



The Saint Paul's School

A Lasallian Catholic School in Covington, Louisiana

Student/Parent Handbook 2025-2026

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

Member:
National Catholic Education Association
Louisiana High School Athletic Association

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FACULTY AND STAFF

Administration

President
Principal
Assistant Principal
Dean of Students
Athletic Director
Academic Interventionist
Instructional Coach
Chief Financial Officer
Campus Minister & Director of Lasallian Identity and Formation

Joe Dickens
Lee Pierre
Matt Pinero
Mick Nunez
Sam Francis
Luke Barwick
Rachel Peak
Jo Sutherlin
Jeffrey Ramon

Administrative Assistants

Academics/Athletics Office
Counseling

Claire Coutrado
Ann Pressley
Ilkin Dunne
Emilie Travers
Monica Kelsey
Andrea Francis
Michael Rhinehart
Rev. Matthew Clark, OSB
John Morvant, AFSC

President's Office
Attendance Office
Receptionist

Stephen Dale
Andrew Dart
Mimi Monteiro
Whitney Brown
Al Nastasi
Missy Broussard
Jeaneen Schmitt
Jorge Guzman
Michael Holmes
Greg Smith

Dining Hall Manager

Chaplain

Senior Director for Advancement

Senior Director for Development and External Affairs

Communications and Marketing Director

Admissions Director

Alumni Relations Director

Alumni Events Coordinator

Advancement Operations Coordinator

Gifts and Records Coordinator

Vocational Counselor

Technology Administrator

Assistant

Finance Office

Assistant
Assistant
Assistant

Cindy Leaber
Katie Stucker
Simone Buras

Counseling Staff

Director/Grade 12/College Advisor/Chair
Grades 10/11/Early College Advisor
Grades 8/9/New Student Advisor
Student Services Coordinator/Counselor

Renée Miller
Christine Woodard
Gina Hall, AFSC
Beth Manifold
Jeff Drivon
Sgt. Don Pressley
Robert Pinero

Librarian, Textbook Manager, and CLEP Coordinator

Physical Plant Director

Assistant

A complete directory that includes email addresses and phone extensions is available on the school's website (About → Faculty Directory).

ACADEMIC DEPARTMENTS

*Department Chair

**Level Moderator

New Teachers

Counseling

Gina Hall, AFSC

Beth Manifold

Renée Miller*

Christine Woodard

Business

Stephen Dale

Jeff Drivon

Marc Robertson

Shawn Mullet

English

Whitney Brown

Joanna Case

Callan Danenhower

Joe Dickens

Matthew Fleming

Kim Gardner

Nick Guarisco**(9)

Aaron Falkenstein

Victor Morlas*

Joshua Pereira

Matt Pinerio

Elias Simpson

Engineering

David Arbo

John Carambat

Shannon d'Hemecourt

Eric Orphys

Rachel Peak*

Fine Arts

Gerald Ancar (Art)*/**(10)

Lacy Blackledge (Music)

Gordon Carmadelle (Drama)

Andrew Dart (Art)

Andrew Moran (Music)

Health and Physical Ed.

Monty Fontenot

Kristian Gibbe

Michael Scanlon

Ken Sears

Ryan Spencer*

Michael Stant

Mathematics

Michelle Baudoin

Shannon d'Hemecourt*

Gabe Emerson

Elizabeth Grashoff

Alex Lacour

Al Nastasi

Mathematics, continued...

Kathleen "Kitty" Pellissier

Richard Pichon

Audrey Poole

Suzy Slade

CORE Pack Program

Carla Barwick*

Haleigh Habisreiteringer

Jamar Mitchell

Religion (Ext. 3125)

Heath Barker

Luke Barwick** (11)

Barrett Baumgartner

Fred Escher

Aaron Falkenstein

Jeff Ramon

Oliver Sibley

Catherine Tonry*

Ian Walker

Science (Ext. 2205)

David Arbo

Suzanne Duplantier

Randall Ford*

Tammy Freeman

Jan Gardner

David Hyman

Gene Lipps

Ivan Muller

Eric Orphys

Rachel Peak

Lee Pierre

Kyle Smith

Social Studies (Ext. 2205)

Gordon Carmadelle

Andrew Dart

Jeff Drivon

Sam Francis

Kim Gardner

Kevin Moore*

Sean Moser

Shawn Mullet

Eric Rebaudo

Paul Scoriels** (12)

Ken Sears III

Ryan Spencer

Spanish (Ext. 3306)

Barret Baumgartner

Ashley Guillot** (8)

Jorge Guzman

William Nuñez*

Library (Ext. 3220)

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 Gospel 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, a tradition of brotherhood since 1911



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 forty-eight 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 seventy boarders and thirty 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 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.

Profile of a Saint Paul's Alumnus

The Saint Paul's alumnus lives the *Five Core Principles* which are the cornerstone of Lasallian Education:

Quality Education
Concern for the Poor and Social Justice
Inclusive Community
Respect for All Persons
Faith in the Presence of God

The Saint Paul's alumnus has garnered educational experiences that will help him move more seamlessly into adulthood. Because he understands that learning never ceases, he will continue to grow intellectually throughout his life.

The Saint Paul's alumnus understands service to his community and beyond. He willingly gives his time for the betterment of others, namely the marginalized. Furthermore, he champions social justice because he believes in the dignity of all persons.

The Saint Paul's alumnus advocates for equity and equality to encourage building a community that is unapologetically inclusive.

The Saint Paul's alumnus looks at the world and its citizens through an unbiased lens. He is respectful of all persons and sees the unity that must exist in diversity.

The Saint Paul's alumnus has grown in his faith and models not only being a disciple of Christ but also a Lasallian who understands the neverending spiritual journey that he has just begun. He will always acknowledge and celebrate the Holy Presence of God.

All in all, the Saint Paul's alumnus is a Lasallian man of faith who embodies the *Five Core Principles* and continues to mature intellectually, spiritually, and morally beyond commencement and habitually exhibits integrity and dependability as he does the ordinary extraordinarily well.

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:

Leader:

St. Paul, our patron

St. John Baptist de La Salle

St. Benilde

Live, Jesus, in our hearts

All:

Pray for us!

Pray for us!

Help us do ordinary things extraordinarily well!

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!

Items in red represent changes in or clarifications of items from previous years and new additions.

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 School 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 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

Students are expected to attend each school day; however, they are sanctioned ten (10) absences per school year. Any student who accumulates more than ten absences will be required to make up the time after the conclusion of the school year.

TYPES OF ABSENCES

EXCUSED ABSENCE – an absence that is followed by a note or email from a parent/guardian or doctor stating the reason and date of the absence **by the end of the first day that the student returns to school or he will be issued a Decorum and Civility Session.**

The following shall be deemed excused absences:

- *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

In such cases, the student will be permitted to make up any work missed with no penalty.

UNEXCUSED ABSENCE – an absence that is not followed by a phone call, note, or email from a parent requesting the student to be excused. In such cases, the student will be allowed to make up any work missed for a maximum grade of 80%.

PROCEDURES FOR REPORTING AN ABSENCE AND CHECKING OUT OF SCHOOL

To report an absence:

Email: attendance@stpauls.com

Phone: 985-892-3200 ext. 1980

For a student to check out:

Prior notice (**preferably the evening before or by 7:55 the morning of**) should be given to the attendance office by email (attendance@stpauls.com) or phone call so that a student can be given a dismissal slip to hand to their teacher. **The student must check-out with the Attendance Secretary in the Main School Building at the time he leaves and check-in with the Attendance Secretary at the time he returns to school.** Attendance for the classes missed will be unexcused until a note is submitted by the end of the day.

To check out of school due to illness:

If a student becomes ill, a parent or guardian must give the attendance office permission (via email or phone) for the student to be dismissed from school.

Students are not allowed to check out for lunch regardless of parental permissions without the permission of the Dean of Students or Principal, and lunches should never be dropped off during the school day. Students must bring lunch or purchase a meal in the Dining Hall.

Students who miss any portion of the school day may not attend or participate in any after school or evening activity (including rehearsals, practice, performances, and/or games) on that day unless given permission by the Dean of Students and/or Athletic Director.

TARDIES, HALF DAYS, AND DISMISSALS

Attendance will be recorded according to the following standards:

TARDY: arrival between 8:05 and 10:30 A.M.

- Any student that is tardy must get an admit slip from the attendance office that is to be turned in to their teacher. Only a physician's note or otherwise exempted note upon arrival at school will excuse the tardy. Email notes to attendance@stpauls.com.
- A student is expected to arrive on time but is **sanctioned three (3) tardies per semester, regardless of whether it is excused or unexcused.**
Tardy #4: The student will receive a Decorum and Civility Session.
Tardy #5: The student will receive two (2) Decorum and Civility Sessions.
Tardy #6: The student will receive a Saturday school.
Tardy #7: The student will receive an in-school suspension.

Any further tardies are grounds for dismissal.

HALF DAY: arrival/dismissal between 10:30 A.M. and 12:50 P.M.

DISMISSAL: dismissal after 12:50 P.M.

Four (4) dismissals equate to one (1) absence.

MISSING CLASS TIME (not 1st period)

Any student needing to leave during class will be required to sign an "out of class list" in the classroom. Students who have a medical excuse to use the restroom do not get penalized for restroom trips.

Students need permission from the classroom teacher before missing class to work with another teacher, counselor, etc. Students will NOT be allowed to miss multiple periods without permission from an administrator.

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 Day." Students participating in a Skip Day will be required to make up time at the end of each semester.

GRADE RETENTION

Students will not be permitted to repeat a year of school at Saint Paul's.

HOLIDAYS AND VACATIONS

Official school holiday dates are published on the school's website 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.

ACADEMIC REGULATIONS

GRADUATION REQUIREMENTS

In order to graduate from 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 ninth, 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 ninth, 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

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	B= 3 points	C= 2 points	D= 1 point	F= 0 points
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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.

A student's GPA 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
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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 does not rank students by GPA.

CREDIT RECOVERY FOR FAILURES: A student failing the first semester of a course must recover the first semester credit during the second semester. As there are several options, the student and his parents are to consult his counselor and the Academic Interventionist to develop a plan. *There may be fees associated with credit recovery for classes failed.*

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 and the Academic Interventionist 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 (Gold P)**: 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 (Blue P)**: 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 may result in the student losing credit for that particular assignment.

Note that failure to cite references, whether from conventional sources or from the internet, is considered plagiarism. Improper use of Artificial Intelligence (AI) also constitutes plagiarism and may be penalized as such. Teachers may choose to mandate alternate assignments if the use of AI is suspected.

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

- **Homework**: Two (2) Decorum and Civility Sessions
- **Tests and Quizzes**: One (1) Saturday School
- **Exam**: Three (3) Day In-School Suspension and Three (3) Saturday Schools

Offenses of particularly serious nature and repeat offenses are subject to more serious penalties.

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 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 may use such devices before school, at lunch, and after school in **adult supervised areas only**.
- Students must turn off and put away such devices when announcements are televised, prayer is being conducted, and/or requested by a teacher.
- Audio must be muted during school hours.
- 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 relying on the smaller size tablets or iPhone screens. While these will still work, they may be slower to use.
- **Laptops:** Any laptop should be suitable as long as it has Wi-Fi access. 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 website, on which updated information about student grades, attendance, and conduct is published regularly. 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.

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 in 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 MISSING ASSIGNMENTS

MAKE-UP WORK: Regardless of excused or unexcused absences, a student has **one week** upon returning to school to make up incomplete assignments unless given an extension by the teacher. **Students who miss work due to an unexcused absence will receive a maximum of 80% credit upon satisfactory completion of assignments.** Upon returning to class, the student is responsible for arranging with his teachers to make up the work. Any work that is not made up after one week (or the extension provided by the teacher) can only be made up for a maximum of 62% credit.

MAKE-UP TESTS:

Students must be under the direct supervision of faculty or staff and may not be sent into the hallways, unsupervised teacher workrooms, or vacant rooms for make-up work.

ADVANCED PLACEMENT/CLEP POLICY

The Advanced Placement (AP) exams are optional for seniors; however, they must pay and sign up for the AP test in the Fall even if they do not choose to take it in the Spring. All other AP students are required to take the AP exams.

College Level Examination Program (CLEP) exams are also optional for seniors; however, any classwork associated with exam preparation is required.

All AP and CLEP students will have a written exam after the AP/CLEP exams. Students must be present for the exam review sessions and the final exam sessions in the spring semester.

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 A's for all quarters and the fall semester. The senior must have maintained an A in the fourth quarter until the actual day of the fourth quarter exam in that subject.

- The senior will not be eligible for exemption if in violation of any attendance policies.

Once these conditions have been met, the decision to exempt or not exempt 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. A minimum of **20** of those hours must be in service of the poor/vulnerable or in benefit of non-profit organizations that serve the poor/vulnerable. Therefore, a maximum of **30** hours may be used from service to the Saint Paul's community (or other approved organizations that do not do work directly with the poor/vulnerable). However, you may submit as many hours in each category for record keeping and award consideration.*

Consult this [link](#) for further details. Address any questions to our Campus Minister, Jeff Ramon, at j.ramon@stpauls.com.

SCHOOL-SPONSORED TRIPS

No student has an absolute right to a field trip; they are a privilege. Therefore, 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. Unless otherwise specified, 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 for 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 charged. Students may not make any scheduling changes after the Friday before Labor Day.

If a student transfers from an honors class to an on-level class, the quarter grade will be determined by averaging the grade in honors with the grade they have in on-level.

TRANSCRIPTS: Transcripts are requested in the Counseling Office. **A transcript request form must be submitted at least one week in advance.** 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 parents 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, AND 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 thirty (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

DECORUM AND CIVILITY SESSIONS

Students who are involved in actions that disturb classroom activity or are in violation of general school policies may be assigned to a Decorum and Civility Session, **which will be sent to the student and his parent/guardian via email the afternoon before.** Decorum and Civility Sessions will be held at 7:00 A.M. each school day. **Students who are late or not fully compliant with the school uniform policy may not be admitted and will be required to serve the session the next school day.**

The following behaviors are infractions that ordinarily warrant Decorum and Civility Session 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
- dining hall misbehavior
- tobacco violations
- e-Cigarette violations
- being in unauthorized areas
- missing a class or assembly
- throwing things
- 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 Decorum and Civility Session or task to be performed.

PENALTIES FOR MISSED DECORUM AND CIVILITY SESSIONS: The following penalties will be enforced for students who miss a Decorum and Civility Session:

1st offense: a second Decorum and Civility Session will be issued

2nd offense: an in-school suspension will be issued

3rd offense: to be determined

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

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 Decorum and Civility Session 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. All work missed during a suspension must be made up for a maximum of 62% credit.

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 and 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, keep one in his possession, and/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 USE

During the school day, the campus is divided into two zones:

- 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 a building with permission.
- Outside 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.

All students must leave cell phones in the classroom when they leave for the restroom.

All use of personal devices during class must support the instructional activities currently occurring in each classroom and lab.

Students must turn off and put away personal devices **in the classroom cell-phone holder** in the following situations:

- announcements are televised;
- prayer is being conducted; and/or
- a teacher requests it.

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** Decorum and Civility Session.

2nd offense: \$20.00 fine and **2** Decorum and Civility Sessions

3rd offense: \$30.00 fine and **3** Decorum and Civility Sessions or Saturday school

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

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.

DINING HALL: BREAKFAST/LUNCH

Saint Paul's participates in food service run by Pigeon's Catering to serve breakfast and lunch.

BREAKFAST is served from 7:00 – 7:50 A.M.

LUNCH: Students are to go to lunch at the time indicated on their schedules. They will use their school ID to access their Food Service account. This [link](#) will direct new students on setting up lunch accounts.

Students are expected to behave in a responsible manner in the dining hall. This includes orderly behavior while walking to the dining hall 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. Each student is responsible for disposing of his own tray and trash. If each person does his part, the dining hall will be a pleasant place in which to eat.

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

NOTE: Unauthorized delivery of food is prohibited.

MARRIAGE, LIFESTYLE, AND RESIDENCE

Saint Paul's School respects and follows the teachings of the Roman Catholic Church as we minister to youth who face the complexity of cultural and personal issues of today. As they grow in their understanding of their identity and sexuality, we will provide guidance and parameters founded on the truth that they are created in the image of God and redeemed by Jesus. We will teach respect for the dignity of the human person, recognizing the importance of chastity as we guide our youth in discovering their identity as children of God. We will not tolerate hatred or bullying at any level in our parish or school programs. We set boundaries and policies that help us teach young people to live with relational integrity, showing respect for themselves and one another. Out of respect for the confidentiality of our students and their families, we will not address specific

questions regarding a parish/school situation. We will continue to minister to our youth and members of their families during times of struggle as they develop their understanding of their identity and sexuality.

Locker rooms and restrooms used will be based on gender at birth according to one's genetic DNA/make-up. We are created in the image of God. Our dignity in being male or female is both a physical and a spiritual reality which is a reflection of infinite perfection of God.

Boys and girls cannot share sleeping quarters when at a hotel, camp, or overnight facility. All students must maintain the virtue of chastity and modesty so as to avoid scandal and confusion to other students, families, and personnel.

Public displays of affection, including but not limited to holding hands, long embraces, close dancing, and kissing are not to be displayed while participating or on the school grounds.

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 lifestyle. 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.

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, nicotine pouches, 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 Decorum and Civility Session/Saturday school

2nd offense: \$40.00 fine and 2 Decorum and Civility Sessions/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.*

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. 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. However, if the Principal elects to allow the student to remain enrolled, the student will receive an in-school suspension after the first positive test result and will be mandated to receive professional assistance. Students will also be suspended from 10% of regular season and/or playoff sports contests, effective immediately; students who are not in season at the time of the positive test will serve the suspension at the start of the season.

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, must not touch or extend below the eyebrows, and must not extend below the top of the ears. Hair may not be excessively unruly and must be styled neatly and conventionally (no dyed hair colors, mohawks, fauxhawks, mullets, or other unconventional haircuts, including undercuts, are allowed). Furthermore, students may NOT return from summer vacation with dyed or sun-bleached hair.
- ◆ 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 (cotton or Dri-FIT) 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.
- ◆ A white dress shirt and official student Saint Paul's tie are required on designated days.

PANTS

- ◆ Cargo-style pants/shorts are not allowed.
- ◆ No oversized or droopy pants/shorts are allowed.
- ◆ Shorts must be conventional, British tan khaki (Catholic school khaki), walking style shorts.
- ◆ Shorts may not extend below the knees.

- ◆ **Underwear must not be visible.**
- ◆ No running shorts, PE shorts, or fishing/swimsuit-style shorts allowed.
- ◆ Pants/shorts may be pleated or unpleated.
- ◆ All pants/shorts must have a zipper, belt loops, and pockets.
- ◆ A plain, solid brown or black belt must be worn with pants or shorts.

SHOES AND SOCKS

- ◆ Shoes must be in good condition. Tennis shoes **with laces** meeting these criteria are allowed on regular school days.
- ◆ Sandals, clog-style, slip-on beach shoes (with no laces), boots of any kind (when shorts are worn) are not allowed.
- ◆ **Dress boots may be worn with pants.**
- ◆ On days when students are required to wear dress uniforms, dress shoes (*not tennis shoes*) are required. **Dress boots may be worn with pants on dress uniform days.**
- ◆ 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.
- ◆ When wearing a sweatshirt or jacket in the classroom, the hood may not be worn at any time.

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
- 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
- dress shoes (**not tennis shoes**) or boots in good condition
- socks
- and school tie

On these occasions, students must remain in proper dress uniform for the entirety of the school day.

All dress code violations will be penalized through a tiered system.

1st violation – Decorum and Civility Session

2nd violation – 3 Decorum and Civility Sessions

3rd violation – Saturday School

4th violation – Student will be sent home with an unexcused absence until the violation has been corrected

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

Every Saint Paul's student must wear his school-issued Saint Paul's ID card and lanyard around his neck at all times when he is on campus. Students must immediately secure a replacement ID if they forget or lose their ID. **There is a charge for replacement ID cards and lanyards.**

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.

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.

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 dining hall, students are asked to follow the following practices:

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

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
- 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
- speaking rudely to your parents, especially in the presence of a teacher or staff member
- 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. **Students who bring a date must identify this person in advance to personnel. It must be a person of the opposite sex. The other other option to attend the dance is to register as a sole participant.** 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 influence 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.

No “party buses” are allowed to be on Saint Paul’s campus before, during, or after a dance. Any bus on campus is subject to be searched by an administrator.

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

DANCE DRESS CODE

Attire should be suitable for a Catholic high school function. A violation of the dress code will result in a phone call to the student's parents and dismissal from the dance.

All attendees are expected to adhere to the following standards of dress:

BOYS

HOMECOMING

- Dress pants, dress shirt, and tie. Jackets are not required.
- Shirts must remain tucked in and ties remain around the neck.
- Young men should be clean-shaven.

JUNIOR/SENIOR PROM

- For males, a tuxedo is the norm, but not necessary. Suits are acceptable.
- Coats and ties are required.
- Jackets may be removed, but students are to remain fully dressed throughout the
- dance.
- Shirts must remain tucked in.
- Young men should be clean-shaven.

GIRLS

HOMECOMING AND JUNIOR-SENIOR PROM

- Dresses must be full-length/tea-length and must not be sheer
- Slits in dresses may be no more than four (4) inches above the knee.
- Dresses may not have a low open back. The back must be at the natural bra line.
- Strapless and one-shoulder dresses are acceptable as are spaghetti straps.
- There should be no immodest cutouts, openings, or low-cut, revealing necklines.
- No pierced body parts are to be visible except the ear lobes.
- Shoes are to be worn at all times. Comfortable shoes are recommended

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 behind the gymnasium and in the non-faculty and visitor areas of the Administration Building parking lot. **All other students** are to park in the designated areas in the parking lots along 11th, 14th, and Jefferson Avenues.

Any car which might be parked on campus must be registered. Students must register their cars and pay a vehicle registration fee each year. **Failure to register a car or to park in the designated areas will result in disciplinary action and/or loss of parking privileges on campus.**

Students arriving at school are to leave their cars and come to campus immediately. Cars are to be locked from arrival to departure. **Students are not to go to their cars or to the parking areas during the school day.**

Students parking off campus may **not** park in residential areas.

Saint Paul's reserves the right to search any vehicle parked on school premises or the parking areas around campus designated for Saint Paul's students. Saint Paul's reserves the right to remove /tow (at the owner's expense) any vehicle parked improperly on school property.

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:

1st Offense: \$50.00 fine and morning Decorum and Civility Session

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, 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.

VEHICLE REGISTRATION

All students are required to register their vehicle(s) *and pay the associated registration fee*. Failure to register will result in a referral and/or fine. The vehicle registration form will be emailed to your Saint Paul's account upon request (attendance@stpauls.com).

Once registered, you will be issued a numbered parking decal. The parking tag should be placed where it is clearly visible from outside the vehicle.

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 our 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.

4-H (General, Livestock, Shooting)
Boys State
Concert Band
Drama Productions
Garden Science Club
Extraordinary Ministers
Fantasy Football Club
Fit-It Club
Guerilla Wolves Video Club
Habitat for Humanity
Health Occupations Students of America (HOSA)
Jazz Band
Key Club
Marching Band
Mu Alpha Theta
National Honors Society

Pickle Ball
Quiz Bowl
Science National Honors Society
Spanish Club
Sports Broadcasting
Student Ambassadors
Student Council
The Paper Wolf
Ultimate Frisbee
VEX Robotics Club
Volleyball
Wolves for Life
Wolves for Wellness
Wolves of Nature
Wolves on Wheels
Woodshop Wolves

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*
Powerlifting
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

Awards are given in recognition of outstanding **extracurricular and athletic** achievement and service to Saint Paul's, not as compensation for the participant's time and effort. Participants will receive, at the club moderator/head coaches' recommendations, a Letter based on the individual requirements for a particular sport or club. Chenille bars will be awarded to lettermen for each additional year of top-level participation or varsity competition. Each sport or club has its own lettering criteria.

PATCHES

Saint Paul's will allow participants who letters in a particular activity 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 or club. Patches will be paid for by the individual ordering the patch.

ATHLETIC COMPETITION

The following policies will apply to all athletic events:

- In order to enhance security and expedite entry, all attendees must use clear transparent bags for belongings.
- Students are not permitted to go to the opposing side at any point before, during, or after any games (home or away).
- All athletic events will be cashless. Payments for everything (tickets, concessions, merchandise, etc.) must be paid by credit card.

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. 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.

ELIGIBILITY

ENROLLMENT

Only students who are currently enrolled as a student at Saint Paul's are eligible to participate in Saint Paul's athletic teams.

ACADEMIC

LHSAA policy states athletes must pass six (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 six 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 three quarters.

GOLD "P": Awarded to students who earn Gold Honor Roll status for each of the first three 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 an outstanding member of the Habitat for Humanity Club.

BROTHER ALFRED BALTZ, FSC SERVICE AWARD: Awarded to any student who completes fifty 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 a 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 (one 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--PUBLIC AWARENESS NOTICE

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.

St. Paul's School owns and operates a master meter natural gas distribution system on the school properties. The gas system consists of underground networks of pipelines. 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 customers.

The hazards of natural gas are that it is odorless, colorless, tasteless, 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,
- ! performing annual gas leakage surveys, and
- ! conducting periodic pipeline patrols.

The following are signs that may indicate a gas leak:

- A hissing or roaring sound (caused by escaping gas),
- A patch of dead or discolored vegetation in an otherwise green setting along a pipeline route,
- Blowing dirt, grass, or leaves near a pipeline,
- Continuous bubbling in wet, flooded areas,
- A "gas smell," similar to rotten eggs

Anyone who may smell this odor or notice any unusual conditions on or near gas mains, vents, service lines, meter sets, or especially inside of a building should call the St. Paul's School Maintenance office immediately. If you smell a strong gas odor inside a building, notify everyone in

the building to leave. Do not operate any switches or use the phone. Go a safe distance away upwind of the gas smell and call the maintenance office. With any gas leak protect life first then property, then notify the St. Paul's School Maintenance office.

State and federal laws require excavators to notify LA One-Call two (2) full working days before digging. If any excavation is planned, you must notify LA One-Call which will notify the school to locate the gas lines.

To obtain additional information, report gas leaks, or report other gas related information contact the St. Paul's School Maintenance Office at 985-892-3200. The LA One-Call Center phone number is 811.

SAFE SCHOOLS LOUISIANA

All students are asked to register for the *Safe Schools Louisiana App* which allows them to report anonymously regarding threats, bullying, harassment, narcotics, weapons, vandalism, etc. The tips are vetted by Crimestoppers and disseminated to SPS administrators. Students are expected only to use this app for urgent, credible crises. To register, use [this link](#).

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. 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 Gymnasiums.

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.

SPS ONLINE

In the event of a civil/health emergency or government-mandated school closure, Saint Paul's will transition to an online learning platform designated by the school administration. Such adaptation will extend until the end of the mandatory closure period.

Student and parental signatures on the requisite handbook card grants permission to and authorizes Saint Paul's School to provide live, online, recorded instruction by means of an online learning platform chosen by Saint Paul's School, in lieu of in-person instruction, to our child.

TUITION

Saint Paul's is a tuition-driven school. Without tuition, Saint Paul's would not exist. Nevertheless, Saint Paul's makes every effort to keep tuition as affordable as possible. Thus, Saint Paul's expects and needs parents to meet their tuition obligations in a timely manner. Failure to do so may result in the withholding of educational services to students whose parents are delinquent in tuition payments.

Tuition, however, does not cover the full cost of educating our students. The Annual Fund fills the gap between the actual cost of educating a young man and the actual cost of tuition. Parents and members of the school community donate what they can afford to help maintain the successful Christian Brothers' Lasallian Tradition at Saint Paul's

Saint Paul's admits students with the express understanding that they shall remain at Saint Paul's for the entire academic year.

In the event of dismissal for breach of conduct or in case of voluntary withdrawal during a semester, the parent agrees to forfeit all fees. The parent will be charged tuition through the end of the semester in which the student leaves.

A student who withdraws before the start of a new semester will receive reimbursement of tuition already paid for that and any subsequent semester.

In the event of a natural disaster, disease outbreak, or any other circumstances which, in the judgment of the school administration make it is infeasible, unsafe, or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction, or refund of tuition or applicable fees.

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.