a building, notify everyone in the building to leave. Do not create any ignition sources such as operating electrical switches or using the phone. Go a safe distance away upwind of the gas smell and then call Saint Paul's School (985-892-3200.) With any gas leak, protect life first, then property, then notify the Saint Paul's School. State and federal laws require excavators to notify the state LA One Call Center (811 or 1-800-272-3020) 48 hours before digging. To obtain any information concerning the pipeline location call Saint Paul's School Maintenance Department. If any excavation is planned, you must notify the LA One Call Center which will notify Saint Paul's School to locate any gas lines. Call 48 hours before digging.

To obtain additional information, report gas leaks, or report other gas related information, contact Saint Paul's School (985-892-3200). This information is provided as a public awareness notice.

## **SUPERVISION OUTSIDE SCHOOL HOURS**

Supervision for students being dropped off at school is provided in Founders' Circle beginning at 7:30 a.m. Supervision for students being picked up in the afternoons is provided in Founders' Circle until 3:30 p.m. Outside of these times, students not participating in school activities are not provided with formal supervision. Adults are usually on campus, however, to provide presence and to aid students who may need assistance. Students needing such assistance should go to the Brothers Residence, Administration Building or Gymnasium.

## **SCHOOL NAME, LOGO & MOTTO**

No one may use the school name, logo or motto on any type of social media or in any other way, e.g. putting the name on t-shirts, without the express written permission of the president and / or principal.

### **NOTE:**

The President and / or Principal retain the right to amend this handbook for just cause. If changes are made, parents will be given prompt notification.

The President and / or principal further reserve the right to waive and/or deviate from any and all disciplinary regulations for just cause and at his discretion.

**SEE SIGNATURE CARD ON THE FOLLOWING PAGE. THIS SIGNATURE CARD IS TO BE SIGNED AND BROUGHT TO SCHOOL ON THE FIRST DAY OF CLASSES.**

**2018-2019 Saint Paul's School Student-Parent Handbook Signature Card**  
**(Return on first day of school, August 9<sup>TH</sup>)**

Student Name \_\_\_\_\_ Grade Level \_\_\_\_\_  
(PLEASE PRINT)

The Student-Parent Handbook is posted on the Saint Paul's webpage ([www.stpauls.com](http://www.stpauls.com)). All students and parents must read the handbook and then sign and return this form.

The Handbook focuses on general issues and also on Saint Paul's overall objectives.

The section on Student Conduct will be important to you on a day-to-day basis. Please pay special attention to this section so that you will know exactly what is expected of you—in particular, but not limited to – appearance, attendance, student conduct, school discipline, and sanctions. The guidelines outlined in this section are not meant to be comprehensive; they presuppose good will and good judgment on the part of the student and his parents.

The signing of this form is considered an agreement on the part of you and your parents that you are knowledgeable of school regulations and that you will comply with them.

The following are of particular importance as a member of the Saint Paul's School:

I will neither participate in nor tolerate academic dishonesty.

I will abide by the school dress and appearance regulations.

I will respect the property of the school and of others, and I will insist that all do the same.

I will treat others with dignity and respect.

In all of my activities – academic, athletic, spiritual, and social – I will act in the manner appropriate for the occasion on or off campus.

Sign below and RETURN ON FIRST DAY OF SCHOOL, August 9, 2018:

Student's Signature \_\_\_\_\_

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

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

Date \_\_\_\_\_