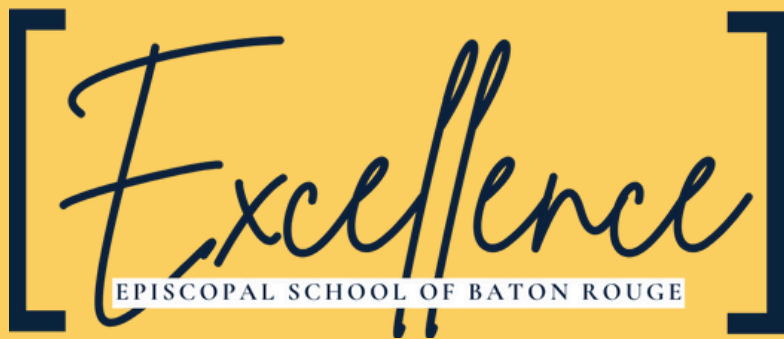


PARENT STUDENT HANDBOOK

DEDICATED TO



EPISCOPAL
SCHOOL OF BATON ROUGE

Episcopal School of Baton Rouge
3200 Woodland Ridge Blvd.
Baton Rouge, LA 70816

Our Mission and Ministry

As a ministry of the Episcopal Diocese of Louisiana, Episcopal School of Baton Rouge nurtures and develops the whole child spiritually, intellectually, morally, physically, and artistically — through challenging academic and co-curricular programs which prepare our graduates for college and for purposeful lives.

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Dear Parents and Students,

Welcome to Episcopal School of Baton Rouge. Whether a new or returning family, I encourage you to read the contents of this Student Handbook. In order to keep the information as comprehensive and current as possible, you will find that this handbook not only contains a wealth of important information, but we have also coupled the content with additional links to information on our school website.

At the heart of our school are shared values and nurtured relationships, not technical rules and regulations. But, like every thoughtful community, we rely on certain fundamental expectations to maintain a productive, safe, and joy-filled learning environment. This Student Handbook outlines the basic expectations we undertake together.

The rules, policies, and procedures set forth in the Student Handbook are intended to apply under normal circumstances. Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. From time to time, there may be situations that require immediate or nonstandard responses. The handbook does not limit the authority of Episcopal to deviate from the rules and procedures set forth in the handbook, or to deal with individual circumstances as they arise in the manner deemed most appropriate by the school taking into consideration the best interests of the school, its students, faculty, employees, or overall school community. The policies may also be revised or updated periodically, even during the school year as deemed necessary by the school. Any student, parent, or guardian with a question about any handbook policy or statement should feel free to speak with a Division Head, Dean of Students, or Head of School.

I look forward to our shared journey through the coming school year!

Dr. Carrie Steakley
Head of School

Episcopal has grown substantially since it was founded in 1965. Beginning with fewer than 25 seventh grade students, the School now has an enrollment exceeding 900 students in pre-kindergarten through twelfth grade. First housed at St. James Church in downtown Baton Rouge, Episcopal now stands on an approximately 50-acre campus with top quality buildings and extensive athletic facilities. Its academic excellence is recognized throughout the national higher education community (eighty to eighty-five percent of its graduates go to their first-choice college).

The School's considerable growth is no accident; clearly, there is a need in Baton Rouge for a school like Episcopal. There is a need for a strong faculty of high caliber, and there is a need for a diverse, capable, and motivated student body. There is a need for students to be given opportunities to develop their spiritual, intellectual, moral, and physical potential. Episcopal strives to provide these opportunities, and both faculty and students work together to maintain the excellence that has come to represent Episcopal.

Our Mission and Ministry

As a ministry of the Episcopal Diocese of Louisiana, Episcopal School of Baton Rouge nurtures and develops the whole child -- spiritually, intellectually, morally, physically, and artistically -- through challenging academic and co-curricular programs which prepare our graduates for college and for purposeful lives.

School Prayer

O Father of our Lord Jesus Christ, we pray you to grant that all students and teachers at Episcopal may know that which is worth knowing, love that which is worth loving, praise that which pleases you most, esteem that which is most noble, and dislike whatsoever is evil in your eyes. Enliven our conscience as you enlighten our understanding, lest, having tasted the fruits of knowledge, we perish through our own pride and disobedience.

We ask it for Jesus Christ's sake. *Amen.*

The Core Values

At the heart of fulfilling the Mission and Ministry of Episcopal are our Core Values - those traits and dispositions we believe to be of abiding importance in the life of the School. All members of the Episcopal community:

- Pursue Excellence
- Foster Character
- Nurture Spirituality
- Develop Leadership
- Build Community

As an *Episcopal* institution inspired by the life and ministry of Jesus Christ, the School cherishes spiritual growth centered on the Holy Eucharist. While celebrating a religious environment in which many faith traditions exist, the School's daily life of prayer and its sacred observances provide a foundation for the growth of each spiritually maturing person.

Further, as an Episcopal school we are a Christian school that seeks out and invites diversity, welcoming people of all faiths, cultures, ethnicities, and backgrounds to come and be part of this community. More information is available under the [Mission and Ministry section of the Episcopal website](#).

In its aspiration to *educational* excellence, Episcopal understands the importance of a premier faculty that is committed to the development of the whole child and dedicated to helping all our students meet the challenge of high standards in academics, the arts, and athletics. Enthusiastic, nurturing teachers are passionate about being, themselves, a community of learners.

The strong sense of community that marks Episcopal is reflected in the cooperative effort of teachers, staff, students, parents, alumni, and friends working together to create an environment that supports the development of children. It also reaches beyond itself to the larger civic life of our city, the nation, and the world.

Understandings of Graduates

An Episcopal education strives to develop individuals who:

- Practice the Gospel values of loving God and loving others as they love themselves.
- Think and communicate with clarity and precision.
- Exhibit curiosity, discernment, and reflection as life-long learners.
- Achieve balanced lives based on spiritual, emotional and physical health.
- See opportunities to lead and serve through civic participation and community outreach.
- Make ethical decisions, act with integrity, and accept responsibility for their actions.
- Demonstrate self-confidence and discipline in applying their unique gifts and talents.
- Collaborate to accomplish goals, solve problems, and solve conflict.
- Recognize global interdependence by working for justice, promoting peace, and protecting God's creation.
- Manifest the living presence of God in their lives.

The Episcopal Honor Code

At the heart of life at Episcopal is the Episcopal Code that is signed by all Administrators, Faculty, and students, and is included as a part of the school enrollment contract. Each signature represents a personal commitment to live by and to uphold this code. The code is crucial for the maintenance of a healthy and trusting community at the school. All three divisions support the understanding of and adherence to the code in age appropriate ways.

- I shall be honest in all matters regarding the life of the School. My word may always be trusted, and I will always strive to be fair.
- I will always respect others.
- I will not undermine our life together.
- I will not steal or deface that which belongs to another.
- I will ensure that my actions do not infringe upon the rights of others, particularly the right that others have to learn.
- I will do all I can to defend and uphold this Code and will always be ready to explain to others, especially those new to the School, that its existence is at the heart of the quality of our life together.

Episcopal Code Violations

- **Dishonesty/Cheating**: Cheating is defined as using dishonest methods to gain or provide an advantage, including using any deceptive means of gaining information for use on homework, papers, projects, quizzes, tests, or any other types of assignments not listed here. Students should consider all work individual work, unless specified differently by a teacher. Any lying or use of deception of any kind in communication with a person of authority is also considered unacceptable behavior.
- **Plagiarism** also falls under this category. Using ideas and words that are not your own without clearly crediting the source is a violation. Some examples of avoiding plagiarism are when the student gives credit when using:
 - Another person's idea, opinion, or theory
 - Drawings, facts, graphs, statistics, or any variation of such that are not "common knowledge"
 - Quotations of another person's actual or paraphrased (spoken or written) words

The Pledge

As a member of the Episcopal community, I will show respect. I will not lie, cheat, or steal. I will uphold the Code.

The School's Seal

The School's mascot is the Knight. This is represented in the School Seal by a helmet and shield, both of which are familiar heraldic symbols. Within the shield are the Cross, Pelican, and Bishop's Staff, which are taken from the Shield of the Episcopal Diocese of Louisiana.

The Lamp of Knowledge and the School's motto, "Via, Veritas, Vita," the Way, the Truth and the Life, suggest that the purpose of the School is to provide an environment where the Christian idea can flourish, not in its parts separately, but as a whole in which learning and living are given meaning and direction through faith in God's purpose for man.

School Hours

The School offices are open from 7:30 a.m. to 4:00 p.m. The academic day begins at 7:50 a.m. and ends at 3:15 p.m. The Aldrich Library opens at 7:00 a.m. on regular school days for the early arrival of Middle and Upper School students and closes at 5:30 p.m. Early Care in the Lower School begins at 7:00 a.m. in the Greer Center. Extended Care is open until 5:30 p.m.

After the academic day, students may remain on campus to use the library and to participate in the extended care programs (see Extended Care Program information), interscholastic athletic programs, drama practices, or organized, supervised activities. Students in grades K-8 must be specifically signed into one of these activities. Students in grades 9-12 not involved in a supervised program must be in Aldrich library.

Admissions Policy

The Episcopal Admissions Committee seeks to enroll highly motivated children who will best benefit from our academic and extracurricular programs. The admissions process is designed to assess readiness and predict success of applicants while providing families and students an opportunity to explore the mission and goals of the school.

Episcopal School of Baton Rouge admits students without regard to race, color, religion, gender, sexual orientation, gender identity, national or ethnic origin, or disability, or any other legally protected category. It does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national or ethnic origin, or disability, or any other legally protected category in administration of its educational policies, admissions policies, scholarship and tuition assistance programs, and athletic and other school-administered programs.

Re-enrollment

Re-enrollment occurs annually in February. Families are provided a two-week timeframe for completing the enrollment process. Once the re-enrollment deadline passes for current families, offers are extended to new applicants completing the admission process. As a result, timely completion of re-enrollment is necessary to secure your child's place for future years.

Re-enrollment at Episcopal represents not only a commitment by the individual student, but also, by the student's family to support the School's mission and ministry. Students who demonstrate ability, preparation, acceptable conduct, and maturity consistent with the standards and purposes of the School will be invited on an annual basis to continue their enrollment at Episcopal. Satisfactory conduct and academic standing are prerequisites for successful completion of the School's college preparatory curriculum. Families are expected to uphold the School's rules and regulations and to support the School's abilities to meet its educational objectives and Episcopal mission. Episcopal enrollment contracts are binding, once completed.

Occasionally, it is necessary to withhold or rescind a student's re-enrollment contract for academic or disciplinary reasons. In most cases, students who have had their re-enrollment contract withheld are given the opportunity to improve with close monitoring and reevaluation throughout the remainder of the year. Various aspects of a student's performance factor into such a decision, including but not limited to, his or her academic effort and performance, disciplinary record, citizenship, and attendance record. Failure to maintain at least a 2.0 GPA is grounds for separation in and of itself. Division Heads shall make a recommendation for separation to the Head of School to begin the process when a situation justifies such a finding and there is an absence of redeeming contributions to the school community.

Tuition Assistance

Episcopal has an established tuition assistance program for families who would otherwise be unable to consider Episcopal as an option. Episcopal's Tuition Assistance awards are need-based and vary in range depending upon each family's financial resources. Information regarding the [application process for tuition assistance](#) can be found on our website.

A Community of Families and School

All of us, teachers, students, staff, and parents, are members of the Episcopal School Community. Each member of the community has agreed, voluntarily, to be here and to accept the respective rights and the responsibilities, stated in the handbook. Parents/guardians are encouraged to maintain regular communication with teachers and administrators. However, all communication must be conducted in a respectful manner that does not disrupt the educational process. Failure to do so may result in the campus privileges of parents/guardians being revoked or other sanctions to ensure the school's educational community stays on task. A positive working relationship between the parent/guardian and the school is crucial to the Episcopal mission and will be taken into account in all enrollment and re-enrollment decisions.

Community Principles for Parents

To be and to remain a member of our school community is to accept and abide by the following:

- See, in selecting an independent school, an optimal match between the needs of the child, their own expectations, and the philosophy and programs of a school.
- Recognize that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved.
- Respect the school's responsibility to do what is best for the entire community, while recognizing the needs of their individual child.
- Understand that many considerations go into the academic scheduling process and that the school therefore does not accept requests from students and/or parents for placement with specific teachers, advisors, and/or counselors.
- Become familiar with and support the school's policies and procedures.
- Provide a home environment that supports the development of positive learning attitudes and habits that are consistent with those of the school.
- Involve themselves in the life of the school, through volunteerism and other means, to promote the best interests of their child.
- Share with the school any religious, cultural, medical, or personal information that the school may need to best serve their child and the school community.
- Seek to resolve problems and secure information through appropriate channels (i.e. teacher/advisor, Division Head, Head of School - in that order.)
- Treat everyone with respect and maintain an educational, rather than adversarial tone, in the face of the inevitable conflicts and challenges.
- Utilize the support of the Parents' Guild when appropriate.
- Acknowledge that payment of tuition is not an investment of ownership in the school, with related controls, but rather an investment in the education of their child. The enrollment of a student is, at its core, a joining of an educational community with values reflected in standards. The School reserves the right not to re-enroll or continue enrollment for students if the actions of a parent (or guardian) interfere with the positive and constructive school community environment or the accomplishment of its educational purposes.

Divorce or Separation

When a child's parents are divorced or separated, it is the school's policy to include both parents in the school directory and to provide equal access to all student mailings, including report cards, and activities to both parents, unless the school is served with a certified written court order to do otherwise. The school will not take either parent's side or become involved in visitation, custody, or similar matters involving the student.

GOVERNANCE

The School is governed by a [Board of Trustees](#) elected at the annual convention of the Episcopal Diocese of Louisiana. By Canon at least two-thirds of its members are Episcopalian. The Board sets policy for the School, monitors adherence to its mission, ensures its financial stability, and sets future goals. It does not administer the school on a daily basis, a responsibility delegated to the Head of School. Academic policies, student conduct, personnel issues, etc. are managed by the Head of School, Division Heads, and other administrators and faculty.

PARENT SUPPORT

The support of parents is an integral component of what makes Episcopal a great school community, and the school is grateful for all of the support that parents provide, especially in the giving of their time. There are many ways for parents to support the school in a volunteer role, including via official organizations. Please click on the following links to learn more about each of them:

- The [Parents' Guild](#) is an all-volunteer organization that exists to provide a means of communication between the School and parents, to provide opportunities for family education, to make a positive impact on the social life of the School, and to provide a means for parents to assist the School in various services, activities, and projects.
- The [Squires](#) is an organization that promotes the development of a comprehensive program of athletics at Episcopal. The Squires also raise additional funds to be used for the encouragement, promotion, and development of a comprehensive program of athletics.
- [The Arts Krewe](#) is Episcopal's parent-run arts booster group whose mission is to elevate arts engagement, reputation, and support throughout the Episcopal community and the Baton Rouge area.

THE SCHOOL YEAR AND SCHOOL CALENDAR

School Year

The Episcopal school year functions on a semester calendar. The school year begins in August and the first semester is completed before the Christmas vacation. In order to accommodate family vacations, the School year allows for a full week of vacation at Thanksgiving, Mardi Gras, and Easter. Since the School enforces a strict attendance policy, parents are asked when making early vacation plans to check the School calendar in advance so that no conflicts will occur.

[School Calendar](#)

SOURCES OF SUPPORT FOR THE SCHOOL'S OPERATIONS

Episcopal School was incorporated in the State of Louisiana in April 1964, as a non-profit 501c3 educational institution. Episcopal thrives thanks to the generosity of the many alumni, parents, grandparents and friends who make our school a philanthropic priority. The extraordinary generosity of our community helps maintain the excellence of an Episcopal education and ensures a student's experience extends far beyond the classroom. We are grateful to those who contribute to the needs of today and to those whose vision will allow Episcopal to support the needs of the future.

There are [many ways](#) to support the school. Please click on the following links to learn more about each specific area:

- [The eFund](#)
- [Capital Giving](#)
- [Endowment and Scholarship](#)
- [Tributes and Memorials](#)
- [Planned Giving](#)

Tuition and Fees Income

Tuition and fees income provides approximately 94% of the School's yearly operating funds. Because tuition and fees income is so essential to the School's financial stability, the enrollment contract binds the signers of that contract to pay all tuition and fees even if a student withdraws during the academic year. The financial obligation to the School is for a full academic year.

The enrollment contract gives the option of paying in full (1 payment) or on a semi-annual (2 payments), or monthly (10 payments) basis. Once selected, it is important that the plan be adhered to and payments made promptly.

SCHOOL SAFETY

Safety

Students should be alert to their own safety at all times and assume responsibilities for the safety of others as well. This is especially important in facilities occupied by a large number of people. More specifically, no pushing, running, or horseplay can be permitted in classroom buildings, along the open galleries, locker corridors, stairways, or the Refectory.

Students in grades 6 - 12 will be issued ID badges on lanyards that will be used to gain access to certain buildings on campus and that also serve to make Episcopal students more recognizable on campus. Students must wear their Badge around their neck at all times while on campus, except during activities when the supervising adult determines that the badge cannot be worn safely during that activity. Lost ID badges will be replaced at the student's cost.

Drills and Security

The school will run various drills, both announced and unannounced, throughout the school year. Students are expected to take these drills seriously and listen to the instructions given to them by the

adults in charge. Failure to comply with these expectations or to in any way interfere with the function or use of safety equipment will be addressed with all seriousness, (this includes but is not limited to tampering with fire alarms, fire extinguishers, communication devices, AED devices, etc.). The school employs an armed resource officer from the East Baton Rouge Parish Sheriff's Office.

Unscheduled or Unexpected Closing of School

Many factors are considered when making a decision to close school including power outages, road conditions, and other local closures (particularly EBR schools, LSU, and state offices). When conditions warrant, the school may decide to move to a virtual learning day to preserve state-required instructional time. If necessary, Episcopal will activate its automated communication system to notify families of school closures and community emergencies. Please do not call the school, but instead look for announcements to be sent through email, text, the Episcopal website, and social media platforms.

Access to School Facilities

Access to school facilities by students for use of the school's resources (classrooms, gymnasiums, Aldrich Library, and the like) is encouraged during the posted school hours, weekdays, and on weekends with appropriate faculty, staff, or administrative supervision. Students in grades 6 - 12 will need to use their school issued ID badges to gain access to selected buildings on campus, as those doors will remain locked for campus security purposes. Students are not permitted on the Episcopal campus using the school's facilities or within school buildings or structures unless properly supervised by school personnel. Students should not enter or remain in a classroom or office without permission, nor should they go to the parking lot during the school day without permission from the Upper School Division Office. Students who access school facilities without permission or appropriate supervision are subject to disciplinary action.

School Photographs

Episcopal may take and use photographs and/or videotapes of students on campus, or off campus in school-related activities, for promotional purposes. The parent of a student enrolled in Episcopal consents to the student being the subject of any photography, audio, video recordings, or any type of media release which may take place during participation in programming and/or open recreation activities. Such photography, recordings, media releases, etc. may be used for Episcopal publications, webcasts, telecasts, advertising, and for any other additional promotional or marketing purpose as Episcopal may see fit. By entering Episcopal, the student and parent/guardians hereby waive all rights or claims to any financial compensation or payment of royalties in connection with any publications, webcasts, broadcasts, or exhibition of these materials. Such photographs may be used in printed materials, in videos, or on the School website.

If parents or students (18 years old or older) do not wish such materials to be used for this purpose, please contact the Head of School in writing by September 1 of each school year. Students who enroll during the School year are asked to respond in writing within two weeks of the date of enrollment.

Health Forms

The State of Louisiana requires that student health forms, including immunization, must be on file at Episcopal. Students are expected to remain up to date with immunizations, as required, over the course of the year. Health updates are required for all students annually. Students who will be participating in LHSAA sponsored athletics are required to have an annual physical and complete other LHSAA specific forms. All forms are to be returned prior to the beginning of school every year for all students. Students with incomplete health records may be denied the opportunity to attend or participate in some or all school related activities. All medical excuses for student absences, as well as all statements from doctors about restrictions on activities or diets, must be referred to the Division Office. A return-to-school permit is required after illnesses caused by a communicable disease or lasting three (3) consecutive sick days. A written doctor's release is required before an athlete may resume play after having been treated by a physician. Episcopal has an established electronic medical health record in place called [Magnus](#). It is required that parents update their children's health information annually before school starts and as changes occur. Accurate, up-to-date health information, guardian, and emergency contact information enables the nurse to accurately assess and treat your child while at school and communicate with you promptly.

Infirmary

Episcopal's infirmaries operate from 7:30 a.m. to 4 p.m. regularly. Two full-time nurses are on campus and are qualified to administer prescription and over the counter (OTC) medications during school hours. During the school day, the nurses are available for dispensing medication, treating minor injuries, and administering general first aid. It is our school policy to contact parents in the event the student needs to be checked out of school for the remainder of the day. Should your child have special health needs, please contact a school nurse before the start of the school year.

Prescription and Over the Counter (OTC) Medications on Campus

Episcopal's infirmaries stock OTC medications and general first aid supplies. In order for the nurse to administer these OTC medications and certain prescription medications, sufficient medical information must be provided via *Magnus* and must include the student's physician's signature. Parents must include any medications their child may take in his/her *Magnus* chart.

**Even if prescription medications will not be administered while on campus, it is important to list what medications your child takes, as it could alter the treatment given while at school.*

Students **ARE NOT ALLOWED** to bring **ANY** medications to school on their person, including any OTC medications. This is a very important safety precaution as our campus includes students from Pre-K3 through 12th grades. If a student in middle or upper school requires the use of an inhaler, this student will be allowed to carry it on their person if a prescription medication form, including a permission portion of this form is signed by a physician and parent. Parents whose children will need medication administered during school hours must have an adult deliver the medication to the infirmary during regular hours. The nurse will not administer expired medication. Parents are responsible for keeping medications current.

There are two medication forms in your child's Magnus health chart, a prescription medication form and the OTC medication form. It is a Louisiana State Law that any medications given to students while on campus require a physician signature. Parents who do not wish for the school nurse to administer any medications can select "no or not applicable." The nurse will contact parents in the event your child needs or requests medication. Parents whose children will need an OTC medication that the infirmary does not stock can add that medication to the bottom of the OTC medication form and bring the medication to the infirmary, where it will be labeled with the student's name.

Food Allergy Policy

Episcopal strives to limit those foods that have been determined to cause life-threatening allergic reactions, and while we cannot make any guarantees, we will do our best to limit exposure. Peanuts and tree nuts can be an especially difficult food to limit; however, we strive to be a nut-sensitive environment. We ask that students and parents refrain from bringing nuts and nut/peanut products to campus. Foods brought for receptions, fundraisers, birthday celebrations or food that is to be shared with other students must be nut/peanut free. Each student with a diagnosed food allergy must have written documentation with an appropriate action plan on file in the nurse's office.

Students are not allowed to bring food or drink onto campus nor have food brought to them from someone off campus during the school day without prior permission from an administrator.

Common Infirmary Illnesses

The following conditions are commonly managed in our infirmary, and we have provided Episcopal's policy for those. While a comprehensive list of illnesses is not provided, Episcopal requests the partnership of our parents and guardians in doing their part to keep our community free of contagious illness by recognizing when their child is ill and keeping the student away from campus to receive sound medical treatment and to fully recover before returning.

- If a student vomits on campus, that student will be sent to the infirmary to be assessed by the nurse. The school nurse will contact parents to determine the appropriate response.
- If a student vomits on campus and also has an elevated temperature, it is mandatory that the student check out for the day. In this case the student should not come back to school until he/she is fever-free and has not vomited for 24 hours.
- If a student records an elevated temperature, the school nurse will assess the student and consult with his/her parent or guardian. The student may be asked to check out for the remainder of the school day.
- If at any time a student shows symptoms of a contagious condition, a physician should be consulted and the school nurse should be notified. Upon nurse or administrator discretion, you may be asked to get an official doctor's excuse to return to school.
- A student who is diagnosed with a contagious illness or condition must be cleared by an official doctor's note to return to school.
- A student who has been out with a fever or virus may be required to remain away from school until fever free without the use of fever-reducing medications for 24 hours.
- If a student is suspected to have lice, he/she will be checked thoroughly by the nurse. If lice is confirmed, it is MANDATORY that the student be checked out from school to be treated.
 - *Upon a positive confirmation, siblings attending Episcopal will also be checked. At the nurse's discretion, the nurse may check other students in the classroom as well.*

- It is mandatory that the nurse examine the student with a parent present before returning to class.
- An informative letter will be sent out by the school to all parents in that specific grade informing them of a case of lice.

VISITORS AND PARKING

Visitors on Campus

For the protection and security of the school community, strict regulations with regard to visitors on the school campus must be enforced. Visitors must register in the Alumni House when they arrive on campus. Faculty & Staff will be vigilant in directing campus visitors without an identification tag to the appropriate location to receive one.

- **Visitor Parking**

Visitor parking areas are marked in the parking lot by the Alumni House. All visitors are asked to park only in these slots. All numbered spots are reserved for faculty, staff, and students with school-issued parking permits.

- **Handicap Parking**

Handicapped slots are available in the Woodland Ridge lot and the baseball lot. Handicap spots are reserved for vehicles with regulated handicap identification or persons with temporary handicap passes. Temporary passes can be issued by the Office of Operations.

Faculty, Staff, and Student Parking

Automobiles that are parked on campus on a regular basis must be registered with the Office of Operations. Faculty and staff are assigned numbered slots in the parking lots adjacent to Woodland Ridge, the Chapel, the Main Gym, and the Baseball Field.

- 11th and 12th Graders are assigned numbered slots in the parking area adjacent to the main gym and the baseball field.
- Middle School, 9th grade and 10th grade students are not permitted to drive or park personal vehicles on campus nor on streets adjacent to campus.
- Parking is permitted only in designated areas. Parking violations will be issued to automobiles parked in non-designated areas.
- **Violations of any of the parking or driving regulations will be sufficient cause to terminate driving privileges temporarily or permanently.**

No Parking Areas

No parking is permitted on the grass, on the driveway and carpool circle adjacent to the Visual and Performing Arts Center, or in the parking spaces by the chapel adjacent to Perkins Hall at any time. These driveways are fire lanes.

Head of School's Authority on Campus and at School Events

The Head of School or his/her designee may ban or remove any person from being present on school property or attending any school sponsored events.

The Upper School academic program, academic graduation requirements, and scheduling process are updated and described at length in the [Upper School Curriculum Guide](#). Course offerings are subject to change based on enrollment, availability of staff, and student interest. Additional graduation requirements include annual service learning requirements. For students entering Episcopal after 9th grade, some substitution of credit is allowed at the discretion of the Head of Upper School, in accordance with the Department of Education guidelines.

Tests

Students should be alerted to tests and major quizzes several days in advance. Typically, students are not expected to take more than **two tests per day or one test and one major paper**. If a student finds that there are three or more tests or combinations thereof scheduled on one particular date, they should speak with one or more of the instructors at least two days in advance for permission to move one or more to another date.

Exams

Semester exams are administered in the fall and spring with the completion of the normal semester coursework. Exams are scheduled for a minimum of 90 minutes and a maximum of two hours. Seniors enrolled in semester courses in the fall may be exempt from an exam by meeting grade criteria and departmental requirements. In the spring, seniors in all courses are eligible for exemptions by meeting the grade criteria and departmental requirements (See the Senior Privileges section for more information). Teachers may substitute a summative project or paper for a semester exam with Department Chair and Division Head approval.

Students enrolled in AP courses must attend the AP class until the exam and take the AP exam to complete the course. Those students may be excused from taking a final examination with the completion of the subject AP examination. In the event that an AP exam needs to be rescheduled, this will be coordinated through the school's AP coordinator in conjunction with the College Board. All AP testing dates and times, including make-up dates, are determined by the College Board.

Office Hours– will be held each day from 1:30 – 1:50 p.m.

Teachers are available for extra help in a designated place, usually their classrooms. Students are expected to seek help when they need it. This time could be used to begin homework assignments, to ask for clarification on a topic covered in class, to make up work missed due to an absence or early dismissal, to review for tests and quizzes, or to discuss recent work with a teacher. A student may be required by a teacher to attend office hours.

Academic Study Hall After-School

Students who are behind in their work, need to make up seat time, or have make-up work due from an extended absence may be assigned Academic Study Hall on Tuesdays and Thursdays 3:30 - 4:15. These after school study halls take precedence over athletic and fine arts rehearsals.

Standardized College Admissions Testing

All Episcopal students will take the ACT and/or SAT for the purposes of college admissions. These tests occur off campus and on various dates throughout the year as set forth by their respective organizations. More information on registration and testing sites and dates can be found by visiting the [ACT website](#) or the [SAT website](#).

Advanced Placement (AP) Courses and Testing

Students who take an AP course are required to take the corresponding AP exam at the end of the course. Students may earn college credit by successfully completing the rigorous AP coursework and passing the AP Exam at the end of the course. The AP testing schedule is set by the College Board, and students who are taking AP courses should make themselves aware of those dates at the start of their AP courses. Please visit the [AP Testing website](#) for more details.

ACADEMICS
MIDDLE SCHOOL

The Middle School academic program, course requirements, typical courses progression, and scheduling process are updated and described at length in the [Middle School Curriculum Guide](#). Course offerings are subject to change based on enrollment, availability of staff, and student interest.

Courses taken in Middle School may count for Upper School credit and the grades for these courses will be reflected on the Upper School transcript, though the grades will not be factored into the Upper School GPA.

Tests

Students should be alerted to tests and major quizzes several days in advance. Typically, students are not expected to take more than **two tests per day or one test and one major paper**. If a student finds that there are three or more tests or combinations thereof scheduled on one particular date, they should speak with one or more of the instructors at least two days in advance for permission to move one or more to another date.

Exams

Semester exams are administered in the fall and spring with the completion of the normal semester coursework. Exams are scheduled for a minimum of 75 minutes and a maximum of one hour and 45 minutes.

ACADEMICS
LOWER SCHOOL

The Lower School academic program includes time dedicated to literacy, math, science, and social studies instruction. Students are engaged in various project-based learning units throughout the year. All students also participate in several special areas classes throughout the week, including art, library, music, religion, French, and Spanish. PE classes are held daily.

Teachers monitor student academic growth through a variety of age-appropriate methods, such as observation, conversation, literacy assessments, written work, reports, projects, quizzes, and tests. Parents receive weekly folders with completed student work and quarterly standards-based progress reports that include specific feedback around grade and subject-specific skills.

ARRIVAL AND DISMISSAL
ALL-SCHOOL

Safety for all members of the Episcopal School family requires that each of us follow the arrival and departure procedures as described for each mode of transportation. Faculty and staff members are posted to assure safety and compliance with these procedures.

Walkers and Bicycle Riders

- Cross Woodland Ridge at the school driveway entrance where there is a crosswalk and a deputy to assist. Cross Chapelwood at the Woodland Ridge stop sign.
- Bicycles must be parked in the designated bike racks. There is one behind the Lower School and another near the VPAC Carpool Circle. Bicycles may not be ridden during the school day.
- All students riding a bike on campus should wear a helmet while riding.

Cell Phones

Refrain from using any hand-held device while driving on or near campus as this creates a potential safety hazard for students, faculty, and staff.

Posted Traffic Signs

The speed limit in the school zone is 20 mph; the speed limit on campus is 10 mph. Left turns into Episcopal's front parking lot from Woodland Ridge Blvd. are prohibited from 7:00 a.m. – 8:00 a.m. and 3:00 p.m. – 4:00 p.m.

ARRIVAL AND DISMISSAL
UPPER SCHOOL

The School Day

The School day begins at 7:50 a.m. A student arriving any time after 7:50 a.m. must report directly to the Upper School office to sign in at the Attendance Desk. The Student Center and Aldrich Library open at 7:00 a.m. The School day ends at 3:15 p.m. every day. The Student Center closes at 4:00 p.m. and the Aldrich Library closes at 5:30 p.m. Once the school day has ended, Upper School students may only remain on campus to use the library, or when under the direct supervision of a teacher or coach.

Morning Carpool: 7:25 a.m. – 7:45 a.m.

- Students must be dropped off on the Front Lawn on the Episcopal side of Woodland Ridge Boulevard. The Chapel Parking lot and the student parking lot are not drop-off points.
- Drivers must use only the lawn between the school crosswalk in front of the Alumni House and the driveway in front of the Chapel.

- In order to facilitate traffic flow, drivers must pull off of the Boulevard to let students out of the car. Do not stop in the middle of the road to drop off students.
- Students should only exit from the passenger side of the vehicle.

Afternoon Carpool: 3:15 p.m. – 3:45 p.m.

- Students in Grades 9-12 may be picked up on the front lawn on the Episcopal side of Woodland Ridge Boulevard. **Students will not be allowed to cross the median or Chapelwood Drive for pickup** - it is not safe.
- Students in Grades 9-12, with a sibling in the Lower School, must be picked up in the Lower School carpool line with their sibling.
- Drivers must pull off on the side of the Boulevard to help traffic flow. Do not stop in the middle of the road to pick up students.
- Drivers may not park at the corner of Woodland Ridge and Chapelwood Drive.

Student Drivers

(Restricted to entrance on Chapelwood Drive)

- All student drivers must be LICENSED by the state. Drivers with a PERMIT are NOT ALLOWED to drive on campus or in any carpool line.
- Student drivers remaining on campus for extracurricular activities immediately following school may not move their vehicles to other locations on campus and must remain parked in their assigned space unless otherwise directed.
- DO NOT unload passengers prior to parking unless dropping off Lower School students in the VPAC Carpool Circle or Middle School students on the Front Lawn.
- Student drivers should take with them all items they will need during the school day as they may not return to their car during school hours without the consent of the Dean of Students.
- No cell phone use allowed.

*Failure to follow these guidelines and those set forth in the on-campus driving permission form may result in forfeiture of student’s parking pass and/or driving privileges on campus.

**ARRIVAL AND DISMISSAL
MIDDLE SCHOOL**

The School Day

Episcopal’s school day begins at 7:50 a.m. Middle school students arriving on campus prior to 7:25 a.m. should report to the Aldrich Library, where there is adult supervision. Aldrich Library opens at 7:00 a.m. each school day. Middle School locker halls will open at 7:25a.m. There is a warning bell at 7:45 a.m. Students should arrive promptly and be ready to attend class. Students who need to check out early or who arrive after 7:50 a.m. must use the sign in/out pad in the Middle School office and must communicate with the Middle School Administrative Assistant.

Middle School students should be involved in an after-school program under the direct supervision of an adult or signed in to Extended Care any time they remain on campus after the 3:15 dismissal. Students found in violation will be subject to disciplinary consequences.

Morning Carpool: 7:25 a.m. – 7:45 a.m.

- Students must be dropped off on the Front Lawn on the Episcopal side of Woodland Ridge Boulevard. The Chapel Parking lot and the student parking lot are not drop-off points.
- Drivers must use only the lawn between the school crosswalk in front of the Alumni House and the driveway in front of the Chapel.
- In order to facilitate traffic flow, drivers must pull off of the Boulevard to let students out of the car. Do not stop in the middle of the road to drop off students.
- Students should only exit from the passenger side of the vehicle.
- Students arriving before 7:00 a.m. should report to the Aldrich Library.

Afternoon Carpool: 3:15 p.m. – 3:45 p.m.

- Students in Grades 6-8 may be picked up on the front lawn on the Episcopal side of Woodland Ridge Boulevard. **Students will not be allowed to cross the median or Chapelwood Drive for pickup** - it is not safe.
- Students in Grades 6-8 with one or more siblings in Lower School must be picked up in the Lower School carpool line with their sibling(s).
- Drivers must pull off on the side of the Boulevard to help traffic flow. Do not stop in the middle of the road to pick up students.
- Drivers may not park at the corner of Woodland Ridge and Chapelwood Drive.
- Students in grades 6-8 not picked up by the end of carpool will be escorted to Extended Care

After-school Arrangements

Students in grades 6 - 8 who remain on campus after 3:15 p.m. must be signed in to Extended Care or under the direct supervision of an athletic coach, a club sponsor, an arts director, or a teacher supervising a disciplinary or tutoring session. Students must be picked up promptly at the conclusion of these activities or they must sign in to Extended Care until their parents arrive.

Middle School students who attend athletic events on our campus after 3:15 p.m. must be accompanied by one of their parents or another responsible adult.

**ARRIVAL AND DISMISSAL
LOWER SCHOOL****Arrival**

Lower School students may arrive at school anytime between 7:00-7:45 am. Our school day begins at 7:50 a.m. with a Lower School Morning Meeting. A student who arrives after 7:50 a.m. will be considered tardy, and parents should call the Lower School office to coordinate arrival.

Early Care

7:00 a.m. - 7:25 a.m.

Early Care is available to Lower School students, free of charge. It is held in the Greer Center and supervised by a Lower School teacher. Parents of Early Childhood students should walk their child to Early Care since teachers are not at carpool circle yet. Students in grades 1-5 may walk to Early Care on their own from carpool circle.

Morning Carpool

7:25 a.m. – 7:45 a.m

All Lower School students must be dropped off at carpool circle. Faculty are present during morning carpool to welcome students. Students may unload at posts 1-6 of carpool circle and must exit only from the right side of a vehicle. Drivers should not go around other vehicles. If a Lower School student rides to school with a student driver, the driver should walk the student to Greer between 7:00-7:25 or the carpool circle after 7:25.

Dismissal

Our school days ends with staggered dismissal times:

- 2:45 for Prek-3
- 3:00 for Prek-4 and kindergarten
- 3:15 for grades 1-5 and siblings

Lower School students may only be picked up at the carpool circle. All drivers should remain in their cars. Meeting children in their classroom, in the front or back parking lot, in the office, or other places on campus is not allowed. Students remain seated with their grade and wait to be assigned to a post to wait for their ride. Parents should display their carpool tag to promote safety and expediency. Once Prek-3 - kindergarten vehicles have entered the circle, the remaining cars will be directed to follow. Students not picked up by 3:35 will be escorted to Extended Care. Parents will be charged for that day's Extended Care.

Early Dismissal

If your child needs to leave school early, please email both your child's teacher and Casie Burley. Avoid early dismissals after 2:00 p.m. due to carpool circle lines on Woodland Ridge.

Afternoon Plans

Make sure that your child's teacher knows the afternoon plan before the school day begins. During the school day, teachers are teaching and do not always have the opportunity to check email before dismissal. **Only in the case of an emergency should a student receive "Change of Plans" messages during the day. If this is necessary, an email should be sent to your child's teacher and the Division Assistant, Casie Burley, at burleyc@ehsbr.org.**

ATHLETICS

Episcopal is dedicated to excellence in athletics but will not compromise academic standards should they prove to be in conflict with athletics. Read more about our [Athletic Philosophy here](#).

Upper School Athletics

The commitment is to go into all competitions with the best team. Varsity selection is based on skill and maturity of the student-athlete. Each student athlete's skill is reevaluated at the beginning of the season for team membership. Scheduling and playing time considerations are based on what best serves the team and overall success of the program. Upper School students who are awarded a varsity letter are entitled to wear a letter sweater and/or jacket. Episcopal's Upper School athletic program is a member of the Louisiana High School Athletic Association (LHSAA) and subscribes to all its rules and regulations. A full list of our school-sponsored teams is available on the [Athletics webpage](#).

Middle School Athletics

The purpose of this program is to develop skills, sportsmanship, and behaviors that are part of being on a team. Skill, effort, and attendance in practice, as well as attitude and court conduct will influence that playing time. The eighth grade year transitions into a more competitive philosophy in preparation for Upper School athletics. Middle school teams play in a variety of leagues and against several different schools in and around the Baton Rouge Metro area. A full list of our school-sponsored teams is available on the [Athletics webpage](#).

Lower School Athletics

Episcopal's goal for Lower School Physical Education is to nurture, challenge, and enhance a child's physical and social development while having fun. Athletics at this age is no different; the Episcopal Athletic Department wants to be a resource for parents in finding age-appropriate sports opportunities outside of Episcopal. To learn more about lower school athletic activities, click [here](#).

Health Forms for Athletics

Students may not participate in any school athletic program until all required forms have been submitted to Magnus. As a member of the LHSAA, there are medical and health forms that are mandatory, including a physical form which must be filled out by a medical doctor.

General

All school rules and regulations are applicable to participation in Episcopal Athletics. Each student-athlete is responsible for knowing Episcopal's rules and regulations and for being familiar with individual team policies throughout the middle and upper school athletic offerings. Team rules and regulations are outlined for each sport at preseason meetings and/or through direct correspondence from individual coaches to families.

Name, Image, and Likeness (NIL)

Episcopal recognizes the importance of allowing students to benefit from their own name, image, and likeness. Interested students should review the policy [here](#).

Sportsmanship

Good sportsmanship on the part of all fans gives our teams the kind of support they deserve. The team and the school are subject to severe penalties when game officials judge the conduct in our stands to be reprehensible according to LHSAA standards. Personal remarks directed at coaches, players, or game officials by any spectators will be brought to the attention of the administrator present and the security officials.

Admission to Home Games

Admission to home athletic events for all students is free. Exceptions will occur for special tournaments, jamborees, and playoff games. Students attending athletic events are expected to remain in the immediate areas where the events are held. All Lower School and Middle School students must have a responsible adult present at any event. Loitering on campus or in the parking lots is not permitted during or after athletic events.

Athletic Eligibility

The following places a student's participation in Episcopal athletics in jeopardy:

- Failure to meet LHSAA eligibility standards

- Academic Warning or Academic Probation
- Disciplinary Probation
- Suspension
- Absenteeism (see section on *Attendance*)
- Failure to follow team rules

Decisions on athletic participation and eligibility are made in accordance with LHSAA rules and at the discretion of Division Heads and the Athletic Director.

ATTENDANCE
ALL-SCHOOL

Students learn best when they are in class, as much of their learning experiences are not replicable at home, and participation in community gatherings like Morning Meeting, Chapel, special assemblies, and Advisory provides key opportunities for social-emotional learning as well as important information that students may not receive in other ways. Because punctuality is an essential life skill and late arrivals disrupt classes and gatherings and the associated learning opportunities, we expect all students, PreK-12, to be on time for all school activities. For these reasons and in keeping with the Louisiana State Department of Education’s policy on absenteeism, Episcopal has established and will enforce the following attendance as outlined below.

Review of Exceptions to the Attendance Policies

The Division Heads and Deans of Student Life reserve the right to review absences or absenteeism outside the stated policies and caused by unusual or extreme circumstances.

Division Heads also have the authority to grant excused absences requested in advance for exceptional situations when the student is in good standing.

Categories of Absences

- **Athletic and Other School-Sanctioned Activities:**
 - Students are considered in attendance if they are participating in school-sanctioned events and trips for educational and athletic purposes. In this case, all students must communicate with their teachers in advance and make up any missed work.
 - A limited number of college visit days for Upper School students, as verified by a registration confirmation for an in-person tour, are considered school-sanctioned activities. Seniors may take up to four days to visit colleges, and juniors may take up to three days to visit colleges. Any days in excess of this will be considered excused absences, but not school-sanctioned, as described in the “Excused Absences” section below.
- Exempt Absences are not counted toward the absence limit and are not considered when determining whether a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed. The duration of exempt absences will be determined by the appropriate Division Head. Exempt absences include:

- Absences due to an extended physical or emotional illness that creates a “homebound” situation. These “homebound” situations require verification by the treating physician in the form of a letter of explanation for school files.
- Extended hospital stay or recuperation as verified by a note from the treating physician or hospital.
- Extended contagious disease within the family or quarantine due to prolonged exposure as recommended by state or local health officials or by school policy. Must be verified by a treating physician or by submission of positive test results.
- Death in the family as verified by a note from a parent or legal guardian.
- Natural catastrophe or disaster which prevents the student from attending school as verified by a note from a parent or legal guardian.
- For approval of other extenuating circumstances, the student’s parents or legal guardians must get prior approval from the appropriate Division Head.
- Excused Absences count toward the total absence limit. Students may make up work provided a proper note is furnished within two school days. If no note is provided, the student may not receive credit for assignments and assessments missed or made up from those days. Excused absences include:
 - Injury or illness of the student as verified by a parent or legal guardian.
 - Severe injury or illness in the family as verified by a parent or legal guardian.
 - Appointment with a Healthcare professional as verified by a note from the healthcare provider's office. Such appointments should be made outside of school hours as much as possible.
 - College visits for Upper School students in excess of the number allowed as described in the “Athletic and School-Sanctioned Activities” section above. These visits must still be verified by a registration confirmation for an in-person tour to be excused.
 - Court appearance as verified by summons or by parent or legal guardian.
 - Up to 2 pre-approved personal days of absence a year for students in all divisions (eight classes total in Middle School and Upper School). These must be requested with Division Heads at least a week in advance by a parent in writing. Middle and Upper School students should complete an anticipated absence form prior to leaving.
 - Absences for non-Episcopal School athletics or non-Episcopal School educational opportunities.
- Unexcused Absences include any absences that are not considered exempt absences or excused absences and count toward the total absence limit. Make-up work for unexcused absences will be allowed under the following conditions:
 - Anticipated absence form submitted prior to the absence.
 - The family provides tutoring support for makeup work and missed instructional time, as needed. This is not the responsibility of the teacher. The name of the tutor must be provided along with the anticipated absence form.
 - Families can expect to pay an hourly proctoring fee for an on-campus pre-approved tutor or substitute teacher for making up any quizzes or tests after school.
 - If these conditions are not met, the student will earn a zero grade for all missed assignments and assessments.
- In-School Suspension counts toward the total number of absences. Students attend school in the appropriate division office and must submit all classwork and assessments due on the day(s) of in-school suspension.

- Out-of-School Suspension counts toward the total number of absences. Students may receive a grade deduction or a zero grade for any missed classwork and assessments.
- Unauthorized Absences, cutting classes or required activities count toward total absences.
 - The school is responsible for students during the school day. Therefore, strict regulations are enforced concerning unauthorized absences, departures from the campus, and cutting classes or required activities while on campus. Any time a student is considered to have an unauthorized absence, the student will earn a zero grade for all missed classwork and assessments and will be subject to disciplinary action. Checking out of school without the school being notified by a parent is considered an unauthorized absence.

ATTENDANCE
UPPER AND MIDDLE SCHOOL

Absence Limits

Middle School or Upper School students who accumulate a total number of excused and/or unexcused absences greater than four per course in a semester will be required to make up work and seat time or forfeit credit for that course. Parents and legal guardians will be notified when their Middle School or Upper School student has accumulated three excused and/or unexcused absences in any class in a semester. Once a student has accumulated four such absences in a class, the student with their parents or legal guardians will also have a conference with the Dean of Student Life or Division Head to develop a plan to avoid future absences, which may include loss of privileges and/or participation in extracurricular activities.

Excessive absenteeism may prevent a child from receiving credit for the work done in a given semester or year and/or jeopardize a student's enrollment. Any student who cannot complete the necessary work to make adequate academic progress regardless of number or type of absence may not be eligible to progress to the next grade level or may not receive credit for their Middle School or Upper School courses.

Definitions of Absences

Middle School and Upper School

- In Middle School and Upper School, students are considered to have attended a class if they are present for more than 50% of the class time.
- For information about attendance during Virtual Learning, see the [Online and Virtual Learning Guidelines](#).

Make-up Work

When students are eligible to make up work due to an absence, all work must be made up as soon as possible, as described in the teacher's late work policy. In the Middle and Upper School divisions, the student is responsible for speaking with teachers regarding making up assignments and assessments.

- Students who miss part of a day must make every effort to speak with their teachers for any missed classes that same day to turn in work and make arrangements to make-up work. Students may be required to take any missed assessments that same day.

- When an excused or unexcused absence is known in advance, Middle School and Upper School students must submit an anticipated absence form. Work may not be made up for unexcused absences without an anticipated absence form. To do so:
 - A parent or legal guardian sends an email, a signed note, or calls the appropriate Division office ahead of time.
 - Teachers may require work or tests to be completed in advance of the absence.
 - The anticipated absence form must be submitted to and approved by the Division Head at least 24 hours prior to the anticipated absence. The Division Head may accept late submissions at their discretion.
 - Students should return to school prepared for testing and with all of their assignments completed.

Absences and Extracurricular Activity Participation

A student who is absent for one or more class periods is not permitted to represent the School in any after-school activities on that day. Medical appointments with a doctor's note are an exception. The Division Head must approve all other exceptions for absences.

Early Dismissal and Tardiness

Early Dismissal by Written Request

- Appointments for students should be made before or after school hours whenever possible. A student must sign out and sign in at the appropriate division office when leaving or returning to school during the academic day.
 - For Lower School, Middle School, and any Upper School students who do not drive, parents or legal guardians call the appropriate division office from their car when they are ready to pick up their child.
 - For Upper School students who drive, parents must complete the "Report an Absence" form by going to the parent portal in PowerSchool before the student will be allowed to sign out.
 - Upon returning to school, the student must submit the appropriate note or form of verification within two school days.
 - Episcopal asks that parents refrain from checking a student out after 2:30 p.m.

Dismissal for Illness:

Students who must leave school due to illness will first receive authorization from the division nurse and sign out in the division nurse's office.

Tardiness:

- If a student is late for the beginning of school, he or she must check in at the appropriate Division Office. Teachers will not allow tardy students to enter a classroom without a proper admit slip.
- Students are allowed two unexcused tardies per semester. If this number is exceeded, the student's attendance record will be reviewed, and disciplinary action may occur.
- If a student is more than 15 minutes late for the beginning of the school day without any explanatory documentation, it will be considered as cutting a required activity and may result in disciplinary action.

Absence and Tardy Limits

Lower School students may accumulate up to fourteen total absences and/or tardies per year. Lower School students who accumulate a total number of excused or unexcused absences and/or tardies greater than fourteen in one year may not progress to the next grade. Parents and legal guardians will be notified when their Lower School student has accumulated seven total absences and/or tardies. A conference with the Division Head may be requested once a student accumulates ten total absences and/or tardies to discuss a plan to avoid future absences and/or tardies.

Definitions of Absences

In Lower School, students are considered to have attended a full day if they are present for over half of the school day, four hours or more. Students are considered to have attended a half-day if they are present for more than a quarter of the day but less than half, 2 hours or more.

Make-up Work

Teachers will work with families to make a plan for completing make-up work from absences. Typically students will be asked to make up important assignments upon their return to school, especially if a student is ill. For approved planned absences, parents may request work in advance, but families should expect that some work may need to be made up upon the student's return.

Absences and Extracurricular Activity Participation

A student who is absent for one or more class periods is not permitted to represent the School in any after-school activities on that day. Medical appointments with a doctor's note are an exception. The Division Head must approve all other exceptions for absences.

Dismissal for Illness

Lower School students who must leave school due to illness will first receive authorization from the division nurse and sign out in the Lower School office.

Tardies

If a student is late for the beginning of school, they must check in at the Lower School Office. Teachers will not allow tardy students to enter a classroom without a proper admit slip.

Episcopal School Diploma

The Episcopal School diploma will be awarded to those students in good academic standing who have a cumulative Episcopal grade-point average of at least 2.00, have completed four years of Upper School studies and have fulfilled the Service Learning requirement. Diploma requirements include a minimum of 24 credits and departmental distribution requirements. In exceptional circumstances, a student who has a cumulative grade-point average below 2.00 may petition a graduation committee consisting of

the Head of School, Head of Upper School, Assistant Head of School for Academic Affairs, College Admissions Counselor, English Department Chair, and Mathematics Department Chair for receipt of an Episcopal diploma. Exceptional circumstances will generally be those beyond a student’s personal control, such as accident, family difficulties or illness that can clearly be shown to have caused low academic performance.

Valedictorian and Salutatorian

The valedictorian and salutatorian of the graduating class will be determined at the end of the second semester of the senior year. Cumulative GPAs will be calculated to the 1/100ths (two places beyond the decimal point) for those students who have been enrolled at Episcopal for the preceding eight semesters. The student with the highest cumulative GPA will be valedictorian, and the student with the second highest cumulative GPA will be salutatorian. To be eligible as a salutatorian or valedictorian, an Episcopal student must not have an honor code violation on their Upper School record.

Academic Honors

Academic Honors are determined on the basis of quarterly and semester grades earned during a student’s upper school career. Outstanding seniors who have attended Episcopal Upper School for eight semesters may earn placement on the following lists:

HONORS	
Head of School List	All grades A- and above
Division Head’s List	All grades B- and above

Academic Distinctions

The requirements and process by which students may earn Academic Distinctions is described in the [Upper School Curriculum Guide](#).

Academic Recognition Organizations

Students may apply to several national honor societies. Each has established eligibility requirements which can be provided by the sponsor. Organizations at Episcopal include, but are not limited to:

- *National Honor Society*
- *Mu Alpha Theta*
- *International Thespian Society*
- *Tri-M Music Honor Society*
- *National Dance Honor Society*

AWARDS
MIDDLE SCHOOL

Academic Honors

Academic Honors are determined on the basis of quarterly and semester grades for the Middle School. Outstanding students may earn placement on the following Honor Roll lists:

HONORS	GRADES 6-8
Head of School List	All grades A- and above
Division Head's List	All grades B- and above

AWARDS
LOWER SCHOOL

Citizenship Awards are given to two 4th graders and two 5th graders each year. Other special awards given to 5th graders are the Creative Spirit Award and the Permanent Art Collection Award.

CELL PHONES
UPPER SCHOOL

Upper School students may have silenced mobile devices on their person throughout the school day except while in the classroom. All mobile devices should be checked in with the teacher prior to the start of each class. During class time, phones will be stored in a designated location where they are visible to the instructor. "Silenced" means that the device will make no audible sounds, nor will it vibrate. Unless permitted by an administrator or teacher, utilizing a mobile device indoors is strictly prohibited, as it is considered a disruption to classes, activities, and people in the area. Students should also never use the camera (still or video) feature of their phone without permission from a teacher or administrator. *Administrators and teachers have the authority to collect mobile devices during any point of an instructional period or community time* if they feel the device is being used in a disruptive manner or in a way that is not consistent with Episcopal guidelines. Mobile devices are strictly prohibited in restrooms and changing areas on school grounds.

Students in the Upper School should not use earbuds/earphones during the school day without explicit permission from a teacher or administrator.

By bringing a mobile device onto the Episcopal campus, the student and parents/guardians of the student hereby acknowledge and consent to search and seizure of the mobile device, and all content and data therein, by Episcopal and its administration. Any violation of the Mobile Device Policy or the Episcopal Student Responsible Use Policy (found in the [Technology section](#) of this handbook), or any other rules, policies, or directions of Episcopal or any of its administrators or staff, may result in search and seizure of the student's mobile device and the data and content therein.

Disregard for the mobile device regulations will result in disciplinary action at the sole discretion of Episcopal administration.

CELL PHONES & SMARTWATCHES
MIDDLE SCHOOL

As cell phones and smartwatches have become nearly ubiquitous in today's society, we have an obligation to help students navigate the challenges that come with this reality. Because learning and

being present with their peers and teachers is our primary focus every day, Middle School students who choose to bring a phone and/or smartwatch to campus must have them turned off and stowed out of sight from the moment they step onto campus until they have been dismissed from their final class of the day at 3:15. In other words, these devices are for after-school use only.

If an emergency arises that requires a parent/guardian to contact their child, they should call the Middle School office at 225-755-2725. Communicating directly through the school allows students to stay focused on their academics exclusively during the day. If a student feels they need to call their parent/guardian during the school day, they should go to the Middle School office for assistance. In certain circumstances such as the sudden cancellation of school-sponsored after-school activities, teachers may give permission for students to use their personal devices to notify their parents accordingly.

Further, students are strictly prohibited from using their phone for taking pictures or videos of **any kind** while on campus as such use unnecessarily increases the risk for student embarrassment and academic dishonesty. Any cell phone use by a student should also adhere to the Responsible Use Policy in the [Technology section](#) of the Episcopal Parent/Student Handbook.

Students who are discovered using their phone or other mobile devices in violation of this policy may have their phone/device confiscated and may be required to meet with the Division Head or Dean of Student Life, who will assign appropriate consequences based on the nature of the usage.

CELL PHONES & SMARTWATCHES
LOWER SCHOOL

Neither cell phones nor any type of smart watch are permitted for Lower School students.

COLLEGE COUNSELING
UPPER SCHOOL

A detailed description of Episcopal's College Counseling program can be found on the [College Preparation page](#) of the school's website.

Student Meetings with College Admission Representatives

Juniors and seniors are encouraged to attend meetings with college admission representatives who visit the Episcopal campus. Student requests for an excused absence from class must be approved by a college counselor and the appropriate teacher prior to the meeting.

College Applications and Letters of Recommendation

Students and parents are encouraged to seek appointments with the College Counselors regarding a student's course of study as it relates to college admission. All student applications to colleges and universities are handled by the College Counseling Department. The College Counselors collect faculty recommendations and write general recommendations for seniors. These are strictly confidential and can only be released directly to college admission and scholarship offices.

Reporting of Student Discipline

Students who make choices that violate our Honor Code and other rules are given the opportunity to learn from their mistakes through appropriate disciplinary and reconciliatory steps. As such, we do not report such infractions to colleges. In situations when a student has shown to have not learned from past mistakes or Episcopal deems the infraction to be severe in nature, Episcopal may notify any colleges the student has or will apply to. If the infraction results in the removal from our school, Episcopal would notify the appropriate colleges of the change in the student's status.

CONFERENCES

UPPER AND MIDDLE SCHOOL

We welcome the scheduling of parent conferences with our Division Head, Dean of Student Life, counselors, or teachers whenever parents have questions or concerns about their child's progress. Because our teachers' primary focus during the school day is on their students, we request that parents schedule conferences in advance. They may contact individuals directly through their voice mailboxes or e-mail accounts. The appropriate Division Administrative Assistant will also be happy to help with scheduling. Any time parents visit campus, they should go to the Alumni House to check in and receive a visitor's pass before going to the division office. It is not appropriate to visit teachers' classrooms for unscheduled conferences.

CONFERENCES

LOWER SCHOOL

Parent-teacher conferences play a critical role throughout a child's educational experience. They are opportunities for parents and teachers to share, learn, and work together as partners in a manner that supports and encourages each student to reach their highest potential academically, socially, and spiritually. Regular and ongoing communication is critical to the development and formation of this partnership.

There will be two formal conferences during the year, giving parents and teachers the opportunity to discuss student strengths and academic needs. The first conference will be held at the end of the first quarter and the second conference will be at the end of the third quarter. If concerns or questions arise at any time during the school year, you or your child's teacher may request a conference.

DRESS CODE
LOWER SCHOOL

Episcopal-approved uniform items for Lower School Students			
Girls			
Item	Color	Style	Comments
Smock	Plaid	Button-down smock dress with matching plaid collar	PreK-3, PreK-4, K only
Blouse	White	Peter Pan (SS or LS) (w/ or w/out piping)	No logo
Episcopal T-Shirt	Navy	E-Gear	With logo and purchased through approved retailers
Jumper	Plaid	Jumper/Drop	shorts should be worn underneath
Skirt	Plaid	traditional pleated	shorts should be worn underneath
Skort	Plaid	Flat Front or 3-button traditional pleated	
Shorts	Navy	Pleated or Flat Front Poly Cotton	
Shirt	White	Polo, Banded Polo, Dri-Fit E-Gear (SS or LS), or button-down	With logo
Pants	Navy	Pleated or Flat-Front Mid-Rise	
Tights/Leggings	Navy, Grey, White, or Black	Must be ankle length	Only to be worn under skirt/jumper
Boys			
Item	Color	Style	Comments
Episcopal T-Shirt	Navy	E-Gear	With logo and purchased through approved retailers
Shorts	Navy	Pleated or Flat Front Poly Cotton	
Shirt	White	Polo, Banded Polo, Dri-Fit E-Gear (SS or LS), or button-down	With logo
Pants	Navy	Pleated or Flat-Front Mid-Rise	

Episcopal-approved outerwear and accessories for Lower School Students			
Item	Color	Style	Comments
Sweatshirt	Navy, White or Vegas Gold	Crew or hooded	Distributed by our uniform providers, Parents Guild, Squires, and co-curricular organizations.
Fleece	Navy	1/4 zip or full zip pullover	With logo
Turtleneck	Navy or White	Turtleneck	May be worn under any uniform shirt or jumper
Sweater	Navy	Smooth knit, cardigan, pullover, or vest	
Sweatpants	Navy	Hemmed Bottom	Logo optional - Only worn from after Thanksgiving Holiday to before Mardi Gras Holiday

Shoes	Traditional athletic shoes, topsiders, loafers & dress shoes	No open-toed or backless shoes or Crocs.
Socks	Students must wear socks for hygiene and safety reasons. Socks may be of any color/design/style but must promote a positive educational environment.	
Athletic/ Activity T-shirts & Sweatshirts	Must be approved by the Director of Marketing & Communications and the Division Head. Uniform-approved sweatshirts are distributed by our uniform providers, Parents Guild, Squires, and co-curricular organizations.	

On Fridays, students are encouraged to wear any Episcopal-branded, short- or long-sleeved spirit/activity shirt with uniform bottoms.

DRESS CODE
MIDDLE & UPPER SCHOOL

These standards were created to ensure all students are prepared for, and familiar with, contemporary professional norms; to promote the safe and healthy development of all student bodies and perceptions of bodies; and to foster mutual pride and respect for all students in the school community. Faculty and administration collaborate on enforcing these standards. However, any questions about them should be directed to the Division Head and/or divisional Dean of Student Life. They have the sole authority for interpreting them.

Dress Standards

These are the minimal standards that must exist to ensure that all dress choices reflect proudly on the spirit of our learning community at all times. These apply to all dress on campus throughout the variety of school activities and events—including “Senior Dress” as well as “special dress” days. *There are never exceptions to these Dress Standards:* anything worn to school must be (1) in good physical condition, (2) free of any images, words, or symbols that are offensive, (3) safe and comfortable in all school activities, and (4) covering all undergarments throughout range of motion of the school day.

Uniform Standards

Additionally, these daily, expected standards exist to provide students and families certainty around dress options. These are the assumed standards everyday. And any exceptions to these will be communicated by administrators on specific “special” dress days for relevant on-campus events. Without communicated exceptions, students must adhere to the Uniform Standards daily.

- **Footwear.** All students are expected to wear socks and closed-toe, closed-heel shoes with laces. Athletic shoes are preferred because they are comfortable for all day wear, safe for all activities, and provide opportunities for self-expression.
- **Bottoms.** All students are expected to wear navy pants or shorts that fasten at the waist or the uniformed-approved skirt, skort, or jumper. This expressly excludes all bottoms that have an elastic or draw-string waist, like athletic shorts. The only exception to this is navy leggings, which may also be worn *with* the uniform skirt, skort, or jumper at any point in the year. Additionally, navy sweatpants are added to the *Uniform Standards* and allowed *only* between the end of Thanksgiving Break and the start of Mardi Gras Break.
- **Tops.** All students are expected to wear a white, collared shirt or navy, white, or gold Episcopal-approved sweatshirt or hoodie. At minimum, this is expected to be the Episcopal-branded, uniform-approved white polo—either the banded or unbanded is acceptable.

Students cannot wear athletic practice gear. Additionally, current Seniors are also allowed to wear college sweatshirts, and all students may wear “spirit” shirts on Fridays.

- **Coats & Accessories.** When appropriate, students may wear navy or Episcopal-approved jackets and/or coats. Students are encouraged to wear limited amounts of accessories & jewelry. Hats are not generally permitted, and hoods should not be worn indoors.
- **Personal Care.** Standards of personal care are expected to adhere to the policy’s goals. Examples that *may* conflict with those goals are hair that is not maintained or obscures visibility of one’s face, excessive piercings, visible tattoos, and/or designs that may be shaved into one’s hair/scalp.

***Senior Dress Standards**

For Seniors, there are also optional Senior Dress Standards, an exclusive set of “enhanced” dress standards for current Seniors only. These standards allow for a “smart casual” appearance that is demonstrably “dressier” than the daily dress. As a reference, students and families are encouraged to follow the model of “Sunday best” for church-goers or “business attire” in restaurants. Please keep in mind that this is a privilege open only to Seniors in good academic and behavioral standing. (*A specified list of these standards will be created each year with the Seniors during their Retreat Day, so these standards can be known all school year.)

ATHLETIC/ACTIVITY/T-SHIRT/SWEATSHIRT APPROVAL FORM

A club/class wishing to sell or distribute a t-shirt, favor, or souvenir representing Episcopal School must submit approval forms for **each** item to be sold or distributed. The club/class president should first present a color, 8” x 10” design of the intended logo/graphic for approval to the club/class sponsor. After sponsor approval, the logo/graphic design and approval form should be submitted to the Director of Marketing & Communications and the appropriate Dean of Student Life for final approval.

Parents wishing to sponsor an event sanctioned by the school should submit a color 8” x 10” design of the intended logo/graphic to the Director of Marketing & Communications for approval.

Parents wishing to sponsor an event **not** sanctioned by the school may **not** print the school’s name on the t-shirt, favor, or souvenir.

EXTENDED CARE
MIDDLE AND LOWER SCHOOL

Episcopal provides Extended Care for students in grades PreK-3 through 8th grade who stay on campus after school and who are not involved in supervised activities. During the extended care hours, students

will have the opportunity to enjoy after-school snacks, engage in social/play time with their peers, and complete homework assignments.

Parents who are interested in having their children participate in the Extended Care program should select it on the student’s enrollment contract. If it is not selected on the contract, a student may still be enrolled in the annual program by emailing the Extended Care Director, or they may attend on an occasional, drop-in basis by notifying the teacher. Extended Care is offered from dismissal to 5:30 p.m. on regular school days. All Lower School students, PreK-3 – 5th grade will be supervised through

dismissal and then moved to Extended Care.

All students are required to check in at Extended Care each day they are enrolled. Extended Care is considered to be an extension of the school day. All students who enroll in Extended Care will be expected to conduct themselves in the same manner they would at any time during the school day and afford the faculty/staff in charge of Extended Care services the same respect as they would their classroom teachers.

Payment options for the Extended Care Program are described below:

Option 1: Pre-Paid/Pre-Registration Program

Option 2: Daily Drop-In Rate of \$20.00 per visit per student.

Extended Care Program Guidelines

- Lower School and Middle School students will have access to the playground and basketball court area only and be supervised by an Extended Care staff member.
- The opportunity to complete assigned homework will be a part of each day at Extended Care. Rules for appropriate behavior will be established at the beginning of school and shared with families.
- All students staying in Extended Care will have a snack provided. Students may bring a water bottle or use the water fountain.
- Students must be accompanied by an Extended Care staff member when leaving the designated Extended Care areas.
- Parents, approved designees, or an extended care staff member must sign out children each day at pick-up.
- Students who are participating in after-school athletics or drama productions, etc. must report to the appropriate Extended Care sign-in area if they are not immediately picked up when their activity ends.
- In order to have a smooth transition from the school day to Extended Care, it is important that children understand their end-of-day plans. If a change from their regular routine is required, contact the Lower School Administrative Assistant at 755-2720 or the Middle School Administrative Assistant at 755-2725 before 2:00 p.m. They will forward the information to your child's teacher and the Extended Care faculty/staff. For changes after 2:45 p.m., please call the Extended Care office at 225-755-2686.
- Extended Care ends promptly at 5:30 p.m. Fees will be assessed for late pickups and included in monthly billing.
- Parents should have a plan in place in the event that Extended Care needs to close early due to weather concerns. In these rare instances, we will contact parents for an early pick-up.
- The [Lower School cell phone policy](#) and [Middle School cell phone policy](#) are followed during Extended Care.
- **The Extended Care Office can be reached by phone at 225-755-2686.**

**FIELD TRIPS
ALL SCHOOL**

Bus Rules for Field Trips

- Safety is the number one consideration.

- Courteous behavior is expected on the bus as in the classroom, and all school rules apply to bus riders. Following a report by the bus driver, the appropriate Division Head or Dean of Students will address any student conduct concerns.
- Bus drivers or chaperones may assign seats. Heads, hands, and feet must be inside the bus at all times, and no standing is allowed while the bus is moving. Distracting behaviors, profane language, or acts of violence will not be allowed.

FIELD TRIPS
UPPER SCHOOL

Annually each grade, along with class advisors and class sponsor, has a retreat to a named location at the beginning of the school year at which the class participates in a number of bonding and spiritual activities. All members of the class are expected to attend.

FIELD TRIPS
MIDDLE SCHOOL

Our eighth graders look forward to a trip each fall to Mo Ranch’s Environmental Leadership Program in the hill country of Texas. This weeklong experience provides the students with opportunities to examine ways that they can be responsible stewards of the environment. They also develop group problem-solving and individual leadership skills to build self-confidence and stronger peer relationships through experiencing both low-elements and high ropes challenge courses.

FIELD TRIPS
LOWER SCHOOL

Lower School students participate in various field trips by grade. Parents are invited to chaperone during some field trips. Parents are asked to avoid bringing younger siblings on field trips. If a field trip destination has a gift shop, students are not allowed to purchase items from the gift shop during the field trip.

GRADING
UPPER SCHOOL

Grading System

Episcopal operates on a two-semester academic calendar. Grades are determined on a numerical scale. Quarter and semester grades are reported on a letter basis. The semester grade is computed by combining the two quarter grades for 80% and the exam grade for 20%. In courses in which a summative project or paper has been substituted for a semester exam, that assessment may be used for the exam grade or may be incorporated into the quarter grade. In Advanced Placement courses where the Advanced Placement exam replaces a final exam, in courses that do not give a semester exam grade, and when a senior is exempt from a semester exam, the grade for the semester is

computed by evenly averaging the two quarter grades. Grade-point averages are determined on the four-point system. Numerical and grade-point equivalents are as follows:

NUMBER GRADE	LETTER GRADE	QUALITY POINTS in US
98-100	A+	4.33
93-97	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
0-59	F	0.00

Report Cards

Report cards are published online at the end of each quarter.

Grade Point Average (GPA)

In Upper School, a student’s Episcopal GPA (cumulative, semester, or year) is calculated by averaging the weighted quality points, for all grades earned per credit in courses taken through the Upper School at Episcopal. Typically, one credit is earned for a full-year course and one-half credit for a semester-long course. Courses taken in Middle School for Upper School credit do not count in a student’s Episcopal GPA. Courses taken at other institutions do not count in a student’s Episcopal GPA.

Weighted Courses

Students will receive one additional quality point per credit for each grade earned in an Advanced Placement course. Students will receive 0.33 of a quality point per credit for each grade earned in an Honors course, including Seminar and Thesis, Select Choir, Wind Ensemble, Dance Ensemble, Dance Master Seminar, Theatre Master Seminar, Scientific Research Methodology and Experimentation, and Supervised Scientific Research (as part of ESTAAR). These weights will be added to the total number of quality points earned by the student before the calculation of cumulative grade point average.

Courses Taken Elsewhere

Enrolled Episcopal students must obtain prior written approval from the Head of Upper School or Assistant Head of School for Academic Affairs for any course taken at another institution to count towards graduation requirements. In general, courses taken at another credit awarding institution will be shown on the Episcopal transcript but will not be included in the Episcopal GPA calculation (cumulative or semester). Exceptions may be granted and will occur at the discretion of the Head of Upper School on a case-by-case basis.

Incomplete Grades

Students who end a grading period with a grade indicated as “I” (Incomplete) are required to rectify and remove the incomplete designation within 10 business days to an appropriate letter grade, or the designated “Incomplete” becomes a failing grade for the grading period unless other arrangements have been made and approved by the Head of Upper School.

Course Failures

Failing course grades for a graduation requirement must be made up. All credit recovery plans must be approved by the Head of Upper School and the Assistant Head of School for Academic Affairs. The final grade for the course will remain on the Episcopal transcript regardless of whether the course is repeated.

Repeated Courses

Repeated courses taken in Upper School and the grades earned are shown on the student’s Episcopal transcript regardless of the institution at which the credit was earned. However, a grade in a repeated course does not replace an existing grade in the Episcopal GPA calculation, but it can replace the grade for that course within the State Transcript System (STS) which is used for TOPS (Taylor Opportunity Program for Students) qualification and admission to Louisiana’s public universities and colleges. For courses repeated through the Episcopal Upper School, the grade will be included in the Episcopal GPA (treated as an additional course). A grade in a course repeated at another institution typically will not be included in the student’s Episcopal GPA, but exceptions can be considered. Such exceptions must be approved by the Head of Upper School and the Assistant Head of School for Academic Affairs. Courses repeated at another credit awarding institution or through an online course provider, including for credit recovery, must be approved in advance by the Head of Upper School and the Assistant Head of School for Academic Affairs.

Transcripts

Official copies of transcripts must be mailed directly or sent electronically from Episcopal to the appropriate recipient. No official records may be released without written authorization from the parent or legal guardian, or the student if the student is 18 years old or older. Students and parents may access an unofficial copy through their PowerSchool account.

For college entrance testing, students are required to make arrangements with the testing agency to send test scores directly to the college or university of their choice.

For students transferring to another secondary school, all pertinent achievement testing information will be included in the transfer of records.

Class Rank

Episcopal does not report a class rank to any person or institution (including students and parents). When it may benefit a student’s application for admission or scholarship, the Director of College Counseling may, at his/her own discretion, report an estimated rank. Periodically, class rank may be used internally for various purposes.

Academic Status

Academic Warning and **Academic Probation** are determined by, and communicated from, the Head of Upper School, in consultation with faculty and staff.

A student may be considered for **Academic Warning** if the student earns:

- A GPA below 2.0 for a quarter or a semester
- or one failing grade for a quarter
- or two or more grades of D+ or lower for a quarter or a semester
- or at the discretion of the Upper School Head

A student on Academic Warning must attend study hall any period that a class is not scheduled, and they may also be required to attend office hours. The student may not leave campus for a field trip unless it is a required part of an academic class. Additionally, their co-curricular involvement, including athletic eligibility, will be monitored and potentially reconsidered with limits and/or removed at the discretion of the Head of Upper School.

A student may be considered for **Academic Probation** if the student:

- meets the requirements for Academic Warning for two quarters in a given year, consecutive or not
- or began the year on Academic Warning or Academic Probation and meets the criteria at the end of the first quarter.
- or has one failing grade for a semester
- or at the discretion of the Upper School Head

A student on Academic Probation must attend study hall any period that a class is not scheduled and will be required to attend Managed Office Hours with their Advisor. The student's co-curricular involvement, including athletic eligibility, will be reconsidered with limits and/or removed at the discretion of the Head of Upper School in consultation with faculty and staff. Further, a student on Academic Probation may not attend field trips that require missing a class.

A student who has been on Academic Probation will be considered by the Head of Upper School for removal to Academic Warning at the beginning of the next quarter if the student demonstrates improvement along the following:

- A GPA above 2.0
- No more than one grade below C-
- No failing grade

NOTE: Separate from the above are the LHSAA's requirements concerning athletic eligibility.

A student on academic warning or probation may receive a conditional re-enrollment contract or have their re-enrollment withheld until further evaluation of the student's performance is conducted.

Grading System

Episcopal operates on a two-semester academic calendar. Grades are determined on a numerical scale. Quarter and semester grades are reported on a letter basis. The semester grade for sixth grade classes is computed by evenly averaging the two quarter grades. The semester grade for seventh and eighth grade classes is computed by evenly averaging the two quarter grades for 80% and the exam grade for 20%. Numerical and letter grade equivalents are as follows:

NUMBER GRADE	LETTER GRADE	QUALITY POINTS in MS
98-100	A+	4.33
93-97	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
0-59	F	0.00

Report Cards

Report cards are published online at the end of each quarter.

Transcripts

Official copies of transcripts must be mailed directly or sent electronically from Episcopal to the appropriate recipient. No official records may be released without written authorization from the parent or legal guardian. Students and parents may access an unofficial copy through their PowerSchool account.

For students transferring to another school, all pertinent achievement testing information will be included in the transfer of records.

Academic Status

Academic Warning and **Academic Probation** are determined by, and communicated from, the Head of Middle School, in consultation with faculty and staff.

A student may be considered for **Academic Warning** if the student earns:

- One failing grade for a quarter
- or two or more grades of D+ or lower for a quarter or semester
- or at the discretion of the Middle School Head

A student on Academic Warning may not leave campus for a field trip unless it is a required part of an academic class. Additionally, their co-curricular involvement, including athletic eligibility, will be monitored and potentially reconsidered with limits and/or removed at the discretion of the Head of Middle School.

A student may be considered for **Academic Probation** if the student:

- meets the criteria for Academic Warning for two quarters in a given year, consecutive or not
- or began the year on Academic Warning or Academic Probation and meets those criteria again at the end of first quarter
- or has a failing grade for a semester
- or at the discretion of the Head of Middle School

A student on Academic Probation may not attend field trips that require missing a class. Further, the student's co-curricular involvement, including athletic eligibility, will be reconsidered with limits and/or removed at the discretion of the Head of Middle School in consultation with faculty and staff.

A student who has been on Academic Probation will be considered by the Head of Middle School for removal to Academic Warning at the beginning of the next quarter if the student demonstrates improvement along the following:

- No more than one grade below C-
- No failing grade

NOTE: Separate from the above are the LHSAA's requirements concerning athletic eligibility.

A student on Academic Warning or Probation may receive a conditional re-enrollment contract or have the re-enrollment contract withheld until further evaluation of the student's academic performance is conducted.

GRADING LOWER SCHOOL

Teachers gain information about how students are growing and learning in a variety of ways. Observations, assessments, tests, quizzes, projects, writing, and presentations are just a few. Teachers closely monitor student performance and provide personalized feedback along the way. Student work is sent home each Wednesday so that families can monitor student progress. Parents will also find a variety of information from classroom Seesaw accounts.

Parents will receive progress reports at the end of each quarter. Lower School progress reports are standards-based, highlighting important social-emotional and academic skills, matched with developmental levels for each grade. Personalized narratives will be included in the second and fourth quarter progress reports, and Specialists will provide content summaries each quarter.

Students should anticipate being assigned homework on a daily basis and over the weekends with reduced expectations of homework over the holiday breaks. With the rotating schedule a student should expect to be assigned 20-30 minutes of homework per night in each course taken. If the student is enrolled in Advanced Placement or Honors coursework, the homework assignments may exceed this 30-minute recommendation. A typical night of expected homework assignments would total approximately two to three hours and may exceed this amount on occasion. Students who experience a heavier workload on a routine basis should seek support from a teacher, advisor, counselor or department chair.

Homework is a regular component of our students' education at Episcopal. Homework provides students with opportunities to practice skills, to review concepts and information presented in the classroom, to read information prior to class discussion, to study effectively for assessments, and to develop independent work habits. Students should anticipate having homework assignments on a daily basis and over the weekends with reduced expectations for homework over holiday breaks. With the rotating schedule, students should expect to be assigned 15 – 30 minutes of homework per night in each course taken. On typical school nights, students should expect to spend approximately an hour and a half completing their homework. Time required might occasionally exceed that amount if test preparation or project completions are involved.

Homework assignments for students who are absent

Students who miss school should check their teachers' Canvas pages for homework assignments. If students cannot retrieve a document that is needed to complete homework, or if they have questions that are not addressed in information available on a teacher's Canvas page, they may contact the teacher directly through email.

Homework is an integral part of the Lower School program. Homework is designed to be purposeful, meaningful, and develop independence with organization, time-management, and study skills. Assigned homework may include:

- Reading, either with an adult or independently
- Extra practice to reinforce or strengthen skills introduced in class
- Work on reports or projects
- Develop study skills to prepare for quizzes or tests

Homework is a student-centered activity and is most meaningful when students are encouraged to complete independently. Parents are discouraged from correcting homework - doing so prevents the

teacher from receiving an accurate reflection of student understanding – and, of course, from doing homework for your child. There are many ways parents can support their child’s learning. Some of these include:

- Establish a time and quiet place for homework
- Get supplies that your child needs
- Encourage independence and best effort
- Read with your child or encourage your child to read independently
- Help your child review for quizzes/tests

The suggested amount of time a student should be engaged in homework is approximately 10 minutes per grade per night and the work assigned should be able to be completed independently. Should a student experience difficulty with assigned tasks, we encourage the student and/or parent to discuss the difficulty with the teacher immediately so any re-teaching or other accommodations can be made.

LOCKERS
UPPER SCHOOL

A locker will be assigned to any Upper School student who makes a request in the Upper School Office. Lockers are to be maintained in a neat and orderly fashion, and the student assigned to a locker is responsible for any of its contents. Lockers are subject to inspection. Students issued a locker are responsible for having a lock on it at all times. Locks are available from the Upper School Office.

LOCKERS
MIDDLE SCHOOL

Parents of students in grades 6-8 may request to have a locker assigned to their child(ren) by the Middle School Division Assistant. These lockers will be in the Middle School building. Lockers are to be maintained in a neat and orderly fashion and are subject to inspection. Students are responsible for having a lock on their lockers at all times. Students should purchase their locks at Episcopal to ensure that they are using approved combination locks.

LOCKERS
LOWER SCHOOL

Students in grades 2-5 have lockers to store backpacks. 5th graders use lockers in the Middle School building.

LOST AND FOUND
UPPER SCHOOL

Lost and Found is located in the Upper School Student Center in Perkins Hall. Students who find lost articles should take them to the Lost and Found where they can be claimed by the owner. Unclaimed

items will be sold, donated, or distributed for use within the school at the end of each semester or as is necessary due to volume.

LOST AND FOUND
MIDDLE SCHOOL

Lost and Found is located in a hallway closet in the Middle School office. Students who find lost articles should take them to the Lost and Found, where their owners can find and claim them. Students should clearly mark their uniforms and school supply items with their first and last names to facilitate the return of lost items.

LOST AND FOUND
LOWER SCHOOL

Lost and Found is located outside the Lower School Office. Students who find lost articles should take them to the Lost and Found. Lost and found items will be held until the end of each quarter. Unclaimed uniform items will be donated for the Used Uniform Sale. Other items will be donated. In order to reduce the amount of lost items, please mark all clothing, water bottles, and other personal items with your child's first and last name.

ONLINE AND VIRTUAL GUIDELINES
UPPER AND MIDDLE SCHOOL

Episcopal students are responsible for communicating with their teachers, attending required online sessions, completing assignments and assessments on time, following Episcopal's Responsible Use Policy, treating all others with respect online as they would in person, and following Episcopal's Honor Code and rules whether learning in person or online. When taking an approved course online through another provider, students are also required to follow the rules and regulations of both Episcopal and the other provider.

In the event that a student must attend Episcopal classes online, students and parents must abide by the following guidelines:

- Students must check Canvas and Episcopal email daily for upcoming assignments, assessments, and new instructions and must follow virtual learning guidelines as communicated by their teachers and Division Heads.
- Students must complete all assignments and assessments following the instructions posted by the due date posted.
- Students are responsible for maintaining communication with all of their teachers and school administrators. This means responding to emails and other online notifications in a timely fashion.
- Students should remember that the Episcopal Honor Code is in effect during any online or virtual learning, and academic honesty is expected and required. Failure to follow the Honor Code while doing distance learning can result in both academic and behavioral consequences.

- Students should be respectful and courteous at all times towards their teacher and other classmates. Students are expected to display good citizenship during online class meetings just like if they were on campus.
- Social aggression/bullying either online or on campus will be treated similarly. If a student behaves in a manner that negatively impacts the learning environment, then Episcopal will be involved in guiding the student towards more positive social interactions.

If students have questions about:

- Material/ content, how to complete an assignment, what resources to use, or to ask for an extension
 - Email the teacher or follow instructions for asking questions/ asking for extensions posted on Canvas
 - Let your teachers know if you are missing a resource needed to complete an assignment
- Accessing Canvas or other school associated platforms and websites
 - Email HelpDesk at helpdesk@ehsbr.org
- If a student is having trouble reaching a teacher, they should email their Division Head

Guidelines for synchronous video meetings:

- When participating in online video discussions and office hours:
 - Teachers and students should make every effort to be in a quiet area within their home free from distractions
 - Avoid bedrooms if possible. If one must use a bedroom, ensure that the person is sitting in a chair with a blank wall or window in the background or keep their background blurred.
 - All participants must be appropriately dressed according to school special dress guidelines

Important Notification about Recording Synchronous Sessions: The teacher will record the session and share it with school administrators.

Attendance During Virtual Learning: Teachers will take attendance when classes are held virtually.

- Attendance for asynchronous virtual classes will be recorded based on submission of assignments by the posted due date.
- Alternatively, if a virtual learning class includes a synchronous video meeting, students who attend the video meeting will be marked present.

Parents Responsibilities:

- *Attendance:* If a student is unable to attend a virtual class either via video conference (for synchronous virtual learning) or because they are unable to submit the assignments by the due date (for asynchronous virtual learning), parents should contact the appropriate division office as they would for an in-person class absence.
- It can be difficult for students to focus on schoolwork while at home.
 - Instructions for accessing canvas will be sent to parents
 - Help your child find a quiet place where they can work during school hours
 - Provide supervision to ensure that your child is working efficiently and effectively
 - Limit distractions such as cell phones and TV screens during school hours
 - Check in with your child and on Canvas to see what assignments your child should be working on

- o Make sure that your child completes any assignments in canvas that may be designed to track attendance
- During quizzes and tests, parents may be required to supervise the assessment
 - o Please follow all guidelines given by the teacher for administering the assessment, including the kinds of resources students may use
 - o Ensure that your child is someplace quiet and where they are supervised by a parent. If the assessment is online, ensure that the child’s screen is visible to you at all times
 - o The Episcopal Honor Code remains in effect during online learning
- We encourage you to help your child with their work if you feel comfortable. However, if you are not comfortable providing assistance, please have your child reach out to their teacher. Your child’s teacher is prepared to help students remotely.
- If you or your child have any questions about how to find assignments and lessons, please contact your child’s teacher by email.
- If you have concerns about a class that can’t be answered by a teacher or if larger extenuating circumstances mean that your child will need extensions, please contact your division head.

ONLINE AND VIRTUAL GUIDELINES
LOWER SCHOOL

Teachers will work closely with parents to share assignments and due dates. Parents may pick up books and assignments from the carpool circle. Some work may be shared through email and/or Seesaw too.

SCHEDULE
UPPER SCHOOL

A comprehensive description of courses, schedule requirements and the process for schedule changes is described and updated in the [Upper School Curriculum Guide](#).

Study Hall and Free Study

Underclassmen will be assigned a proctored study hall. Academically eligible juniors and seniors will be assigned a free study. Students in free study are only allowed to be in supervised, academic areas of campus such as the library, student center, quad, academic commons or a classroom with a teacher, and may not leave campus without permission from the Upper School Office. A junior or senior that begins to fall behind in work may be assigned a proctored study hall. See Senior Privileges Section for more information about Senior Privileges and Free Study.

SCHEDULE
MIDDLE SCHOOL

A comprehensive description of courses, typical course progressions, and the process for requesting a schedule change is described and updated in the [Middle School Curriculum Guide](#).

SCHEDULE LOWER SCHOOL

The schedule varies from grade to grade in the Lower School, with daily instructional time for literacy, math, science, and social studies. Students attend special area classes weekly: art, library, music, religion, French, and Spanish. PE occurs daily. Students have recess before school and 1-2 recess periods during the school day. Students each lunch together mid-day during two different lunch periods. Students have the opportunity to enroll in private music lessons and join after school clubs.

SERVICE LEARNING ALL SCHOOL

In keeping with Episcopal's mission to "develop the whole child ... and prepare our students for Purposeful Lives", Service Learning is an essential part of the Episcopal experience. It enriches our academics and opens hearts and minds. Service Learning encourages action-oriented thinking which helps to mold students (and graduates) who think critically, who have the tools to act on their ideas, and who are empathetic, collaborative, and reflective.

Service Learning is a form of experiential education where learning occurs through a cycle of action and reflection. Students learn and develop through active participation in thoughtfully organized service that strives to:

- enhance the academic curriculum of the students and deepens their understanding of what is being taught;
- be conducted in and meet the needs of a community; and helps to foster civic responsibility; and
- provide structured time for reflecting on the experience once it is complete and expressing gratitude for the opportunity.

Additionally, Service Learning is a graduation requirement for all Upper School students. The criteria for meeting that requirement are fully articulated in the [Upper School Curriculum Guide](#).

STUDENT CONDUCT UPPER AND MIDDLE SCHOOL

Conduct Philosophy

In keeping with the mission of the School, we recognize that our conduct policies and strategies must be age-appropriate, reflect a community in which students are held accountable for the decisions they make and understand the effects those decisions have on themselves and others, and create a community in which all students feel safe.

Student Conduct

Students are expected to conduct themselves both on and off campus in a manner consistent with the commitment to live by and uphold the Episcopal Honor Code. It is expected that Episcopal students will

be honest in all matters, respectful of others and their rights, and trustworthy and cooperative members of the Episcopal community.

Inappropriate, disruptive, or destructive behavior that negatively affects the student and/or the community will not be tolerated and may result in separation from the community temporarily through suspension or permanently through dismissal from Episcopal. At the discretion of the Head of School, a student may be expelled, placed on an Administrative leave, (see section Consequences for Behavioral Violations for additional information), or asked to withdraw from Episcopal.

Violations of civil or criminal law, or any conduct which reflects negatively on the reputation of Episcopal or is detrimental to the well-being of the student or the student body, may also result in disciplinary action, up to and including suspension or dismissal.

Students should be aware that certain activities even outside of school hours or off school property may result in loss of school privileges and other disciplinary action up to and including suspension or expulsion. Students may be subject to discipline for misconduct which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, online, digitally, during non-school hours, or on breaks from school. Such conduct will be evaluated at the sole discretion of the school Administration, and the school reserves the right to deviate from the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct which may have disciplinary ramifications at school include any violation of law; underage purchase, use or possession of alcohol or a controlled substance; or cyberbullying or other use or misuse of computers or computer websites (personal, at home, or at school), which do, or could, impact the welfare of any member of the school community or the reputation or functioning of the school.

Student Protests

Episcopal School of Baton Rouge believes in fostering a community where all voices are heard and respected in a manner that supports the school's mission. As an educational institution that endeavors to promote student voice and civic engagement, our goal is to foster dialogue that is age and mission-appropriate and to teach students how to have constructive conversations and civil discourse.

Protests, while a form of expression, can be disruptive to the educational process by diverting attention away from learning. In an effort to maintain a safe environment for all community members, protests are prohibited on school grounds or during school hours. We encourage stakeholders to voice concerns for improving the Episcopal community to a Division Head and/or Head of School.

Student Conduct Violations

- **Disrespect**

All members of the Episcopal community are expected to show regard and consideration for one another and to maintain respectful communications with one another. Disrespectful behavior toward faculty, staff, and students will not be tolerated.

- **Bullying/Threats/Intimidation/Harassment**

Students, faculty, administration, and staff are expected to treat all individuals with dignity, respect, and kindness. The community of Episcopal dedicates itself to establishing and maintaining an environment free of bullying, threats, intimidation, or harassment in any form, in person or online. Students who experience or witness such behavior are expected to report it to a teacher, counselor, coach or administrator as soon as possible. These behaviors are in violation of the Episcopal Code and they are considered conduct unbecoming of an Episcopal student and will result in consequences. Note that any bystander who encourages the acts of bullying, threats, intimidation, or harassment, in person or online, also will be held accountable.

(See [Appendix 2](#), **School Policy on Bullying/Threats/Intimidation/Harassment**)

- **Physical Violence or Fighting**

Physical violence or fighting is the confrontation between opposing individuals or groups in which each attempt to harm or gain power over the other, as with bodily force or weapons. Physical violence, on or off campus, is considered conduct unbecoming of an Episcopal student and will be dealt with as such. Students need to be aware that there are always nonviolent alternatives available for resolving conflict.

Items Restricted from Campus

Contraband

Firearms, knives, fireworks, mace, pepper spray, tasers, aerosol cans of any kind, water guns, pornography or explicit sexual material, paraphernalia, drug, vaping, or tobacco products, or any other such dangerous or disruptive articles not in keeping with the purpose and standards of the school are not permitted. Such articles will be confiscated and not returned.

Alcohol, Tobacco, and Drugs

Episcopal is a tobacco-free campus. All tobacco products and/or smoking objects and devices are prohibited from any school building, school bus, athletic field, or parking lot. Restricted products include but are not limited to cigarettes, cigars, e-cigarettes, pipes, smokeless tobacco (chew, snuff, etc.), and any vaping or drug paraphernalia.

Students are expected to be completely drug and alcohol free while enrolled at Episcopal School. Abusing prescription and over-the-counter medication, household cleaners, and aerosol propellants is also prohibited. A student consuming, buying, selling, in possession of, or under the influence of such substances at Episcopal School or at, or preceding, any Episcopal School activity or event is subject to immediate dismissal and possible prosecution by local authorities. Even drug and alcohol violations during non-school time and/or off school premises may have ramifications, including loss of privileges or other disciplinary action.

Episcopal reserves the right to randomly drug test students at different points in the school year, and parents will be notified of the results. Additionally, Episcopal has the right to require a student suspected of using a controlled substance or alcohol to be evaluated at any time by a physician, medical technician, or law enforcement officer, or to submit to laboratory tests, breath tests, or other tests at the sole discretion of school authorities. Failure to appear for testing, failure to provide a sample, or evidence of attempted adulteration may cause a test to be presumed positive. A positive

test could result in disciplinary action, up to and including immediate dismissal. Additionally, Episcopal School reserves the right to require substance abuse counseling or other counseling or education when deemed appropriate by the school administration.

Episcopal students need to be aware that if they are riders or occupants of motorized vehicles containing illegal substances, they retain the same culpability as the owners of the illegal substances. Episcopal will also notify the administration of other schools if their students are occupants of the vehicle.

The school provides a number of age-appropriate educational programs to encourage healthy decision-making and to inform its students about the dangers and legal consequences of drug and alcohol use.

Episcopal community members seeking to quit dependency on tobacco products can access the Louisiana Quit-Line (at 1-800-quitnow) or see the School Nurse, without fear of consequence.

Underage drinking is against Louisiana law. Parents that serve alcohol to minors run the risk of having their child or children dismissed from school.

Personal and Automobile Searches

The safety of all members of the Episcopal community is of utmost importance. Thus, a search of a locker, and/or any item belonging to a student or in a student's possession may occur when any member of the faculty or school administration has reason to believe that a disciplinary infraction or the existence of physical or other potential harm to the student or others will be discovered. Examples of situations that could lead to a search include information that a student is in possession of alcohol, drugs, drug paraphernalia, weapons or someone else's property. In addition, in the School's ongoing efforts to ensure compliance with our rules, that students engage in appropriate behavior, and to maintain a substance free and safe school environment, the School may choose to conduct a random search of any area of the school campus including, but not limited to, student lockers and belongings, at any time and without prior notice.

Searches may include any item belonging to a student or in a student's possession, including but not limited to, backpacks, gym bags, or purses, as well as personal electronic and related devices such as a student's cell phone, laptop, flash drive, tablet, and computer. All student motor vehicles are also subject to search including any compartment within the vehicle such as glove compartments, trunks, or containers within the vehicle.

Whenever possible, at least two trained administrators will be involved in a search. In all cases, searches will be performed in a dignified and respectful manner, taking into account the privacy of the student(s) involved.

Any student who refuses to allow the search of any personal item or otherwise as requested under this policy may be subject to disciplinary action, up to and including expulsion from the school. The School may dispose of any item of contraband or other confiscated items that violate School rules as it deems appropriate, and the School will contact the law enforcement in accordance with applicable law.

Social Networking Websites – Responsible Use & Digital Searches of

Episcopal is concerned about the safety and well-being of its students and, therefore, has concerns regarding social networking websites and apps. These platforms offer individuals the opportunity to publicly share personal information, pictures, a list of friends with similar pages, and other information. These platforms, if used unwisely, can place a child in harm's way, especially if information and pictures that identify a child and where that child lives and goes to school are included. College admission officers and prospective employers may review these sites. In addition, many social networking platforms have age restrictions.

The following rules apply to Episcopal students and the use of social networking websites:

- Any content on a social networking platform, which can be considered conduct unbecoming to an Episcopal student, may result in disciplinary action.
- Social Networking content cannot include any reference to Episcopal School of Baton Rouge or any derivative of the school's name or address.
- These references include, but are not limited to, any mention of Episcopal, pictures of individuals in clothing that identifies them as Episcopal students, use of an email address from Episcopal, or the ability to search using Episcopal's name.
- It is not acceptable for students to access these platforms using Episcopal's computers or other technology resources.
- No reference to Episcopal employees by name or position is permitted.
- Episcopal students who view social networking pages belonging to classmates who reveal disturbing or dangerous behaviors or conduct unbecoming are encouraged to seek help from a school counselor or administrator.
- Students should follow all other school guidelines as outlined in the [Technology section](#)

Episcopal School strongly promotes sexual abstinence for a variety of spiritual, emotional, legal and physical reasons. As such, acts of sexual intercourse, oral sex, or other related sexual activity are strictly forbidden on campus at any time. Students found to have engaged in such activity on campus are subject to disciplinary responses, up to and including expulsion from school. The school will also investigate any report of sexual assault or sexual misconduct whether on or off campus and will notify law enforcement in accordance with applicable law.

Episcopal School regards infractions of a sexual nature with extreme concern.

(Please see [Appendix 3](#) for the School's Sexual Assault and Sexual Misconduct Policy and Procedures)

CONDUCT CONSEQUENCES

Recognizing that childhood and adolescence are times when children and young adults sometimes err in judgment, each division of the school responds to student misconduct in different, age-appropriate ways. Responses to student misconduct can range from a discussion with a classroom teacher to permanent separation from the School community. These consequences may include Detention, Suspension, Disciplinary Probation, Expulsion or any other corrective action deemed necessary by School Administration, and they may be employed at the discretion of the School Administration for violations of school rules and policies as appropriate. Additional details are listed below.

The Head of School, Division Heads, and the Dean of Students have disciplinary authority at Episcopal. The Dean of Students communicates with the appropriate Division Head and may levy disciplinary consequences on their behalf. At times, the Head of School or Division Heads can ask for recommendations from the Disciplinary Committee, which is made up of anonymous employees.

Suspension

Suspension occurs when a student's disruptive behavior negatively affects the student and/or the community. Students will be responsible for all academic work missed during their absence. The student will not be allowed to participate in any extra-curricular activities or attend any school-sponsored events during the days they are suspended. A suspension may automatically result in the student being placed on Disciplinary Probation for a specified period of time. Student files will be noted with days and reason for suspension.

Disciplinary Probation

When a student has been suspended, has continually violated the behavior policy, or whose violation does not merit a suspension, that student may be placed on Disciplinary Probation. For a selected period of time, a student will have his or her behavior closely monitored by teachers, his or her Division Head, and the Dean of Students. The student's extracurricular privileges may be removed and the student may be prohibited from attending school-related events or participating in any school-sponsored field trips.

The student will need to focus on what needs to be done to correct his or her actions and to improve his or her behavior. If behavior does not improve, further disciplinary action will result.

Expulsion

Inappropriate, disruptive, or destructive behavior that negatively affects the student and/or the community may result in expulsion from Episcopal. The Head of School has the discretion to expel or ask a student to withdraw from Episcopal due to a serious breach of school regulations or for persistent minor infractions.

STUDENT CONDUCT LOWER SCHOOL

High standards for conduct are expected of all Episcopal students. In the Lower School, we support children as they progress toward becoming individuals who are cooperative, empathetic, assertive, responsible, and in control of their words and actions. Honesty and integrity, as well as respect for others, are goals we strive to accomplish. Adults working with Lower School students have a responsibility to model behaviors that develop an engaging and positive learning environment. We expect parents to share these goals and support our efforts. We adhere to all Episcopal Conduct policies and the principles of Responsive Classroom, which emphasize social, emotional, and academic growth in a cohesive and safe school community.

In the Lower School, we place great value on nurturing the respect for self, respect for others, and respect for place. In order to maintain this caring environment, we view misconduct as a learning experience -- opportunities for learning and often a natural part of the growing process. To this end, it

becomes incumbent upon us to guide our students towards acceptable and proper conduct in a consistent and equitable manner.

Lower School administration and faculty have designed a conduct philosophy that provides positive direction to those students having difficulty following daily rules and routines. Students are supported and guided by the faculty in an endeavor to develop a sense of personal integrity and to instill habits that will enable them to behave in a mature and socially acceptable manner consistent with Episcopal's expectations.

Consequences for misconduct or missteps begin with opportunities for reflection and reparation, but may also include time out or removal from the classroom, conferences and phone calls with parents, or any other consequences that fit a particular situation. In the event of extreme misconduct or continuous disciplinary lapses, the administration reserves the right to separate the student from the School.

The process of addressing and learning from misconduct or missteps requires the creation of a solid partnership between the school and home. Likewise, the development of ethical behavior requires the same continuous bond.

STUDENT LEADERSHIP, CLUBS, AND SPECIAL EVENTS

UPPER SCHOOL

An Episcopal education prepares students for lives of leadership, citizenship, and service. Students are encouraged to participate in a wide range of campus activities. Extracurricular clubs and organizations, student publications, interscholastic athletics, and drama and musical productions are available for student participation depending on individual interests.

Leadership skills are developed within the student activities in a variety of ways, including chairing committees or serving as officers of clubs and organizations.

As elected or appointed leadership, members of the Student Council, the Honor Council, Student Vestry, and Ambassadors are expected to maintain the highest standards of personal behavior while developing pride and enjoyment in the quality of academic and extracurricular life at Episcopal. Failure to do so may result in the loss of the privilege of serving in these roles.

Student Government

The Student Government serves the school and community, acts as an intermediary between administration and students, and provides a means by which students can convey their opinions and develop activities that will enhance the quality of life within the school community. The Student Council is composed of a President, Vice President, Chief of Staff and Representative. The full Student Government includes five class officers from each grade, 9 - 12, along with the Council.

Honor Council

The Honor Council is an elected body of Upper School students responsible for supervising the maintenance of the Episcopal Code, which includes addressing violations of the Code and educating the

community about expectations of the Code. Additional information about how the Honor Council functions can be found later in this handbook.

Student Vestry

The Student Vestry supports the work of the Upper School Chaplain in planning Chapel talks, guest speakers, and other aspects of Upper School Chapel. Vestry members also give at least one Chapel talk during the year. The Student Vestry consists of three representatives from each grade level chosen each spring through a grade-level election process.

Ambassadors

This peer leadership program is organized to create a smoother transition for new students coming to Episcopal. New students are matched with an Ambassador who will contact them over the summer, attend back to school socials, welcome the student the first week in various activities, and provide a year-long peer relationship to answer any questions and encourage the new student. Ambassadors are also called upon as hosts for Admissions and other events on campus. Ambassadors are chosen from teacher nominations.

Eligibility for Elected Offices

Episcopal is dedicated to excellence in extracurricular activities and leadership opportunities but will not compromise academic standards should they prove to be in conflict with these opportunities.

In order for a student to be elected and to remain in office the student must meet the following academic requirements:

- For a Student Government or Honor Council office, have at least a 2.5 cumulative grade point average
- For all other slates and class and club offices, have at least a 2.0 cumulative grade point average
- Must not be on academic, disciplinary, or attendance probation
- Must have a re-enrollment contract in the Business Office

Leadership Point System

The point system is designed to guide students to ambitious but balanced leadership roles. All elected student leadership offices have been assigned a specific number of points based on the approximate time and responsibility involved. Generally, a student is encouraged to accumulate no more than four points according to the following schedule:

- 3-point offices: Student Body President & Honor Council President.
- 2-point offices: Student Body and Honor Council Vice-Presidents as well as any Class Presidents or Vice-Presidents.
- 1-point offices: Any other Student Body, Honor Council, or Class Officers, Members of the Student Vestry, and any Club Officers.

Please keep in mind that this system is a tool for advising students. It is *not* a barrier to, nor a guarantee of, student leadership. To consider the full range of student commitments, such as academic schedule, artistic involvements, or athletic leadership, student approval to run and hold any elected offices are always at the discretion of the Head of the Upper School, who consults with the student as well as the appropriate faculty sponsors.

Publications

Accolade — The yearbook records significant aspects of life at Episcopal. *The Accolade* has deadlines throughout the School year. In the fall of the subsequent year, the yearbook is presented to each student who was enrolled the year prior.

The Troubadour — The literary magazine is composed of student's poems, fiction, essays, and artwork. The students work with a faculty advisor to publish the literary magazine annually.

Arts

As one of the pillars of Episcopal's mission statement, students have a multitude of opportunities to participate in the visual and performing arts through curricular and co-curricular activities. Co-curricular opportunities include staged theatre productions, choir, band, or dance concerts, and art shows.

Clubs and Other Organizations

Clubs are an active part of the Upper School experience. Many clubs have been in existence year after year while new ones get created each year. Some are more academic in nature; some are service-oriented, while others exist to establish a community of like-minded individuals. **All clubs must be chartered through the Upper School Office.** The Upper School Counselor and the Dean of Students oversee the process. Each fall, a Club Fair is hosted to offer students a chance to understand what each club has to offer. The club meeting schedule is coordinated by the Upper School Counselor.

Senior Privileges

Recognizing that seniors, on the whole, are the most mature, responsible members of the student body, the school wishes to recognize their status by allowing them to earn special privileges. After the Class Retreat in August they begin the privileges listed and have the potential to earn others.

- Special dress code option (see [Dress Code](#) for specific guidelines)
- Seniors in good-standing academically and behaviorally with a free study during the last period of the day may leave campus for Senior Privileges at the beginning of lunch if the senior does not have a required office hours appointment or other activity.
 - Guidelines for this will be presented to Seniors at the beginning of each school year.
 - There must be signed permission from a parent/guardian on file in the Upper School office.
 - Seniors must sign out in the Upper School office before leaving and sign back in if returning to campus before the end of the school day.
- Senior parking section in main gym lot
- Seating in front for Chapel and assemblies, they are first to depart
- College sweatshirts may be worn
- Grade A- or above in a single-semester course may earn an exemption from the exam at the teacher's discretion
- Grade A- or above in a full-year course may earn an exemption from the final exam in the spring at the teacher's discretion

School Dances and Other Events

Several Upper School dances and social gatherings are planned at school each year. The following procedures are listed so that all persons involved with the planning of these Upper School events

(students, teachers, clubs or organizations) understand the School's expectations at these events.

- All Upper School dances are for Episcopal students in grades 9-12 and individual guests in grades 9-12 or college.
- Episcopal has a "closed dance" policy. Students bringing a guest to a dance must complete an Episcopal Dance Guest Registration Form to be turned in prior to the dance.
- Formal dances will start at 8 p.m. and end at 11:00 p.m. The doors will open at 7:30 p.m.
- Students will not be admitted to a dance later than one-half hour after the event starts unless the student's parents request permission.
- Once a student is in the dance, they **MAY NOT** leave and then return.
- Before coming to the dance, students should make arrangements for rides home.
- Students must remain at all dances until 10:30 p.m.

The Honor Council

Mission

The mission of the Episcopal Honor Council is to defend, promote, and enforce the Episcopal Code of Honor. The Honor Council seeks to establish a complete community of trust and honor. The Council further strives to develop a sense of honesty and integrity that each student will carry with him or her from the school to the greater community.

Overview

The Honor Council is an elected body of Upper School students responsible for supervising the maintenance of the Episcopal Code, which includes addressing violations of the Code and educating the community about expectations of the Code. Members of the Honor Council will offer guidance and give access to the Episcopal Code to everyone in the community. A student who witnesses a violation of the Code may bring that information to a Council member, as well as to a teacher or administrator.

Members

Qualifications

The Honor Council is made up of four Seniors, three Juniors, two Sophomores, and one Freshman, all elected by their classmates. Each serves one-year terms. A candidate for any position on the Honor Council must be currently enrolled at Episcopal, be in good academic and disciplinary standing, be enrolled for the School year in which the term of office takes place, have met financial obligations with the Business Office, and have the approval of the Administration. Any Upper School student who has been on any kind of disciplinary probation during the previous 12 months cannot hold a position on the Council. No student is allowed to hold a position on the Honor Council during a period of academic probation.

Duties

Those who serve on the Honor Council should be students who are known to have the highest regard for the Honor Code. Every Honor Council Member is expected to...

- Lead by example, following the Honor Code demonstrably and earnestly;
- Preserve the integrity of Honor Council meetings through discretion, sensitivity, and fairness;
- Collaborate with faculty members and the Upper School administration in enforcing the Honor Code;

- Engage with peers and other Honor Council members with respect and candor when conducting investigations into Honor Code violations; and
- Attend Honor Council meetings regularly and timely, in order to ensure the process of enforcing the Honor Code is efficient and professional.

Positions

There are two “ranking” positions on the Honor Council.

1. **President.** The Honor Council President is selected by seniority. This position is earned by the Councilmember with the most years of service, as long as they also have the endorsement of the Faculty Sponsor and Dean of Students. The President is responsible for...
 - Leading all Honor Councilmembers and relevant meetings including Hearings;
 - Assigning Teams for investigating cases;
 - Signing off on all Honor Council opinions;
 - Representing the Honor Council in all student events and assemblies; and
 - Serving as the chief representative of the Honor Code and its values throughout the school and beyond.
2. **Vice-President.** The Honor Council Vice-President supports the work of the council by fulfilling the same duties as the president when the president, for whatever reason, is incapable of doing so. They are the second most senior councilmember in terms of years of service, as long as they too have the endorsement of the Faculty Sponsor and Dean of Students.

Procedures

The following are the required procedures for the Honor Council when addressing violations of the Honor Code. Some aspects of these procedures can be determined and altered to fit the schedules of those involved. But all steps are required for the function of the council.

1. *Report.* A violation can be reported by students, staff, or teachers. But for it to become an Honor Council case, the violations must be referred by the Upper School Dean of Students or Head of the Upper School. No case can appear before the Honor Council without this *Referral*.
2. *Referral.* The Dean of Students or the Head of Upper School will inform the student and parents of the Referral, and then separately, they will inform the Honor Council President and the Faculty Sponsor of the case, as well as initial details, so it can be added to the Honor Council docket.
3. *Investigation.* The Honor Council will first investigate the Referral. This is handled confidentially within and among the Honor Councilmembers, in consultation with their Faculty Sponsor, and it is tracked in the *Referral Record*.
 - The Case Team is assigned by the President on a rotating basis. But all teams must include three members—one Senior, one Junior, and one Sophomore/Freshman. This rotation is re-made every quarter by the President and Faculty Sponsor, taking into account the councilmembers’ co-curricular and academic obligations.
 - All Investigations must start with an interview with the teacher, staff, or student who reported the initial Violation. This should happen without by-standers, respecting the confidentiality of the reporter.
 - Other interviews may occur from there, at the Case Team’s discretion. However, confidentiality is expected throughout.
 - Additionally, notes must also be taken during these interviews to include in the *Referral Record*, ensuring judgements can be administered with full integrity.

- The only individual not interviewed during the investigation is the Violating Student themselves.
 - An Investigation concludes when the Senior councilmember on the Case Team informs the President and Faculty Sponsor.
4. *Review.* This internal meeting, consisting *only* of the Honor Council Members and the Faculty Sponsor, should happen after the completion of the Investigation and prior to the Hearing. The Review allows the Case Team to share their findings with the other Councilmembers. At the review, the Councilmembers will agree on an approach, so they may collaborate on questions and agenda for the Hearing with the Violating Student. Generally, this will occur just prior to the Hearing. But for particularly challenging cases, the Review may take place earlier, though it should never be earlier than two days prior to the Hearing.
 5. *Hearing.* This traditional part of the Honor Council process must happen before school on either a subsequent Tuesday or Thursday after the conclusion of the Investigation. All Hearings must include the Violating Student, the Honor Council Faculty Sponsor, and the Honor Council. Additionally, the Violating Student may request the attendance of their Advisor, or other teacher. However, administrators and/or parents are not allowed to attend. During the Hearing, the Honor Council President or Vice-President will read aloud the Honor Code and remind all attendees of the confidentiality of the Hearing. Then, councilmembers will question the Violating Student's choices and motivations as well as ask about factors that influenced their actions.
 6. *Deliberation.* Immediately following the Hearing, the Violating Student will be dismissed, and the Honor Councilmembers will deliberate. If the Deliberation needs more time than can be provided for after the Hearing, the Honor Councilmembers and the Faculty Sponsor must meet within two days of the Hearing to resolve Deliberations. The most relevant outcome of the Deliberations is the assignment of the writing of the Honor Council's Decision. All Deliberations are also taken down and documented in the Referral Record by the Case Team.
 7. *Decision.* The writing of Decision will include two stages. The initial draft which should be written by the Case Team within two days of the Deliberation. Then the Decision must be reviewed by both the Honor Council President *and* the Faculty Sponsor within one day.
 8. Decisions must include...
 - The *Judgment* includes the clear indication of what portion(s) of the Code have been violated.
 - The *Rationale* includes an explanation of the relevant details uncovered in the Investigation and Hearing.
 - The *Recommendation* includes the formal proposal and explanation of consequence(s).
 9. *Presentation.* The closing of any Honor Council case must include a formal Presentation of the Opinion to the US Dean of Students. This meeting should include the full Case Team and the President and/or Vice-President. These should be scheduled for before school on Mondays or Wednesdays. The Dean of Students is allowed to ask questions and express concerns. If the Dean of Students would like to encourage the Honor Council to reconsider its position, the Opinion may be revisited, or the Honor Council may choose to leave its Opinion as is. The Dean of Students reserves discretion with regards to the carrying out of the consequences regardless.

Policies

Confidentiality

The function of the Honor Council is dependent upon its members' and its administrators' strict respect for the confidentiality of its conduct. Therefore, every effort is made to maintain the confidentiality of...

- Any person reporting an Honor Code violation;
- Any person who is found to, or have been reported to, have violated the Code; and
- Any person who attends, participates, or is privy to the minutes and notes of an Honor Council investigation and/or hearing.

The only exception to this confidentiality lies within the discretion of the Head of School. Violations of the Honor Code may be shared, in the sole judgment of the Head of School, when it is deemed appropriate to help further the educational or learning experience of the school community. Regardless, this does not obviate the obligation of confidentiality for all other participants in the Honor Council process.

Transparency

In order to fulfill its function of leading the community's awareness and respect for the Honor Code, it is expected that the Honor Council President and/or Vice-President present routinely to the Upper School a "State of the Code" report regarding the frequency, degree, and trends in investigations, violations, and decisions. These should regularly occur throughout the school year, especially at/near the end of term.

STUDENT LEADERSHIP, CLUBS, AND EVENTS MIDDLE SCHOOL

Co-curricular Organizations

Co-curricular and leadership organizations for Middle School students include such activities as athletics, performing arts productions, Middle School Student Council, Student Vestry, Peer Leaders, and Middle School Cheer.

Officers for Middle School clubs and organizations are elected in the early part of the first quarter. To be eligible to run for office, students must be in good standing academically and behaviorally.

Middle School cheerleaders are organized in the spring of the prior year. To be eligible, students must be in good standing academically and behaviorally.

Social Activities

The Middle School encourages age-appropriate social activities to foster healthy social interaction and social skill development for young adolescents. Class field trips provide opportunities for both educational and social growth. The Middle School Student Council sponsors one school dance for 7th graders and two dances for 8th grade students. Students from other schools may not attend these dances.

Leadership

Fifth graders have many opportunities to serve as leaders in the Lower School: Safety Patrol, Morning Meeting leaders, Field Day helpers, etc. Lower School students also have the opportunity to demonstrate leadership as older buddies to younger students.

Clubs

After school clubs will be offered each quarter. Club offerings will vary by quarter. Details for enrolling in after school clubs will be shared in the Lower School parent newsletter. Students may also enroll in the [Performing Arts Academy](#). Extended Care is also available daily.

Birthdays

Before sending treats for your child's birthday or other special occasions (like king cakes), please check with your child's homeroom teacher. All treats must be nut-free. We appreciate advanced notice of such events. Birthdays will be recognized in Morning Meeting and celebrated in classrooms, with teacher coordination.

We ask that invitations to off campus/ private parties not be delivered at school. Contact information for your child's classmates can be found in the Episcopal Community Directory. Similarly, the school prohibits the distribution of individual gifts at school.

Unfortunately, we are not able to accept deliveries and/or gifts for your child due to safety and operational concerns. Third party delivery persons will be turned away at the door.

Holiday Parties

Holiday parties are organized by parent Grade Representatives and classroom teachers. All treats must be nut-free. Parties are organized in a manner so they are similar within a grade level.

STUDENT SUPPORT SERVICES ALL-SCHOOL

Counseling Services

Episcopal School has a comprehensive counseling program. With a counselor assigned to each division, and a counselor and learning support teacher on our Learning Support Services Team, we are able to support most students' social-emotional and intellectual needs during the school day. School counselors meet with students on a short-term, individual basis or in small group settings to support them with school, friendship, family, or mental health needs. Parents and teachers may refer students for counseling support, and students may request services themselves. Confidentiality is critical for counseling relationships so that students build trust as a basis for developing healthy coping strategies. School counselors also facilitate counseling lessons on a variety of developmentally relevant topics in the classroom, through our advisory program, and through grade level retreats.

Sexuality Education

One of the educational programs that our counselors oversee is our SexEd program. At Episcopal, education is seen as a process that touches the whole person, not just the intellect. The study of human sexuality is therefore an element of the curriculum in each of the School's three divisions.

As with any other subject, material about sexuality is taught in an age-appropriate manner that is responsive to the social and emotional dimensions of each stage of personal development. The curriculum is planned so as to present younger students with no more information than they are prepared to assimilate, but also to ensure that, as they grow older, students are equipped to deal thoroughly and responsibly with this vital area of their lives.

Since Episcopal is a church-related institution, instruction about sexuality is rooted in the Christian moral vision which is an integral part of our cultural and spiritual inheritance. Sex is a gift from God but is revealed as such only within the supportive context of marriage. Abstinence from sexual intercourse outside of marriage is held up to students as an aspiration that is both worthwhile and fully attainable. The curriculum is not "values free."

Without compromising the standard of abstinence, instruction attempts to enable students to deal responsibly with the medical and psychological implications of decisions they make. Factual information about pregnancy prevention and sexually-transmitted diseases, including HIV, is provided.

Because of the sensitive nature of this subject, parents are invited and encouraged to take an active role in the educational process at all levels. Parents will be notified well in advance of instructional units that deal with sexuality, and all classroom materials are available for inspection by parents before they are used. Free and open communication between Episcopal, its students and their parents is crucial to the success of Episcopal's sexuality education program.

Episcopal School Counseling Department Declaration of Practices and Procedures

Counseling Relationship

The Counseling Staff's primary responsibility is to the student. We strive to create a safe and trusting atmosphere. Our goal is to assist students in developing academic and social coping skills. When helpful, we partner with parents and teachers to support student goals. If we have a counseling relationship with a student who is engaged in mental health support (psychiatrists, psychologists, social workers) off campus, we ask that parents and students inform us of this relationship. A consent/release form may be signed to allow for collaboration for continuity with care.

Areas of Expertise

All school counselors are licensed and trained to work with children and adolescents on a range of developmental issues such as social conflict resolution, bullying, anxiety, depression, study skills, goal setting, matters of sexual health, and stress management.

Counseling Services Offered

Our counseling practice derives from various theoretical modalities including cognitive-behavioral, solution focused, client centered, play therapy, and group therapy. Counseling is available for students

currently enrolled at Episcopal School of Baton Rouge and is generally short-term and solution focused. Families of students needing long-term counseling may need to seek outside support.

Code of Conduct

We adhere to state law that has been adopted by the LPC and LCSW Licensing Boards to abide by the Code of Ethics for practice. A copy of this code is available upon request.

Privileged Communication/Confidentiality

When working with children and adolescents and their families, only legal guardians or parents may communicate with the counselor regarding their minor child. While school counselors do not need to obtain consent from a parent or guardian prior to talking to minors in a school setting, they are responsible for gaining assent from the minor, building a partnership with parents and guardians, and maintaining confidentiality in a legal and ethical manner.

Emergency Situations

In an emergency mental health situation after school hours, students and families may contact their local medical or mental health professional, the via link crisis teen textline at 833-TXT-TEEN, go to their nearest emergency room, or contact local law enforcement officials if warranted.

Potential Counseling Risk

Occasionally, there may be counseling issues that arise that are best supported away from the school environment because of the level of severity of the issue or the concern for a child having a strong emotional reaction and being unable to return to class. In these instances, the school will work with parents and students to identify outside resources to support the student's needs. For questions or to seek counseling support, please contact your division counselor.

For more information about our Student Support Services, including the Middle School and Upper School advisory program and other programs, please see the [Counseling and Support Services](#) page on our website.

Self-Referral by Students

From time to time there will be students who, with their families, seek counseling and medical assistance for substance abuse. The school intends to be as supportive as it can of such decisions and does not, therefore, believe that it is right to take disciplinary action against a student who is seeking appropriate medical help, provided the School's regulations concerning the use of drugs or alcohol have not been broken.

Students may take advantage of a self-referral procedure to seek information, guidance, counseling, and assessment in regard to student's use of tobacco, alcohol, and other drugs. Voluntary referrals may not be used to avoid punitive consequences for a specific incident. Consequences in a case of self-referral will be considered on a case-by-case basis and may often be mitigated by the self-report.

- Referral is allowed one time in a student's school career.
- Referral must be made by the student or a member of their immediate family.
- Referrals must be made to an administrator, teacher, School Counselor, or coach and then reported to the Division Head.

- Any time a referral is made, the Head of School, Division Head, Dean of Students and School Counselor will be notified.
- School counselors will often refer students to a professional off campus with expertise in substance abuse.

Advisory Program

Students in Grades 6-12 will have the additional support of an advisory group. The mission of the advisory program is to provide students with additional adult support, encouragement, understanding, and acceptance within a small group setting.

Learning Support Services

The Learning Support Services program serves all students. While no program can guarantee the academic success of any student, we strive to assist each student's unique learning style and needs and help to develop the academic skills of our students. In order to be eligible for Learning Support Services, a formal diagnosis and educational assessment by a specialist (pediatric, psychologist, psychiatrist, neurologist, speech/language professional) must be on file in the appropriate division office. A student educational plan (SEP) will be written by a member of our Learning Support Team for each student based on that educational assessment.

- The lifespan of a student's formal educational assessment is recognized as three years and parents are responsible for updating it as advised by the Learning Support Team, School Counselor or Division Head.
- For Upper School, updating is recommended in the spring of the ninth-grade year to ensure that proper accommodations can be applied through venues for Advanced Placement and college admissions testing.

Expectations for Parents of Children Needing Learning Support Services

- Open, thorough communication of their child's learning needs and obstacles with appropriate school personnel each year.
- Regular monitoring of their child's homework requirements and progress through online access to teachers' course pages and child's grade reports.
- Timely communication of concerns to Division Head, Dean of Students, Learning Support Team, and/or School Counselors to prevent concerns from developing into major problems.
- Encouraging and expecting increased independence with regard to school requirements as their child is capable.
- Arranging for tutoring or remediation services when recommended by school personnel or professional evaluators at a cost to the parent.

Access to Contracted Tutoring Services

- On-campus access to tutoring, language therapy, or occupational therapy is coordinated through our Learning Support Team. All on-campus tutoring and therapy services must be with an approved provider and scheduled at a time approved by the school.
- Tutoring appointments that would require a student to miss class may only be scheduled through Learning Support Services personnel.
- For more details regarding our Learning Support Services and who to contact, please see the [Counseling and Support Services](#) page of our website.

EPISCOPAL STUDENT RESPONSIBLE USE POLICY

Episcopal School of Baton Rouge recognizes that as telecommunications and other technologies change, there will be a shift in the ways in which information may be accessed, communicated, and transferred by members of our society. Methods of instruction and student learning will also change. Guidelines are provided below to make all Episcopal technology users aware of the responsibilities that they accept when they use Episcopal's technology resources. In general, what is required is efficient, ethical, and legal utilization of technology resources that is respectful of the rights of all users in the Episcopal school community. The Responsible Use Policy is an extension of the school's Honor Code, and general school rules for behavior apply. ***A signature on the School's Enrollment Contract indicates that the signed party has read the terms and conditions of use, understands their significance, and agrees to abide by the terms.***

Guidelines for Responsible Use of Technology

Responsible Use of Technology Resources: Episcopal provides technology resources to support the pursuit of educational excellence by its students. Within the school environment, these resources are to be used to conduct research, to support classroom activities, and to engage in self-discovery activities that are consistent with the educational goals and mission of the school. Uses that might be acceptable in another environment may not be acceptable in this system because of its limited educational purpose.

Procedure for Reporting Inadvertent Inappropriate Use: If a user inadvertently uses a technology resource inappropriately, the user is responsible for immediately notifying a teacher, a librarian, or an administrator of the mistake. Failure to report unintentional misuse will result in the incident being considered an intentional violation.

The Use of Personal Devices: Students who bring their privately-owned electronic device to school are personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the owner. Any damage to the equipment is the responsibility of the owner. Any personal device brought on campus should adhere to the policies of the students' respective division. Students in any division should not use the camera or any other audio/visual recording features without specific permission from a teacher or administrator.

Artificial Intelligence and Generative Artificial Intelligence (GenAI) Systems

Episcopal School of Baton Rouge is committed to the ethical use of Artificial Intelligence systems. For the purposes of this policy, "Artificial Intelligence" and "AI" refer to computer systems that can perform tasks normally requiring human intelligence, and "GenAI" is defined as an AI system that generates new content or modifies content in various formats that can include text, images, audio, video, or code.

Episcopal School of Baton Rouge students are responsible for their use of AI and GenAI tools. All users of AI and GenAI must consider the ethical and legal implications of their work, being mindful that GenAI can produce inaccurate and/or biased content and present privacy and security concerns.

Responsible Use of AI Tools

Episcopal School of Baton Rouge recognizes that responsible uses of AI tools will vary depending on the context, such as a classroom activity or assignment. Teachers will clarify if, when, and how AI and GenAI tools can be used, and students will adhere to the parameters provided by the teacher for the particular assignment. Unless specifically approved for an assignment, AI and GenAI should not be used by students.

Students may only use AI and GenAI systems for educational purposes that have been approved by the school. When using any AI and GenAI tools, students are responsible for checking any generated content to ensure accuracy and lack of bias before submission or dissemination. Students should also make every effort to ensure that information in GenAI-generated content is properly cited and that GenAI-generated images, audio, video, text, and other content do not violate intellectual property rights. If in doubt, students should ask their teacher or another faculty or staff member for guidance. Students should know they are ultimately responsible as human users of any content or product created using GenAI, and students should never rely solely on AI-generated content without review.

Risks and Prohibited Uses of AI Tools

As Episcopal School of Baton Rouge works to realize the benefits of AI in education, we also recognize that risks must be addressed. AI and GenAI may only be used at the Episcopal School of Baton Rouge in compliance with Episcopal's policies. Below are additional examples of risks, and prohibited uses:

- **Bullying/harassment:** Using AI and GenAI tools to manipulate media to impersonate others for bullying, harassment, or any form of intimidation is strictly prohibited. Students are expected to employ these tools solely for educational purposes, upholding values of respect, inclusivity, and academic integrity at all times.
- **Overreliance:** Dependence on AI and GenAI tools can decrease human discretion and oversight. Important nuances and context can be overlooked and accepted. Teachers will clarify if, when, and how AI and GenAI tools should be used in their classrooms, and students are expected to review outputs prior to submission.
- **Plagiarism and cheating:** Students should not copy from any source, including GenAI tools, without prior approval and adequate documentation. Students should not submit AI-generated work as their original work. Students should not use AI or GenAI on any assignment unless given specific approval. Staff and students will be taught how to properly cite or acknowledge the use of AI and GenAI where applicable. Existing procedures related to potential violations of our Academic Integrity Policy will continue to be applied.
- **Unequal access:** If an assignment permits the use of AI tools, those tools must be approved by the school to ensure that all students have equal access.
- **Bias:** AI tools trained on human data will inherently reflect societal biases in the data. Students should understand that AI content can reflect those biases, and students must review all AI-generated outputs before use.

- **Compromising Privacy:** We will not use AI in ways that compromise teacher or student privacy or lead to unauthorized data collection. **Students may not submit data, information, audio, images, or likenesses of another student, faculty member, or staff member, or original work created by another student or faculty or staff member without their permission.** If given permission, students may only submit such content to an AI system approved by the school. This is to ensure that such programs meet Episcopal’s privacy and security standards, including FERPA, CIPA, COPPA, and state law compliance, depending on the nature of the information being submitted. Personally identifiable information (PII), which includes names, addresses, social security numbers, telephone numbers, and email addresses should never be entered into any GenAI system. When students use school-approved GenAI systems, including submitting their own original work to a GenAI system, the student should remove any personally identifiable information.
- **Other:** Inappropriate uses, such as creating deepfakes, generating misleading content, or using GenAI in any way that violates Episcopal’s standards and Responsible Use Policy are strictly prohibited.

Advancing Academic Integrity

Students must disclose to their teacher any use of AI and GenAI on assignments. The use of GenAI to circumvent the learning process in any way, including the use of AI when not permitted or where the use of AI is not specifically disclosed, is a violation of Episcopal’s Honor Code. We will use AI to advance the fundamental values of academic integrity - honesty, trust, fairness, respect, and responsibility.

If a student uses an AI system, its use must be disclosed and explained. As part of the disclosure, students may cite their use of an AI system as instructed by their teacher.

Unacceptable Use of Technology: Episcopal seeks to protect the civil, personal, and property rights of those individuals using school technology resources and regards the following technology use as unacceptable:

Accessing Information Which Does Not Support Educational Purposes:

Students should not access sites that have sexually explicit content, that support hate or discrimination, violence or illegal activities, or academic dishonesty, or that violate the school’s social media policy. Additionally, the use of proxies or anonymizers or personal hotspot devices of any kind is not permitted, as all internet access should go through the school’s wireless network to ensure proper content filtering and network security.

Publishing (Sending, Forwarding, Posting) Inappropriate Information:

- Communications containing language that is obscene, profane, sexually explicit, lewd, vulgar, rude, disrespectful, threatening, or inflammatory
- Communications containing harassment, personal attacks (including prejudicial or discriminatory), or hate mail (spreading false or defamatory material about a person or organization). This also includes any form of cyber bullying
- Sending (including forwarding) chain letters or spam (annoying or unnecessary messages to large numbers of people)
- Using references to Episcopal on any unauthorized web pages

- Publishing information about yourself or others that would put privacy and/or safety at risk

Abusing Technology Resources:

- Using any personal technology for non-academic purposes without permission during school hours
- Using any school provided technology for non-academic purposes without permission at any time
- Using the network in ways that disrupts network use by others
- Using the network to engage in illegal activity
- Downloading, installing, or storing malicious software on school systems
- Wasting finite resources; for example; bandwidth, paper, toner
- Using school technology resources to conduct a business or for other unauthorized commercial gain
- Using school provided services to sign up for any services not approved by Episcopal
- Disconnecting or taking cables, mice or other accessories, (this includes vandalizing, damaging, or disabling equipment, software or data)

Safety and Security Issues:

- Failing to keep personal passwords confidential
- Failing to log off when finished using a workstation
- Using the password of another person
- Misrepresenting yourself or someone else online
- Entering credit card numbers and purchasing materials or services online
- Hacking or otherwise accessing accounts of others even if the location is left unlocked
- Spoofing or otherwise falsifying the source of network traffic including e-mails
- Creating or propagating computer viruses or overloading the school's network resources

Copyright/Piracy Issues:

- Downloading or exchanging pirated or illegally obtained software
- Violating vendors terms of service and privacy policies
- Copying, modifying, distributing, displaying, or transmitting the work of another without contacting the owner for permission [material on most websites is protected by copyright]
- Cracking/spreading or otherwise copying or distributing commercial software

Consequences for Inappropriate Use: Access to technology is provided as an important component of the Episcopal educational environment. Users who fail to adhere to the terms of the Responsible Use Policy face disciplinary and/or legal action.

Student Accounts: Student accounts will be closed immediately upon student withdrawal from Episcopal or July 31st when the student graduates as a Senior. Student data files and email will be deleted when the account is closed.

Children's Internet Protection Act (CIPA): In compliance with the [Children's Internet Protection Act of 1999](#), Episcopal monitors the online activities of minors while connected to the school's network. Episcopal also educates employees and students on proper use of technology to become better digital citizens.

- Episcopal uses a content filtering system to prevent access to inappropriate matter including harmful information on the Internet while at school.
- Episcopal monitors electronic communications through administered digital services.
- Episcopal implements policies against hacking and other unlawful activities.
- Episcopal does not knowingly share student data with any unauthorized personnel without parent permission
- Campus Internet use is monitored so that users making inappropriate choices should be redirected toward productive use in accordance with school guidelines.

Children's Online Privacy Protection Act (COPPA): Episcopal will utilize services which comply with the [Children's Online Privacy Protection Act of 1998](#) by researching the service provider's terms of service and privacy policy prior to use by all students, not just those age 13 and up. Episcopal may act as an agent for parents for cloud services (SaaS), including school-related online programs, mobile device application sign-up, and all other aspects of the school's policy on student Internet usage for academic purposes which require direct parent consent. This consent is granted with the signing of the school enrollment contract. While we have carefully selected these vendors, the use of these services is at your own risk. We cannot guarantee the privacy or security of any information that is shared via these services, and you may wish to review their terms of service and privacy policies.

Limited Expectation of Privacy: Users of Episcopal technology resources have the right to privacy from their peers in their e-mail correspondence and personal files; however, Episcopal administration reserves the right to gain access to these files to investigate unusual activity on the system or any user believed to be in violation of responsible use guidelines or other school conduct policies.

Although the Internet is a very worthwhile educational tool, it poses the risk of its users being exposed to inappropriate materials. Episcopal focuses on students' learning to make appropriate choices based on school guidelines and personal values.

Episcopal iPad Handbook

iPad General Information

Before receiving the iPad, students and parents must follow the policies in the Responsible Use Policy (RUP) and iPad Handbook, ensuring that there is a clear understanding of responsibilities associated with the iPad.

A signature on the School's Enrollment Contract indicates that the signed party has read the terms and conditions of use, understands their significance, and agrees to abide by the terms of the RUP and the iPad Handbook.

iPad Collection & Distribution

Fourth through eighth grade students will be issued an iPad for school-related activities.

Individual school iPad and accessories, including but not limited to the charger, that are taken home during the year must be returned to the Help Desk at the end of each school year.

Students who withdraw, are expelled, or terminate enrollment for any other reason must return their

school iPad and accessories in good condition on the date of termination. If a student fails to return the iPad at the end of the school year or upon the termination of enrollment, the school will withhold grades and transcripts until the property is returned. If the iPad is not returned, the student's family must pay the full replacement cost of the iPad.

iPad Care

Students are responsible for the general care of the iPad they have been issued by the school. iPad devices that are broken or fail to work properly must be taken to the Help Desk office for an evaluation of the equipment. Here are the general precautions:

- The iPad is school property, and all users will follow the *Responsible Use Policy* for technology.
- Students are responsible for keeping their iPad fully charged for school each day.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- Do not remove the iPad from the protective case and only use a clean, dry, soft cloth to clean the screen; no cleansers of any type, not even water, are appropriate.
- iPad must remain free of any writing, drawing, stickers, or labels.
- iPad must never be left unattended in an unlocked locker, a car, on the ground, or any unsupervised area.
- iPad must not be exposed to extreme temperatures, fire, or ultraviolet light.
- Do not take iPad near pools of water or out in inclement weather
- Do not place anything on the iPad that could put irregular pressure on the device.
- The protective case provided with iPads has sufficient padding to protect the iPad from normal treatment and provides a suitable means for carrying the device within the school.
 - If placed in a backpack, the backpack should be placed in an area to minimize potential damage.

If an iPad needs to be repaired, a student should follow these guidelines:

- Email helpdesk@ehsbr.org or come to the Help Desk office located in the Aldrich Library
- A student may be issued a spare if the iPad has to be sent away for repairs
- If possible the student should ensure the device has been backed up to iCloud before requesting repair

Students will be held responsible for all damage to their iPad including, but not limited to broken screens, cracked plastic pieces, inoperability from jail-breaking, etc.

Episcopal has purchased AppleCare+ insurance for each iPad issued to students. For the first two incidents of accidental damage covered by AppleCare+, students will be charged \$55.00. Students will be charged the full price of repairs for any incident not covered by the Apple care policy or for any incident occurring after the initial two incidents covered by the AppleCare+ policy. AppleCare+ policy information can be found by visiting their website at

<http://images.apple.com/legal/sales-support/applecare/docs/applecareplusforipadenglish.pdf>

Students will be charged full-price for replacement of chargers, iPad covers or any other peripheral device provided by the school for student use.

iPad Usage

Students who do not have their iPad for class will not be provided a spare and may face disciplinary

consequences.

The student's responsibilities include, but are not limited to,

- Setting a lock screen password
- Turning in any email containing inappropriate or abusive language or questionable subject matter to the school office.

They are also prohibited from the following:

- Downloading unauthorized apps for non-educational use
- Changing settings on the iPad to circumvent monitoring or management
- Using the camera function without authorized permission
- Unmuting sound on the iPad without authorized permission
- Using the iPad for entertainment purposes during class without authorized permission

From time to time, the school may add apps for use in a particular course. Periodic checks of the iPad will be made to ensure that students have not removed required apps or changed installed software including changes to the iPadOS. All apps will be distributed through a secure Mobile Device Management system. Students are not permitted to connect their iPad to any computers and/or synchronize their iPad to any personal iTunes or iCloud accounts for any purpose.

Upgrade versions of licensed software/apps are available from time to time. Students should keep their iPad operating system and apps up to date unless specifically advised not to by the Technology team. Updates will be centrally managed by the Help Desk, and students are responsible for installing the updates in a timely manner at home so that class time is not interrupted.

If technical difficulties occur or illegal software (non-Episcopal installed apps and jailbreaking) is discovered, the iPad will be erased. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage. In addition, this may result in confiscation of the iPad with usage allowed only during the school day if due to usage of illegal software or jailbreaking.

DEVICE BACKUP

Episcopal uses two cloud solutions for backing up and saving work. Both accounts are provided and managed by Episcopal, but students are responsible for managing their own data.

iCloud saves most items from the iPad, including native apps. The student must be logged into the iPad with their Apple ID. Google Drive is recommended for workflow, collaboration and backup purposes.

Please Note:

The paragraph below is included on every student’s enrollment contract. The parent/guardian signature on the enrollment contract serves as an agreement by the student and parent(s)/guardian(s) to accept and abide by the rules and regulations of this handbook.

COMPLIANCE WITH RULES AND REGULATIONS

By executing this Agreement, I agree to abide by the rules and regulations, as may be adopted or amended from time to time, of Episcopal, including the Episcopal Code of Honor Agreement and Student/Parent Handbook. I acknowledge that the School reserves the right in its sole discretion to dismiss any student who does not meet the behavioral and academic standards of the school, or whose personal conduct at any time or place violates the School’s rules and regulations, interferes with the School program, or brings discredit to the School. The administration, teachers and staff may take all action necessary to ensure the operation of the School in all matters as it may apply to the student. The School reserves the right to terminate the relationship with the family and the Student and to dismiss the Student when the Head of School concludes that a lack of Parent/Guardian cooperation or other conduct is inconsistent with the School’s rules and regulations or impedes the School’s ability to meet its educational objectives.

Appendix 1

A RESOLUTION OF THE EPISCOPAL BOARD OF TRUSTEES

RESPECT FOR OUR HUMAN DIGNITY

Adopted June 2001

Episcopal School is an institution of the Episcopal Church and is obedient to the religious, ethical, and moral teachings of the church. The Baptismal covenant of the Episcopal Church includes a commitment to strive for justice and peace among all people and to respect the dignity and freedom of every human being.

Episcopal School has always had non-discriminatory policies and the blessing of diversity among its faculty, staff, and students. Academic excellence thrives on differences in experience, attitudes, interests, hopes, and dreams. Tolerance of these differences is an important part of the Episcopal experience.

This standard of tolerance and respect does not infer acceptance of behavior that within the context of an Episcopal school would seem immoral or unprofessional.

The following rules of respectful conduct are expected to be followed. Appropriate disciplinary action will be taken if they are not. This action may include expulsion or, in the case of an employee, dismissal. This list is not intended to be exclusive.

- Inappropriate public displays of affection or other sexual activity are not allowed on campus or at any school-sponsored function.
- All employees are expected to refrain from publicly discussing issues concerning their own sexual practice, sexual preference, or sexual orientation.
- All members of the School community are expected to refrain from using language that contains racial and ethnic slurs, derogatory comments about physical appearance, or sexually offensive words or remarks.
- All employees are expected to refrain from discussing the private lives of other members of the School community with other employees, parents, or students.
- Discussions of issues of sexuality should be guided by the Policy of the Board of Trustees regarding sexual education which upholds the morals of the Episcopal Church and supports the standard of sexual abstinence.
- All employees will be expected to complete a course as prescribed by the Diocese of the Episcopal Church of Louisiana covering sexual misconduct.
- Sexual behavior on the part of any employee toward a student or other employee will be cause for dismissal.
- Incidents occurring off campus, which bring into public view behavior inconsistent with the values of Episcopal, will be neither tolerated nor accepted.

Appendix 2

SCHOOL POLICY ON BULLYING/THREATS/INTIMIDATION/HARASSMENT

Adopted August 2023

Students, parents, faculty, and guests shall treat one another with civility, respect and courtesy in conformity with the Episcopal Code. Therefore, such actions as bullying, threats, intimidation, or harassment are not permitted. Behavior that infringes on the safety of any student will not be tolerated.

Definition of Bullying.

Bullying is defined as a pattern of one or more of the following behaviors:

- A. gestures, including but not limited to obscene gestures and making faces;
- B. written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors
- C. physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property; and
- D. repeatedly and purposefully shunning or excluding from activities.

Behavior defined as bullying is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

Bullying has the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or is sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, has the effect of substantially interfering with a student's performance in school, or has the effect of substantially disrupting the orderly operation of the school.

Reporting Incidents of Bullying.

Any student who believes that he or she is or has been the victim of bullying, or any student or parent or legal guardian, who witnesses bullying or has good reason to believe bullying is taking place, may report the bullying to a school official. A student, or parent or guardian, may also report concerns regarding bullying to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity.

Any report of bullying shall remain confidential. The school will utilize the BESE approved bullying report form.

Any teacher, counselor, bus driver, or other school employee, whether full or part time, and any parent chaperoning or supervising a school function or activity, who witnesses or who learns of bullying of a student, shall report the incident to a school representative. The representative shall report the matter

immediately to the appropriate division head or directly to the Head of School. A verbal report shall be submitted by the school employee or parent on the same day as the school employee or parent witnessed or otherwise learned of the bullying incident, and a written report must be filed no later than two days thereafter.

The division head will confer with the Head of School. They may, in turn, involve the School counselors and/or Dean of Students, and may, if necessary, seek outside advice from the appropriate law enforcement authorities, the School's attorney, or a mental health professional. The Head of School will then determine an appropriate course of action that may include referral to the Honor Council, discipline imposed by the School's administration, and/or counseling of the parties involved.

Retaliation against any person who reports bullying in good faith, who is thought to have reported bullying, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited conduct and subject to disciplinary action. Making false reports about bullying to school officials is prohibited conduct and will result in disciplinary action.

Investigation Procedure.

When a report of the bullying of a student by another student is received, the school shall conduct an investigation using the following procedure.

The investigation shall begin the next school day following the day on which the written report was received and shall be completed no later than 10 school days after receipt of the report. If additional information is received after the end of the 10-day period, the school official shall amend all documents and reports to reflect such information.

Upon receiving a report of bullying, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following school day. Delivery of the notice shall under no circumstances be the responsibility of the involved student.

Before any student under the age of 18 is interviewed, his or her parents or legal guardians shall be notified of the allegations made and shall have the opportunity to attend any interviews conducted with their child as part of the investigation. If, after three attempts in a 48-hour period, the parents or legal guardians of a student cannot be reached or do not respond, the student may be interviewed.

All meetings with the parents or legal guardians of an alleged victim or an alleged offender shall be separate meetings with the parents or legal guardians of the alleged victim and the alleged offender. Parents or legal guardians of the alleged victim and alleged offender will be notified of the potential consequences, penalties and counseling options.

In any case where a school official is authorized to require a parent or legal guardian of a student under the age of 18 to attend a conference or meeting regarding the student's behavior, and after notice willfully refuses to attend, the principal or designee shall file a complaint with a court of competent juvenile jurisdiction, pursuant to *Children's Code* article 730(8) and 731. A principal or designee may file a complaint pursuant to *Children's Code* article 730(1) or any other applicable ground when, in his judgment, doing so is in the best interests of the student.

The investigation shall include documented interviews by the designated school official of the reporter,

the alleged victim, the alleged offender, and any witnesses. The school official shall collect and evaluate all facts using the bullying investigation form approved by BESE and available on the LDOE website. The school official shall obtain copies or photographs of any audio-visual evidence.

At the conclusion of a bullying investigation, and after meeting with the parents or legal guardians, the school official will:

- A. prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the school official or school system official. The document shall be placed in the school records of both students. If completed entirely, the bullying investigation form may serve as the report;
- B. promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law;
- C. keep reports/complaints and investigative reports confidential, except where disclosure is required by law;
- D. maintain reports/complaints and investigative reports for three years;
- E. provide a copy of any reports and investigative documents to the school, as necessary; and
- F. provide a copy of any reports and investigative documents to the appropriate law enforcement officials, as applicable.

Disciplinary Action.

If the school official has determined bullying has occurred, and after meeting with the parents or legal guardians of the students involved, the school official shall take prompt and appropriate disciplinary action against the offender and, if appropriate, report criminal conduct to law enforcement.

The school shall electronically report all such documented incidences of bullying to the LDOE using the LDOE behavior report and incidence checklist to document the details of each reported incident of bullying.

Appeal.

A student, parent, or school employee may appeal a decision on bullying incidents to the Board of Trustees. The Board will promptly begin an investigation of any properly reported complaint of bullying in accordance with applicable law. A student, parent, or other school employee may appeal the bullying incident to the LDOE in accordance with applicable law.

Instructions: Complete this form, responding only to the questions that you feel comfortable answering and are able to report accurately. Submit this form to the principal or other school employee. This form may be completed by the person reporting the incident or by the school employee to whom the incident is being reported.

Person Reporting the Incident:	Date of Report:
Person Reporting the Incident: <input type="radio"/> Student <input type="radio"/> Parent/Guardian <input type="radio"/> School Employee <input type="radio"/> Chaperone	

Description of Incident (Include the names of those involved and as much detail as possible: what, where, when, how, etc.)

List the name(s) of any witnesses to the incident.

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of Person Filing Report	Date
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Received by :

Name	Position	Date
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Appendix 3

STUDENT SEXUAL ASSAULT AND SEXUAL MISCONDUCT POLICY AND PROCEDURES

INTRODUCTION

Episcopal School (“Episcopal”) is committed to providing a safe and healthy educational and work environment for all members of our community. It is the policy of Episcopal that all forms of sexual assault and sexual misconduct are unacceptable. Sexual assault and sexual misconduct by any student or employee is expressly prohibited. It is, by definition, a violation of the school’s Honor Code and a violation of the values and Mission & Ministry of the school.

When sexual misconduct or a sexual assault is brought to our attention, Episcopal will take prompt and appropriate action to investigate, to end the misconduct, prevent its recurrence, and address its effects. This will include providing support to victims and witnesses, disciplining offenders and holding them accountable for their actions, and taking such other responsive action as the school deems appropriate.

Students or employees who engage in sexual assault or sexual misconduct are subject to disciplinary action up to and including permanent separation (that is, expulsion or termination). Episcopal will also not tolerate any form of retaliation. Retaliation constitutes an independent violation of this policy whether or not the underlying complaint of sexual assault or sexual misconduct is ultimately found to have merit.

What is sexual misconduct and sexual assault?

Sexual misconduct is a broad term that includes, but is not limited to, sexual violence, sexual exploitation, sexual harassment, sexting, stalking, cyber-stalking, and aiding or facilitating the commission of any such violation, and retaliation.

Sexual Assault means **nonconsensual sexual contact including rape, attempted rape, sexual battery**, unwanted or unwelcome touching of a sexual nature such as fondling; penetration of the mouth, anus, or vagina, however slight, with a body part or object; or other sexual activity that occurs without valid consent. [It is important for students to understand that certain acts of sexual behavior that may be welcome and voluntary between the parties may be deemed to be “nonconsensual” criminal behavior under Louisiana law. For instance, sexual intercourse or oral sex with someone under the age of thirteen is considered rape, and lack of knowledge of the person’s age is no defense. Likewise, other acts of sexual behavior may be criminal depending on the age difference between the students.]

Stalking occurs when a person engages in a course of conduct or repeatedly commits acts towards a person under circumstances that would place the person in reasonable fear for safety, or reasonably cause emotional distress to the person.

Sexting is the sending or requesting of sexually explicit photos, images, text messages, or emails by using a cell phone or other mobile or electronic device.

Sexual Contact includes, but is not limited to, kissing, touching the intimate parts of another, causing the other to touch one's intimate parts, or disrobing of another without permission. Intimate parts may include the breasts, genitals, buttocks, mouth, or any other part of the body that is touched in a sexual manner.

Sexual Violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. This includes rape, sexual assault, battery, and sexual coercion. Sexual violence may involve individuals who are known to one another or have an intimate and/or sexual relationship, or may involve individuals not known to one another. Examples include, but are not limited to (a) having or attempting to have sexual intercourse with another individual without consent, (b) having or attempting to have sexual intercourse with someone who is intoxicated from alcohol or drug use, or (c) having or attempting to have sexual contact with another individual without consent.

Sexual Harassment includes any of the following behaviors:

- Hostile Environment - unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature when the conduct is sufficiently severe or pervasive to deny or limit the victim's ability to participate in or benefit from Episcopal's educational programs, work opportunities, or benefits by creating an intimidating hostile environment.
- Quid Pro Quo – unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, employment, or participation in a school-related activity or program.
- Threats/Intimidation of a Sexual Nature – conduct of a sexual nature, which reasonably would be expected to have the effect of threatening or intimidating the person at whom such conduct is directed.

Some examples of harassment are:

- Physical assault, including rape or any coerced or non-consensual sexual relations
- Sexual advances, whether they involve physical touching or not
- Sexual physical contact
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments
- Inquiries into one's sexual experiences or activities or discussion of one's own sexual experiences or activities; other than discussed in a confidential medical or mental health visit, or with a school counselor or clergy member
- Audiotaping, videotaping, or otherwise recording others in sexual or other potentially embarrassing circumstances, and also forwarding or threatening to forward the recorded material to others
- Intimidating or suggestive remarks about an individual's sexual orientation, whether actual or implied, sexually suggestive or degrading sounds or remarks (written, oral, or electronically transmitted), including graffiti and the spreading of sexual rumors, made to or about another member of the community
- The use of School resources or technology to transmit sexually suggestive, offensive, and/or degrading material, whether received at the School or elsewhere
- The open display of sexually offensive objects, pictures, and messages

Scope

This policy applies to all members of the Episcopal community, including, but not limited to, students, employees, visitors, and independent contractors, regardless of sexual orientation or gender identity. All Episcopal community members are responsible for their actions and behavior, whether the conduct in question occurs on campus or in another location. Members of the Episcopal community have a responsibility to adhere to the school's policies as well as local, state, and federal law. As a result, this policy applies to on-campus and off-campus conduct, events at school sponsored or endorsed events, or when a student or employee is representing the school. In particular, off-campus behaviors that have an actual or potential adverse impact on any member of the Episcopal community or the school fall under this policy.

Victims and perpetrators of sexual assault or sexual misconduct can be female or male, heterosexual or homosexual, bisexual, or transgender. This policy is intended to apply to sexual assault and sexual misconduct in whatever form.

Complaints

Any student who believes he or she has been a victim of sexual assault or sexual misconduct should report the incident(s) immediately to any school employee and seek help immediately from a trusted adult. At Episcopal this might include the school counselor, the school chaplain, a school administrator, a teacher, or other school personnel. A student can also call 911 to seek immediate police or medical attention, or the School can assist the student in seeking such help. Reports of sexual assault and sexual misconduct are taken seriously with the safety and well-being of the student as the first priority.

Confidentiality and Respect for Privacy

Episcopal is committed to maintaining the privacy of all individuals involved in a report of sexual assault or sexual misconduct to the extent possible in line with the school's duties to take appropriate responsive action. All parties involved in a complaint or any investigation and/or resolution of a complaint, including witnesses, shall keep information concerning the complaint private and shall be notified of this obligation. However, Episcopal may be required to divulge information on a need to know basis in order to properly address the complaint or as may be required by applicable law.

Any school employee who becomes aware of possible sexual assault or sexual misconduct must report the conduct in accordance with this policy, unless the communication is made to a school counselor, a school clergy member, or other school employee operating under a legal or professional obligation that requires confidentiality of such communication and, only then, (a) if the person communicating the information requests at the time of the communication that it be kept in confidence, (b) to the extent of the applicable laws or professional obligations require the confidence be maintained, and (c) unless the school determines that the communication or some part of it should be divulged to protect the school community at large, any individual in the school community, or any other individual. All applicable laws and reporting mandates and procedures will be followed.

At all times, Episcopal will seek to respect the request of any complainant or witness to remain anonymous, and where it cannot do so, the school will consult with that party (and his or her parents or guardians) and keep him/her/them informed about the chosen course of action.

If a report of misconduct discloses an immediate threat to the Episcopal campus community, the school may issue a timely notice of the conduct to the community to protect the health or safety of the broader campus community. This notice will not contain any biographical or other identifying information. Immediately threatening circumstances include, but are not limited to, reported incidents of recently occurring sexual misconduct that include the use of force, a weapon or other circumstances that represent a serious and ongoing threat to Episcopal students, faculty, administrators, staff or visitors.

Complaint Response Policies and Procedures

When an allegation of sexual assault or sexual misconduct is reported to any school employee, outside of a confidential context as referenced above, the following will apply:

- The school employee receiving the allegation shall report it with the greatest urgency feasible to the Head of School (only), or, if the Head of School is not reachable, then to another senior administrator (only). If the allegation involves the Head of School, the report shall be made to a senior administrator. This policy does not change any reporting requirements imposed by Louisiana law on any school employee.
- The school will take action, where warranted, to protect the complainant, witnesses, school community, and any individual or groups within the community.
- The school will look at the facts and circumstances of each incident on a case-by-case basis.
- The school may, in its discretion, recommend interim protections or remedies for the parties and/or witnesses involved. This may include separating the parties, placing limitations on contact between the parties, making alternate classroom course scheduling or dining arrangements or sending one or more, or all, of the individuals involved in the alleged sexual assault (alleged victim(s) and alleged perpetrator(s)) home from school, until asked to return, for considerations of safety, or the best interest of any student(s), or in the best interest of the school or school community at large. Arrangements may be made to allow for students to continue their schoolwork while away from school. This measure should not be construed as punishment or disciplinary action, but, rather, as a mechanism to allow the school to continue to carry out its Mission & Ministry without undue disturbance as the allegations are addressed.
- The school may initiate an investigation, and/or take immediate action, without the necessity for agreement to do so by any of the parties involved in the incident. The school may also proceed forward in order to address the situation properly within the school community.
- The school may refer investigation of the allegations to one or more persons or entities experienced in conducting investigations to find facts, and to provide input, conclusions, and/or recommendations to the school regarding the alleged incident. The school will consider the results of the investigations in its decision of action to be taken. Persons and entities to which a referral is made shall have complete access to all student records and school information, except as protected from disclosure by law.
- Persons who have experienced criminal sexual assault or misconduct are encouraged to report the incident to law enforcement and the parents of any such victim are encouraged to participate in and ensure reporting to law enforcement. The school will cooperate fully with law enforcement, as applicable. Activities of law enforcement will proceed independent of the school and independently of any actions taken by the school. The school will not be required to await the exhaustion of the legal process to make its independent determinations concerning discipline in the school community.

- The school will comply with all applicable laws and will report allegations to law enforcement and/or child protective services as required by law.
- The school may take any and all measures that it deems necessary to protect the complainant, witnesses, parties, and school community and remove any actual, potential, or perceived threat from the school community and/or the campus.
- Appropriate disciplinary action may be taken against any individuals involved in a sexual assault incident, up to and including expulsion or termination from employment.
- The school expects that any student who is present, witnesses, or has knowledge that a sexual assault is occurring or has occurred will not aid or abet the sexual assault or sexual misconduct, will not stand by and let it occur, and will not simply leave the scene without notifying parents, law enforcement, school employees, or other individual with authority. It is expected that a student will take reasonable steps to stop any sexual assault or sexual misconduct from occurring or prevent it from going any further by notifying a parent, law enforcement, teacher, or other individual with authority as soon as such notification is feasible. It is also the school's expectation that any such student present, witnessing or with knowledge of a sexual assault or sexual misconduct will notify a school employee of the incident.

Requests for Accommodation

Students who have been the victim of sexual assault or sexual misconduct may seek accommodation from the school, as well as counseling and other support services provided by the school. The Head of School in consultation with the Dean of Students will determine appropriate measures based upon the individual request.

Disciplinary and Other Responsive Action

Students found to have committed sexual assault or sexual misconduct are subject to disciplinary action up to and including expulsion. In situations where expulsion is not the disciplinary response, among the sanctions that Episcopal may impose are the following:

- Reprimand/warning
- Change of academic or class schedule
- Disciplinary probation
- Revocation of honors or awards
- Restricting access to Episcopal facilities or activities (including student activities and campus organizations)
- Community service
- Issuing a "no contact" order to the respondent or requiring that such an order remain in place
- Dismissal or restriction from school employment
- Suspension (limited time or indefinite)
- Such other disciplinary response or sanction as deemed appropriate by the school.

In addition to any other sanction (except where the sanction is expulsion), Episcopal may require any student determined to be responsible for a violation of this policy to receive appropriate education and/or training related to the misconduct violation at issue. The school may also recommend counseling or other support services for the student.

Retaliation

Any retaliation or threats of retaliation and/or intimidation against an individual who has reported the alleged sexual assault or sexual misconduct is strictly prohibited and may be subject to disciplinary action, up to and including expulsion.

Retaliation means engaging in conduct that may reasonably be perceived to (1) adversely affect a person's educational or work environment because of their good faith participation in the reporting, investigation, and/or resolution of a report of a violation of this policy; or (2) discourage a reasonable person from making a report or participating in an investigation under this policy. Retaliation includes but is not limited to: acts or words that constitute intimidation, threats or coercion intended to pressure a person to drop or support a complaint under this policy or to provide false or misleading information in connection with an investigation; and pressuring a person to participate or refrain from participating as a witness in an investigation under this policy. Retaliation may constitute a violation of this policy even when the underlying report made in good faith did not result in a finding of responsibility. Retaliation can be committed by any individual or group of individuals, not just the victim and accused.

Immediate Medical Care

It is particularly important to get appropriate medical care at a hospital emergency room as soon as possible when a rape or sexual assault has occurred. Students can seek medical treatment on their own or can ask the school for assistance.

Respect, Consideration and Support for All

Episcopal is committed to treating all individuals with dignity, care and respect. Any individual affected by sexual misconduct, whether as a victim, complainant, accused, witness, or a third party, will have access to support and counseling services through the school. Episcopal recognizes that any individual involved in an incident of sexual assault or sexual misconduct that falls under this policy may have questions and we encourage Episcopal community members to seek the support of the school and community resources. Episcopal will do what it can to help students and their parents or guardians in making decisions, obtaining information about available resources and assisting either party in the event that a report and/or resolution is pursued. Individuals are encouraged to use all available resources, regardless of whether the incident occurred recently or in the past.

Appendix 4

EPISCOPAL SCHOOL OF BATON ROUGE **AGED ACCOUNTS RECEIVABLE POLICY**

Adopted May 2017

- Any account with an overdue balance will not be issued an enrollment contract for the upcoming school year until the account balance is paid.
- Any account with a balance exceeding \$5,000 for any consecutive 90 days during the current or recently concluded school year is required to pay the balance in full and is further required to prepay in full, tuition, fees, and all other contract-related costs for the upcoming school year by June 30 in order to be issued an enrollment contract for the upcoming school year.
 - For contracts already issued and signed for the 2019-2020 school year but which would have fallen under this policy, student(s) with account balances exceeding \$5,000 for any consecutive 90 days during the 2018-2019 school year (and any prior year(s)) will not be allowed to begin the 2019-2020 school year until any overdue accounts are paid in full and prepayment for the 2019-2020 school year is received. If prepayment is not received by the School by June 30, 2019, the contract is subject to being withdrawn and considered null and void.
- Promptly after an account becomes overdue, written notice will be sent to the student's family that the account is overdue and that it is School policy that (i) the student will not be issued an enrollment contract for the upcoming school year until the account balance is paid in full, (ii) prepayment for the upcoming school year may be required, and (iii) any graduating senior with an overdue account (of any amount) will NOT be allowed to participate in the graduation ceremonies unless his or her account is paid in full no later than ten (10) days prior to such ceremonies. Such communications will continue on a periodic basis, consistent with normal business practices of the School.
 - Notice to families who are required to prepay for the upcoming school year in accordance with this policy will be sent no later than May 30th of each year, and notice to families with a graduating senior who has an overdue account will be sent no later than April 15th of the student's graduating year.
- All families with an overdue account balance or otherwise falling under the terms of this policy, will be notified of their obligations under the policy. In addition, families of all 11th graders enrolled in the 12th grade for the upcoming school year and/or families of new students enrolled and entering the 12th grade for the upcoming school year will be notified of this policy before the end of the current school year. Beginning with school years subsequent to the adoption of this policy, families of incoming 12th graders will be reminded of this policy in conjunction with enrollment.
- Annually, this policy will be communicated to all families enrolled for the upcoming school year and included in the family's first billing statement.

**First Amendment to Episcopal High School of Baton Rouge Aged Accounts Receivable Policy dated
May 23, 2017**

WHEREAS, the Board of Trustees (the “Board”) of Episcopal High School of Baton Rouge (the “School”) adopted its Aged Accounts Receivable Policy dated May 23, 2017 (the “Policy”);

WHEREAS, the Policy was introduced by the Finance Committee and adopted by the Board in an effort to reduce the School’s accounts receivable for outstanding tuition payments and to encourage the prioritization of timely tuition payments;

WHEREAS, the Policy has been successful in accomplishing the foregoing objectives and, in turn, reducing the time and attention of School personnel spent on collecting outstanding tuition receivables;

WHEREAS, in an effort to discourage exceptions, the Policy purposefully did not include a process by which exceptions to the Policy might be made;

WHEREAS, since the Policy was adopted, the Finance Committee and the Executive Committee of the Board have recognized that, on occasion, exceptions to the Policy may be justified for students receiving tuition assistance when warranted by the particular circumstances of a student and his or her family;

WHEREAS, the Board desires to amend and supplement the Policy to provide a process for certain exceptions to the Policy;

NOW, THEREFORE, the Board hereby amends and supplements the Policy to provide as follows:

1. Exceptions to the Policy for Eligible Families. Exceptions to the Policy may only be made available for students and/or families who (a) receive \$6,000 per academic year from the School’s tuition assistance program (the “Tuition Assistance Program”); (b)(i) have an account with an overdue balance, (ii) are unable to prepay tuition in full as required by the Policy, or (iii) are otherwise unable to comply in full with the Policy, in each case due to Exceptional Circumstances (as defined below); and (c) are recommended and approved for an exception in accordance with Sections 2 and 3 below (each, an “Eligible Family”). “Exceptional Circumstances” shall be in the discretion of the Proposers (as defined below) but may include consideration of a student’s personal matters, including, without limitation, family circumstances, contributions to the Episcopal community, caliber of student, and the mission of the School.
2. Proposed Exceptions to the Policy. A proposed exception to the Policy for an Eligible Family (each, a “Proposed Exception”) shall be made by and in the discretion of (i) the director of Enrollment, (ii) the division head(s) for the student(s) within the Eligible Family and (iii) the Head of School (collectively, the “Proposers”), acting jointly and in consultation with the administrator of the Tuition Assistance Program, including, without limitation, to confirm exceptions to the Policy do not cause the Tuition Assistance Program to exceed what was budgeted for such program.

3. Process for Proposed Exceptions. The process for a Proposed Exception to the Policy shall be as follows:

a. The Proposers shall provide the Board Chair with the Proposed Exception in writing and with sufficient detail to explain why the Eligible Family's Exceptional Circumstances justify an exception to the Policy. The Proposed Exception shall set forth a recommendation as to whether the Eligible Family be required to make a tuition prepayment of a certain amount, make tuition payments on a monthly or quarterly basis, or such other payment terms as the Proposers suggest for the particular Eligible Family under its particular Exceptional Circumstances and with respect to the parameters and budget of the Tuition Assistance Program.

b. The Board Chair shall evaluate the Proposed Exception and suggest modifications to it, as appropriate.

c. The Board Chair is and shall be authorized to approve or deny Proposed Exceptions to the Policy without further vote by or consultation with the Board or the Executive Committee.

d. The Board Chair and the Head of School shall cause the Board to be kept generally informed as to the number and scope of approved Proposed Exceptions and the related impact thereof on the finances of the School.

4. Exceptions Only for Current Academic Year. Any approved Proposed Exception for an Eligible Family shall apply only for the then-current academic year and shall not carry forward into any subsequent academic year without a subsequent and independent Proposal being made in accordance with the process set forth above.

Adopted this 28th day of January 2020.