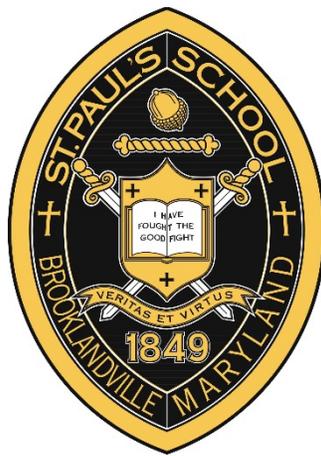


St. Paul's Handbook 2018-19



St. Paul's Handbook

General Information

ST. PAUL'S SCHOOL Mailing Address: P.O. Box 8100 Brooklandville, MD 21022-8100

Physical Address: 11152 Falls Road Brooklandville, MD 21022-8100 Phone: 410-825-4400

St. Paul's School welcomes and encourages applications from students without regard to race, color, religion, or national origin and does not discriminate in its educational policies, financial aid programs, or other school-administered extracurricular programs.

The information in this Handbook is for communication of school-related matters exclusively among members of the community of the St. Paul's Schools. Use by any outside clubs or organizations for the purpose of solicitation is prohibited.

The campus, its grounds and buildings are not for public use. Surveillance cameras are in use on the campus.

St. Paul's School is a smoke-free campus.

[2017-18 ST. PAUL'S ALL-SCHOOL CALENDAR \(click here\)](#)

Quick Phone Numbers

School Switchboard: 410-825-4400

The switchboard is open from 8:00 a.m. to 4:00 p.m. during the academic year.

Admissions:	410-821-3034 Fax: 410-427-0380
Athletic Office:	410-821-3039 Fax: 410-427-0381
Business Office:	410-821-3057 Fax: 410-427-0383
Chapel Office:	410-821-3053 Fax: 410-427-0392
Communications:	410-821-3055 Fax: 410-427-0390
Philanthropy:	410-821-3059 Fax: 410-427-0390
Headmaster's Office:	410-821-3032 Fax: 410-427-0390
Human Resources:	410-821-3052 Fax: 410-427-0384
Lower School:	410-821-3029 Fax: 410-427-0394
Maintenance:	410-821-3040 Fax: 410-427-0391
Middle School:	410-821-3030 Fax: 410-427-0386
Nurses' Office:	410-821-3042 Fax: 410-427-0393

School Psychologist: 410-821-3031 Fax: 410-427-0388
School Store: 410-821-3037 Fax: 410-427-0382
Technology Services: 410-821-3054 Fax: 410-427-0383
Upper School: 410-821-3031 Fax: 410-427-0388
Ward Center for the Arts: 410-821-3047 Fax: 410-427-0389
Box Office: 410-825-4400 x2025

History

The Reverend William Edward Wyatt founded St. Paul's School on February 9, 1849, as the Boys' School of St. Paul's Parish, in a Sunday School room of Old St. Paul's Church in downtown Baltimore. By 1868, the trustees had purchased a building on Saratoga Street and enrolled nine boarders and a few day scholars. The State of Maryland granted St. Paul's School a charter in 1853 as The Boys' School of St. Paul's Parish. Under general provisions, its charter granted authority for "the maintenance and education of poor boys." The Church Rector, Dr. Milo Mahan, desired students "of higher grades and better capabilities," thus laying the foundation for the modern preparatory school.

Even in the nineteenth century, the boys had a demanding curriculum, which included the study of Greek, Latin, and Math. From the School's origin, constant practice in church music was ordained. Today's church choir is a descendant of a vested choir of men and boys established in 1873.

The School has occupied six sites, the most notable being Franklin Street, Mt. Washington, and Brooklandwood. In 1952, St. Paul's relocated to its 64-acre Brooklandville campus. The focal point of the campus is Brooklandwood, a mansion built in 1793 by Charles Carroll of Carrollton, a signer of the Declaration of Independence. In nearly 150 years, the enrollment has grown from 13 students to more than 760; its plant, from a city building to a large campus; its faculty, from one or two to a current full-time faculty of more than 100. Much of the success of St. Paul's School is due to the church connection. St. Paul's Parish founded, nurtured, and supported the School. The School's progress has also depended on capable and dedicated trustees with long tenures, a faculty which went many extra miles, students who became living proof of the School's philosophy, superior headmasters, strong parents' associations, good fortune in procuring personnel and school sites, and a community which provided support.

The founding philosophy of the School called for a "Christian education," which included "a good substantial English education," once described as that found in the cathedral schools. In modern times, the School's goals have been expressed in an emphasis on the mind, spirit, and body, and modeled in part on the Greek ideal.

Louis Dorsey Clark Senior Master, Archivist, 1927-1989

Mission Statement

Seek truth, knowledge and excellence; live by faith, compassion and integrity.

Inclusivity Statement

We at St. Paul's seek to be an inclusive community where all who come through our doors feel welcomed and embraced.

In our mission, we seek:

Truth - We challenge stereotypes, create awareness, and build understanding.

Knowledge - We view our differences as strengths and as opportunities to enhance learning.

Excellence - We recognize that to become our best selves, we must nurture the full potential in each other.

And live by:

Faith - We believe that everyone is a beloved child of God and deserves to be treated as such.

Compassion - We are courageous; we demonstrate respect and empathy for all people.

Integrity - We live up to our founding principles in order to change our community, our city, and the world.

The School embraces the goals and vision outlined in the [Diversity Statement of the Association for Independent Maryland Schools \(AIMS\)](#).

Philosophy

Our School's philosophical beliefs are rooted in our historic relationship with Old St. Paul's Episcopal Church and its Anglican traditions. These roots help us define the institutional and educational practices that support our goal of helping each member of our community achieve individual excellence.

We believe every member of the community is essential to our School. We are all learners who strive to deepen our knowledge and to share what we have learned with others. We extend ourselves to encourage and support each other in the pursuit of the goals set forth in the School's mission.

We believe the goals of education are to sharpen the mind, ennoble the spirit, and challenge the body. We inspire and educate so that students can achieve their best in academic, artistic, athletic, and extracurricular endeavors. We teach students to question, consider, test, evaluate, and then question again, as we lead them to confront the moral and intellectual challenges of the modern world and embrace lives of learning.

We believe it is our community's responsibility to stress morals and values in all areas of school life. We expect all members of the community to respect others, be responsible, treasure integrity, and to live with honor.

We believe in the importance of spiritual growth. We provide opportunities for the community to come together for worship and for individuals to pursue their personal faith journeys.

We believe in inclusiveness. We support diversity as an integral aspect of educational excellence that enriches the experiences of all. We respect diversity in race, religion, ethnicity, socio-economic circumstances, sexual orientation and gender.

We believe in serving others. We strive to create a better and more peaceful world through lives of service and compassion.

School Shield

The St. Paul's School shield dates from the 1936-37 Monitor and was suggested by Headmaster George S. Hamilton. Mr. Hamilton apparently proposed the Latin motto. An English teacher, Beverly Rhett '21, wrote the legend and Donald Pierpont, former principal of the Lower School, is credited with the final design.

Information on the seal was supplied by Gatewood Segar and Louis D. Clark. Each item on the St. Paul's School shield has symbolic significance, as explained by Mr. Pierpont.

- The oval shape of the shield is called a vesica piscis. It has a religious connotation. It is usually in blue. As an aureole, it surrounds a sacred personage, such as the Virgin, when it symbolizes purity.
- The acorn gives hope that great men will grow in maturing.
- The knotted rope promises great strength in school unity, as the twisted strands when knotted form an everlasting bond.
- Crossed swords signify swords into plowshares, or stand for fighting for good causes.
- The form of the crosses is used on hospital ships. They are a sign of unselfishness, and bear out the church connection.
- The shield is given to Christians to gird themselves.
- "I have fought the good fight," from the New Testament, Timothy, encourages efforts in chapel, class, and on the field.
- 1849 is the year St. Paul's Parish founded the school.
- The motto Veritas et Virtus, truth and virtue, is the goal for each student.

Fight Song

Come on now, St. Paul's, let's win this ball game, Let's write it down in history. Our hearts and voices will raise in triumph, As we march to victory, Forever, cheer for St. Paul's our Alma Mater We will be always true and bold, And we'll fight, fight, fight, Forever for the Blue and Gold

Alma Mater

When days at old St. Paul's are over, And fortune finds us far away Our closest bonds may then be broken, Our friendships fade as does the day, Where'er the paths of life may lead us, Where'er the voice of duty calls, We'll love thee still, our Alma Mater, Our dear old school, St. Paul's

The School Prayer

Teach us, Good Lord, To serve Thee as Thou deservest, To give and not to count the cost, To fight and not to heed the wounds, To toil and not to seek for rest to labor and not to ask for any reward Save that of knowing that we do Thy will; Through Jesus Christ, our Lord. Amen.

St. Ignatius of Loyola

[Board of Trustees](#)

[Alumni Board](#)

[Parents' Association](#)

Visitors to St. Paul's School

All visitors to St. Paul's School must sign in with the receptionist in Brooklandwood. Visitors to the Lower, Middle or Upper Schools may proceed directly to those buildings to sign in there.

Inclement Weather Procedures

In the event of inclement weather, the School will make every effort to be open if conditions are safe. Weather-related announcements of cancellations or late openings will be available on the St. Paul's website, www.stpaulsschool.org, or by calling 410-825-4400. Weather-related announcements will also be available on our social media channels. If snow begins during the academic day, classes will remain in session. In order to keep phone lines clear, students will not be allowed to call home. Lower, Middle and Upper School parents who want to pick up their children early should come directly to the Lower, Middle, or Upper School Office when they arrive and check out when they are ready to leave the building.

All Upper School driving privileges are automatically suspended during inclement weather and student drivers will not be permitted to leave early without specific permission by telephone from a parent. If parents want their children to leave early with a student driver, they must telephone the office to give permission. Students must sign out before leaving campus.

Emergency Procedures

St. Paul's School will implement its Emergency Response Plan in the event of an emergency. The principal objective of this plan is to provide for the physical and emotional safety of the students and employees of St. Paul's School.

In the event of an emergency situation, the School will respond in a timely and effective manner so as to ensure safety, provide personal and emotional support to individuals, and communicate appropriate messages to parents, students, the community, and the media. In the event of an emergency or potential threat, information and instructions for parents will be posted on the School's website (www.stpaulsschool.org). Depending on the nature of the threat, a phone chain may also go into effect. Parents may also call the main switchboard (410-825-4400) for information.

If the Headmaster gives permission for students to leave the School in an emergency, the following procedure will be followed:

- Parents should follow instructions from Security and other personnel as they proceed through carpool lines.
- Students may leave only with a parent, guardian, or driver who has been previously designated and who is registered with either the Lower, Middle, or Upper School. The person picking up the student may be asked to present identification and sign out the student.
- Drivers must wait outside the appropriate building (Lower, Middle, or Upper School) for the student(s) they are picking up. Runners will retrieve students from inside the building.
- Care for children not picked up will be available. At least one administrator will stay at school until all students are picked up.

School Policies

Academic Promotion

The School is committed to giving every student opportunities to achieve success. Each student's progress is reviewed by the faculty and Lower, Middle, and Upper School Head throughout the academic year. School Heads are responsible for coordinating promotion issues within their respective divisions.

Families of students whose promotion may be in question will be alerted as early as possible to give them the opportunity to consider other options through the normal admissions process. Strong indications of contract decisions will be made by April 1 to accommodate families who are applying to other schools for placement.

Standards of Conduct

General: The School seeks to promote and maintain a safe environment conducive to the intellectual and moral growth of its students. All individuals are expected to demonstrate respect for other members of the community at all times. In the case of serious or repeated offenses, a student may be required to withdraw.

Off-campus: St. Paul's students represent the School at all times, both on and off campus, and at both School and non-School sponsored functions. As such, a student's conduct is viewed as a reflection on the School. The School reserves the right to take action if inappropriate off-campus activities are brought to the School's attention.

Drug and Alcohol Policy

St. Paul's School will not tolerate a student's possession, distribution, or use of alcoholic beverages, illegal drugs, or prescription drugs not ordered by a physician. A student who possesses, uses, sells, or is under the influence of alcoholic beverages or drugs – whether on the campus of St. Paul's School or St. Paul's School for Girls, at The Ward Center for the Arts, at a School-sponsored activity regardless of location, or on the campus of another school – faces disciplinary action. When not officially representing the school in such settings, students are still expected to abide by the off-campus standard of conduct as specified above.

Electronic smoking devices can be used with THC and other drugs. Therefore, the School views all electronic smoking devices and their components as drug paraphernalia. A student believed to be using, distributing, or in possession of electronic smoking devices or their components will face disciplinary action, including suspension or expulsion, pending the administrative process outlined below.

A student believed to be selling, distributing, or acquiring drugs or alcohol on campus faces expulsion pending the following administrative process:

- Parents of the student will be notified.
- The student will remain out of all School activities and classes during the review process.
- The review process will always include a drug and alcohol assessment, performed by a professional evaluator approved in advance by the School.
- If accusations are substantiated, expulsion will be mandated and the appropriate legal authorities notified as appropriate.

- Appropriate drug and alcohol counseling is automatically recommended.

A student believed to be using, under the influence of, or in possession of drugs, drug paraphernalia, or alcohol on campus faces suspension or expulsion pending the following administrative process:

- Parents of the student will be notified.
- The student will remain out of all School activities and classes during the review process. The review process will always include a drug and alcohol assessment, performed by a professional evaluator approved in advance by the School.
- If accusations are substantiated, offenders are subject to suspension or expulsion, and are required to obtain appropriate drug and alcohol counseling.
- Any student suspended under this section will be considered to be on probation for the remainder of his time at School. A second drug or alcohol violation during this time will result in a strong likelihood of expulsion.

While the School administration is united in enforcing the stated policy, it is also anxious to support individuals who voluntarily come forward seeking help to overcome chemical dependency. The School encourages such action by individuals without prejudice toward academic or community standing.

The following is the *Baltimore Independent Schools Covenant for Safety and Health*: In our respective roles as the leaders of several local independent schools, we are writing to enlist your support as we continue our effort to reduce the use of alcohol and other drugs and protect the health and safety of our students, their families and our school communities. Our collective effort can only be truly successful if you join us.

The risks of drunken driving, and other reckless and harmful behavior springing from drug and alcohol use, are well-known. In addition, recent studies have done a great deal to illuminate the medical and psychological effects that drug and alcohol use can have on the developing brains and bodies of adolescents; effects that endure long past the initial period of use. For all of these reasons, we must continually remain vigilant to the issue of drug and alcohol use by young people.

Adults who knowingly provide alcohol or drugs to minors expose themselves and their families to increasingly severe criminal penalties and enormous civil liabilities. Beyond these considerations – and, we would argue, even more importantly – is the violation of a collective trust that such actions entail. As caring and responsible adults, we all serve in loco parentis when young men and women are with us, whether in a school setting or in our homes.

Agreeing never to provide alcohol or drugs to your children or their friends is one part of this collective responsibility. It is just as important, though, that parents take additional measures to ensure that their children are not engaging in alcohol and drug use. Some helpful steps to discourage these activities include:

- Providing active supervision of your children when they have friends over to your home. Your simply being in the house is not sufficient to prevent your children and their friends from engaging in these behaviors.
- Calling the parents whenever your children ask to visit or stay over at a friend's house, to make sure that they will be at home and actively supervising.
- Verifying your children's whereabouts and making sure that they are where they told you they were going to be.
- Opening lines of communication with the parents of your children's friends. The more communication that occurs, the safer your children will be.

We will continue to work individually and collectively with parents to support and protect your children's development. Please feel free to contact any one of us about this letter or about our efforts to promote our students' health and safety.

Tobacco Policy

St. Paul's is a smoke-free and vape-free campus. The possession or use of cigarettes, snuff, chewing tobacco or other tobacco-based products, including electronic smoking devices is hazardous to one's health and is not permitted. Students found possessing or using tobacco products on campus will be subject to disciplinary action.

As with its drug and alcohol policy, the School wishes to support individuals who voluntarily come forward seeking help to overcome tobacco dependency.

Electronic smoking devices can be used with THC and other drugs. Therefore, the School views all electronic smoking devices and their components as drug paraphernalia. A student believed to be using, distributing, or in possession of electronic smoking devices or their components will face disciplinary action, including suspension or expulsion, pending the administrative process outlined in the handbook.

Weapons Policy

Students having in their possession, while on School property, weapons of any kind shall face expulsion. Handguns, knives, rifles, as well as fake guns, describe weapons for this policy.

Harassment Policy

St. Paul's School strives to dedicate itself to creating and maintaining an atmosphere free of all forms of harassment or intimidation. Every individual in the St. Paul's School community shall be treated with sensitivity and respect and shall be entitled to work and learn without fear of intimidation, humiliation and/or degradation from unwanted and unacceptable behavior.

This policy applies to relations between adults, between students, and between adults and students, regardless of the individual's gender and/or age.

Specifically, sexual harassment is not social or courting behavior. It is in part, or whole, best seen as an assertion of power through coercion or innuendo or as the result of a student-adult school relationship or student-student relationships.

To attempt to list all possible incidents of acts of sexual harassment would be futile. Sexual harassment can be very broadly described as unwanted and uninvited attention in the form of intimidation or coercion of an unwilling individual into sexual relations or favors real or perceived. It also encompasses the maintenance of a hostile atmosphere.

It is always important to bear in mind that in faculty-student relationships there exists a power imbalance. This, coupled with students' relative inexperience, requires all adult members of the St. Paul's School community to display and live a strong sense of professional and institutional responsibility. In short, faculty and staff behavior with respect to students, as well as to each other, must be above suspicion.

The prohibition of sexual harassment is the law, and there is no choice for any organization but scrupulously to comply with Title VII and the Civil Rights Act of 1964. As a matter of federal law, legal counsel should always be sought, not only in incidences of complaint, but in an ongoing desire to keep current on the changes and nuances of the legal aspects of this policy. There can be no hint of retaliation for legitimate reports of sexual harassment.

The Headmaster will appoint adult members of the St. Paul's School community to receive complaints. The reporting authority for all students is the school Lower, Middle, and Upper School Head, school psychologist, and/or the school nurse. For faculty and staff the reporting authority shall be the Headmaster and/or Human Resources Manager. Reports will be strictly confidential. An investigation into any charge(s) will be conducted promptly. Anyone found to be in violation of this policy by a panel appointed by the Headmaster will be subject to appropriate action, which may include suspension or separation from the School. Anyone who has made false accusations may also be subject to separation.

Responsible Use of Technology

Student Privileges and Responsibilities

All students have the privilege of utilizing technology resources following the specific guidelines of each school. Students may access these resources for educational purposes such as information retrieval, communication, project presentation, and simulations. Students shall accept the responsibility for maintaining the integrity of network software and hardware. Students may use a personally owned computer to access SPnet providing it is registered with the Technology Services Department.

Students have the responsibility for:

- all material received under his/her account
- prohibiting access to his/her account and only using his/her account
- maintaining the confidentiality of passwords
- reporting all issues of violations of privacy to a faculty member
- keeping material sent or received free of pornography, profanity, gender or racial bias, intimidation or other inappropriate information
- keeping illegal software, movies and music of any kind from entering the School*

*Copying software, movies and music protected by the Federal Copyright Law is illegal. Transmission of any material in violation of any United States or Maryland regulation is prohibited, including material protected by trade secret and copyright law.

Parental Responsibilities

Parents should understand that questionable materials exist on the Internet. Naturally, the School has limitations in governing what a student might find and cannot guarantee that students cannot gain access to some materials despite due diligence.

School Rights and Responsibilities

The School will:

- provide instruction in the use of e-mail
- promote the use of skills needed to locate and access electronic data
- assist the student in acquiring skills needed to make educational judgments about the use of information
- The School will make reasonable efforts to protect the files of every user, but reserves the right to review, collect, or employ user files:
 - as required by law
 - as a part of system maintenance

- when there is reason to believe an account is being used improperly or illegally
- when requested by the account holder

The School will educate students in the use of the Internet, warning against unsafe practices. The School prohibits intentional access to educationally inappropriate materials. Students are subject to disciplinary action should they violate the Code of Conduct for the Responsible Use of Technology.

The School will make every reasonable effort to ensure that its system is continuously operational, but under no circumstances can it guarantee against loss of connection to its network, or other conditions that cause server or system downtime.

Parent Phone Chain and E-mail Policy

The School recognizes that telephone and e-mail are essential forms of communication among individuals and groups within the St. Paul's community. Parents may phone or e-mail one another, either as individuals or as members of a group such as the Parents' Associations, as necessary, but requests that families be respectful of the privacy of others. Solicitation is not permitted. The School requests that the parent phone chain be used for emergency purposes only.

Athletics

Philosophy

Athletics are a vital part of the total curriculum of St. Paul's. As an extension of the academic classroom and traditional school day, many valuable lessons are learned through athletic participation. The objective of athletics is to foster an environment where young people reach their fullest potential intellectually, emotionally, and physically.

The athletic experience at St. Paul's depends primarily on the teaching faculty to coach students in a diverse program of 14 interscholastic sports at the varsity, junior varsity, frosh/soph, and Middle School levels. Furthermore, the School encourages students to vary their athletic experiences in order to enhance the diversity of learning. St. Paul's athletics is dedicated to teaching the principles of participation, excellence, discipline, loyalty, self-confidence, dealing with success and failure, respect for authority, and getting along with others.

Good sportsmanship, displayed by participants and fans alike, is highly valued and an expectation at St. Paul's. The manner in which teams win or lose reflects the values the School holds most closely.

Playing Time

Teams representing St. Paul's on the sub-varsity levels emphasize participation, the development of fundamental skills necessary to the sport, teamwork, and team spirit. Working within that framework, the winning of contests is a desirable goal. Coaches make conspicuous and conscientious efforts to coach and play all boys, so each player feels they are an integral part of the team. However, if a student misses practice for any reason, doesn't know his responsibility, doesn't make an effort to improve in practice, or generally is not meeting a coach's expectations; the coach may choose not to play those students in games.

The most visible team in each sport is the varsity. Results of games are published daily online, printed daily in the newspapers and periodically reported in school publications. Substitutions and playing time are based on the coach's judgment of what is best for the team. There are no guarantees as to starting positions or playing time. Coaches reward and recognize the most skilled players, as well as those players who demonstrate excellent work habits, unselfish play, a desire to succeed, and an outstanding attitude. Coaches make every effort to have each young man feel that he is an integral part of the team.

MIAA Eligibility

St. Paul's School participates in the Maryland Interscholastic Athletic Association (MIAA). The MIAA is governed by specific guidelines and its own constitution. The athletic director maintains a copy of the MIAA constitution in his office. Specific questions regarding league policies and guidelines should be directed to the athletic director. The website address for the MIAA is www.miaasports.com.

Chapel and Chaplains' Services

As an Episcopal school, Chapel is the heart of St. Paul's communal life and an integral part of the educational experience at the School. Chapel worship is conducted each week. The Lower School meets for chapel once a week and integrates values into the curriculum. The Middle School and the Upper School gather once a week. These services follow an Episcopal structure but include a diversity of voices. St. Paul's honors the religious convictions of all members of the community and believes that diverse religious expression enriches our life together. As a place where faith is valued, students are given ample opportunities to nourish their spiritual life. The Chapel and chaplains are available for any pastoral needs that arise.

The Ward Center for the Arts

The Ward Center for the Arts opens at 7:30 a.m. and closes at 4 p.m. daily. Only students involved in music lessons, theater productions, or stage crew should be in the building after

this time. These students should be picked up immediately following their activity. The Ward Center does not have supervision for after-school pickup for students not involved in these activities.

Dining Hall

Middle and Upper School students eat in the dining hall located in The Ward Center for the Arts. The dining hall is open each day from 7:30 to 8:00 a.m. for breakfast; 8:30 to 10:20 a.m. for snacks; and 11:00 to 1:25 p.m. for lunch. Meals and drinks are purchased with St. Paul's student ID or cash. Menus may be found on the School's website.

Lower School students pre-order lunches from Graul's Market or bring lunches from home. Lower School students eat in the Lower School building.

School Store

The School Store is located in the basement of Chapin Hall Middle School. Stationery supplies, athletic clothing, gifts, and paperback books, are available for purchase. Upper School students may charge purchases to their School account, while Lower and Middle School students are allowed to charge only with a parent's permission. *Students whose accounts are over 60 days past due will lose their charging privileges at the bookstore.* The store does accept cash.

School Store Hours: Monday-Thursday 8:00 a.m. - 4:00 p.m. Friday 8:00 a.m. - 3:00 p.m.

If you are unable to get to the School Store during store hours, please contact them and they will be happy to make arrangements for you.

Second Crusade

The Second Crusade Shop, operated by the Parents' Association, accepts and sells pre-owned Lower School uniforms, Middle and Upper School clothing and blazers, and sports equipment. The shop is located on the third floor of Brooklandwood. Purchases may be made at the School Store or placed in the drop box outside the Second Crusade Shop with either cash or checks; school accounts and credit cards cannot be accepted.

Student Health

Student Health Forms

St. Paul's School is partnered with Magnus Health Student Medical Record (SMR), a secure online health management system, to administer all SPS student health records. St. Paul's School requires that a current physical examination and immunization record must

be on file for the start of the academic year for every enrolled student. Fully completed health information is due by August 1. Throughout the summer, Magnus will notify parents/guardians of outstanding health information, so families have ample opportunity to complete the information online. If your child is not in compliance with the health requirements, students will not be allowed to attend classes, participate in sports, or head start programs.

Illness or Injury At School

A registered nurse is on duty during the school day. A certified trainer is on duty after school hours and during ESP. Students who are injured or who become ill are cared for in the Student Health Office, located in the Lower School.

Children who become ill and need to go home are required to be picked up by parent or other designated person within 30 minutes of a call from the nurse. Children recover better at home. Prolonged stays in the nurse's office expose children to germs and disruptions. Plan ahead for sick calls, so that the best arrangements may be made for your children. Emergency telephone numbers should include parents and two other designated adults. Update all telephone numbers, as necessary, throughout the school year.

Illness or Injury Outside of School

Please inform the school nurse of all serious illnesses or injuries. A doctor's note, indicating the diagnosis and clearance for participation in physical education or sports, is required when a student returns to School following hospitalization, serious illness or injury.

The use of crutches is discouraged due to the campus setting. Students who need crutches must have a note from the physician indicating the nature of the injury, the need for the use of crutches while at school, and the estimated length of use.

Parents are requested to report all communicable diseases (e.g. strep throat, chicken pox, etc.) to the school nurse at the time the disease is diagnosed.

Children attending School should be able to fully participate in the School program, including recess and physical education. Children may not attend School when they have illnesses such as:

- a fresh cold
- persistent cough
- head lice
- sore throat or headache

- fever greater than 100 degrees—student must remain at home until no fever for 24 hours
- pink eye—until prescription eye drops are used for 24 hours and eye is no longer irritated or itchy
- strep throat—diagnosed only by a throat culture, child must remain home until 24 hours of antibiotic has been given and the child feels well (the full course of antibiotics must be completed in order to be effective).
- wheezing which persists after use of inhaler
- diarrhea
- chicken pox
- infections on skin
- vomiting

Medication

Students may not carry medication of any kind to school. “Over-the-counter” medication is dispensed only by the school nurse in accordance with established protocols which are endorsed by the school physician. It is dispensed only with parent’s consent. The use of the over-the-counter medication will be limited to a few doses per academic year. A consent form for each student is included with the yearly health forms.

Non-Prescription Medication

A parent’s written instruction with the dose and time to be given is needed for non-prescription medication. The medication must be in the original container. Only medication received in the original properly labeled container will be dispensed.

Prescription Medication

If your physician decides it is necessary for your child to receive a prescription medication during the school day, please adhere to the following medication policy:

1. The doctor’s written order and specific directions must be provided to the school.
2. It is recommended that the first dose of medication be administered at home.
3. Parents must deliver the medication to the school nurse in the original (or a duplicate) bottle with the current prescription label on the container. Students may not carry their own medication to school.

Policy for Students Infected with AIDS/HIV

The educational setting for students infected with HIV will be taken on a case-by-case basis. Behavior, neurological development, and physical condition will be factors when counseling the student and family. Decisions regarding instructional setting will be made in concert with the child’s physician, parents or legal guardian, primary teacher, Lower, Middle

and Upper School Head, school nurse, and the Headmaster. The School respects the child's right to privacy and will maintain confidential records. More detailed information is available at the headmaster's, school nurses', and heads' offices.

Infirmery Visits

When a Middle or Upper School student is referred to the nurse, he is required to sign out in the office. Lower, Middle, and Upper School students should not call a parent to come pick him or her up. If the nurse feels students should be sent home, she will call a parent, as well as notify the office that the student is leaving campus. If the nurse recommends that a student return to class, the student should sign in at the office before returning to class. The student is responsible for all class work, tests, quizzes, and assignments given during an infirmery visit.

Parental Absence

When parents are away, a note is required for the nurse and the appropriate school head prior to their departure indicating dates of the trip and name(s) and phone number(s) of the adult in charge during the parents' absence.

Physical Education Excuses

We encourage healthy living with our students. Our physical education program promotes this concept. Students may not be excused from PE or sports without a written note from a parent. If a student needs to miss more than two days of physical education due to illness or injury, he or she is required to have a note from a physician to ensure proper diagnosis and follow-up, and to indicate level of participation in physical education.

Counseling Services

The school psychologist provides supervision, consultation, and direct support the master's level school counselors who work with students regarding life skills, academic, social, emotional support in the lower, middle, and upper schools. Additionally the school psychologist is available to provide Consultation regarding academic, developmental, behavioral, social and emotional concerns for all parents, faculty, and staff. Referrals are made as appropriate for medical, cognitive, and psychological evaluation, therapy, and alternate services.

Direct care and evaluation may also be provided by the school psychologist in a crisis situation or if students experience acute distress on campus.

Short-term counseling by the Lower, Middle School, or Upper School counselor is also available for all students. Consultation regarding social and behavioral questions is provided to all parents and faculty as indicated.

Academic Resources

Members of the Student Services Department offer a variety of academic resource support, coaching, direct instruction, and consultation for individual students and for small groups in the Lower, Middle, and Upper Schools. Students may be referred to the School Psychologist, Learning Specialist, or Academic Resource Teacher by the School Team in the student's division. We enthusiastically encourage any student to initiate contact with any member of the Student Services staff in his or her division at any time. Parents are welcome to contact the School Psychologist, and/or your child's homeroom teacher or advisor at any time to discuss what services may be available and appropriate.

Tutoring

In some cases, students may need more academic help beyond what individual teachers and school resources can provide. If they continue to seem unable to successfully understand or assimilate material tutoring is sometimes suggested to help remediate or ameliorate the problem. When tutoring is suggested, the School sets the following policy:

- 1) The Division Head and/or department head, in consultation with the Student Services Team, will coordinate and attempt to match the needs of individual students with appropriate tutors. If requested, families will be provided with a list of appropriate tutors in order for them to make their personal choice.
- 2) It is the School's position that tutoring of our students by their immediate teacher is a conflict of interest and will not be permitted.
- 3) On-campus tutoring should not begin before the end of the school day. Exceptions to this can be made with approval of the division head. For the purposes of this tutoring policy the end of the school day is defined as follows:
 - Lower School** ends at 3:30p.m.
 - Middle School** ends at 3:25p.m.
 - Upper School** ends at 3:20p.m.
- 4) Families requesting tutoring are asked to provide any existing testing data, as well as classroom teacher recommendations and assessments to the tutor.
- 5) The tutor is responsible for keeping records of income from tutoring and reporting it as required by state and federal law.