



Saint Paul's School

Physical Address:
917 S. Jahncke Avenue
Covington, LA 70433

Mailing Address:
P.O. Box 928
Covington, LA 70434

Telephone: (985) 892-3200

Fax: (985) 892-4048

Email Address: stpauls@stpauls.com

Web Page: www.stpauls.com

Accredited by:
Louisiana State Department of Education
Southern Association of Colleges and Schools

Member:
National Catholic Education Association
Louisiana High School Athletic Association

Staff Listing

Academic/Athletic Admin. Ass.	Mrs. Claire Coutrado
Admissions Director	Bro. Ray Bulliard, FSC
Alumni Director	Mr. Al Nastasi
Assistant Principal	Mr. Joe Dickens
Athletic Director	Mr. Craig Ketelsen
Business Office	
Manager	Mrs. Jo Sutherlin
Assistant	Mrs. Tara Huguet
Campus Minister	Mr. Jeffrey Ramon
Cafeteria Manager	Mrs. Irene Deshotel
Chaplain	Rev. Matthew Clark, OSB
Dean of Students	Mr. Ken Sears
Development Director	Mrs. Danielle Lavie
Special Events Coordinator	Mrs. Shellie Campo
Edline Administrator	Mr. Mike Holmes
School Counselors and Advisors	
Mrs. Gina Hall, AFSC—8 th and 9 th Grade Academic Advisor / New Student Advisor	
Mrs. Christine Woodard—10 th and 11 th Grade Counselor/ Early College/Career Advisor	
Mrs. Renée Miller—12 th Counselor, College Advisor and Counseling Department Chair	
Mrs. Mary Pierson—Student Services Coordinator	
Mrs. Ann Pressley—Counseling Administrative Assistant	
Librarians	Mrs. Christine Difilippantonio
	Mr. Jeffrey Drivon
Physical Plant Director	Sgt. Don Pressley
President	Bro. Ray Bulliard, FSC
President Administrative Asst.	Ms. Karen Hebert
Principal	Mr. Trevor Watkins, AFSC
Public Relations	Ms. Karen Hebert
Receptionist	Mrs. Janet McRae
Secretaries	
General	Mrs. Carol Barcelona
School Attendance Office	Mrs. Erin Abney
Technology Department	Mr. Mike Holmes
	Mr. Greg Smith
Textbook Manager	Sgt. Don Pressley

Academic Departments

AFJROTC (Ext. 4132)
M. Sgt. A. J. East*

English (Ext. 2200)
Mrs. Emilie Allen
Bro. Ray Bulliard, FSC
Mrs. Joanna Case
Mr. Joe Dickens*
Mr. Brad Guillory
Bro. Rich Kovatch, FSC
Mr. Victor Morlas
Mr. Matt Pinero
Mrs. Jeaneen Schmitt
Mrs. Christi Simoneaux
Mrs. Myrle Wiggins(8)

Counseling (Ext. 4100)

Mrs. Gina Hall
Mrs. Renée Miller*
Mrs. Mary Pierson
Mrs. Christine Woodard

Engineering (Ext. 4200)

Mrs. Julie Beck
Mr. John Carambat
Mrs. Rachel Peak*
Mr. Richard Pichon
Mr. Mark Richards
Mrs. Kristin LaGraize

Fine Arts (Ext. 4150)

Mr. Gerald Ancar (Art)*
Mr. Jimmy Brinkman (Music)
Ms. Denny Charbonnet (Theater)
Mr. Andrew Dart (Art)
Mr. Andrew Moran (Music)

Health and Physical Ed (Ext. 2250)

Mr. Josh Gast
Mr. Kristian Gibbe
Mr. Mick Nunez*
Mr. Sean Santos
Mr. Ken Sears
Mr. Ryan Spencer
Mr. Chris Stipe

Mathematics (Ext. 4200)

Mr. Michael Boudreaux
Mrs. Pam Cullen*
Dr. Shannon d'Hemecourt
Mr. John Glorioso
Mrs. Elizabeth Grashoff
Mr. Alex Lacour
Mrs. Kristin LaGraize
Mr. Richard Pichon

Mrs. Linda Bosch
Mrs. Audrey Pool
Mrs. Jane Russo
Mrs. Susan Jordan

Religion (Ext. 3125)

Mr. Austin Ashcraft
Mr. Luke Barwick
Mr. Barrett Baumgartner
Bro. Ken Boesch, FSC *
Mr. Thomas Lahey
Mr. Jeffery Ramon
Mr. Robert Simpson
Mr. Phil Williams

Science (Ext. 2205)

Mr. Bradley Bessetti
Mrs. Julie Beck
Mr. John Carambat
Mrs. Marie Childs
Mrs. Jan Gardner
Mrs. Suzanne Duplantier
Mrs. Rachel Peak
Mrs. Ann Pflazgraf
Mr. Lee Pierre*(11)
Mr. Mark Richards
Mr. Chris Stipe
Mr. Winston Capps

Social Studies (Ext. 2205)

Ms. Emilie Allen
Mr. Andrew Dart
Mr. Jeffery Drivon
Mr. Sam Francis
Mrs. Kim Gardner*
Mr. Josh Gast
Mr. Brian Logarbo
Mr. Kevin Moore (10)
Mr. Sean Moser
Mr. Greg Pellegrini
Mr. Sean Santos
Mr. Paul Scoriels(12)

Spanish (Ext. 3306)

Mrs. Liz Brett*(9)
Ms. Kim George
Mr. William Nuñez
Mrs. Irene Pelak
Mr. Trevor Watkins, AFSC

Librarian (Ext. 3220)

Mrs. Christina Dfilippantonio
Assistant Librarian: Mr. Jeffery Drivon
*Denotes Department Chairperson
#Denotes Level Chairperson

The Mission of St. 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.

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 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

Procedure to follow when absent from school:

Parents must call (892-3200, ext 1280) or email (attendance@stpauls.com) the Attendance Office whenever their son is absent or is going to be absent. When a student returns, he must have a dated note from his parent indicating the reason for and specifying the time of his absence.

Procedure to follow when leaving school early:

Before first block, the student must present to the Attendance Office a written note or email from his parent/guardian requesting early dismissal. Without a written request, the parent must come to school in order to sign out the student. No student is allowed to leave the school grounds without permission from the school and parent.

Procedure to follow when a student becomes ill at school:

If a student becomes ill after he arrives on campus or during the school day, the student should ask permission to report to the Counseling Department or Attendance Office to request a phone call to his parents. Students are not to call home on their cell phones without permission to request that they leave school. (See pg.17 for cell phone violations.) Ill students must have parent permission before leaving school and must sign out before leaving. All ill students are dismissed through the Counseling or Attendance Office.

Procedure to follow to request absence for reasons other than illness:

The student must bring a written request from his parents which specifies the reason and the days involved. This request must be submitted to either the Dean of Students or the Principal in advance of the day requested.

Procedure to follow when arriving late to school:

A student must report to the Attendance Office if he is not in his class by the 7:45 a.m. bell.

Tardiness and absences:

A student is tardy if he is not in his classroom at the start of class time. Such students may be assigned a detention and/or a work detail. A student absent from class without permission will have his absence considered unexcused and will be assigned to detention and/or a work detail. If a student is tardy excessively, the student can be assigned a Saturday school. Tardies do not start over after the first semester.

The following penalties are imposed for tardiness:

Beginning with the 3rd Tardy = detention
4th Tardy = two detentions
5th Tardy = three detentions
After 5th Tardy = three detentions and a Saturday school

Types of absences:

Excused absences are allowed for reasons such as personal illness, family emergency, or circumstances which the school may deem as necessary. **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.

Unexcused absences are those which have not been excused by the school. An absence may be unexcused even if parents are aware of the absence if permission has not been given by the school. Students with an unexcused absence will receive an "F" for all grades on that day. The student may be required to make up the school time missed on a Saturday. Students whose absence is unexcused may not participate in any after school or evening activity or athletic event.

Any student absent from any class more than five (5) times in a semester, excused or unexcused, is subject to failing that course for the semester and receiving no credit.

Special Schedule School 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

Free Period is a privilege allowing a senior to take one less class for a semester or for the year. There are certain requirements a senior must complete and/or maintain in order to earn and retain the free- period privilege. To qualify for a free period a senior must meet the following:

For a Semester Long Free Period:

Grades:

Seniors must have no letter grade (regular or honors) lower than a “B” in the prior quarter. The senior must maintain a “B” or better during the free-period semester in each class. This includes a letter grade of a “B” in an honors class.

Service Hours:

Fall Semester: If you intend to take a free period in the fall, a minimum of 5 hours is due prior to the first day of school.

Spring Semester: If you intend to take a free period in the spring semester seniors must complete 15 (10 Serve Ten hours plus 5 additional) hours of service PRIOR to the beginning of the spring semester. These hours must be earned at one or more of the suggested service opportunities published by the school or pre-approved by the Dean of Students, Campus Minister or Assistant Principal.

School Day Hours:

Seniors must complete an additional 5 hours of in-school hours during the course of the semester.

Service Hours	15
School Day Hours	<u>5</u>
Total Hours:	20

For a Year-Long Free Period:

Grades:

Seniors must have no letter grade (regular or honors) lower than a “B” in the prior quarter. This includes the last quarter of the junior year and each subsequent quarter. The senior must maintain at least a “B” or higher in each of his classes all year. This includes a letter grade of a “B” in an honors class.

Service Hours:

Seniors must complete 5 service hours before the beginning of the year.

Seniors must complete an additional 10 service(Serve Ten) hours (total of 20) during the year, 10 of which must be completed during the first semester. These hours must be earned at one or more of the suggested service opportunities published by the school or pre-approved by the Dean of Students, Campus Minister or Assistant Principal.

School Day Hours:

Seniors must complete an additional 10 school-day hours, 5 of which must be completed in the first semester.

Serve Ten Hours	20
School Day Hours	<u>10</u>
Total Hours:	30

Possible School Day Work Opportunities:

Phone Receptionist (administration)

Tutor

Teacher Aide

BAC set-up and take-down assistance

Athletic Event set up and take-down help

Office Runner (Athletic; Records; Alumni; Counseling)

Assistant Librarian

PE (Gym) Assistant

Assistant Tech Helper

Lunch Server

Science Lab Assistant

Clerical Helper

Liturgical set-up and take-down

Campus Guest Relations

Candy Store Clerk

Bookstore Clerk

Seniors may have some choice in the School Day work assignments but may be called on to help when needs arise. Every attempt will be made to notify seniors in advance of their work duty schedule.

Routine Duties:

There are certain duties that apply to all seniors who choose the free period option. These include:

Seniors whose free period falls during the second bloc must help the cafeteria staff set up the outside serving area at the end of the period.

Seniors whose free period falls during third block must return the cafeteria dining room to order and make sure the outside lunch areas of the campus are clean of all trash and debris.

Seniors whose free period falls after an assembly or other public function must assist in the pick-up and storage of furniture used for those events.

The time spent on these activities may be used to complete the necessary service hours.

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 Edline. 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 one-semester course: 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

St. 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. He also becomes 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 plagiarizing 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 web site 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 SPS 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:

1. Announcements are televised
2. Prayer is being conducted
3. Requested by a teacher.
4. Audio must be muted during school hours.
5. Students may use such devices before school, at lunch, and after school in **adult supervised areas only**.
6. Games, video entertainments, chats or other social networkings are forbidden during class.
7. 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

St. 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 SPS Technology staff, and students are fully responsible for keeping their laptops in working order.

Edline

Edline 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 user name 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 Edline is available through the school's Edline 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 St. 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 St. Paul's scale will be assigned for online classes that are taken at school under the direct supervision of a St. 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 St. Paul's faculty member.

Science Laboratory Student Safety Agreement

Because the safety of our students is paramount, St. 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 3:15p.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:

1. The senior must have the grade of "A" in each of the first three quarters of the school year.
2. 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

Serve Ten Program

Service to others, particularly the poor or those with special needs, is central to the mission of St. Paul's. All students and staff are encouraged to reach out to those less fortunate in our community through acts of service and charity. To this end all Saint Paul's students must complete at least 10 service hours per school year. Students must document their community service by filling out a "Serve Ten" form, securing the signature of the service site supervisor, and turning in the form to Mrs. Pressley in the Counseling Center in LaSalle Hall or to the Campus Ministry Office in Benilde Hall. See the school website for the "Serve 10" form.

Criteria for community service hours:

All community service hours must be done for free - students may not receive compensation of any kind for community service hours.

Community service hours may not be performed for family members. Doing service for one's family is simply the obligation of being a family member. Therefore, chores done at home or for relatives do not constitute a community service project.

Community service hours may be performed at churches, hospitals, food banks, nursing homes or other social service agencies. See the school website for a list of suggested service agencies (and contact information).

Service hours completed on campus do count toward a student's total number of service hours; however, a student must complete at least 5 hours of charitable community service off-campus (in the community).

If a student has any questions about his Serve Ten service obligation, he should speak with Mr. Baumgartner or Mr. Watkins.

*Seniors who choose the free period option have different service hour requirements (See "Senior Free Period Policies" for details).

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 or 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 the trip.

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. Only locks provided by the school are allowed on student lockers.

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

Textbooks

Textbooks which 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 Program

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.

The following are some of the areas with which counselors deal: 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 lunch time, 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 her at a later date.

Schedule Changes

Ordinarily, requests for schedule changes will not be honored once course selection sheets have been submitted by the student and his parents to the school. However, a request based on some serious reason will be considered during the first two weeks of the school year. If a transfer is granted, then the student's numerical grade will transfer to the new course as it stands. A \$10.00 fee will be charged for schedule changes. A schedule change at mid-year will be made only for a serious reason. If a student fails a course during the fall semester and is granted permission to change from the failed course, the failing grade becomes part of their permanent record and the deficiency must be removed at a later time.

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's 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 who 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 which 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 which ordinarily warrant detention or work detail. When considered serious or disruptive, however, these behaviors could warrant suspension:

1. Disrespect or disobedience to faculty or staff.
2. Disrespect to other students.
3. Eating or drinking in the school buildings without teacher's permission.
4. Inappropriate behavior at assemblies, fire drills, or other school functions.
5. Spitting.
6. Improper dress.
7. Vandalism of school property.
8. Littering.
9. Cafeteria misbehavior.
10. Tobacco violations.
11. Being in unauthorized areas.
12. Missing a class or assembly.
13. Throwing things (pine cones, rocks, etc.)
14. Tardiness.
15. Using vulgar or obscene expressions or possessing pornographic materials.
16. 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.

Conduct Resulting in 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.

1. Disobedience or defiance of authority.
2. Disrespectful words or actions toward faculty or staff.
3. Failure to report for detention as directed.
4. Fighting or willingly hurting another student.
5. Possession of knives or other weapons.
6. Repeated infraction of the rules against tobacco usage.
7. Leaving campus without permission.
8. Use of alcohol or illegal drug.
9. Plagiarism and /or cheating.

10. Lying.
11. Stealing.
12. Being sent from class.
13. 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 do better, 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.

Conduct Resulting in 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, voice mail, 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: L.A.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 & 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 Usage

Tobacco usage is not allowed at Saint Paul's. The possession of smoking materials (cigarettes, electronic cigarettes, lighters, etc.) and/or chewing materials (Skool, 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: \$10.00 fine and (1) detention
 - 2nd offense: \$20.00 fine and (2) detentions
 - 3rd offense: \$30.00 fine and one-day suspension
- Further violations will be dealt with at the discretion of the Dean of Students.

Note: By state law smoking 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. For safety, students are to refrain from running to the cafeteria. Breakfast is served from 7:15 – 7:40 am. 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 and good table manners. 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.

Unauthorized delivery of pizza or other food is prohibited. Orderly behavior and good table manners apply to those who bring lunch as well.

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 life style.

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 life style 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, life style, 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, in that event, 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.

Furthermore, 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 which will be conducted without warning throughout the school year. Accordingly, no area on campus will be considered completely private to the student. This includes automobiles, lockers or book bags.

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.

If drug screen tests are positive, the student will be subject to 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 who test positive 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. 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

Attire and personal grooming that is clean, neat, and unobtrusive is the rule:

Student Identification Card

Students must wear their school issued St. 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.

Hair

Hair must not touch the shirt collar, bangs must not fall below the eyebrows, and hair must be styled neatly and conventionally as judged by the Dean of Students.

No dyed hair (including sun product) 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 is not acceptable.

All students must be clean shaven at school and at school sponsored events.

If there is any question about haircuts, the student should see the Dean of Students.

Jewelry

No earrings or facial jewelry is 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. Shirt 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 tee shirts sold in the bookstore may be worn.

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 and 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.

Sandals or clog styled shoes are **not** allowed.

Students must wear Saint Paul's uniform socks.

Caps or Hats

Caps and 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.

Formal Dress

On certain occasions (school mass, guest speaker, awards ceremony, etc.) students will be required to wear formal dress: long khaki pants, white dress shirt, belt, shoes (not tennis shoes), socks, and school tie.

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.

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.

Code of Courtesy

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.

--from The Conduct of Schools by Saint John Baptist de La Salle

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

1. Always address faculty and staff members with appropriate respect, using titles proper to their positions (Brother, Coach, Father, Miss, Mr., or Mrs.)
2. The teacher's desk and computer are considered private. Student should not read, remove, or make use of any papers, books, supplies and the like without the explicit permission of the teacher.
3. "Thank you" is the expected expression of gratitude when assistance is given by adults or fellow students.
4. Say "Yes, (TITLE)" and "No, (TITLE)" to answer a question. Do not say "Yep" or "Nope."
5. Say "Excuse me" when you don't understand and want an adult to repeat something for you. Do not say "What?" or "Huh?"
6. Excuse yourself when you want to interrupt an adult who is busy. Wait your turn when the adult is talking to someone else.
7. Classroom decorum ordinarily requires a student to raise his hand and wait to be recognized before speaking.
8. 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 into a building or room.

9. When an adult corrects you for some fault:
 - a. Be quiet and listen until the adult is finished talking
 - b. Answer all questions politely.
 - c. Do what you are told to do right away.
 - d. If you have something to say, wait until the adult is finished and ask permission to speak.
 - e. Accept the adult's decision. Don't argue, make faces, or walk away from the adult. If you feel the adult has been unfair, seek advice from your Counselor, Assistant Principal, Dean of Students or Principal.
10. 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.
11. 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.
12. Students are asked to pay special attention to special equipment found in many classrooms. Students are asked not to handle the computers, televisions, projection devices, window blinds, overhead or slide projectors, clocks, or any other school equipment.
13. In the cafeteria, students are asked to follow the following practices:
 - a. Line up quietly and calmly in the lunch line.
 - b. Thank the cafeteria workers and students who serve the food.
 - c. Clear his place after eating and push in his chair.
14. 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:

1. Talking to others while the teacher is teaching;
2. Answering out loud without being called on;
3. Leaving your desk without permission;
4. Making faces or noises that distract others;
5. Playing around when the teacher is not there or when the teacher is not looking;
6. Daydreaming or sleeping;
7. Placing your head on the desk;
8. Taking too long to get busy when an assignment has been given;
9. Bringing non-school related things (radios, magazines, etc.) to school without permission;
10. Not having your books and materials with you in class.
11. Not having reading material for Sustained Silent Reading (SSR.)

Conduct outside of the classroom

Things to avoid:

1. Running in the school;
2. Making noise in the hallways or immediately outside a classroom;
3. Arguing and shoving others;
4. Slamming classroom or locker doors;
5. Littering the halls or grounds;
6. Being where you are not supposed to be;

7. Showing poor sportsmanship during intramural games;
8. Using inappropriate language;
9. Getting into fights;
10. Talking back to adults;
11. Speaking rudely to your parents, especially in the presence of a teacher or staff member;
12. Walking away when a member of the school's adult community is talking to you.
13. Spitting on sidewalks or hallways.

School Dance Policy

Dances are a school function and 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. 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. If the suspicion is verified, the student's parents/guardian will be contacted.

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:

1. Inappropriate or suggestive dancing/inappropriate behavior as determined by chaperones.
2. Inappropriate public display of affection as determined by the chaperones.
3. Disrespect of others, especially chaperones.

The above may warrant:

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

All students may be required to pass a breathalyzer test before being admitted to school dances, including, but not limited to, prom and homecoming. 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.

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 11th, 14th, and Jefferson Avenues.

In addition to obvious safety issues for our students and those near and on our campus, St. 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.

- 1st Offense: \$50.00 fine and morning detention
- 2nd Offense: \$100.00 fine and a Saturday school
- 3rd 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. Students must not loiter in the neighborhood. Students must respect all driveways in the neighborhood. They must assist in keeping the neighborhood clean and trash free. They are mindful that many of the families in the area have younger children who are of impressionable age. Students 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. St. 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.

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 St. 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 St. 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.

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.

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.

- Air Force JROTC
- Art Club
- Band (Marching, Concert, Liturgical, & Jazz)
- Beowolves Writing Club
- Boys State
- Chess Club
- District Literary Rally
- Drama
- Engineering / Robotics Club
- Environmental Science Club
- Eucharistic Ministers (seniors only)
- Fly-Fishing Club
- First Robotics Club
- Foreign Language Festival
- Graphic Design Club
- Guerilla Wolves Video Club
- Habitat for Humanity Club
- Lasallian Young Leaders
- Level Retreats
- Literary Rally
- Math Tournaments
- Mu Alpha Theta Math Honor Society
- National Honor Society
- Jr. National Honor Society
- The Paper Wolf Digital Newspaper
- Quiz Bowl

SADD
 School Dances
 Science Fair
 Sea Wolves (underwater robotics)
 Spanish Club
 Spanish National Honor Society
 Student Council
 Student Hosts
 Wolf Jam
 Wolves on Wheels (Shell Eco Car)
 World War II Quiz Bowl
 Yearbook
 Young Lawyers Club

NOTE: Some extracurriculars such as NHS and Mu Alpha Theta have special qualifications for membership.

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	Winter	Spring
Bowling	Basketball*	Baseball*
Cross Country	Power lifting	Golf*
Football	Soccer*	Tennis*
Swimming	Wrestling	Track and Field (Outdoor)
	Track and Field (Indoor)	Gymnastics
	Hockey	Lacrosse
		Rugby

*sports with tryouts and limited rosters

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

1. An athlete is expected to represent the highest standards at Saint Paul's School: 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; taking care of the body by refraining from the use of harmful and illegal substances.
2. An athlete will be ineligible for participation for up to two contests if he possesses or uses tobacco 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.
3. Suspensions from a team as determined by the coach, athletic director or principal may result from the following: insubordination, obscenity, provocation, fighting, stealing.
4. 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.
5. 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 St. Paul's until his previous sport completes its regular season.
6. 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.
7. 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.
8. 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.
9. 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, St. Paul's reserves the right to deny participation in athletics due to unacceptable academic progress.

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.

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

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.

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.

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.

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 (see page 11 for criteria)

Salutatorian Award (see page 11 for criteria)

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.

Gene Bennett Man of Integrity Award

Awarded to the student who best exemplifies the characteristics of the late Coach Gene Bennett.

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 St. Paul's Athletics, and character.

Air Force Junior ROTC Awards

Air Force Association Award

American Legion AFJROTC General Military Excellence Award

American Legion AFJROTC Scholastic Award Re-served Officers'

Association Medal and Certificate

Retired Officers Association Leadership Medal

Military Order of the World Wars Medal

Daughters of the American Revolution Award

National Sojourners Award

Outstanding Cadet Award

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

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-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 end with the following invocations:

Leader:	All:
St. Paul, our patron!	Pray for us!
St. John Baptist de LaSalle!	Pray for us!
St. Benilde	Help us do ordinary things extraordinarily well!
Sister Louise	Help us do God's will!
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!

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.

**2015-16 Saint Paul's School Student-Parent Handbook Signature Card
(Return on first day of school, August 6)**

Student Name _____ Grade Level _____
(PLEASE PRINT)

The Student-Parent Handbook is posted on the Saint Paul's webpage (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 6.

Student's Signature _____

Parent's/Guardian's Signature _____

Parent's/Guardian's Signature _____

Date _____