



2022-2023

# Parent and Student Handbook

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Providing Academic  
Excellence to a Diverse Student Body  
in a Christian Environment Since 1953

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# **PHILOSOPHY**

The knowledge of God is the beginning of wisdom.

The Christian church has always regarded education as one of the tasks involved in its pastoral ministry to people of all ages.

The Bishop Noland Episcopal Day School attempts to guide the child in spiritual, as well as emotional, intellectual, and physical development. Any worthwhile education must take into account the fact that a child is not only a rational, but also a spiritual being; and that a sound mind and a sound body are related to reverence, charity, respect, and those things of the spirit, which are values common to, yet transcend human life. The role of the Bishop Noland Episcopal Day School is that of helping the child develop all facets of personality as a child of God. Each child is unique, an individual, one of God's children.

## **MISSION STATEMENT**

**Bishop Noland Episcopal Day School provides academic excellence to a diverse student body in a Christian environment.**

The school is an outreach of the Episcopal Church of the Good Shepherd and serves two-year olds through ninth grade students of many religious, ethnic and socioeconomic backgrounds. Attracting and retaining this diverse student body is an integral part of our mission.

Our faculty and staff respect and cherish each student as a unique individual. We are dedicated to providing an outstanding and challenging academic program tailored to the needs of each learner. Through self-discovery, we encourage each student to develop moral values and self-discipline and a well-rounded personality. Through our service learning program, we promote a sense of responsibility for the world around us, encouraging our students to contribute to making their world a better place.

## **GOALS AND OBJECTIVES**

To keep integration, balance, and harmony among the following domains:

### **Academic/Intellectual**

**Goal:** To obtain a superior education for the whole child, recognizing that each child has different gifts, talents, and abilities

Objectives:

- To develop a foundation of fundamental skills
- To seek, gather, organize, and synthesize information
- To use learning strategies to help understand and apply new materials and skills
- To be a critical thinker
- To be a life-long learner

### **Spiritual**

**Goal:** To be aware of God's love and presence in our lives and to live out our faith daily

Objectives:

- To proclaim by word and example the Good News of God in Christ
- To seek and serve Christ in all persons, loving our neighbor as ourselves
- To strive for justice and peace among all people
- To respect the dignity of every human being
- To experience our faith story through Scripture, tradition, and reason
- To enrich our faith community by participating in corporate worship and in service to others

## **Personal/Social**

**Goal:** To cultivate and reflect all facets of personality as a child of God and to be an active participant in the building of community

Objectives:

- To be cooperative in the learning environment
- To use information to make effective decisions
- To accept responsibility for one's own actions
- To be willing to make mistakes and take risks in order to learn
- To realize the importance of physical exercise in developing a healthy mind, body and attitude
- To be good stewards of one's resources, talents, time and the world
- To respect the cultural and religious diversity of our students and their families

## **A LETTER FROM THE HEAD OF SCHOOL**

Dear Parents:

Thank you for sharing your child with us! It is our desire to serve each child according to his own particular needs insofar as possible in the scope of the regular classroom.

We have developed the policies and procedures in this handbook with your child's best interest in mind. Please read it carefully, and if you have questions or concerns, we hope you will call us.

Working with your child is a genuine pleasure. We appreciate your trust, your support, and your suggestions. We look forward to another excellent year!

Sincerely,

The Rev. Frances "Boo" Kay, Head of School



## **THE BOARD OF TRUSTEES**

The Board of Trustees is a self-perpetuating entity charged with the strategic, long-term protection and strengthening of the financial, physical, and programmatic assets of the School. The Board carries its responsibilities by developing and implementing a six-year strategic plan and corresponding strategic financial plan. Each year, the Board develops an annual agenda, designating the items of the strategic plan to be accomplished in the coming year.

The Board's only employee is the Head of School, who is the chief executive officer of the School and responsible for day-to-day operations. Each year, the Head develops an annual administrative agenda, setting forth those items from the strategic plan that the Head plans to accomplish in the upcoming year.

Bishop Noland Episcopal Day School became separately incorporated from Episcopal Church of the Good Shepherd in the fall of 2009, but retains its Episcopal identity. The School exists as a mission of the Church. Trustees serve for three-year terms, and a maximum of two consecutive terms is allowed. Terms are staggered so that generally one third of the Trustees complete their terms each year.

## **THE PARENT GUILD**

The Parent Guild is the School's parent association comprised of all parents of students registered for the current school year. The Parent Guild supports the School's mission financially and through volunteer efforts in accordance with the strategic plan and strategic financial plan and as directed by the Board of Trustees and the Head of School. The Parent Guild provides activities that enhance the academic and co-curricular programs of the School, assist administrators, faculty and staff, and offer support and social opportunities for current parents. Information about the Parent Guild can be viewed on the school's website.

## **THE EPISCOPAL CHURCH**

### **What is the Episcopal Church?**

The Episcopal Church is part of the Church founded by Jesus Christ when He commissioned His disciples to go into the entire world with the Gospel. The Episcopal Church today is part of the worldwide Anglican Communion with over 85 million baptized members, whose mother is the Church of England. Episcopal is from a Greek word meaning bishops, after those who have governed our Church in an unbroken succession from the Apostles. The Anglican Communion is the largest Christian body in the English-speaking countries of the world. Yet it is today a multi-lingual, multi-national, multi-racial church that is second only to the Roman Catholic Church worldwide geographic span. In this welcomed diversity, there are common essential characteristics as follows.

### **The Episcopal Church is a Bible Church**

We believe the Holy Scriptures of the Old and New Testaments to be "the Word of God, and to contain all things necessary to salvation." The Bible is the source of our belief and moral standards. As God's word to us, the Bible is the lens through which we view and evaluate all other claims to truth. At most Sunday services, three Bible readings are proclaimed; the congregation recites a fourth, a Psalm. The sermon is based on one or more of these four Bible passages, and our Lectionary ensures that we read most of the Old Testament and virtually the entire New Testament on Sundays over a three-year period.

### **The Episcopal Church is a Catholic Church**

Catholic means "that which has been consistently believed and practiced" from the New Testament times. Our worship and life draw from the rich treasure of almost 2,000 years of Christian experience. We have kept the essentials of the historic Catholic tradition, including orders of ministry within the apostolic succession, the sacraments, the historic creed, and the essential liturgy inherited directly from the early

church and purged of unscriptural corruption. The Apostles' and Nicene Creed, the ancient, ecumenical statements of the undivided Church based on biblical truth, are our statements of faith today. We have neither added to nor subtracted from them, and no one is required to assent to any other creed or confessional statement. The rich inheritance of the liturgical year (Advent, Christmas, Epiphany, Lent, Easter, and Pentecost), centuries of sacred music, and solemn and festive ceremony are welcomed and encouraged in our church.

## **The Episcopal Church is a Reformed Church**

Much of our distinctiveness was formed in the Protestant reformation in England in the 16th century. At that time, we redefined our doctrine to make sure it was in strict accord with Scripture. The word Protestant means "to witness for." The Protestant faith is to witness that "God was in Christ reconciling the world to Himself." Protestantism is Christ-centered, just as the apostolic faith is Christ-centered. Corporate worship, clarity that we are saved by God's grace and not by our works, the laity's strong voice and vote in the church life, an emphasis on individual conscience and on Jesus Christ as "our only Mediator and Advocate," and using scripture to judge and inform the church all come from our reformed Protestant heritage.

## **The Episcopal Church is a Reverent Church**

Worship in the Episcopal Church tends to be reverent and dignified. The Book of Common Prayer is the norm in our services, and enables us to worship together and not just passively participate in the minister's worship. The structure of our Holy Eucharist service today is the same as that of the earliest existing descriptions of Christian worship. The vestments worn by our clergy and lay ministers date back to antiquity. These are the historical "uniforms" of Christ's ministers. Our uniformity of worship, while allowing for variations, reminds us of the universal nature of the church. In our worship, we are united with past, present, and future generations of Christians. Our worship is carried out for the glorification of God, not for our entertainment; thus, Episcopalians are not spectators but active participants in worship. Not only do we express ourselves in words but also in gesture. Generally, we kneel to pray, we stand to praise, and we sit to be instructed. All devotional gestures are entirely optional and purely personal. They are forms of prayer, just as words are. To Episcopalians worship is the most important thing we do, and ultimately, this reality should characterize all that we do in every area of life.

## **The Episcopal Church is a Missionary Church**

The Church has been planted wherever its members have gone. The first Christian worship service ever held in North America was from The Book of Common Prayer, led by the chaplain of Sir Francis Drake's flagship in 1579 in what is now San Francisco Bay. The first church of any kind in the American colonies was also an Anglican one, founded in Jamestown, Virginia, in 1607. In the early 19th century, the Episcopal Church opened major mission fields in such diverse countries as Liberia, Brazil, and Japan. The Lord Jesus Christ's call to go into the world is taken seriously by us.

Adapted from the Anglican Digest.

## **The Book of Common Prayer**

Many people think the Episcopalians hold The Book of Common Prayer in as great esteem as the Holy Bible. This is not so. However, this book is very important to Episcopalians as it serves not only as our worship guide but also as a summary of that which we believe. It holds the forms of Worship, our Creed, our Articles of Religion, and Prayers for almost any occasion, the Psalter, and other historical documents.

It began in 1549 when Thomas Cranmer, Archbishop of Canterbury, translated from the Latin form into English. Since then, it has undergone timely revisions to adapt it to the present needs of the Church. The current Prayer Book was approved in 1979.

The Book of Common Prayer is divided into sections according to daily usage. Those services that would be more frequently come first such as Daily Morning and Evening Prayer as well as individual Daily Prayers. The path to Holy Communion is through Holy Baptism. Therefore, those services that lead to Baptism at Easter are next. Here you will find the services for Lent such as Ash Wednesday, Palm Sunday, Maundy Thursday, Good Friday, and The Easter Vigil. The forms follow these for Holy Communion followed by those used less frequently, called Pastoral Offices. These include Confirmation, Marriage, Holy Unction, Reconciliation, and Burial. After these we find the Episcopal offices which are the forms for Ordination.

The next section is the Psalter. Following these are the Prayers for Various Occasions then the Office of Instruction of Catechism (This is a good place to look for answers as to the beliefs of the Episcopal Church). Next are the historical documents followed by the Lectionary.

## **The Lectionary**

Back to the question, “Do we worship the Prayer Book?” The answer is, “NO!” We worship Jesus Christ, and we look to the Holy Bible “as containing all things necessary to salvation and as being the rule and ultimate standard of the faith.” (Page 877, Book of Common Prayer) We include in the Prayer Book a method for reading Holy Scripture regularly and in a coordinated manner. This is called the Lectionary. It contains two schemes for using the Bible. The first of these is for use in the Sunday Worship and on Holy Days. It is found beginning on page 888 of The Book of Common Prayer (BCP). In this format, we use a three-year cycle. The years are called A, B, or C. These are determined by dividing the year in which Advent begins by three (3). For example, Advent 2019 started in December.  $2019 \div 3 = 673$ . Year A has no remainder. Year B has a remainder of 1 and Year C has a remainder of two (2).

For Daily Prayer there is another method for reading the Bible in a regular and coordinated manner. This format starts on Page 934. In this method, the years are divided into Year One and Year Two. To determine the year, go to the first Sunday in Advent. If the year to follow is odd, the year is Year One, if it is even it is Year Two.

For Bishop Noland Episcopal Day School Chapel and Eucharist there is a new set of readings each school year. These readings are decided upon by the clergy.

## **Bishop Noland Episcopal Day School Chapel and Eucharist**

The Bishop of the Diocese of Western Louisiana has the authority to make changes to worship to ensure the health and safety of participant

Chapel and Eucharist are the services during the week which allow us to focus on our reasons for being at Bishop Noland Episcopal Day School. This is true for the children but even more so for the faculty and staff.

Our goal in each service is to provide an environment for prayer, worship, and spiritual growth. In order for this to happen within a rather short period of time, your help is needed. The first help comes when we can all be present in a timely fashion. Secondly, the teacher’s help in instructing the children in proper behavior and attitude is essential. Thirdly, you are asked to make sure the students involved in the service are present in time for their ministry. Teachers whose students are serving in the service should make sure the students are present in time for their ministry. Those serving at Eucharist should be present at 1:45 to get dressed or start their assigned tasks. Those serving during morning chapel should be present at 20 minutes before school starts.

Please encourage your students to participate. These are chapel and Eucharist booklets to make the service easier to follow for the children. If you set the example and remind them about participating before church, it will help greatly.

The Prayers of the People, written by students and read at the Eucharist, is a special time that makes the service more personal. It gives all of us a chance to pray for our needs and concerns. The format does not have to be the same, but most classes follow the acronym A.C.T.S. The “A” stands for Adoration or Praise. The “C” for Confession; the “T” for Thanksgiving and the “S” for Supplication. Adorations are how we express to God our love and devotion. It differs from things which we are thankful. Confession is our call to make a confession of faith and a confession of our sins. It is our personal expression to God of our faith and our sorrow for what we have done to damage the relationship that God desires with each of us. Thanksgiving is an opportunity to reflect on our many blessings and our prayers that have been answered. Only after we have developed a faith relationship with God and made a place for Him by our confessions and thanksgiving does it make sense to go to God with our request on behalf of others and ourselves. This part allows us to ask for prayers for those who are sick or traveling or want us to pray for their special needs or concerns. There is one set of prayers for each GRADE, not class. This takes some coordination.

## **Customs**

In the Episcopal Church, and consequently in our worship services, we follow certain customs.

Upon entering the Church, we encourage the children to stop talking at the point they enter the bell tower. This helps to set a reverent tone for entering the main part of the church. This silence allows those who wish to do so to prepare themselves for worship in prayer and meditation. We are also better prepared to hear what God might want to say through His Holy Word.

Entering and Leaving the Pew: It is customary to bow when entering and leaving the pew. This acknowledges God’s presence among us. It is not necessary to bow many times during the same service as one enters and leaves the pew, but again, it is a matter of what each person feels comfortable doing.

Honoring the Cross: When the cross goes by during the processional (entrance hymn) and recessional (closing hymn), it is customary to bow. This is done by bowing slightly from the waist. It is also appropriate to bow when passing across the center of the church in reverence to the cross behind the altar.

Kneeling: The general rule of thumb is to kneel when praying, stand when singing, and sit when listening. Exceptions are when we are standing for prayers during the early part of the service. We also stand for the reading of the Gospel during Holy Eucharist.

Receiving Communion: Holy Communion is “open” in the Episcopal Church to all who are baptized Christians and receive communion in their own churches. The Bread or Host is received by placing the right hand over the open left hand, making a cross and a flat surface on which to place the Body of Christ. The person then may either touch the wine with the wafer or may take a very small sip of wine from the chalice. Please instruct the children that they do not have to receive both the bread and the wine. They may receive either the bread or the wine, and it is considered that God is fully present in either species. They should stay kneeling at the communion rail until the person next to them has finished receiving communion. This helps the children keep from rushing away from the rail. If a student receives only a blessing, they may stay at the rail until their neighbor has received communion. If they do not want to receive the wine, they just cross their arms to indicate this to the chalice minister.

Children who do not receive communion may cross their arms over their chest as a sign to the clergy that they should receive a blessing.

Acolytes on the North Campus: Fourth graders carry the cross on Monday mornings, serving as crucifers. They lead us in and out of the church and put out the candles. On Thursdays the first and second crucifers are 6th graders, and the torch bearers are 5th graders. The first crucifer serves the deacon or priest and also rings the Sanctus bells.

**Readers on the North Campus:** The readers are drawn from the seventh grade. The readers for Eucharist and chapel meet with a priest, deacon, or other faculty member to practice the reading. The readers need to be encouraged to read slowly and loudly.

**Sacristans on the North Campus:** Small groups of fifth graders take turns learning how to set up the altar for the Thursday Eucharist. They also remove, wash, and store the sacred vessels at the end of the service. Each group of boys/girls serves at least a month in order that they learn how to do all of the tasks to set up for Eucharist and leave the church ready for the next service. This is like a Junior Altar Guild.

**Song Leaders and Musicians:** These students are chosen by our music teachers and lead the singing or play an instrument. They are responsible for posting and removing hymn numbers as well as distributing and gathering hymnals.

**Church Greeters on the North Campus:** These students are sixth graders who come early to unlock the church and turn on the sound system and lights. They light the candles, check the batteries in the microphones, and set up for the service. They greet the students, hand out the booklets, and also close everything when the service is over. They straighten the hymnals and prayer books in the book racks.

## **The Church Year**

In order to make sure we are taught the important events in the life of Christ and His Church, the Episcopal Church and the school utilize the church calendar. In this calendar the year is divided into seasons. Each season emphasizes certain parts of Jesus' life and asks us to reverence those events by our attitude of life and worship. You are asked to do your best to respect these attitudes as you prepare your activities in the classroom and on the playing field.

### **ADVENT:**

The church year starts with Advent, four weeks before Christmas. This is a season in which we are asked to observe an attitude of joyful expectation. The color this season is purple, denoting both royalty and penitence. Although not as deeply penitential as Lent (described later), we are asked to wait until Christmas before we move into a major festive mode. Because the school will be dismissed before Christmas and before Advent is over, we try to wait until the middle of the last full week before Christmas vacation to have our school's parties.

### **CHRISTMAS:**

This season starts on Christmas Eve with a worship service and continues through January 5. These are the traditional twelve days of Christmas. The color is white, which denotes purity and the reign of Christ. Because school is out, we borrow a little of Advent to begin our Christmas celebration.

### **EPIPHANY:**

Epiphany means "making manifest." It is during this season that we celebrate the fact that Jesus came for all humanity, not just the Jews. The Three Wise Men are the harbingers of this message. Epiphany starts on January 6th and ends on Shrove Tuesday, which is the day before Ash Wednesday. The color is green, signifying a season of growth for the church and for all individuals. Shrove Tuesday, or Mardi Gras, is also called Fat Tuesday. We celebrate this season by having our Epiphany Pageant.

### **LENT:**

Lent is the most penitential season of the church year. It is during these six weeks before Easter that we seek to look within ourselves and to offer up to God those things that separate us from Him. During this time, we portray the somber attitude by limiting parties, using no flowers in church, and putting away the "Alleluias." The color for Lent is purple, which, as noted above, is the color for penitence and for a somber attitude. We begin on Ash Wednesday, during which ashes are imposed (optional) during a special service. This is done to designate our broken and mortal nature. It also signifies that the cross placed on our heads during our Baptism has become a bit smudged.

The last week before Easter is called Holy Week. The color for the week is red until Friday when it changes to black. This starts with the Triumphal Entry of Christ into Jerusalem on Palm Sunday. We make palm crosses for a special Triumphal Entry Service. Later in the week, we celebrate Maundy Thursday as the time during which Jesus instituted the Holy Communion (Holy Eucharist, Lord's Supper, and The Great Liturgy). On Friday, we celebrate Good Friday. School is closed in order that children, teachers, and other employees may take time to remember the sacrifice of Christ upon the cross.

### **EASTER:**

The most holy of all the Christian seasons. It lasts from the sundown preceding Easter until the fiftieth day after. The color is white, as it is a season of rejoicing and great celebration. It is during this time that we emphasize resurrection and the possibility of second chances. All things that are of a festive nature are now brought forth. The "Alleluias" are once again used and flowers burst forth in the church.

Forty days after Easter Day, we celebrate the Feast of the Ascension. This is self-explanatory in that it is the day we remember that Christ ascended into Heaven to rule at the right hand of God.

### **PENTECOST:**

The name Pentecost derives from a Jewish Festival, which took place fifty days after the Passover celebration. We date it fifty days from Easter. It was upon this occasion that the Holy Spirit descended upon the Apostles and Disciples in the Upper Room in Jerusalem. They were enlivened as a body to do the work of the church and filled with the Holy Spirit. The color for this day is red and for the rest of the season is green. Red signifies the flame of the Holy Spirit and the blood of the martyrs who would give their lives for the faith. Green signifies our life of growth in the faith and the spread of Christ's kingdom. Doves also signify the Holy Spirit. We will still be in Pentecost Season when we return from summer vacation and, yes, even until Advent.

### **OTHER SPECIAL DAYS**

#### **St. Francis Day, October 4**

Saint Francis of Assisi is a popular Saint. He was the founder of the "Franciscan Order" and wrote the rules its members are required to follow. Principal among the rules is a vow of poverty. Members of the Monastic Order may not own anything as a reminder that all things do come from God. Saint Francis also insisted upon a life of servanthood and is seen as one of the leading examples of one who lived in obedience to Christ's example set at the Last Supper when He washed the feet of His disciples.

Saint Francis is known as the Patron Saint of Animals. On or near this day, Bishop Noland Episcopal Day School has a Blessing of the Animals service. Students, parents, and parishioners bring their pets (or pictures of their pets or stuffed animals to represent their pets) to be blessed by our clergy.

#### **All Saints Day, November 1**

November 1 is the day upon which we remember all those Christians through the years who have lived in such a manner as to make Christ manifest. There is an official calendar date for many of those canonized by the church, but we also include in our prayers of thanksgiving the unnamed saints.

The day prior to All Saints Day is called "Halloween" or "All Hallows Eve." Some Christian churches speak in a very negative manner about this day because they perceive that it has been used by devil worshipers as a holy day. Episcopalians generally do not think this way in that we recognize the entire drama being portrayed. First you have the fake demons and goblins shown by their masks, and then the next day, you have the saints triumphant in Jesus Christ. And against such power, Satan cannot prevail.

## **Saint Nicholas Day, December 6**

It is upon this day that we remember the saint who served as the pattern for our present day Santa Claus. He was a fourth century bishop of Myra in present day Turkey. Nicholas was a devoted and giving man. Tradition has it that a man was too poor to give a dowry for his daughters, and they were doomed to go to work in the poor house. Nicholas anonymously provided three bags of gold, and they were able to marry. Today, we see these three bags in front of pawnshops as golden balls. These may have also served as an inspiration for the ball ornaments on Christmas trees. His name went to Holland where he became Sinter Klass which became Santa Claus for us. In England he is called Father Christmas.

At Bishop Noland Episcopal Day School, December 6<sup>th</sup>, or the closest day to, is the day upon which children receive a treat in their shoes during chapel.

## **St. Valentine's Day, February 14**

The origins of this day are found in the latter part of the fifth century. Valentinus was an early saint to who is attributed a giving and loving spirit. He was a healer in Christ's name. A jailer for the Roman Emperor brought his blind daughter for healing. It was a slow process during which the young girl sat to hear Valentinus' wisdom. Valentinus was arrested because he refused to worship the Emperor. On the night before he was executed, he wrote a note of love to the young girl and included a bright yellow crocus. It is said that when she opened the note from "her Valentinus," she was able to see the bright yellow flowers. Her sight had been restored.

## **RELIGION CLASSES**

Once each week, the students participate in a religion class led by the teacher. Bishop Noland Episcopal Day School uses a 3-year religion curriculum. One year is based on the Old Testament; the second year, on the New Testament; and the third year is called Faith Seeking Understanding. There is a specific lesson assigned for each week. The emphasis is on spiritual growth, moral concepts, and ethical values. Both biblical literature and contemporary children's literature are used for instruction. No grades are assigned in Lower School, but a report may be sent to the parents. Middle School receives grades.

## **ACCREDITATION**

Bishop Noland Episcopal Day School is accredited by the Southwestern Association of Episcopal Schools (SAES), which is a national accrediting part of the International Council Advancing Independent School Accreditation (ICAISA). The school is approved by the Louisiana Department of Education.

The Bishop Noland Episcopal Day School PK2 Program is a Mothers' Morning Out program from 8:00 – 11:50 a.m. held three (3) days per week.

Bishop Noland Episcopal Day School holds memberships in the Independent Schools Management Consortium, the Southwestern Association of Episcopal Schools, the National Association of Episcopal Schools, and Christian School Management.

## **AMMENDMENTS TO THE PARENT HANDBOOK**

The Head of School has the authority to amend the Parent Handbook for just cause. Parents or guardians will be given timely notification through the Parent Bulletin, which can be accessed through the Bishop Noland website and School App, when such amendments are made. The handbook is updated annually.

## **ADMISSIONS**

Bishop Noland Episcopal Day School admits all qualified, mission appropriate students regardless of race, religion, sex, national origin, ancestry or handicapping condition. Admission is based on available

space in the classroom; the ability to offer reasonable physical, academic, and resource accommodations within the existing plant and with existing staff; payment of registration fee; and probable success in the pre-school age level or grade for which the student applies.

Attracting and keeping a diverse student population is integral to the school's mission. Faculty and staff are expected to embrace this mission and model tolerance and inclusiveness in their day to day activities with students.

**Inquiry:** Families that are interested in enrollment at Bishop Noland Episcopal Day School should make a formal inquiry with the Admissions office. Once the inquiry is made, the Admissions Director sends an information packet including the curriculum guide, the Schedule of Tuition, admission process, marketing material, etc.

**Tour:** The family is then invited to tour the Bishop Noland Episcopal Day School campus and meet with the Admissions Director. Families are then directed to the application process.

**Application:** Once the online application is complete and assessment fees are collected, a visit is scheduled.

**Visit:** Each applicant (2 years through 12<sup>th</sup> grade) is scheduled to visit with the appropriate grade level teacher, at which time an assessment is made to determine the student's probability of success in the classroom. Included in the visit is a teacher-designed exam in language arts and math, if applicable. The visit is scheduled as one hour for PK2, one half day for PK3, two half days for PK4-Kdg, two full days for 1<sup>st</sup> – 12<sup>th</sup> grade. The visit is scheduled within two weeks (unless the family is unavailable to do so) of the family making the application for enrollment. The visit will be with a teacher from the applicant's current grade (summer visits are scheduled with a teacher from the grade of interest.) Teachers should then score the test and give a formal letter of recommendation to the Admissions Director and the Head of School. The results are shared with the Admissions Committee. This committee is comprised of the Head of School, the Assistant Head of School, the Dean of Academics, the Admissions Director, the Coordinator of the Division and the teachers who will be teaching the student.

**Enrollment Meeting:** The Admissions Director will schedule an enrollment meeting with the Head of School and the family to discuss the results of the visit and assessment as needed.

## Re-Registration

The Re-Registration process is scheduled for February of each year. Each family will receive the necessary forms to complete the re-registration process.

## Class Size

The preferred maximum number of children per class is set by the Bishop Noland Episcopal Day School Board of Trustees. Class sizes are:

PK2 - One teacher and 1 or 2 aides depending on the daily student count keeping a 7:1 pupil to adult ratio.

PK3 - Fourteen students per day with one teacher and one assistant per class.

PK4 - Fifteen students with one teacher per class and one shared assistant.

Kdg - Fifteen students with one teacher per class and one shared assistant.

Grades 1-5 - Eighteen students with one teacher per class.

Grades 6-12 - Twenty-five students with one teacher per class.

The pupil/teacher ratio was computed by dividing the total number of students by the classroom teachers



and aides, if there are any, excluding enrichment teachers. A pupil/teacher ratio in grades first through tenth is less than 15:1, one of the lowest among area accredited schools.

The Board of Trustees, along with the Head of School, reserves the right to revise class size up (as the law permits) or down at any time it deems necessary.

#### **NORTH CAMPUS DAILY SCHEDULE**

7:00am	Early Care begins
7:40 - 7:55am	Students arrive
7:55am	Classes begin
8:00am	Door in PK4/KDG wing closes
12:00 noon	Pre-Kindergarten dismissed
2:55pm	KDG classes dismiss
3:10pm	Classes dismiss
3:10 - 3:30pm	Students depart
3:10 - 5:30pm	After School Care
5:30pm	After School Care ends

#### **SOUTH CAMPUS DAILY SCHEDULE**

7:00 am	Campus Opens
7:15 am	Bus departs for North Campus
7:40 – 8:20am	Drop off
8:25 – 9:45am	Period I
9:45 – 9:50	Break
9:50 – 10:30am	Office Hours
10:35 – 11:55	Period II
11:55-12:35	Lunch
12:35 – 1:55	Period III
2:05 – 3:25 pm	Period IV

### **TUITION AND FEES**

#### **Registration Fees**

**Fees** are payable when the enrollment/re-registration contract is completed, signed, and returned. These fees are non-refundable.

#### **Tuition**

A schedule of tuition and fees is provided with the enrollment/re-registration contract. Tuition is payable in full between July 1 - 10. Parents may elect to pay semi-annually, or in eleven monthly installments by bank draft or credit card through the FACTS Payment Plan. An additional fee will be charged for those making semi-annual and monthly payments. Deferred payments through FACTS are withdrawn on either the 5<sup>th</sup> or the 20<sup>th</sup> of the month.

#### **Overdue Accounts**

1. A \$30.00 FACTS Missed Payment Fee will be automatically deducted for each payment attempt that is missed.
2. Bishop Noland Episcopal Day School accounts that are overdue will be charged a late fee of \$25.00.
3. If an account is more than sixty days overdue, the child may not be permitted to attend class until the account is brought up to date.
4. If an account is ninety days past due, the child(ren) will be dismissed from Bishop Noland Episcopal Day School and we reserve the right to fill the open seat.

#### **NSF Checks**

Should the bank return a check marked "insufficient funds," Bishop Noland Episcopal Day School will notify the party immediately. Seven days will be allowed to make full payment. There is a \$25.00 NSF charge.

## **Tuition Assistance**

Tuition assistance is based on both the family's financial need and the school's limited resources. Consideration is given to families where the student's relationship with the school is positive and the parents are supportive of the school. A student whose family receives tuition assistance is expected to maintain a strong academic record and to be a positive influence in the school.

Tuition assistance is awarded first to returning families presently receiving financial aid and then to other returning Bishop Noland Episcopal Day School families. New families to Bishop Noland Episcopal Day School are considered next with priority given to students from eighth grade down to Kindergarten.

Families with students applying for twelfth grade through kindergarten are eligible to be considered for tuition assistance. Families must file a financial statement form with the FACTS Grant and Aid Assessment, which will make a neutral assessment of need. An in-house form must also be completed. Please call or email Stephanie Nicholas ([snicholas@episcopaldayschool.org](mailto:snicholas@episcopaldayschool.org)) for a packet. Completed forms should be filed by approximately April 15 in order to be considered. All applications are carefully reviewed and appropriate confidentiality is strictly kept. The application is also located online on our web site on the link entitled "Tuition Assistance" under "Admissions."

## **Early Arrival**

For safety reasons, Bishop Noland Episcopal Day School does not allow students on the North Campus who are not in early care to come on the school grounds until 7:40 a.m. when the teacher on carpool duty begins that duty. Early care students in PK3 through 6<sup>th</sup> grade should be dropped off at designated entrances.

Parents who need temporary drop-in early in the morning may arrange this through the school office, space permitting. Students who walk or bike and arrive before 7:40 a.m. must report immediately to the Early Care director in the Commons. Students who fail to report will be sent to Early Care and may be given an appropriate discipline measure. All non-contracted Early Care students who arrive before 7:40 a.m. will be charged the early morning fee.

On the South Campus, early care begins at 7:00 a.m. in the Commons.

Under **no** circumstances may students leave school grounds without permission once they have arrived. Any unauthorized departure will be viewed as a severe infraction of the rules. In all such cases, discipline is determined at the administration's discretion.

Parents may not drop off a student unless an employee is there to take charge of the student.

## **Late Departure**

Similarly, Bishop Noland Episcopal Day School does not allow students who are not in after school care or who are not participating in an official school or church related activity to remain on the school grounds after carpool has ended. Parents should notify the school when drop-in after school care is necessary. Students who are scheduled to attend after school care or study hall should report promptly at

the end of the school day. Failure to report may be viewed as an infraction of the rules and disciplinary measures may be enforced.

Continued infractions of early arrival/late departure rules may result in the Assistant Head of School calling a conference with the parent(s) and/or imposing a more serious penalty.

## **Early Morning and After School Care**

Early and after school care services are available on both a contracted and drop-in basis for PK3 – 6<sup>th</sup> grade for an additional fee. Contact the business office to contract early or after school care.

### **Early Care**

The cost for early care is located on the schedule of tuition fees.

#### **North Campus**

Early care (7:00 a.m. - 7:40 a.m.) is held in designated areas (PK3-6<sup>th</sup>).

#### **South Campus**

Early care (7:00 a.m. – 8:25 a.m.) is held in the Commons.

## **After School Care**

After School Care for PK3-PK4 (12:00 noon - 5:30 p.m.) is available on a contracted basis. The cost for after school care is located on the schedule of tuition fees.

After School Care is also available for KDG (3:15 p.m. - 5:30 p.m.) and 1<sup>st</sup>- 6<sup>th</sup> grade (3:30 p.m. - 5:30 p.m.) on a contracted basis

After School Care for PK3 through 6<sup>th</sup> grade ends promptly at 5:30 p.m. Parents who do not pick up their children at that time will be assessed late charges of \$8.00 every 15 minutes after 5:30 p.m.

## **Holiday Care**

Holiday Care is offered to students in PK3 - KDG only on certain days when the school is closed and regular care is not available. Your child must be contracted for Holiday Care to attend on Holiday Care days. A list of those days can be obtained from the business office. Holiday Care cost is located on the schedule of fees and tuition.

## **Communication Between School and Parents**

Good communication is essential in fostering a positive working relationship between the school and parents. It is essential that all communication between parents, students, and teachers be respectful. All members of the school community, including parents and students, are expected to have a positive and supportive relationship with the school. We encourage parents to contact the school office with any questions. Bishop Noland Episcopal Day School offers the following information and guidelines in order to help forge that vital communication link.

## **eParent Bulletin**

Bishop Noland Episcopal Day School publishes a Parent Bulletin once a week, and sends it out electronically. The Parent Bulletin is posted on the school app.

## **School App**

Parents should download the school app found on Apple & Google stores “Bishop Noland Episcopal Day School” and sign up for push notifications. The school app contains a wealth of information including school calendar, monthly lunch menus, daily/weekly reminders, uniform guidelines, absentee notifications and so much more!

## **School News & Announcements**

School news and announcements are posted on our school Facebook & Instagram pages as well as sent out via push notifications through our school app.

South Campus announcements can be found on the South Campus Student Hub.

## **Admin Plus**

Rediker: Parent Plus & Student Plus is an integrated Learning Community Management System that meets the communication needs of all of our students and their families. Its built-in notification system is fully integrated with our website, enabling routine and emergency communication. It allows faculty to enter grades and those grades are communicated to parents and students through a portal. Email notifies parents when new grades are entered. The news from the school or a classroom teacher is posted for all to see.

Since the adoption of Admin Plus our school has the ability to streamline communications, access and manage resources within minutes, monitor ongoing student progress, and develop an online community for students, teachers, administrators, support staff and parents. For the educational technology department, these integrated resources have translated into greater staff efficiency and cost savings, improved data analysis, and guaranteed data integrity.

**South Campus** students and parents will find grades posted on Plus Portals. Students tests and quizzes are posted on the South Campus Student Hub on the Google calendar for their grade. Teacher Week at a Glances are also posted for their parents and students to see the plans for the week. Additionally, they will find information about sports and clubs. The link to the resources is:  
<https://sites.google.com/bneds/southcampuseds/home>.

**Google Classroom:** Google Classroom is the online platform that South Campus teachers use to communicate with students about upcoming homework, quizzes, tests, and in-class coursework. It is also used for the sharing of classroom materials, and it allows students to submit their assignments through its portal. Google classroom can notify students through its website: (<https://classroom.google.com>) or mobile apps (available for iPhone or Android) of updates a teacher has posted and any assignments that are near their due dates.

Parents can monitor a student’s activity in Google classroom by receiving daily or weekly emails to include summaries of their child’s Google classroom activity. In order for parents to receive these summaries, they must sign up at Google Classroom Guardian Digests using an email link provided within the first month of the school year.

## **Visits to School**

Because of safety concerns, all visitors to school, parents included, are expected to sign in and wear a school “visitor’s badge” while on campus.

## School to Parents

Teachers, staff members, the Head of School/Assistant Head of School or Dean of Academics may wish to contact individual parents directly concerning their child. Generally, the teacher or one of the administrators may send a note home with the child and/or phone or e-mail the parent. The teacher or administrator may request a conference at a mutually agreeable time.

## Parents to School

Parents are discouraged from interrupting classes for deliveries to students and drop-in questions. **Leave items to be delivered to students with the front office staff.** Parents who wish to contact teachers or the administration may do so by sending a note and/or phoning the school office. Parents may request a return phone call or a conference at a mutually agreeable time. Parents may also contact teachers through e-mail. Use the first initial and last name @episcopaldayschool.org as the template.

## Noncustodial Parents

All communications generated by the school may be distributed to the custodial parent (and stepparent) and the non-custodial parent (and stepparent) alike. Non-custodial parents should make arrangements with the school to receive duplicate information and to schedule conferences as needed. Similarly, both natural parents (as well as stepparents) will be granted permission to visit the student on school grounds or during school-sponsored activities within the general guidelines for such visitations set by the school.

However, the school makes an exception to this policy where there are court orders limiting the non-custodial parent's (or stepparent's) access to the child, or to information about the child. The school will comply with any court orders, existing or newly developed, that may change the nature of a parent's custodial rights. The faculty will not be put in the position of enforcing the court order if the parent is out of control. It is the responsibility of the custodial parent to inform the school of any and all relevant court orders, and to provide the school with an official copy of any such order, at the time of enrollment, or at the time the order is issued by the court.

The school includes one set of fall portraits of each child in its enrollment fees. The parent who pays tuition and enrollment receives the portraits. If each parent pays equally, two sets will be provided at no extra charge. However, if the non-paying parent requests a package, they will be billed by the Business Office.

## Spontaneous Visits

Spontaneous visits to the classroom or Head of School's office before, during or after school for impromptu conferences are discouraged. It is better to write, or phone for a set conference time. This will help ensure that there is adequate time set aside to consider your issue or concern.

## Parent/Teacher Conferences

When you need to confer with a teacher, please call the school office. If the teacher is not available at that time, leave a message and your call will be returned as soon as possible. If a personal conference is needed, the office can arrange it for you.

Please **refrain from calling or texting a teacher at home**. We ask that you respect the teacher's personal time which we believe is essential for good job performance. We would also ask that you avoid stopping a teacher on duty for an impromptu conference.

## **Bad Weather**

In case of bad weather, we generally follow the ruling of the Calcasieu Parish Schools. Listen to KPLC Channel 7 (Cable Channel 9) for details. Parents will be notified by the school. Please keep your contact information up to date. Check our website for updates.

## **Messages**

Verbal messages from children cannot be accepted. Written messages to your child's teacher are essential to minimize misunderstanding and to maximize your child's safety and welfare. All faculty members have e-mail. You can e-mail a teacher through Plus Portals or obtain their email address from the Bishop Noland website or the school directory.

## **Commendations...Suggestions...Concerns**

In order to provide the best learning environment for your child it is important to get honest feedback. This is a great way of applauding the efforts that you think worthy or having a direct way of expressing a suggestion or concern. The form may be found in the Appendix and on the Bishop Noland website > Quick Links > Forms.

## **Fundraising**

There are many fundraisers throughout the year to support the school, our students, various ministries and projects. We encourage children and families to support as many as possible but realize that every person cannot support every project so pressure to do so is inappropriate.

In order to coordinate the school's efforts, all fundraising activities must be approved by Development, Finance, and the Head. The use of school equipment, phones, and facsimiles are strictly prohibited for personal use.

## **Grievance Procedures**

The Bishop Noland Episcopal Day School Board of Trustees sets the policies that govern the operations of the school. Employees of the school - Head of School, Assistant Head of School, Dean of Academics, Athletic Director (south campus), Coordinators, Teachers, and Staff - are charged with implementing those policies. The purpose of these grievance procedures is to establish a process by which complaints or concerns about the implementation of the policies may be addressed.

The following procedures shall be adhered to when complaints are made:

1. Complaints should be addressed at the lowest possible level beginning with the person against whom the complaint is being made. Every effort should be made at this level to reach a mutually satisfactory resolution.

2. If no satisfactory resolution can be reached, the complainant may seek another remedy from the next higher authority. The ascending order of authorities is as follows: teacher/staff, Coordinator of the Division, Dean of Academics, Athletic Director (south campus), Assistant Head of School, Head of School, and Bishop Noland Board of Trustees.
3. If a higher authority is consulted, the person against whom a complaint is made will be notified. Both parties to the dispute will be given an opportunity to present, explain, or comment on the facts in an effort to resolve the issue. Other information may be considered by the authority to whom the appeal is being made. In order to appeal a decision of the Head of School, the complainant shall submit a written request to the Chairman of the Board of Trustees, providing a detailed description of the issue and a short statement of the desired action to be taken by the Board. The Board of Trustees may consider the request in the manner it deems most appropriate under the circumstances.

## **Discipline**

The disciplinary rules of Bishop Noland Episcopal Day School have been established in order to provide a spiritual and intellectual atmosphere in which all students can work efficiently and can grow in knowledge and self-discipline. Each student is expected to behave in a mature and responsible manner which reflects favorably upon himself, his parents, his school, and his community. Students attending Bishop Noland Episcopal Day School are expected to behave courteously at all times. The school has high standards of behavior, and each pupil is expected to do his best to maintain these standards. The pupil is expected to respect all clergy, teachers and others in authority as well as friends. Full cooperation is expected from the parents in any disciplinary action (See Appendix A2). The school and the home must work together in the development of character and good citizenship. Any time a student is attending a school sponsored activity (club, social activities, or sporting events) the same rules apply as written in the Parent/Student Handbook

Teachers or their designees are responsible for basic discipline in the classroom and throughout the school. Final authority for disciplinary matters rests with the Head of School.

The emphasis at Bishop Noland Episcopal Day School is on assertive discipline which uses positive reinforcement. Inappropriate or unacceptable conduct is addressed immediately with penalties that are appropriate for the offense and progressive if misconduct continues.

Cruel, severe, unusual or unnecessary punishment shall not be inflicted on the children. Derogatory remarks shall not be made in the presence of children about family members of children in our care, or about the children themselves. No child or group of children shall be allowed to discipline another child. No child shall be deprived of meals or any part of meals for disciplinary reasons.

## **Harassment - Bullying - Cyber-Bullying**

Bishop Noland Episcopal Day School believes that the spiritual growth and well-being of all persons at the school is best fostered in an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the school will not tolerate any type of harassment, bullying, or cyber-bullying. This prohibition against acts of harassment applies to all people engaged in all school sponsored activities. Harassment would include but not be limited to:

1. Verbal harassment such as derogatory remarks, jokes, or slurs of a personal nature and can include belligerent or threatening words spoken to another.
2. Physical harassment such as unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
3. Visual harassment such as derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.
4. Cyber-bullying such as creating websites, instant messaging, e-mails, using camera phones, recorders, or other forms of technology to engage in harassment or bullying.

All students share responsibility for keeping the school environment free from harassment, bullying and cyber-bullying. Students are encouraged to report incidents to their teacher, teaching assistant, Dean of Academics and Athletic Director (south campus), Assistant Head of School or Head of School. Each incident will be investigated and action appropriate to the situation will be taken. Any student found to have violated this policy will be subject to disciplinary action, which may include dismissal from school. No adverse action will be taken against any person who makes a good faith report under this policy.

For the sake of all our students and staff the school follows the guidelines established by the Episcopal Diocese of Western Louisiana to reduce the likelihood of such misconduct and to provide procedures for reporting and responsibility to allegations. All faculty, staff and regular volunteers must complete the required training mandated by our diocese and the National Episcopal Church. Praesidium Academy provides participants with the information they need to protect the children they know and teach. This program is offered on-line to parents and volunteers in our school. See the Appendix J for requirements.

## **Consequences for Abuse of Policy**

### 1<sup>st</sup> Offense:

Upon the first offense, the student's cell phone will be confiscated by the faculty or staff and turned in to the office. A parent must pick up the cell phone from the office and a note of concern will be filled out.

### 2<sup>nd</sup> Offense:

Upon the second offense, the student's cell phone will be confiscated by faculty or staff and turned in to the office. The student will be assigned detention and the parent must pick up the cell phone from the office.

### 3<sup>rd</sup> Offense:

Upon the third offense, the student's cell phone will be confiscated by faculty or staff and taken to the office. The student will be assigned detention and the parent must pick up the cell phone from the office. The student will lose his/her cell phone privilege for a minimum of one week.

### Any further offenses

Any further offenses will result in the student's loss of his/her cell phone privilege at the school. Students may also be subject to other disciplinary action or consequences, which include but are not limited to detention or suspension.

Teachers will post a discipline plan in their classroom.

## **Academic Infractions (North Campus)**

Academic difficulties include:



Incomplete preparation for class

A. Without books, notebooks, etc. needed for class work

B. Without homework or other written assignments

Enrichment class infractions of a non-behavioral nature

Excessive absences or tardiness

Failure to follow directions

Other academic concerns

Academic infractions will be addressed by the teacher and/or by the Head of School/Assistant Head of School. Most often these infractions will directly affect a student's grades and parents will be notified if problems continue.

## **Minor Infractions (North Campus)**

Minor infractions include:

Uniform violations such as shirt not tucked in, no belt, etc. (when repeated reminders do not correct the problem)

Nutrition violations

Other infractions of a minor nature

In most cases, minor infractions will be addressed by the teacher and/or by the Head of School/Assistant Head of School. A continued problem may result in a conference with the parent(s), detention, and/or further discipline at the administrator's discretion.

## **Behavioral Infractions (North Campus)**

Behavioral infractions include:

Misbehavior in Class/Repeated Disruptive Actions

Disrespectful Behavior

Displays a Negative Attitude

Willful Disobedience/Ignores Correction and Reminders for a Similar Infraction

Lunchroom Misconduct

Playground Misconduct

Hall Misconduct

Infractions of the Early Arrival/Late Departure Rules

Other Infractions of a Behavioral Nature

Physical Confrontation

In most cases, behavioral infractions will be dealt with immediately. Consequences may include, detention, and/or a conference with the student and/or parent(s) and/or teacher(s), and/or Head of School/Assistant Head of School.

Behavioral infractions may result in one or more of the following: conference with parent(s), teacher(s), and Head of School/Assistant Head of School. They may also result in one or more of the following: conference; detention; suspension; or expulsion. All are described below.

Parents will receive an email and/or phone call if the infraction warrants.

## In-School/After School Assignments/Detention (Grades 1 - 6)

In-school/after-school assignments/detention: A continuation of infractions may require a conference with the parent(s), teacher(s), Head of School or other administrators which could result in an in-school assignment/detention of a duration deemed appropriate by the Administrator.

## Suspension (North Campus)

The guidelines for suspension are applied as follows:

1. In application of the policy above, or in cases of severe infractions, a student may be prohibited from attending school for 1-5 days. The Head of School may take this action after consultation with the student, the teacher(s) involved, and the parent(s).
2. Re-entry requires a conference with the Head of School, who may also require that the student receive professional help as a further condition for re-entry.
3. The student must take all tests given during the suspension period so that the teacher may evaluate his mastery of the material, and so that he may use the tests for review purposes. However, depending upon the severity of the infraction one or the other of the following will result:
  - a. Student is marked as absent and receives no credit for work missed, or
  - b. Student receives a zero for all work missed.
4. After the **second suspension**, the student is on **probation**. At this time, an alternative school setting should be explored by parents.
5. After the **third suspension**, the student may be required to withdraw from Bishop Noland Episcopal Day School.
6. The Head of School has the authority to amend the Parent Handbook for just cause. Parents or guardians will be given timely notification through the Parent Bulletin, which can be accessed through the Bishop Noland website and Admin Plus, when such amendments are made. Revisions to the Handbook are done annually.

Severe infractions include:

1. Cutting class/leaving school grounds
2. Stealing
3. Using profane or obscene language (written or spoken)
4. Creating a disturbance in the classroom, in church, or during any other school activity
5. Abuse of or disrespect for another's property
6. Disrespect for authority
7. Fighting
8. Threatening or harming students/faculty/others
9. Vandalism, destruction or defacement of school property. (Parents may be asked to pay for repairs or replacements if property damage occurs.)
10. Possession or use of tobacco or tobacco products in any form  
(See Louisiana Laws Affecting Discipline - Appendix A)
11. Misuse of Multimedia and Internet privileges
12. Harassment, bullying, Cyber-bullying
13. Other serious misconduct

## **Expulsion (All students)**

Permanent dismissal or expulsion from the school may result in the application of the policy above, or the commission of the most serious type of misconduct.

The most serious misconduct includes:

1. Possession or consumption of alcohol. The obvious exception to this is consumption of wine during Eucharist services.
2. Possession or use of drugs. (See appendix, Louisiana Laws Affecting Discipline.)
3. Possession or use of a dangerous weapon. (See appendix, Louisiana Laws Affecting Discipline.)
4. Other serious misconduct which, at the discretion of the Head of School, warrants permanent dismissal.

## **Mandatory Home Study**

While Bishop Noland Episcopal Day School acknowledges that presumption of innocence is a concept basic of our judicial system, for the safety and well-being of all our students, the school reserves the right to deny any student arrested and charged with a felony the right to return to class until and unless the issue is resolved by the dropping of all charges or a determination of innocence by the court. Bishop Noland Episcopal Day School may offer to provide home study for said student on a temporary basis until home study or some other appropriate service can be provided by Calcasieu Parish Schools. Parents must apply for parish services or obtain other private services in a timely manner. Where charges are dropped or a verdict of innocence is rendered, the student may be readmitted without prejudice at the discretion of the Head of School, if and only if all other criteria for admissions are met.

## **Searches of Lockers, Etc.**

Bishop Noland Episcopal Day School reserves the right to search the contents of lockers, desks, and personal belongings (including, but not limited to, book bags, lunch boxes, gym bags, purses, cell phone, etc. The only lockers on the south campus are in the gymnasium locker rooms. Bishop Noland Episcopal Day School also reserves the right to search a student's person for just cause including but not limited to the pursuit of the policies above, or to insure the adherence to applicable laws, or to safeguard any or all persons who might be on school grounds.

Teachers or their designees are responsible for basic discipline in the classroom and throughout the school. Final authority for disciplinary matters rests with the Head of School.

## **Bus Guidelines**

### **Bus Routes**

Morning 1 – Bus leaves South Campus parking lot at 7:15 a.m. This route is for K – 6<sup>th</sup> graders who need to travel to the North Campus. Parents are to remain with children until they board the bus. The bus will arrive at the North Campus at approximately 7:45 a.m. Be on time, the bus cannot wait.

Morning 2 – Bus leaves the North Campus at 7:45 a.m. This route is for 7<sup>th</sup> – 12<sup>th</sup> graders. Students will wait in the North Campus Commons. They will remain there until the bus arrives. Please be on time and be mindful of the carpool line. These students will arrive at the South Campus at approximately 8:15 a.m.

Afternoon 1 – Bus leaves North Campus at 3:10 p.m. This route is for K – 6<sup>th</sup> graders who need to travel to the South Campus. The bus will arrive at approximately 3:30 p.m. Parents need to be waiting in the parking lot. Please remain in your cars. When you see the bus pulling in, please get into the carpool line to pick up your child. Since these children are younger, we cannot allow them to walk through the parking lot. They also need to be picked up promptly.

Afternoon 2 – Bus leaves the South Campus at 3:30 p.m. This route is for 7<sup>th</sup> – 12<sup>th</sup> graders who need to travel to the North Campus. The bus will arrive at approximately 4:00 p.m. Students can be picked up in front of the Commons. Please do not block the carpool area when waiting for your child. Students who are not picked up will wait in the Commons with aftercare.

### **Bus Safety**

1. Students may not eat on the bus.
2. Students may have water bottles on the bus.
3. Students will have assigned seats and may not move about or change seats.
4. Students are to be mindful of noise and follow instructions of the driver.
5. It is safest for students to sit with backs against the seat and feet forward.
6. Remind your child of these points if they are riding the bus.

Continued infractions related to riding the bus may result in loss of bus privileges.

## **Health Policies**

### **Immunizations**

All children entering school for the first time, at the time of registration or entry shall present satisfactory evidence of immunizations against vaccine-preventable disease according to a schedule approved by the office of public health, Department of Health and Hospitals, or shall present evidence of an immunization program in progress. Satisfactory evidence for the state of Louisiana includes a certificate of immunization with a proper seal and signature.

**Each time you visit your doctor for an immunization, please update the school office with a copy of the certificate of immunization with proper seal and signature.**

Although it is not required at this time, please notify the office if your child has received the COVID-19 vaccine.

A child transferring from another school system in or out of the state, shall submit either a certificate of immunization or letter from their personal physician or public health clinic indicating immunizations against the diseases in the schedule approved by the office of public health, or a statement that such immunizations are in progress.

If a booster injection for the diseases enumerated on the state schedule are advised, such booster injections shall be administered before the child enters a school.

No child seeking to enter school shall be required to comply with the provisions of this written policy if his/her parent or guardian submits either a statement from a physician stating that this procedure is contraindicated for medical reasons, or a written dissent from parent or guardian is presented.

### **First Amendment of the US Constitution, Louisiana Revised Statutes 40:1299.1, and 17:170 Section E**

If an outbreak of a vaccine-preventable disease occurs, upon the recommendation of the state office of public health, school administrator may exclude from attendance unimmunized students until the appropriate disease incubation period has expired, or the unimmunized person presents evidence of immunization.

The School tries to keep parents informed of any outbreak of contagious disease in the school. Parents are to keep children at home if they show any symptoms of contagious childhood diseases; they are to be **free of fever for twenty-four hours without fever reducing medication** before returning to school. If vomiting occurs during school hours, parents will be called to pick up their child from school, and as with fever, the child should **not** be brought back to school until a 24-hour period has passed with no vomiting. With most other illnesses, children have either already exposed others before becoming ill (e.g., colds) or are not contagious one day after beginning treatment (e.g. strep throat, conjunctivitis, impetigo, ringworm, parasites, head lice, and scabies.) The waiting periods required after the onset of treatment vary with the disease. Check with your physician or the health department for information on specific diseases.

The parent or designated person shall be notified as soon as possible if a child develops symptoms of illness or has an accident during the school day. If the situation warrants, parents may be requested to pick up a child. Each child shall have on file a statement by the parent authorizing Bishop Noland Episcopal Day School to administer emergency treatment.

### **Covid-19 Procedures**

We have been preparing and are ready for a strong start to the new school year! The health and safety of all of our students, faculty, staff and their families continue to be our number one priority. While the public health situation may impact the way we do things, we will continue to provide academic excellence to a diverse student body in a Christian environment.

In order to keep you fully informed, the **current** plans for the fall will be sent by email parents will be updated throughout the year. **These plans are subject to change if the situation with COVID-19 changes.** These are based on the State Department of Education's *Ready to Achieve! 2021-2022 School Operational Guidelines* and the Center for Disease Control (CDC) Guidelines and the Louisiana Department of Health.

### **Medications** (For PK2 or PK3 - See Preschool Section)

The school cannot dispense any medication, whether prescription or non-prescription, unless the following criteria are met:

1. Non-prescription medication such as Tylenol, a topical antibiotic cream (such as Neosporin or Mycitracin), and/or a topical anti-itch cream or spray such as Benadryl cream or spray, will only be dispensed if the parents give permission on the Student Emergency Data Form (K-11 only) which is signed at the beginning of the school year.

Preschoolers (PK4 and Kindergarten) will only be given such medications if the parents sign a written request form. **A permission form from a physician is required if the directions on the non-prescription medication recommends consultation with a physician if the child is under a certain age** and the child for whom the medication is intended falls in this age range. The information sheet from the pharmacy or from inside the non-prescription medication package must accompany the medication.

2. Prescription medication will be dispensed if and only if
  - a. The parent signs a form requesting that the medication be given
  - b. The student's physician completes and signs the physician's form indicating dose, frequency, time of day, and time period over which medication is to be dispensed, and
  - c. The medication is brought to the school in the original pharmacist's bottle with name and dosage clearly shown on the label.
  - d. The information sheet from the pharmacy or from inside the prescription medication package accompanies the medication
3. Prescription medication that is not to be dispensed daily, but only as needed, must also meet the requirements listed under Number 2 above.
4. Please notify the school **immediately** when the medication or dosage that the school dispenses changes.
5. Medication forms are available at the school office and in the appendix section of this handbook. Parents should make copies as needed.
6. Students themselves are not allowed to keep any medication at school. It must be delivered to the office so that it may be monitored and dispensed and recorded by the staff.

## Head Lice

A student with lice shall be excluded from school until he or she has been treated with a medication that kills lice and until all nits have been removed from the hair. Upon returning to school, as verification of treatment, please present the label from the medication. Any student who is excluded from school because of lice infestation must be accompanied by an adult or parent when returning. School personnel will be responsible for checking the student to be sure there are no nits before the child may return to class. If a student still has nits and lice, the adult who is accompanying the student will be responsible for returning the child home.

Any student excluded from school for lice infestation shall have an excused absence for a limited time, not to exceed four (4) calendar days and shall be allowed to make up classwork on that basis. The Head of School may extend this time limit if circumstances warrant.

## **Notification**

Parents or guardians are requested to inform the school concerning any pre-existing or new condition or problem relating to the health or well-being of the child that might affect the child's participation in any school activity, or the health or safety of the child himself or herself, or the health, safety or learning environment of other children in the school.

Circumstances under which the school should be notified might include but not be limited to: chronic conditions such as asthma, diabetes or allergies; learning difficulties such as ADD or ADHD; disabilities affecting mobility; behavioral or psychological problems; or other relevant conditions. **The school should also be notified regarding temporary and/or contagious conditions such as Covid-19 symptoms or positive test, chicken pox, impetigo, head lice, depression, crises at home, or other relevant situations.** Faculty and staff will be notified by email or by a face-to-face conversation on an as-needed basis so as to protect the rights to privacy of the student.

## **West Nile Virus**

When dealing with West Nile virus, prevention is the best bet. Fighting mosquito bites reduces your risk of getting this disease, along with others that mosquitoes can carry. Look for the most up to date information on the website: [http://www.cdc.gov/ncidod/dvbid/westnile/prevention\\_info.htm](http://www.cdc.gov/ncidod/dvbid/westnile/prevention_info.htm)  
If parents wish to use a type of mosquito repellent on their child, this must be applied before the child comes to school.

## **Confidentiality**

Bishop Noland Episcopal Day School will notify parents in the school when contagious diseases or head lice are present, except where provision of state or federal law prohibits such notification. Otherwise, Bishop Noland Episcopal Day School respects the privacy of its students and their families by maintaining confidential records. We endeavor to keep the number of personnel who are aware of a student's condition at the minimum number necessary to assure proper care and supervision of the student, while at the same time providing for the health, safety and positive learning environment of other students and teachers in the school. Naturally, the family may share its own confidential information with others, if it so chooses.

## **Abuse and Neglect**

Any suspected abuse and/or neglect of a child must be reported in accordance with La. R.S. 14:403 to the Louisiana Child Abuse Hot Line at 1-855-4LA-KIDS (1-855-452-5437).

## **At Risk Students**

Any prospective student who has a chronic or serious health condition or who is diagnosed with or exhibits behavioral or psychological problems, may be admitted if and only if the school believes it can meet the needs of that student. A complete medical or other appropriate evaluation may be required

before admission would be considered. Should such a student be admitted, it would be with the understanding that his or her condition or problem would be subject to regular medical or other appropriate evaluation or counseling. The parents or guardians of this student would be responsible for securing these evaluations in a timely manner at the request of the Head of School.

Continued enrollment for students admitted with such conditions or problems, or for students who develop or exhibit such conditions or problems after admission, will depend on the Head of School's assessment of the evaluation and the circumstances. If at any time the Head of School should conclude that such a student poses a risk to himself/herself or other students, or creates a situation that sufficiently disrupts the learning environment for himself or other students, then he or she may be temporarily or permanently removed from the school.

The decision to admit such a student or to continue his or her enrollment is the sole responsibility of the Head of School and her decision is final.

## **The School Program**

### **Academics**

The primary focus of the Bishop Noland Episcopal Day School program is academics. At Bishop Noland Episcopal Day School, we try to help your child make the most of his learning abilities by developing his skills and knowledge in reading, language arts, written and spoken communications, mathematics, science, and social studies. A short summary of each grade's curriculum may be obtained from the office or under "Academics" at [www.episcopaldayschool.org](http://www.episcopaldayschool.org).

### **Class Placement**

When a new student enters the school, class placement is discussed and decided by the Admissions Committee that includes the Head of School, Assistant Head of School, and Dean of Academics, Admissions Director, and faculty members.

At the end of the year, the current classes are divided by current grade teachers for the next school year. The homeroom teachers balance the class using criteria that include:

- Gender
- Birthdate
- Race
- High Math/Low Math
- High Language/Low Language
- Social/Behavior
- Separate From
- SPARK
- Tutoring
- Speech
- Fine Motor
- Taught Sibling

The current teachers know the students educationally and socially since they have taught them for the year. If a student in PK3 – second grade is the sibling of a former student, we allow that student to follow



their older siblings in classes. Starting in third grade, each teacher is subject specific and teachers both sections of students.

Parent requests may be considered through administration but are not guaranteed. Administration will consult the teachers before making any changes to lists.

## **Enrichment Classes**

The school also offers many opportunities to develop additional skills and talents through enrichment classes and electives in the High School which are graded where appropriate. The enrichment classes include art, music, choir, band, physical education, foreign language, technology, religion, library, and research. The High School students choose electives based on their career path and availability of the courses. Students begin to attend some enrichment classes in PK3.

## **Religious Education**

Once each week, the students participate in a religion class led by the teacher. It is a three year program. One year is based on the Old Testament, the second year on the New Testament, and the third year is called Faith Seeking Understanding. There is a specific lesson and bible readings assigned for each week of the school year. Different lessons are targeted for each division.

PK2 through 12<sup>th</sup> grades have chapel one day a week by division. Holy Eucharist is held on Thursdays for grades 1 – 6, and on Fridays on the South Campus. All baptized Christians are invited to receive Holy Communion with parent permission using the Receive Holy Communion form (Appendix B).

## **Service Learning**

One way to live out our faith is to help other people. We are teaching our children that for every dollar they get, they should save a quarter, donate a quarter to their church or others, invest a quarter, and that will leave them a quarter to spend. Every class/grade has a special project each year. In addition, there are school-wide projects and club sponsored projects that come about through worldwide and local concerns.

The projects align with the Global Goal's for Sustainable Development at [www.globalgoals.org](http://www.globalgoals.org).

## **Choir, Band, and Elective Art**

The school choirs alternate singing for Eucharist, sharing their talents as they praise God as well as developing their choral talents. Students in fourth and fifth grade are eligible to participate in Lower School Choir. Additionally, there is a fifth and sixth grade choir and a South Campus Choir. The choirs participate in the annual District V Solo and Ensemble Festival. Some students audition for All State Choir.

Starting in fifth grade, students may choose between band and choir.

## **Library**

Based on the precept that a Library is the heart of any fine school, our students in pre-school through twelfth grade may check out books to read or use in assigned or voluntary research. Our library website provides access to databases.

## Computerized Programs

### 1. STAR Reading

One of the computer programs that teachers use to measure a child's reading level is the Standardized Test for Assessment of Reading Program, also known as STAR.

The STAR Reading program is used to identify the student's instructional reading level or zone of proximal development, grade equivalency, and national percentile. The diagnostic report is most beneficial. It gives suggestions for improvement and continual growth. It also provides a suggested reading range for students to use in selecting books.

### 2. STAR Math

The STAR Math assessments include skills-based test items, and reports for screening, instructional planning, progress monitoring, standards benchmarking, to track learning progression and student growth percentile measurements. It is a tool to help improve instruction. STAR Math test data helps determine mastery of math skills for each student, so lessons can be differentiated or personalized. It also allows us to forecast student performance.

### 3. Accelerated Reader Program

The Accelerated Reader Program is intended to foster a love of reading through guided or self-guided discovery of fiction and non-fiction books. Students can test either in a classroom or in the library. If a student is reading challenging material, he/she should be scoring at least the range of 80%. If a student is always scoring 100% perhaps the material is too easy. Scores from the STAR test are used to calculate these goals.

### 4. Destiny Discover

Destiny Discover is the Library's online catalog, accessible with and without a password. To utilize the tools of Destiny Discover, teachers and students must log in using a user name and password provided by the librarian. *Teachers* can browse the library's collection, make book recommendations to their students, and place books on hold for future lessons, projects, and themes. *Students* can browse the collection, create a book list, place holds, send the librarian a wish list of books to purchase, and make book recommendations to classmates. To access Destiny Discover, go to [www.edslibrary.org](http://www.edslibrary.org) and click on *Destiny*.

### 5. World Book Online Subscription

The Library purchases a subscription for all grades to have access to up-to-date information from an online encyclopedia. World Book has been around for over 100 years and has an outstanding record of reliable information for research. To access the encyclopedia, visit: [www.worldbookonline.com](http://www.worldbookonline.com). Login: bned5 Password: edseagles

## Multimedia and Internet

Bishop Noland Episcopal Day School has an internal computer network with Internet access for student use. Access to the Internet enables students to utilize its vast resources to further our educational goals and objectives.

## General Information

The Internet connection used by the school has a secure firewall and a filter. Nonetheless, if objectionable material does inadvertently slip through, students must demonstrate responsibility in Internet usage by disengaging immediately and informing a teacher. Students are as responsible for appropriate behavior on the school's computer network as they are in the classroom. The network is to be used for educational purposes, those related to a Bishop Noland Episcopal Day School assignment, project or function for which the user is responsible. Network use is a privilege and may be revoked if abused. *Computers are not to be used in ways that might adversely affect the work, privacy and access of other users, or reflect adversely on the student or the School. This applies to the use of a computer by a student either in or out of school if such use involves another student or family in the School.*

## Student Responsibilities

**Overview:** Students are responsible for using common sense and good manners when online with another Bishop Noland Episcopal Day School student. "Online" includes email, instant messaging, social networks, personal web pages and other similar sites accessed through the Internet. Inappropriate and profane language is forbidden at all times, as are statements to or about another student that may be interpreted as harassing, provocative, or threatening. Students should report all such incidents of misconduct to a teacher, parent, and administration immediately.

***Bring Your Own Technology for Grades 6-12:*** The "Bring Your Own Technology" (BYOT) program has been a success. We welcome your child in 6th – 12th grade joining us as we embrace the many educational benefits of technology.

BYOT *highly* encourages students to bring their personal laptop to school for classroom use for educational purposes. Textbooks are downloaded onto the students' computers and assignments are turned to teachers via computer depending on age and grade level. Teachers will determine when the use of personal technology is appropriate for class activities. If personal technology is used as an aid to instruction, the teacher will make use of the technology devices present. These devices can certainly help us reach our educational goals related to differentiated instruction, authentic assessment, and engagement in our classroom spaces.

Teachers use these devices for a variety of instructional purposes:

- Digital presentations
- Lab reports
- Shared documents for collaboration
- E textbooks
- Emailing assignments
- Flipped classroom lessons
- Research projects
- Note-taking
- Organizational skills and digital literacy
- Google Classroom and other Google applications

For Internet connectivity, students must connect their personal devices to the school's wireless connection. Students are responsible for their own device and must follow the Internet Policy currently in place in the Parent and Student Handbook.

***Social Networking Sites:*** The school realizes many students have access to social networking sites outside of school. Students are reminded that regardless of where their posting originates, any posting of photographs or videos to these sites, YouTube or similar sites which would be derogatory to the school or the school community, or threaten, demean, or bully faculty or other students, is strictly prohibited and may result in disciplinary action being taken by the school. **Use of social networking sites by students while on school property is prohibited.**

Given the explosive growth and expansion of “Social Networking”, technology such as Instagram, Snapchat, Facebook, YouTube, Twitter, etc., Bishop Noland Episcopal Day School has developed guidelines for employees when using these networks in a school or related context. Faculty and staff members are not allowed to accept “friend requests” from current students of any age. Parents are cautioned to monitor students’ use of the Internet and social networking sites.

***Cell Phones/Smart Watches/Devices:*** *On the North Campus* students’ cell phone use is not permitted before or during the academic day. Cell phones and devices must be turned off from 7:55am – 3:30pm. Devices may be used in after school care if needed but may not be used in a manner that will cause disruption. Any use of a device that does not follow these guidelines will result in the immediate confiscation of the device. The student’s parent must retrieve the cell phone from the front office. **Devices may not be used to take pictures or videos, to text message or to access the Internet while on school property unless permission is given by a faculty member.** Multiple or significant infractions may result in the loss of cell phone privileges. The school will not be responsible for loss or damage of the device brought to the school.

***Electronics:*** Electronics such as e-readers (Kindles, Nook, etc.) iPads, laptops are allowed at school and are encouraged as a medium to enhance the learning environment. All electronic devices, however, follow the same guidelines as the Cell Phones/Smart Watches/Devices in terms of internet usage.

Technology changes at an exponential rate, and new devices are created and sold on an almost daily basis. Bishop Noland Episcopal Day School reserves the right to prohibit the use of such device to be used in the classroom until they can be evaluated for their educational purpose.

***Plagiarism:*** The rise of student use of the internet and the ease with which materials can be cut and pasted into student work has brought the issue of plagiarism to the fore. To clarify the guidelines in this area, the following rules should be observed:

*“To avoid plagiarism, you must give credit whenever you use:*

- Another person’s idea, opinion or theory;*
- Any facts, statistics, graphs, drawings –any pieces of information—that are not common knowledge;*
- Quotations of another person’s actual spoken or written words; or*
- Paraphrase of another person’s spoken or written words.”*

Students are expected to use the technological resources of the school responsibly and maintain a high standard of ethics. Cheating or violating others’ privacy in any manner will result in disciplinary action. The first offense will result in the loss of privileges for the resource in question for a period of time to be determined by the Administration. Subsequent offenses will result in complete loss of technology privileges at school for a period of time to be determined by the Administration.

Students may use the Internet only if this policy has been properly signed, approved by school personnel, and is currently on file at the school, and then only in accordance with school regulations governing such usage found in the Student Handbook. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner.

## **Student Guidelines for Using Technology**

1. Follow safety guidelines for online searching and for evaluating both the quality of the sources and the value of the content you find online.
2. Understand that the Internet is public and whatever you publish will be available to everyone.
3. Report to your teacher any problems relating to offensive or inappropriate language, graphics or photographs.
4. Use email for school related activities only.
5. Avoid giving out personal information (last name, address, phone number, photograph, etc.) online unless your teacher and parent approve.
6. Use only your own account and your own files.
7. Do not tell anyone your password.
8. Help to keep the school computers virus-free by not downloading files or loading files onto computers without specific permission. Flash drives from home must contain only school related work.
9. Be aware that network storage areas may be reviewed by network administrators to ensure responsible use.
10. Do not change either hardware or software settings on school computers without permission.
11. Do not use the Internet for political or commercial purposes; students may not offer, provide or purchase anything through the Bishop Noland Episcopal Day School network.
12. Do not use an account unless you are the authorized owner of the account.
13. Do not access material that has been deemed inappropriate for school use.
14. Do not damage the computer, other hardware, software or the network.
15. Do not use games, handheld or online, at school unless expressly given permission by a teacher, proctor or Extended Day staff member. Please retain this statement of policy for future reference after carefully reviewing it. (North Campus)

### **Prohibited Uses of Bishop Noland Episcopal Day School Resources**

The following uses of Bishop Noland Episcopal Day School computer resources by students are prohibited from:

- The use of school computers for commercial purposes.
- The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
- The bypass or attempt to bypass any of the school's security or content filtering safeguards.
- Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
- Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.
- Destroying or tampering with any computer equipment or software.

- The use of any "hacking tools" that can be used for "computer hacking", as defined in the Louisiana Computer Crime Act, may not be possessed on school property, or run or loaded on any school system.
- The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
- Violating any state or federal law or regulation, board policy or administrative rule.

## **Monitoring Policy**

In compliance with the Children's Internet Protection Act ("CIPA"), Bishop Noland Episcopal Day School uses technological devices designed to filter and block the use of any of the school's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA. It is the responsibility of all school staff to make a reasonable effort to educate, supervise, and monitor appropriate usage of online computer network access to the Internet in accordance with this administrative rule, CIPA, and the Protecting Children in the 21st Century Act. The school will monitor the online activities of students, through direct observation to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Individuals should not have an expectation of privacy in the use of the school's email, systems, or equipment. The school may, for a legitimate reason, perform the following:

- Obtain emails sent or received on school's email.
- Monitoring of an individual's use on the school's systems
- Confiscate and/or search school-owned software or equipment.

## **CIPA Education Policy**

It is the policy of Bishop Noland Episcopal Day School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]; and (e) provide instruction to students on the inherent dangers of social networking sites, the characteristics of cyberbullying and the recommended responses. School administrators will include cyberbullying in school bullying prevention plans, provide parents anti-cyberbullying information maintained on the school's technology web page, and educate students about appropriate online behavior which includes interacting with other individuals on social networking websites and in chat rooms.

It shall be the responsibility of all teachers and staff to educate, supervise and monitor appropriate usage of the school's online computer network and access to the Internet.

In accordance with this policy, the Children's Internet Protection Act and the Protecting Children in the 21st Century Act, the school will teach Internet Safety to all students. This Internet Safety training will include cyber safety, cyber security and cyber ethics.

As a condition of Internet use at the school, each user must agree to comply with all applicable laws, rules, and regulations, including without limitation, all rules and regulations which may be established from time to time by the school. Bishop Noland Episcopal Day School reserves the right to refuse access

to the Internet to any person or persons for the violation of this or any other policy of the school, in accordance with applicable law.

### **Definitions**

**TECHNOLOGY PROTECTION MEASURE.** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

**HARMFUL TO MINORS.** The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**SEXUAL ACT; SEXUAL CONTACT.** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, and/or access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material 2 deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

## **On-site Use of Personal Portable Devices Policy**

### **Security and Damages**

Responsibility to keep the device secure rests with the individual owner. Bishop Noland Episcopal Day School, nor its staff or employees, is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

School-based personnel will not service or repair student-owned hardware or software. No internal components, software, or applications belonging to the school shall be placed in or on any personal equipment, whether as enhancements, upgrades, or replacements.

### **Anti-Virus Software**

Software, applications, movies, and music residing on personal devices must be privately owned and properly licensed. All devices should include up-to-date anti-virus software.

## **Field Trips**

Field trips are an integral part of the educational program at Bishop Noland Episcopal Day School. They offer our students of all ages an opportunity to expand their horizons and broaden their educational experiences. These field trips are a privilege, not a right. In some instances, students may not be allowed to participate if they fail to meet academic, behavioral, or other requirements.

A general permission form must be signed for field trips. Sometimes an additional form will be sent home with the student for a particular field trip. The fieldtrip permission form must be signed electronically, or a signed copy of Appendix B, must be turned in to the front office in order for students to participate. Only parents or legal guardians may sign the forms.

Students may be transported to field trips in school buses or by parents, guardians, designated adults or school staff in private vehicles. No one under the age of 21 will be allowed to drive. Drivers should complete a Private Vehicle Form prior to the field trip which includes driver's license number and insurance for the school files. By Louisiana state law there can be no use of tobacco products, alcohol, drugs, controlled substances nor any dangerous weapons or instruments on board school buses. All drivers will follow the field trip plan and schedule, and no one will be allowed to take side trips.

Volunteers on field trips are required to complete the online "Safeguarding God's Children" course (Appendix J) and sign the Parent Chaperone Guidelines form (Appendix I.)

As always, parents have the right to refuse to allow their child to participate, should they so choose. We ask that if parents choose not to allow their child to participate, they notify us of that decision in writing in advance.

## **Calcasieu Parish S.P.A.R.K. Program**

S.P.A.R.K. (Seeking Purposeful Analytical Realistic Knowledge) is the local name for the program for academically gifted students in Calcasieu Parish. The identification of gifted students begins with a referral by a teacher or parent of the student with approval of the local school committee (SBLC). A screening test is given, and if a student scores high enough on this or on Standardized test scores, then a full evaluation is given by a Pupil Appraisal team. Once a student is classified as academically gifted, an Individual Education Program (IEP) conference is held and the student is placed in the program. Evaluations by local psychologist are accepted for review by Pupil Appraisal.

Many of our students participate in SPARK. We are proud of their selection and support their involvement. It is expected that each child in SPARK will master the concepts taught in the regular classroom, with the amount of homework necessary to accomplish this goal. We encourage students to share SPARK experiences, as appropriate, with the class and with the teacher at Bishop Noland Episcopal Day School, thereby enriching all the children. We also encourage you as parents to share the reports



from the SPARK teachers with the classroom teacher, to broaden our understanding of the total child. As we work together, all can benefit from this opportunity. Students in grades 1-5 who qualify for SPARK leave Bishop Noland Episcopal Day School and attend a designated Calcasieu Parish School site (Prien Lake Elementary) one day per week.

## **Differentiated Instruction**

Differentiated Instruction is an educational term that means instruction that is tailored to the student or personalized to maximize success. Schools today, more than ever before, serve children from a wide variety of backgrounds and skill levels. These students enter schools with diverse expectations for learning, interests, strengths, needs, motivational levels, and learning styles. This rich diversity necessitates an overhaul of the traditional one-size-fits-all instructional mode. The mission of American education is “to promote student achievement and preparation for global competitiveness by fostering educational excellence.” Differentiated instruction occurs when teachers provide effective instruction that is tailored to meet the differences among learners. When a teacher continually assesses the progress and understanding of his or her students, both formally and informally, and varies instruction to create the best learning experience based on the changing needs of the students, that teacher is differentiating instruction. Differentiating instruction is not a simple process, but it is critical for success.

## **Athletics**

Bishop Noland Episcopal Day School Athletics mission is to teach leadership, self-discipline, and sportsmanship, to a diverse group of student athletes, in a growth centered environment. We offer both team and individual sports for grade 5<sup>th</sup> – 12<sup>th</sup> grade, and sports available are available based on grade level for both North & South Campus student athletes. Please view the information below to learn more about what EDS Athletics has to offer.

### **Lower School Athletics (North Campus - 5<sup>th</sup> – 6<sup>th</sup> Grade)**

Bishop Noland Episcopal Day School is a member of the Calcasieu Catholic Athletic League (CCAL), and schools in this league follow the Constitution and by-laws of the organization for games and League sponsored tournaments. Bishop Noland Episcopal Day School schedules games between local parochial school teams in the CCAL and occasionally with other school teams. Girls and boys in 5<sup>th</sup> and 6<sup>th</sup> grade may participate in basketball and track & field. Girls and boys in 6<sup>th</sup> grade can also participate in esports, and 6<sup>th</sup> grade boys may also participate in football, which consist of a combination of 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students. Our school is paired with St. Margaret’s Catholic School for football. Athletes must maintain a 2.0 overall average to be eligible to play, and must be present at school at least half the day on the day of the game/meet. If a student has missed more than one-half the school day, it will be recorded as a full day absence for reporting purposes. Eleven-thirty (11:30 a.m.) constitutes the half-day mark for North Campus. Twelve (12:00 p.m.) constitutes the half-day mark for South Campus. For more information on how you can be involved in EDS Athletics, please contact our Athletic Director, Gabe Fontenot, at [gfontenot@episcopaldayschool.org](mailto:gfontenot@episcopaldayschool.org) or visit our website to learn more.

### **School Athletics (South Campus 7<sup>th</sup> – 12<sup>th</sup> Grade)**

Bishop Noland Episcopal Day Upper School is a member of the Association of Christian Educators of Louisiana. (ACEL) Freshman through Senior student athletes can compete in basketball, cross country, volleyball, and track & field, against schools from across the state of Louisiana. ACEL is a private organization, separate from the LHSAA, but has many similarities

such as district play, state tournaments and recognition for athletes, such as all state voting. Our 7<sup>th</sup> and 8<sup>th</sup> grade students may still participate in basketball, volleyball and track & field in the CCAL. At times, some 7<sup>th</sup> or 8<sup>th</sup> students may be eligible to participate on the high school team depending on the sport and numbers required to fill the roster. Aside from our traditional sports, EDS also offers additional sports such as esports, golf, and tennis for all 7<sup>th</sup> – 12<sup>th</sup> grade student athletes. For more information on how you can be involved in EDS Athletics, please contact our Athletic Director, Gabe Fontenot, at [gfontenot@episcopaldayschool.org](mailto:gfontenot@episcopaldayschool.org) or visit our website to learn more.

## **Dance Team/Pep Squad/Cheerleading (North & South Campus)**

The Bishop Noland Episcopal Day School offers a Dance Team, Pep Squad and/or Cheerleading squad based on student interest. These groups dance/cheer at various times such as football games, pep rallies and basketball games and on other occasions to boost school spirit. Middle & High School girls may try out for cheerleading positions in the spring, and those selected attend camp or clinics to enhance their skills. Girls must maintain a 2.0 overall average to remain eligible. Our 5<sup>th</sup> and 6<sup>th</sup> grade student athletes may be eligible to participate in a pep squad depending on the level of interest on a year to year basis.

## **Academic Policies and Reports**

### **Grading Scale**

Preschool uses a system of checks and the following grading scale:

(PK2) and (PK3) Yes, Not Yet

(PK3) M=Most of the Time; S=Sometimes; N=Needs more time; \*=Skill not yet introduced

(PK4) M=Most of the Time; S=Sometimes; N=Needs improvement

(Kindergarten) and First Grade M=Most of the time; S=Sometimes; N=Not yet; \*=Skill not yet introduced, I = Incomplete

The following key goes with applicable grading scales:

#### **2<sup>nd</sup> Grade - 8<sup>th</sup> Grade**

A = 95-100

B = 88-94

C = 79-87

D = 70-78

U = below 70

EX = Exempt from Course

SP = SPARK

#### **Enrichment Grades - 1<sup>st</sup> Grade**

E=Excellent

S=Satisfactory

N=Needs Improvement

Enrichment Grades for 2<sup>nd</sup> - 6<sup>th</sup> are numeric grades.

<u>Courses for High School Credit</u>	<u>Quality Points</u>
A = 93-100	4
B = 85-92	3
C = 75-84	2
D = 67-74	1
F = below 67	0

## **Honor and Banner Roll Achievement**

Achievement of Banner Roll in grades 2<sup>nd</sup>-12<sup>th</sup> requires all A's in all subjects.

Achievement of Honor Roll in grades 2<sup>nd</sup>-12<sup>th</sup> requires all A's and B's in all subjects.

## **Mid-Quarter Reports**

A report is emailed mid-way through each nine week grading period for students in grades 1<sup>st</sup>-12<sup>th</sup>, giving a summary of your child's progress. You may contact the teacher for a conference at this time - or any time you have a concern. Please call the school if you wish to arrange for a conference.

## **Report Card Conference Days (PK – 6<sup>th</sup>)**

Two mandatory report card conferences are held each year. The first one is scheduled at the end of the first quarter so that your child's early progress may be discussed, then the other conference is held during the third quarter to discuss progress and planning for the next year. Students are encouraged to attend and help lead the conference. Each parent will be contacted to schedule the conferences. (Non-custodial parents see additional information under Communications.)

## **Homework**

The faculty has established the following guidelines for homework, with pleasure reading on weekends recommended for all grades:

Grade 1: 15-20 minutes per weeknight; reading on weekends

Grade 2: 30-40 minutes per weeknight; reading on weekends

Grade 3: 45-50 minutes per weeknight, rarely on weekends; reading on weekends

Grade 4: 50-60 minutes per weeknight, rarely on weekends; reading on weekends

Grade 5: 60-75 minutes per weeknight, weekends optional; reading on weekends

Grade 6: 60-75 minutes per weeknight, weekends optional; reading on weekends

Grade 7/8: 75-90 minutes per weeknight, weekends optional; reading on weekends

High School: 90-120 minutes per weeknight, weekends optional; reading on weekends

If your child is spending more than the amount of time shown, talk with the teacher about study skills. Homework should reinforce, review, or extend concepts and skills taught in the classroom. Please do yourself and your child a favor by **not** helping too much with homework! Our goal is to help our middle school students become independent learners. Set aside time and space where homework can be done. Listen to him read; call out spelling words; answer questions as necessary but give your child the responsibility for his own learning. The student who has too much help cannot develop the good study habits essential to academic success. Self-esteem is damaged when a child is not expected to do what he/she is capable of doing. Trust your son or daughter to use and develop his/her own intelligence. Please contact your child's teachers if you have concerns or would like to discuss any special needs.

## **General Information**

### **Attendance**

The Louisiana State Department of Education standards state that a child must be in school for a minimum of 167 days to be permitted to advance to the next grade level. We ask your cooperation in keeping absences to a minimum to allow your child the best opportunity to learn what is offered each day. Because of our concern for your child's safety, we also ask that you call the school to report your child's absence as soon as you know he/she will not be present. Also, if your child leaves during the school day, be sure you sign out in the receptionist's office and note when the child returns. The school will accept a phone call, email, fax or letter from home to the teacher to permit a child to leave school with another student.

An excused absence means that a student is allowed to make up the work missed and receive credit for it. Examples might include a ballet performance or orthodontist appointment, etc. Students are not counted absent for school sponsored trips or activities such as field trips, SPARK related trips, competitions, Regional or State Science or Social Studies Fair, or District or State Music Festivals. (See additional information for South Campus)

### **Missed or Late Class Work**

Missed class work must be made up in a timely fashion. Teachers in grades 1 – 6 will provide the work when the student returns. Teachers will keep parents informed if work is not completed.

### **Tardiness**

**North Campus** school day starts promptly at 7:55 a.m. If a student arrives at school after 8:00 a.m. the student must be signed in by the person who brought him or her to school. **South Campus** school day starts promptly at 8:25 a.m. Tardy arrival disrupts the child's day or class period, as well as the routine of the school. It also puts the whole class on "hold" while time is taken to explain the morning work to the tardy student. Please see to it that your child arrives well-rested, on time, with a good breakfast and as unrushed as possible, in order to derive the full benefit of our program. A student is listed as tardy, after 8:00 a.m. for North Campus and 8:30 a.m. for South Campus, unless there is a good excuse for his/her tardiness; i.e. traffic delays, wrecks, etc. If a student has missed more than one-half the school day, it will be recorded as a full day absence for reporting purposes. Eleven-thirty (11:30 a.m.) constitutes the half-day mark for North Campus. Twelve (12:00 p.m.) constitutes the half-day mark for South Campus. A conference with the teacher or administration may follow to help solve this problem.

## Transportation

Students who live close enough may walk or bike to school daily or occasionally with written permission from their parents. Others, because of distance or choice, must be driven to school. Parents provide transportation for their children. Bishop Noland provides transportation between the two campuses (North and South). Schedules will be published each year. Contact the school for more information.

## Carpool Policies

(See Carpool Map - Appendix E)

**Never abandon your car in the carpool line.** The following carpool policies have been adopted in order to alleviate traffic congestion at carpool times and to provide maximum safety for all the children. Maintaining a balance at the four carpool pickup points is always a challenge. We need your full cooperation in order to make it work. **Cell phone use is not permitted during carpool.**

### PK2 and PK3

Enter the carpool line from Bank Street to North Division only. North Division is a one-way street. Stay in the left lane. Turn left onto Reid Street so that the passenger side is next to the Preschool gate. If you do not drive through the carpool line, you may park briefly in the church parking lot. Please do not block the carpool route on Reid Street by stopping and getting out of your car there. Also, do not park on the east side of Reid Street to walk your child into the building.

Noon pickup for the PK2 Mothers' Morning Out program is the Reid Street Gate. Parents walk to the gate to get their child.

Early Care for PK3 starts at 7:00 a.m. in the designated area. There is a charge for Early Care.

### PK4 and Kindergarten

Enter the carpool line from Kirkman Street. Turn right onto Mill Street. Drive into the preschool circular driveway to drop off and pick up your child. Parents should pull up as far as possible, get children out of the car, and escort them to the sidewalk. Personnel will monitor students as they walk through the doors and teachers will be in classrooms to greet students. Continue in the carpool line to pick up other students in first through sixth grade. If you are also picking up a PK2 or PK3 student, please pick them up first. If there are no other students to pick up, turn left out of the preschool driveway to hasten your departure. Please do not turn right unless you are entering the 1<sup>st</sup> through 6<sup>th</sup> grade carpool line.

### First through Sixth Grades

Enter the carpool line from Kirkman Street. Turn east onto Pine Street, which is one block north of Mill Street. Turn right onto Reid Street. Turn right again onto North Division Street. Drop off and pick up from the porch next to the Commons.

### Early Morning Drop Off

Early Care starts at 7:00 a.m. Students in PK 3- 6<sup>th</sup> grade are dropped off in designated areas.

## After School Care Pick Up for Preschool

After 3:30 p.m. students will be on one of the preschool playgrounds or in a designated classroom.

### Precautionary Rules

1. Parents may choose to park in the church parking lot and walk older children to their appropriate buildings. They may also park there and pick up their children in person. However, parents should **never** drop off children in the parking lot or direct their children to come to the parking lot to be picked up. We cannot supervise children in the parking lot, and it is for their safety that we ask you to pick up in person or use the appropriate carpool stations.
2. For safety's sake, do not let a child out of your car **except** at a designated carpool station. Let the child out only on the side of the car away from the street. Children are to cross the street only under the direction of a crossing guard, parent, or school staff member and only at the cross walks. Please do not stop your car on the crosswalk.
3. Attach your carpool sign to the passenger visor. Use it daily - all year long.
4. Students who live near school may wish to walk or bike to school on a regular basis. We need to have a permission letter for our files from the parent at the beginning of each school year. If you want your child to walk or bike on a specific occasion, we need a note to that effect, too.

### Please notify the school:

5. If your child will not be carpooling with his parent or another Bishop Noland Episcopal Day School parent, or  
If a non-custodial parent is to pick up your child, we need to have appropriate notification, or  
If your child is riding home with a friend, we need a note from you, and  
If someone other than the regular driver comes to pick up your child we need notification from the parent. We may also request a driver's license or picture ID before we entrust your child to that person. These policies have been adopted for the safety and protection of your children.

### School Resource Officer (SRO)

Bishop Noland Episcopal Day School has a SRO through Calcasieu Parish Sheriff's Office (CPSO) for each campus. Safety is always our priority. The SRO patrols the campus and assists the administration in planning for emergencies. They also support the safety and welfare of the students, faculty, and staff.

### Nutrition Policy

Good nutrition is essential to growth and learning. Bishop Noland Episcopal Day School seeks to comply with all applicable federal and state guidelines governing nutrition, and encourages parents to teach their children good eating habits.

Students (1<sup>st</sup> – 12<sup>th</sup>) should bring a nutritious snack to eat for the morning break and to supplement their lunches (if they wish). Carbonated drinks and/or candy are not allowed and will be confiscated by the staff (except on special occasions or where specific permission is given). Water or juices are allowed, but not in glass containers. PK3 - Kindergarten are limited to age appropriate snacks. Snacks are provided by the school for PK2. Students may have bottled water with them in the classroom to drink.

Students (PK-4 through 12<sup>th</sup> grade) may bring lunches from home or may preorder hot meals on a monthly basis. Lunch is provided within the tuition for PK2 – PK3. Hot lunches are catered by an

outside source. Menus and order forms are found and processed through a PayIt link on the school website under Quick Links.

The lunch menu may be accessed online on the school's website at [www.episcopaldayschool.org](http://www.episcopaldayschool.org) and school app. **No "fast food" lunches are allowed.** Other students "beg" for parts and it creates problems for all students. If a deli sandwich is brought to school from a place like "Subway", it must be packaged or re-wrapped so as to appear from home.

On the south campus, microwaves are available for heating lunches if needed. Food delivery services are not allowed for students on the south campus.

## Class Parties

Parents are requested to assist with parties. The teacher or a room parent will make the plans. There are no classroom Thanksgiving parties because all students participate in a feast or breakfast. There will be no classroom Mardi Gras parties because the entire school participates in a Mardi Gras parade and celebration.

Please include healthy options for snacks, the appropriate treats for classroom parties are juice, water, fruit, and cookies.

## Birthdays

When a child has a birthday, a parent may provide the morning snack or dessert for lunch if they so desire. Arrangements must be made in advance with the homeroom teacher. The snack must adhere to the nutrition policy. Please keep the snacks simple and easy to manage so that all of the children have a good time without pressure to "upstage" another child.

**Birthday invitations may be handed out at school only when every member of the class is invited.** If a party does not include all of the class or all of the girls/boys, please explain to your child that it hurts others feelings if it is talked about at school.

## PRE-SCHOOL GUIDELINES – PreK 2 – KINDERGARTEN

ITEM	GIRLS	BOYS
<b>DAILY</b>	Casual comfortable play clothes that are weather appropriate including socks and closed toe shoes  Girls who wear dresses should wear shorts underneath  <b>Boots, clogs/mules, cleats, Crocs, and sandals should not be worn for safety reasons</b>  No sunglasses, umbrellas or hats	Casual comfortable play clothes that are weather appropriate including socks and closed toe shoes  <b>Boots, cleats, Crocs and sandals should not be worn for safety reasons</b>  No sunglasses, umbrellas or hats

<i>Spring Picture Day</i>	Dressy clothes	Dressy clothes
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## 1<sup>st</sup> – 4<sup>th</sup> GRADE UNIFORM GUIDELINES

Grades 1<sup>st</sup> – 4<sup>th</sup> uniforms must be purchased through **Land's End** using our school identification number: **900130733**

ITEM	GIRLS	BOYS
<b><i>DAILY UNIFORM</i></b>  *Required for Church days	*Maroon and gray plaid jumper with white blouse with a Peter Pan collar. Solid maroon or navy knit pull-on shorts underneath or skirt with pull on shorts  OR  Maroon and gray plaid skort worn with maroon or navy polo with Bishop Noland Episcopal Day School embroidery on left chest.  Uniform length is no more than 3 inches above the knee	Artic gray Chino pants  OR  Artic gray walking shorts worn with a belt and a maroon polo embroidered crest on left chest  All pants and shorts must have belt loops and belts must be worn at all times
<b><i>DRESS UNIFORM</i></b>	Maroon and gray plaid jumper with short or long sleeve white blouse with a Peter Pan Collar. Solid maroon knit pull-on shorts underneath	Gray long pants worn with a belt and a maroon polo with crest
<b><i>SHOES and SOCKS</i></b>	Athletic shoes, no high tops, should be predominantly white, navy, black, maroon, or gray  Shoe colors that coordinate with the uniform  White, maroon, black, navy, or gray knee, crew, quarter, or ankle socks	Athletic shoes, no high tops, should be predominantly white, navy, black, maroon, or gray  Shoe colors that coordinate with the uniform  White, maroon, black, navy, or gray knee, crew, quarter, or ankle socks



<b><i>COLD WEATHER WEAR</i></b>	<p>Tights may be worn in cold weather in solid colors of white, gray, black, navy, or maroon</p> <p><b>Leggings are not allowed</b></p>	N/A
<b><i>OUTERWEAR</i></b>	<p>Navy cardigan sweater with crest logo</p> <p>V-neck sweater with crest logo</p> <p>Fleece options with crest logo</p> <p>Therma-plume jacket with logo</p> <p>Crew sweatshirt with EDS Eagles screen print</p>	<p>Navy cardigan sweater with crest logo</p> <p>V-neck sweater with crest logo</p> <p>Fleece options with crest logo</p> <p>Therma-plume jacket with logo</p> <p>Crew sweatshirt with EDS Eagles screen print</p>
<b><i>BELTS</i></b>	N/A	Black, brown, gray, navy or cordovan
<b><i>Jewelry</i></b>	<p>Small post style earrings in pierced ears</p> <p>A small chain with or without a small cross or religious medallion worn inside the shirt</p> <p>Grades 3 through 6 may wear an analog watch, non-smart</p> <p>Bracelets are not allowed</p>	<p>A small chain with or without a small cross or religious medallion worn inside the shirt</p> <p>Grades 3 through 6 may wear an analog watch, non-smart</p>
<b><i>Hair</i></b>	<p>Generally, should not cover the eyes, or styled in a distracting way</p> <p>Hair color should be natural – not blue, pink, etc. . .</p> <p>Ribbons, bands, ponytail holders and other ornaments must be compatible with uniforms</p>	Hair color should be natural – not blue, pink, etc. . .
<b><i>Makeup</i></b>	Not allowed	Not allowed
<b><i>Casual Clothes Days</i></b>	<p>T-shirts with shorts of appropriate length, jeans or capris</p> <p>No t-shirts or other clothing that supports, promotes, advertises, or advocates drug, alcohol or</p>	<p>T-shirts with shorts of appropriate length, or jeans</p> <p>No t-shirts or other clothing that supports, promotes, advertises, or advocates drug, alcohol or</p>

	cigarette use; political statements or support of individual candidates, advertising for other high schools, anti-religious culture, violence or abusive behavior; sexual exploitation; or bands or groups which support, advocate or represent the same  The shoe policy and jewelry policy are still in effect for casual clothes days	cigarette use; political statements or support of individual candidates, advertising for other high schools, anti-religious culture, violence or abusive behavior; sexual exploitation; or bands or groups which support, advocate or represent the same  The shoe policy and jewelry policy are still in effect for casual clothes days
<i>Designated T-Shirt Days</i>	Dates will be announced  <b>Spirit T-Shirt Day</b> with shorts of appropriate length, jeans or capris  <b>Auction/Carnival T-Shirt Day</b> with shorts of appropriate length, jeans or capris  The shoe policy and jewelry policy are still in effect for casual clothes days	Dates will be announced  <b>Spirit T-Shirt Day</b> with shorts of appropriate length, or jeans  <b>Auction/Carnival T-Shirt Day</b> with shorts of appropriate length, or jeans  The shoe policy and jewelry policy are still in effect for casual clothes days
<i>Spring Picture Day</i>	Dressy clothes or uniforms	Dressy clothes or uniforms

## 5<sup>th</sup> – 8<sup>th</sup> UNIFORM GUIDELINES

Grades 5<sup>th</sup> – 8<sup>th</sup> uniforms can be purchased through **Land's End** using our school identification number: 900130733

**\*\*Please note that there are outwear and a PE uniform differences for South Campus students. This applies to 7<sup>th</sup> and 8<sup>th</sup> grades.**

ITEM	GIRLS	BOYS
<b>DAILY UNIFORM</b>  *Required for Church days	*Maroon and gray plaid skirt worn with polo in navy or white with Bishop Noland Episcopal Day School embroidery on left chest. Skirt no more than 3 inches above the knee  OR  Solid navy knit pull-on shorts underneath  OR	Charcoal gray Chino pants or charcoal or arctic gray walking shorts with navy polo with Bishop Noland Episcopal Day School embroidery on left chest  All pants and shorts must have belt loops and belts must be worn at all times  Shirts must be tucked in

	Gray pencil pants or artic gray Chino shorts	
<b>DRESS UNIFORM</b>	<p>Maroon and gray plaid skirt with a white, 3/4 sleeve, princess style blouse. It is suggested that a white or tan camisole be worn underneath this shirt.</p> <p>Solid navy knit pull-on shorts underneath</p>	Charcoal gray Chino pants worn with a belt and a white oxford shirt with crest on left chest are required for the dress uniform
<b>SHOES and SOCKS</b>	<p>Athletic shoes, no high tops, should be predominantly white, navy, black, maroon, or gray</p> <p>Shoe colors that coordinate with the uniform</p> <p>White, maroon, black, navy or gray knee, crew, quarter, or ankle socks</p> <p>Can wear Sperry Topsiders</p>	<p>Athletic shoes, no high tops, should be predominantly white, navy, black, maroon, or gray</p> <p>Shoe colors that coordinate with the uniform</p> <p>White, maroon, black, navy, or gray knee, crew, quarter, or ankle socks</p> <p>Can wear Sperry Topsiders</p>
<b>OUTERWEAR</b>  <i>*see additional items for 7th and 8th grades in the South Campus section of the handbook</i>	<p>Navy cardigan sweater with crest logo</p> <p>V-neck sweater with crest logo</p> <p>Fleece options with crest logo</p> <p>Therma-plume jacket with logo</p> <p>Crew sweatshirt with EDS Eagles screen print</p>	<p>Navy cardigan sweater with crest logo</p> <p>V-neck sweater with crest logo</p> <p>Fleece options with crest logo</p> <p>Therma-plume jacket with logo</p> <p>Crew sweatshirt with EDS Eagles screen print</p>
<b>BELTS</b>	N/A	<p>Black, brown, gray, navy or cordovan</p> <p>All Styles Acceptable</p>

<b><i>PE UNIFORM (7<sup>th</sup>-12<sup>th</sup> grades only)</i></b>  *Indicates items can be purchased through Land's End.	*Navy mesh athletic shorts and gray t-shirt with school logo*	*Navy mesh athletic shorts and gray t-shirt with school logo*
<b><i>JEWELRY</i></b>	One set of small post style earrings in pierced ears  A small chain with or without a small cross or religious medallion worn inside the shirt	A small chain with or without a small cross or religious medallion worn inside the shirt
<b><i>HAIR</i></b>	Generally should not cover the eyes, or styled in a distracting way  Hair color should be natural – not blue, pink, etc. . .  Ribbons, bands, ponytail holders and other ornaments must coordinate with uniforms  Hair covering are not allowed except for religious reasons	Hair color should be natural – not blue, pink, etc. . .  Hair covering are not allowed except for religious reasons
<b><i>MAKEUP</i></b>	7 <sup>th</sup> – 8 <sup>th</sup> grade girls only may wear light makeup  Fingernail polish and lipstick must be in light pink shades or clear only	Not allowed
<b><i>Casual Clothes Days</i></b>	T-shirt with blue jeans, uniform skirt, capris (below the knee) or other long pants  Athletic/Sports shorts/pants or leggings are not allowed  No t-shirts or other clothing that supports, promotes, advertises, or advocates drug, alcohol or cigarette use; political statements or support of individual candidates, advertising for other high schools, anti-religious culture, violence or abusive behavior; sexual exploitation; or	T-shirts with blue jeans, uniform shorts, or khaki shorts or long pants  Athletic/Sports shorts/pants are not allowed  No t-shirts or other clothing that supports, promotes, advertises, or advocates drug, alcohol or cigarette use; political statements or support of individual candidates, advertising for other high schools, anti-religious culture, violence or abusive behavior; sexual exploitation; or

	bands or groups which support, advocate or represent the same  Pants cannot be ripped, have holes or be distressed	bands or groups which support, advocate or represent the same  Pants cannot be ripped, have holes or be distressed
<i>Designated T-Shirt Days</i>	Dates will be announced  <b>Spirit T-Shirt Day</b> with blue jeans, uniform skirt, capris (below the knee) or other long pants  Athletic/Sports shorts/pants or leggings are not allowed  <b>Auction/Carnival T-Shirt Day</b> with blue jeans, uniform skirt, capris (below the knee) or long pants  <b>Athletic/Sports shorts/pants or leggings are not allowed</b>  The shoe policy and jewelry policy are still in effect for casual clothes days	Dates will be announced  <b>Spirit T-Shirt Day</b> with blue jeans, uniform shorts, or khaki shorts or long pants  Athletic/Sports shorts/pants are not allowed  <b>Auction/Carnival T-Shirt Day</b> with blue jeans, uniform shorts, or khaki shorts or long pants  <b>Athletic/Sports shorts/pants are not allowed</b>  The shoe policy and jewelry policy are still in effect for casual clothes days
<i>Spring Picture Day</i>	Dressy clothes or uniforms	Dressy clothes or uniforms

## **PRESCHOOL SECTION**

### **General Policies**

All general policies of the school apply to the preschool as well, except as indicated in this section or under the general policy.

The following policies and regulations may apply to preschool children (two years through kindergarten.)

### **Illness**

**A child who has a fever or is vomiting or who is contagious in any way shall not be permitted to attend school until he/she is free of fever without fever reducing medication or free of vomiting or on appropriate medication for 24 hours.**

Children with the following illnesses or symptoms are to be excluded from school based on the potential contagiousness of the disease. Periods may be extended beyond this depending upon individual conditions.

**Illness/Symptom**

**Exclude Until**

Influenza	Cleared by Physician
Diarrhea	Diarrhea cleared or is controlled (two or more loose stools, contained in diaper or toilet) or over and above what is normal for that child.
Fever of unknown origin (100°F oral)	Fever resolved or cleared by child's physician or health department.
Chicken pox	Skin lesions (blisters) scabbed over completely.
Sudden onset of vomiting, irritability or excessive sleepiness	Evaluated and clear by child's physician.
Meningococcal Disease (Neisseria Meningitis)	Well and Proof of Non-Carriage
Hib Disease (Haemophilus Influenza)	Well and Proof of Non-carriage
Hepatitis A	One week after illness started and fever gone.
AIDS (or HIV Infection)	Until child's health, neurologic development, behavior, and immune status is deemed appropriate on a case-by-case basis) by qualified persons including the child's physician.
Undiagnosed Generalized Rash	Well or cleared by child's physician as non-contagious.

With most other illnesses, children have either already exposed others before becoming ill (e.g. colds) or are not contagious 24 hours after beginning appropriate treatment or on prescribed medication (e.g., strep throat, conjunctivitis, impetigo, ringworm, parasites, head lice, and scabies.) The waiting periods required after the onset of treatment vary with the disease. Check with your physician or the health department for information on specific diseases.

The parent or designated person shall be notified as soon as possible if a child develops symptoms of illness or has an accident during the school day. Each child shall have on file a statement by the parent authorizing Bishop Noland Episcopal Day School to administer emergency treatment.

## Head Lice

A student with lice shall be excluded from school until he or she has been treated with a medication that kills lice and until all nits have been removed from the hair. Upon returning to school, as verification of treatment, please present the label from the medication. Any student who is excluded from school because of lice infestation must be accompanied by an adult or parent when returning. School personnel shall be responsible for checking the student to be sure there are no nits before the child may return to class. If a student still has nits and lice, the adult who is accompanying the student will be responsible for returning the child home.

Any student excluded from school for lice infestation shall have an excused absence for a limited time, not to exceed four (4) calendar days and shall be allowed to make up class work on that basis. The Head of School may extend this time limit if circumstances warrant.

## Medication

Note: A new regulation requires the patient information sheet to accompany all medications. It is the sheet provided by the pharmacist or is found in each box of over-the-counter medication. For prescriptions, the pharmacy, address, phone number and the pharmacist must be listed. It must include side effects and storage directions.

No drugs of any type shall be given by the school personnel unless authorized in writing by the custodial parent or guardian and physician (when required). A copy of the authorization form is Appendix D: Medication Authorization Form found at the back of the handbook. All medication, including non-prescription medications, must be sent to school in the original container and include a copy of the patient information sheet.

Medication dispensed on a daily basis, such as Ritalin, requires a Physician's Request to Administer Medication Form and a Release from Liability Form to be completed and placed on file. These forms are Appendix C and are also found in the back of the Handbook.

If desired, parents must apply mosquito repellent, sunscreen or diaper rash ointment to their child before bringing them to school.

Herbal medications may never be administered at school.

## Discipline

Bishop Noland Episcopal Day School has a discipline plan for the entire school with the broad objective of helping students develop self-discipline. Assertive discipline uses the positive approach. Teaching classroom expectations and reminders about correct behaviors are the primary discipline methods. "Time out" is used for those who have difficulty meeting the expectations. This consists of sitting away from the group for a short time; usually the maximum time is the age of the child. He or she is never out of the sight of a teacher. A conference with parents to help assess the situation also may be used, if needed. Bishop Noland Episcopal Day School does not use corporal punishment, verbal abuse, or threats. The faculty and staff strive to model the Christian behavior that we are trying to impart to the children. Cruel, severe, unusual, or unnecessary punishment shall not be inflicted on children. Derogatory remarks shall not be made in the presence of the children about family members of the children in care or about the children themselves. No child or group of children shall be allowed to discipline another child. No child shall be deprived of meals or any part of meals for disciplinary reasons. In some cases, where children resort to violence - especially biting another child - the parents may be called and/or the child sent home. The following is the policy for biting in the various preschool classes:

PK2 and PK3	1 <sup>st</sup> time - call parent
	2 <sup>nd</sup> time - call parent
	3 <sup>rd</sup> time - sent home
PK4 and KDG	1 <sup>st</sup> time - call parent
	2 <sup>nd</sup> time - sent home

In case of serious misconduct or a continuation of minor and/or behavioral misconduct, students may be suspended or expelled.

## Abuse and Neglect

Any suspected abuse and/or neglect of a child must be reported in accordance with the La. R.S. 14:403 by calling the Louisiana Child Abuse Hot Line 1-855-4LA-KIDS (1-855-452-5437). For the sake of all our

students and staff the school follows the guidelines established by the Episcopal Diocese of Western Louisiana to reduce the likelihood of such misconduct and to provide procedures for reporting and responsibility to allegations. All faculty, staff and regular volunteers attend the required training mandated by our diocese and the National Episcopal Church. *Safeguarding God's Children* provides participants with the information they need to protect the children they know and teach. See the Appendix J for the requirements.

## **Arrival and Dismissal Procedures**

Children should arrive by 7:55 a.m. as classes begin promptly at 8:00 a.m. There is more flexibility in the arrival time for two year olds and three year olds. Two year olds and three year olds should arrive by 9:00 a.m. **Children are not to arrive in the breezeway or classroom prior to 7:40 a.m.** If you have to drop off a child prior to 7:40 a.m., you must take your child to the Early Care program which begins at 7:00 a.m. for PK3 through 6<sup>th</sup> grades. The PK4 and Kindergarten door will be locked at 8:00 a.m.

Classes have begun and teachers cannot stop teaching to answer the door. Please **do not knock on the doors!** Go to the main office, check your child in.

Pre-Kindergarten dismisses at 11:50 a.m. (unless your child attends after school care).

Kindergarten dismisses daily at 2:55 p.m. Please be prompt in picking up your child.

## **PK2 and PK3**

If you arrive with your child in the morning and it is after 8:00 a.m., the Reid Street entrance gate will be locked. At the Reid Street entrance, there are bells which ring in each teacher's classroom. To alert that teacher that you are waiting outside the gate, please ring the appropriate bell and someone will come unlock the gate. Please remind the teacher when you are leaving that you need to be let out of the gate since it has now been locked. If the children are in the gym, there will be a sign on the gate so you will know to drive around to the gym.

## **Release of Children**

Arrangements for the child's return to the parents shall not include third parties without written permission. We would encourage you to list as many people on the Third Party Release Form as you think might be responsible for picking your child up in the afternoon, and try to use only these people.

If you need to send someone to pick up your child who is not on the Third Party Release Form please call the school office and let them know the name of the person you are sending and identification.

## **Snacks**

A healthy snack (a piece of fruit, crackers, cheese, etc.) and drink should be sent daily as a mid-morning snack for PK3 through Kindergarten. After School Care students staying after 3:00 p.m. should bring an additional snack. Candy and carbonated beverages, and drinks in glass bottles are unacceptable. Snacks for PK2 are provided by the school.

## **Lunches**

A hot lunch is included in the PK2-PK3 tuition. PK4 and Kindergarten children have a choice of bringing a lunch from home or buying a hot lunch. Orders for lunches are placed a month at a time or may be ordered for the entire school year. Lunch menus and order forms may be found on the PayIt Link on the school website.



## Toys

Children are not to bring toys to school. In order to reduce the spread of germs, we are asking that the younger children do not bring pacifiers or cups to school.

## Phone Calls

Important phone calls to the PK2, PK3, and PK4 classrooms will be forwarded to the classroom. The office will contact Kindergarten teachers, if necessary.

## Grade Level Expectations for Potty Training

### PK2

- Starting to ask to go to potty, but still needs adult to ask
- Starting to wipe after urination
- Teachers will hold body parts down and hold children sitting
- Children are able to sit or stand (for boys)
- Once in underwear pull-ups are permitted at nap
- Child will begin to understand the beginning stages of potty training
  - a. How to pull pants and underwear down
  - b. Hold clothing out of the way (shirts, long dresses)
- Teacher will assist to pull clothing back up
- Some clothing may need to be removed to help with training

### PK3

- Child will be able to indicate the need to go to the bathroom by asking or going on their own
- Master wiping after urination
- Starting to learn to wipe after bowel movement
- Children must be able to hold own body parts and sit on toilet without assistance
- Children are able to sit or stand (boys)
- Pull-ups are permitted only at nap
- Child will be able to pull pants down in preparation to go to the bathroom
- Child should be able to pull clothing back up but may need teacher assistance
- Child should not have to remove clothing

## Supplies for PK2 – Kindergarten

### PK2

- 1) A large Ziploc bag should be sent to school containing an extra set of clothing (e.g., shirt, shorts, socks, underwear) to be used in case of need. Summer clothes should be sent at the beginning of school, and winter clothes later as the weather changes. **Please label each piece of clothing.**
- 2) Children are asked to furnish four large containers of quilted wipes and one box of disinfecting wipes.
- 3) Each child will need a back pack large enough to hold a two pocket folder which will contain their daily work. NO preschool or toddler size – they are too small.
- 4) Children are asked to furnish one box of tissue (Kleenex).

### PK3

- 1) A large Ziploc bag should be sent to school containing an extra set of clothing (e.g., shirt, shorts, socks, underwear) to be used in case of need. Summer clothes should be sent at the beginning of school, and winter clothes later as the weather changes. **Please label each piece of clothing.**
- 2) Children are asked to furnish six large containers of “wipes” (the quilted kind, please).
- 3). Two containers of disinfecting wipes. (Clorox or Lysol)
- 3) Children are asked to furnish one box of tissue (Kleenex).
- 4) Please provide a preschool roll up nap mat for your child’s nap time. It should include a pillow and attached blanket. These can be found on Amazon or other children’s clothing/school supply sites.

Label everything with the child’s name.

- 5) Each child will need a back pack large enough to hold a ½” binder (please do not purchase a rolling backpack as they do not fit in our cubbies).
- 6) Students should bring their snacks in the backpack daily.

### PK4

- 1) A large Ziploc bag should be sent to school containing an extra set of clothing (e.g., shirt, shorts, socks, underwear) to be used in case of need. Summer clothes should be sent now and winter clothes later as the weather changes. **Please label each piece of clothing.**
- 2) Six large containers of wipes and one box of disinfecting wipes.
- 3) Three boxes of tissue (Kleenex).
- 4) Please provide a preschool roll up nap mat for your child’s nap time. It should include a pillow and attached blanket. These can be found on Amazon or other children’s clothing/school supply sites.

Label everything with the child’s name.

- 5) Each child will need a backpack large enough to hold a ½” binder (which we will provide) that will contain their daily work. Binders in PK4 will be sent home daily. Please check for important information and return them to school daily. Please do not purchase a rolling backpack because they do not fit in the cubbies.

### Kindergarten

- 1) A large Ziploc bag should be sent to school containing an extra set of clothing (e.g., shirt, shorts, sock, underwear) to be used in case of need. Summer clothes should be sent now and winter clothes later as the weather changes. **Please label each piece of clothing.**
- 2) Kindergarten children will need to bring 4 boxes of wipes. These are used throughout the year to keep children clean and are greatly appreciated.
- 3) Please provide a preschool roll up nap mat for your child’s nap time. It should include a pillow and attached blanket. These can be found on Amazon or other children’s clothing/school supply sites.

Label everything with the child’s name.

5) Each child will need a backpack large enough to hold two folders. Folders will be sent home daily. Please check for important information and return them to school daily. Please do not purchase a rolling backpack because they do not fit in the cubbies.

# South Campus

## Contacts on the South Campus:

**Academic Issues:** Classroom teacher or the Dean of Academics

Candace Marque: [cmarque@episcopaldayschool.org](mailto:cmarque@episcopaldayschool.org)

**Absence/Attendance:** Sign-in/out

Ashley Lejeune: [alejeune@episcopaldayschool.org](mailto:alejeune@episcopaldayschool.org)

**College Counseling/Testing/Transcripts:** Director of College Placement and Career Development

Joy McBroom: [jmcbroom@episcopaldayschool.org](mailto:jmcbroom@episcopaldayschool.org)

**Athletic Director:** Gabe Fontenot: [gfontenot@episcopaldayschool.org](mailto:gfontenot@episcopaldayschool.org)

**Student Hub:** Candace Marque: [cmarque@episcopaldayschool.org](mailto:cmarque@episcopaldayschool.org)

**Admissions/Website/App:** Lisa Leubner: [lleubner@episcopaldayschool.org](mailto:lleubner@episcopaldayschool.org)

**Business/Finances:** Tuition, fees, etc.

Amanda Leblanc: [aleblanc@episcopaldayschool.org](mailto:aleblanc@episcopaldayschool.org)

**Bus/Transportation Issues:** Amelia Yakupzack: [ayakupzack@episcopaldayschool.org](mailto:ayakupzack@episcopaldayschool.org)

**Head of School:** Mother Boo Kay: [bkay@episcopaldayschool.org](mailto:bkay@episcopaldayschool.org)

**Assistant Head of School:** Amelia Yakupzack: [ayakupzack@episcopaldayschool.org](mailto:ayakupzack@episcopaldayschool.org)

**Dean of Academics:** Candace Marque: [cmarque@episcopaldayschool.org](mailto:cmarque@episcopaldayschool.org)

## ACADEMICS

The 7-12th grades are divided into 4 quarters. The high school academic year is divided into two semesters on their transcripts. Each semester consists of two grading periods and an exam period.

### Course Load

Ninth, tenth, and eleventh-grade students are required to be enrolled in at least seven courses per semester. Twelfth-grade students are required to be enrolled in at least four courses per semester. The normal course load is five full-year courses and one or two electives each semester while making progress towards fulfilling diploma requirements.

### Diploma Requirements

Bishop Noland Episcopal Day School requires that a student earns a minimum of 24 units or credits to fulfill the academic requirements for a diploma. Of these 24 units, 21 units are in specifically required courses and 3 may be in courses of a student's choice while adhering to the required distribution of units among the disciplines.

English	4	
Science	4	
Mathematics	4	(Must include Algebra, Geometry, Algebra II)
Social Studies	4	(Must include US History, Government)
World Languages	2	(same language)
Physical Education	1.5	
Health	.5	
Arts/Music	1	
Electives	3	
Personal Finance	.5	(strongly recommended)

### Minimum Graduation Requirements - 24 units

Middle School Algebra I – Successful completion, at the recommendation of the Mathematics Department, fulfills 1 required unit of mathematics for graduation

Middle School Spanish I – Successful completion of the middle school Spanish sequence, at the recommendation of the foreign language department, fulfills 1 required unit of Spanish I

#### *\*NOTE*

U.S. History may be substituted with AP U.S. History

Civics may be substituted with AP U.S. Government & Politics/AP Macroeconomics

Enrollment in Health & Physical Education is required of all 9th and 11th grade students

Units earned in any course beyond those fulfilling a discipline's graduation requirement may count as a course of choice unit.

Modification to diploma requirements for an individual will be considered by the Academic Committee when necessary. The Academic Committee consists of the Academic Dean, the High School College Counselor, and the Head of School.

- To receive credit in a course, a student must earn a final grade of at least D; however, EDS reserves the right to require that any student earning a final grade of D have tutorial summer work.
- Failing a course for the year in the high school will result in the student having to remediate the credit as directed by the teacher, department chair, and/or Dean of Academics. Any course taken at another academic institution must be pre-approved by the Dean of Academics if EDS credit is desired. Should a student fail a course mandated by the state of Louisiana as a TOPS University Diploma requirement, the student must remediate the course credit before the student will be permitted to progress to the next grade level at EDS.
- Seniors must pass all courses scheduled in the senior year and may not fail the second semester of a year-long course to graduate.
- Summer Program Credit - All summer programs taken as a credit course must be pre-approved by the Dean of Academics and the appropriate department chair prior to the student's enrollment in the program. Grades earned at institutions other than EDS will be listed on the transcript noting the appropriate awarded credit if proper documentation is received by EDS at the conclusion of the program.
- Transfer credits – When a student who has already earned credits towards a diploma at another school enrolls at EDS, EDS will evaluate the credits earned and apply them to the appropriate EDS diploma requirements.

### **Grade Reports**

EDS reports grades to students and parents at the end of each quarter. Semester grades are given at the end of the second and fourth quarters. Final course grades are the only grades recorded on transcripts.

### **Mid-quarter Reports**

Mid-quarter reports are available to parents via email. They serve to provide parents with a quick update regarding their student's performance. Mid-term grades will be posted for every student in every course. Should a student earn an Interim Grade of C or below, that grade will be accompanied with a comment from the teacher. For grades of B or above, teachers are not required to write a comment.

### **Transcripts**

Families are encouraged to review each student's transcript annually to monitor the student's overall progress and contact the Academic Dean if there are any questions or concerns.

EDS does not release official transcripts to families or individuals. Should a student or family need an official transcript for an application or consideration for a program or an award, they should request one from the Dean of Academics who will send one directly to the necessary party.

The College Counseling Office will automatically forward an official transcript to colleges a senior has applied to, along with other required secondary school documents, as soon as the office is notified by the student that an application has been submitted.

### **Plus Portals Access**

EDS posts all Reports of Progress and MidQuarter Reports online. Students and parents may access these reports using Plus Portals.

Each member of a family has a unique user id and password. Families new to EDS need to email Hannah Johnson to receive their individual log-on information.

### **Grading Scales**

#### **Bishop Noland Episcopal Day School -Middle School**

A	95-100
B	88-94
C	79-87
D	70-78
U	Below 70

#### **Bishop Noland Episcopal Day School -High School**

		Quality Points
A	93-100	4
B	85-92	3
C	75-84	2
D	67-74	1
F	Below 67	0
AP and Dual Enrollment classes will use a 10 point grading scale and 5 pts quality scale.		

Academic Ranking: Bishop Noland Episcopal Day School does not rank its students.



## **Senior Spring Semester**

### **Spring Senior Exam Exemption**

Senior Spring Exam Exemption is a way for the school to recognize and encourage academic achievement as seniors come to the end of their time in high school. Exam Exemption is a privilege that is earned by meeting obligations and working hard. The exemption applies only to course exams; it does not pertain to final projects, papers, Advanced Placement/Dual-Enrollment Exams, or other assessments. Exemption is determined on a course-by-course basis.

For seniors who have a B average or higher for the spring semester on the last day of classes for seniors, it is the student's choice whether or not to take the course's spring exam. However, teachers are welcome to offer guidance if the teacher feels it would be advantageous for the student to take the exam.

### **Seniors' Last Day of Classes**

The seniors' last full day of classes will typically be the Friday directly prior to the week the first Advanced Placement Exam is administered on the EDS campus. A senior enrolled in Advanced Placement classes must be aware that teachers of those courses may request seniors to attend additional classes and/or review sessions up to the date of that class's Advanced Placement exam. Seniors who have not earned exemption from a course's spring semester exam will be expected to attend that class until the course's spring exam is administered. AP Tests usually start the first Monday of May.

### **Progress Towards Diploma**

Bishop Noland Episcopal Day School expects each of its students to make positive academic progress toward meeting diploma requirements each marking period. At the conclusion of each semester, each student's grades and comments will be reviewed by the Academic Dean to assess overall progress. Should a student not be making positive progress, the following procedures have been established to help the family and the school evaluate if EDS is the most appropriate academic placement for the student.

### **Academic Probation**

A student will be placed on Academic Probation if he or she receives the following or any combination of the following:

1. Three semester grades of C or below in any courses,
2. Two semester grades of D or below in any course,
3. A semester grade of F in any course.

Academic Probation is a signal to the student and the family that the student must focus on his or her academic preparation and commitment. A student placed on academic probation will have a meeting with the Dean of Academics and/or high school college advisor to discuss the academic deficiencies and recommendations necessary to improve academic performance for the coming semester. A follow-up meeting with the student's parent(s), member(s) of the high school administration, and necessary teachers may be scheduled. At the conclusion of the next semester, the student's grades and comments will be reviewed by the High School administration to determine if improvement has been made. If the student has not improved sufficiently, the student may be asked to withdraw from EDS at that time.

Failing a course for the year in the high school will result in the student having to remediate the credit as directed by the teacher, Dean of Academics, and/or Head of School. Any course taken at another academic institution must be pre-approved by the Dean of Academics if EDS credit is desired. Should a student fail a course mandated by the state of Louisiana as a TOPS University Diploma requirement, the student must remediate the course credit before the student will be permitted to progress to the next grade level at EDS.

## **Athletics**

Bishop Noland Episcopal Day Upper School is a member of the Association of Christian Educators of Louisiana. (ACEL) Freshman through senior student athletes can compete in basketball, cross country, volleyball, and track & field, against schools from across the state of Louisiana. ACEL is a private organization, separate from the LHSAA, but has many similarities such as district play, state tournaments and recognition for athletes, such as all state voting. Our 7<sup>th</sup> and 8<sup>th</sup> grade students may still participate in basketball, volleyball and track & field in the CCAL. At times, some 7<sup>th</sup> or 8<sup>th</sup> students may be eligible to participate on the high school team depending on the sport and numbers required to fill the roster. Aside from our traditional sports, EDS also offers additional sports such as esports, golf, and tennis for all 7<sup>th</sup> – 12<sup>th</sup> grade student athletes. For more information on how you can be involved in EDS Athletics, please contact our Athletic Director, Gabe Fontenot, at [gfontenot@episcopaldayschool.org](mailto:gfontenot@episcopaldayschool.org) or visit our website to learn more.

## **Athletic Eligibility**

### **Middle School & High School**

Our middle school students participate in both the CCAL or ACEL league. Our high school student athletes participate in the ACEL league. Each middle school sports season is evaluated and is determined by a variety of factors on which league the athletes will participate in. In certain situations, some middle school teams may not participate in either league, but have an independent schedule for each league season. This is due to the rule from each league stating that athletes cannot play in two leagues during the same season. For example, an 8th-grade student athlete participating in ACEL on the high school volleyball team would not be eligible to participate on a team in CCAL. Each league has eligibility requirements that must be met for a student to be eligible to participate in a sport offered at EDS. These requirements are stated below.

If a student has missed more than one-half the school day, it will be recorded as a full day absence for reporting purposes. Eleven-thirty (11:30 a.m.) constitutes the half-day mark for North Campus. Twelve (12:00 p.m.) constitutes the half-day mark for South Campus.

### **CCAL Grade Requirements (Middle School Only)**

Student athletes must maintain a minimum of a 2.0 GPA for the quarter and have no more than 3 D's on their report card and cannot have a U. If the student has 3 D's at the end of the quarter, but has at least a 2.0, they will be eligible for participation. If they have a U however, then they will be academically ineligible for participation. Students may be reinstated at mid-quarter if they have brought their grades up to satisfy league requirements. The student athlete's grades are evaluated by the Athletic Director and submitted to the league twice per quarter.

## **ACEL Grade Requirements (Middle & High School)**

All student athletes are required to maintain a minimum of a 2.0 GPA and not have anything lower than a 2.0 at the end of the nine weeks. If a student athlete has lower than a 2.0 on their report card, then the athlete will be academically ineligible for the remainder of the sports season.

### **Other Requirements: Athletes**

All Middle & High School athletes must pay the annual athletic fee, and complete the concussion and medical evaluation forms. All athletes participating on a high school team must sign and abide by the Athlete's Agreement, which states standards they must maintain while participating in the program.

### **Other Requirements: Parents**

All parents are required to help at home games when needed for their child's specific sport for a minimum of two shifts per sport their child participates in.

Questions regarding specific eligibility requirements should be addressed to the Athletic Director, Gabe Fontenot.

## **General Academic Information**

### **Google Classroom**

Google Classroom is the online platform that Bishop Noland Episcopal Day School teachers use to communicate with students about upcoming homework, quizzes, tests, exams, and in-class coursework. It is also used for the sharing of classroom materials and it allows students to submit their assignments through its portal. Google Classroom can notify students through its website (<https://classroom.google.com>) or mobile apps (available for iPhone, Android) of updates a teacher has posted and any assignments that are near their due dates.

Parents can monitor a student's activity in Google Classroom by receiving daily or weekly email summaries of their child's Google classroom activity. In order for parents to receive these summaries, they must sign-up for Google Classroom Guardian Digests using an email link that is distributed within the first month of the school year.

A student can seek assistance from any of their teachers if they have any Google Classroom concerns.

### **Advanced Placement**

Advanced Placement courses are college-level courses purposefully designed to culminate with a standardized exam. A student's performance on this exam may enable the student to earn college credit and as well as advanced standing. Students should expect a college-level workload in an AP course as well as an increased number of writing assignments—both timed and out of class. Teachers of Advanced Placement classes may require additional summer reading to prepare for the course, assignments over-scheduled school vacations, and hold additional review sessions outside of scheduled class. Students choosing to enroll in an Advanced Placement course are expected to meet these obligations. Seniors should be aware that their obligation to an Advanced Placement course will extend beyond their last day of classes.

- It is the expectation of EDS that a student enrolled in an Advanced Placement course will take the AP exam in May. Should a student not take the exam, the AP designation will be removed from the course and replaced with an Advanced designation, the final grade weighted accordingly in the GPA, and colleges notified of the change in course of study as required.

- To schedule an AP course, a student must receive approval from the appropriate faculty member indicating that a conversation regarding the academic rigors and student commitment to the course has occurred.
- Presently the cost of each AP test taken is \$95 and will be billed to the parents of students enrolled.

### **Dual Enrollment**

Dual enrollment (DE) offers high school students the opportunity to take official college courses in their high school classroom and earn both college and high school credit at the same time. Currently, EDS offers DE coursework through LSU. Upon completion, students earn 3 hours of college credit for each semester based course in addition to 1 high school unit.

- The structure and assessments of each course depend on the provided LSU syllabus.
- EDS students and teachers are expected to adhere to LSU policies and procedures throughout the course.
- Typical EDS academic opportunities such as test corrections and extra credit are not available with DE coursework.
- If a student decides to withdraw from a DE course outside of the dropping date range, a “W” will be assigned on the student’s college transcript.

### **Unencumbered Periods**

EDS believes that it is important for students to learn how to effectively manage and use periods of time that are not formally scheduled. It is not uncommon for high school students to have one unscheduled period per day. It is the student’s responsibility to make good use of this time. Seeing teachers for extra help outside of class, revising a paper, beginning the night’s homework, reviewing notes, having a study session with other students are just some ways students may choose to productively use this time.

### **Course Changes**

All changes to a student’s course schedule must be approved by the Dean of Academics and a parent. The student should obtain a Change of Schedule form from the Dean of Academics only after fully discussing the proposed change with his or her teacher and parents. No schedule changes will take effect until the form has been returned to the Academic Dean and approved.

The drop period concludes five days after first-quarter reports are issued for full-year courses and five days after the third quarter reports are issued for courses that begin in the spring semester.

A student may drop an Advanced Placement course and change to the equivalent regular course before the end of the first quarter. *Dropping or withdrawing from a course for any reason after this period will result in the course being listed on the student’s transcript with a grade notation of WP (withdraw passing) or WF (withdraw failing) as determined by the student’s cumulative achievement in the course as of the date of withdrawal.*

### **Homework**

The purpose of homework is to provide reinforcement, enrichment, and development of classroom concepts. Whether the homework assignment is designed as practice for the day’s lesson or to prepare a student for tomorrow’s lesson, homework is an essential part of the total instructional program at EDS.

Teachers take their responsibility to assign meaningful homework seriously and expect students to prepare assignments carefully on a daily basis.

### **Late Assignments**

Students are expected to complete and submit all assignments on time. Typically, an assignment will be counted late if it is not ready to submit at the beginning of the period on the due date assigned by the teacher. Any student submitting an assignment late without prior arrangement with the teacher is subject to a grade penalty up to receiving a 0 on the assignment.

### **Incompletes**

The Dean of Academics must approve any incomplete grades given at the conclusion of the quarter or semester marking period. Should a student receive an incomplete grade the teacher, Dean of Academics, and Head of School will approve the timeline in which the work must be completed.

### **Semester Exams**

The school will attempt to minimize extracurricular activities the week before exams. The two days and a half academic days preceding exams are “dead days,” and teachers will not assign major projects, major papers, or major tests these days. Course instruction and review does occur on these days and students are expected to attend all classes. Exams are scheduled by subject for grades 7-12 and require extensive planning. Students are expected to take their exams at the scheduled time and may not reschedule their exam times for matters of convenience. Illness or emergency are acceptable reasons to reschedule, and a make-up exam period is provided for these exceptions.

### **Awarding of Diploma**

To receive a Bishop Noland Episcopal Day School diploma, a student must complete the prescribed course of study and be in good standing.

## **ATTENDANCE**

The following applies during on-campus instruction. Attendance during online instruction is part of the Instructional Plan.

### **School Hours**

The South Campus school day is from 8:25 a.m - 3:25 p.m. Students may arrive beginning at 7:45 am. Families will need to enroll in early care if arriving between 7:00 a.m. -7:40 a.m. (After-care supervision is only available on the north campus.) All students will report to their first-period class at 8:20 a.m. Any student not in their assigned seat at 8:30 a.m. will be considered tardy.

**In order to participate in after-school extracurricular activities, including athletics, a student must be physically present in school for a minimum of one minute over one half of the day.**

Regular and punctual attendance is a key factor in academic success. Absences cause a loss of continuity in the daily learning process in three major ways:

1. It is impossible to recreate the learning activities that go on in a classroom on a particular day. Although a student can usually complete individual assignments at a later date, the student misses the primary learning activities of that day's class.
2. Absences from school can often become overwhelming to a student who must attempt to make up missed work and keep up with current work at the same time.
3. Final Exams must be taken on the day they are scheduled. If a student does not report to their

exam on the assigned day there will be an automatic 5% deduction on the exam unless a doctor's note is submitted to the office.

The State of Louisiana has recognized the importance of regular, punctual attendance. A minimum of 7,965 minutes per year (3,983 minutes per semester) of instructional time must be met for one Carnegie unit to be earned in a school that has a block schedule. BESE regulations state "In order to be eligible to receive Carnegie credit for a course, students must be present 94% of the required time." This translates to 3,744 minutes or 45 days per class per semester. Because of our rotating schedule, each class meets 52 days per semester. This means that a student who misses a class more than 7 times in one semester for allowable reasons (excused absences) has missed more than the allowable time and will be required to make up missed time.

If students have absences that cause them to be in attendance fewer than the required number of school days, the actual time missed must be made up before a student becomes eligible to receive any grades and credit.

#### **Types of Absences (According to LA Bulletin 741)**

- I. Excused absences are absences of two or fewer consecutive school days incurred due to personal illness or serious illness in the family. In the event that the number of these absences exceeds the allowable number, students will be required to make up the time missed. At EDS, this time must be made up by doing ACT prep utilizing an online provider. The program will log the time students are working. Seat time recovery must be completed outside of normal class time on school grounds.
- II. Absences allowing a student to make up missed work but do not require that time be made up:
  - A. extended personal physical or emotional illness in which a student is absent for three or more consecutive school days as verified by a physician or nurse practitioner licensed in the state;
  - B. extended hospital stays in which a student is absent for three or more consecutive school days as verified by a physician or dentist;
  - C. extended recuperation from an accident in which a student is absent for three or more consecutive school days as verified by a physician, dentist, or nurse practitioner licensed in the state;
  - D. extended contagious disease within a family in which a student is absent for three or more consecutive school days as verified by a physician or dentist licensed in the state;
  - E. observance of special and recognized holidays of the student's own faith; or
  - F. visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting (not exceed five school days).

*Any student who must quarantine due to COVID-19 potential exposure will not be considered absent during that time as long as they engage in the online learning program for each one of their classes.*

*If a student tests positive for COVID-19, this will automatically qualify for an exempted absence, which does not require seat time recovery. Counselors will work with the family to help the student recover once they can return to classwork.*

The only other exceptions to the attendance policy shall be absences that are verified by administration as stated below:

1. prior school system approved travel for education;
2. death in the family (not to exceed five school days); or
3. natural catastrophe and/or disaster.

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures.

Students who are verified as meeting extenuating circumstances and therefore eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course. **Students shall not be excused from school to work on any job, even in their own homes or for their own parents or tutors.**

Absences that **always count** toward the total number of semester absences:

- **TRUANCY:** cutting or skipping school or a class. Students will receive failing grades for the work missed and will not be given an opportunity to make up work.
- **SUSPENSION:** classes missed while suspended from school for any reason. Students will have an opportunity for make-up work. However, that make-up work will have a 25% reduction from the grade received for that assignments;
- **SOCIAL REASONS:** such as family trips and vacations, visits to/from relatives, "cut day" or other social reasons whether or not the absence is planned in advance.

We will send home a notification after three absences in any course in one semester. This notification will state the number of absences our records show and give the parent a reminder of the rules for excessive absence as defined by the state. After five (5) absences, a letter will be sent with information on seat-time recovery.

According to state regulations, a student is in attendance for a full day if he/she is in school or at a school activity for 51% - 100% of the day and is present for a half-day if he/she is in attendance for 26% - 50% of the day. This means that, for state reporting purposes, a student must be present for at least 3 periods to be considered present for the whole day. A student who is present for two (2) periods is considered present for a half-day only. A student who is present for one (1) period or less is considered absent for the whole day.

### **Louisiana Truancy Law (Excerpt)**

R.S. 17:233 ACT 745

Cases of habitual absence and/or tardiness referred to juvenile or family court:

A. Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by visiting teachers and supervisors of child welfare and attendance to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Chapter 2 of Title VII of the Louisiana Children's Code relative to families in need of services, there to be dealt with in such manner as the court may determine either by placing the truant in a home or in a public or private institution where school may be provided for the child, or otherwise, B. (1) (a) A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester. (b) The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned. (c) The principal of the school, or his designee, shall notify the parent or legal guardian in writing upon a student's third unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. The student's parent or legal guardian shall sign a receipt for such notification.



## **Absence Reporting Procedures**

(for an absence that will allow your child to make up his/her work – a Type I or II absence)

1. When a student is absent, a parent should notify the main office by email (alejuene@episcopaldayschool.org) or by using the school app before 8:30 a.m. the day of the absence. To use the app, select the Forms button and you will find the absence form. If no contact is made with the parent, the absence will remain UNVERIFIED until such contact is made. Students who have five (5) unexcused absences in any month must be flagged as truant in the school database.
2. If an email from the parent/guardian is not received, the student must bring a formal absence letter and present it to the main office by 8:00 a.m. the day the student returns to school.
3. To request an early dismissal for a student, if a student is signing herself/himself out, and is leaving school without a parent/guardian picking him/her up, the email or formal absence letter must be submitted to the main office before 8:30 a.m. The main office will contact the parent/guardian for confirmation of the arrangement.

**Note:** All absences must be verified. All verifications must be emailed or presented to the office by the day the student returns to EDS. Otherwise, the absence cannot be counted as excused but be consigned to unexcused, meaning that the student cannot make up for the missed work. State policy requires a doctor's note in addition to the absence letter for a student who is returning after any contagious illness or after a student has been absent for three or more consecutive days due to illness.

**Note:** EDS will excuse late arrival or tardiness only when the student has (1) arranged for it in advance and/or (2) with a doctor's note on the day of the lateness, presented upon the student's arrival at school.

## **Procedures for Planned Absences**

We strongly discourage non-emergency absences. In a few special cases, the school may grant permission based upon the student's academic and attendance record as well as upon the reason for the absence. Students should be very careful to maintain an excellent attendance record if they anticipate a planned absence during the year. When a planned absence means that a student will exceed the allowable number of absences for a class, the excusal will not be granted. Parents should give careful thought and consideration to any request for a student to miss school. We rely on parents to make sure that students avoid unnecessary absences. We request that parents plan their personal family schedules to coincide with the school calendar, in particular, using school holidays (1 week at Thanksgiving, 2 weeks at Winter Break, 3 days at Mardi Gras, 6 days at Spring Break.) Please refer to the state law, III C absences that do not allow a student to make up work. The ultimate goal is to ensure each student the best opportunity for academic success. State directives require that we flag a student as truant if there are 5 unexcused absences in a month.

**We require a written request from parents in order for us to consider allowing a planned absence, field trip, or school performance. This is true no matter the reason for the absence.**

**Allowable Early Dismissals and Late Arrivals:**

A student may receive permission to leave school early or to arrive late, but only under the following procedure: the student must bring a letter from her/his parents requesting excusal for the tardiness or the early dismissal and present the letter to the office upon arriving at school.

## **Additional Consequences:**

May include administrative detentions, mandatory parent conference, coding the student truant in Plus Portals, In-School Suspensions. Note: In-school suspensions must be reported as part of most college applications processes.



Certificate of Attendance Forms (required by the DMV) Students who need a form for driver's education can request one from Ashley Lejeune at the front office. If they wish to drive and park a vehicle on campus they must register their vehicle with the front office and apply for a parking permit.

### **Work Permits**

Work Permits are issued by Calcasieu Parish. Employment Certificate Information for students is as follows:

School Board Office-3310 Broad St.

Hours: 8-3:30 M-F

You will need to bring one of the following: birth certificate, driver's license, State I.D. Your child must be present to get the certificate. (Takes about 5 min.)

### **Uniforms**

Uniforms are purchased from Lands' End using the school code **900130733**.

	Girls	Boys
<b>Daily Uniform</b>  <i>7th - 8th Grades</i>	Maroon and gray plaid skirt worn with polo in navy or white with Bishop Noland Episcopal Day School embroidery on left chest. Skirt no more than 3 inches above the knee  <i>OR</i>  Gray pencil pants or gray Chino shorts  White undershirt or cami if wanted  Solid navy knit pull-on shorts underneath	Charcoal gray Chino pants or charcoal or arctic gray walking shorts with navy polo with Bishop Noland Episcopal Day School embroidery on left chest  All undershirts must be white or gray with no logos  All pants and shorts must have belt loops and belts must be worn at all times  Shirts must be tucked in
<b>Dress Uniform (Thursdays)</b>  <i>7th-8th Grades</i>	Maroon and gray plaid skirt with a white, 3/4 sleeve, princess style blouse.  It is suggested that a white or tan camisole be worn underneath this shirt.  Solid navy knit pull-on shorts underneath	Charcoal gray Chino pants worn with a belt and a white oxford shirt with crest on left chest are required for the dress uniform  All undershirts should be white with no logos
<b>Daily Uniform</b>  <i>High School</i>	White or Maroon polo with school logo with skirt  <i>OR</i>	White or Maroon polo with school logo  Only white or gray undershirts

	Navy Chino shorts or pants  Only white undershirts or cami without logos may be worn	without logos may be worn  Navy shorts or pants
<b>Dress Uniform (Thursdays)</b>  <i>High School</i>	Gray pleated skirt and cap short sleeve white button down and tie	White Oxford shirt and tie and navy pants  Only white undershirts without logos may be worn
<b>Shoes and socks</b>  <i>South campus</i>	Athletic shoes, no high tops, should be predominantly white, navy, black, maroon, or gray  Shoe colors that coordinate with the uniform  White, maroon, black, navy or gray knee, crew, quarter, or ankle socks  Can wear Sperry Topsiders	Athletic shoes, no high tops, should be predominantly white, navy, black, maroon, or gray  Shoe colors that coordinate with the uniform  White, maroon, black, navy or gray knee, crew, quarter, or ankle socks  Can wear Sperry Topsiders
<b>Outerwear</b>  <b>If outerwear is back ordered from Lands End students may wear solid navy outerwear with no logos until the ordered items arrive</b>	Navy cardigan sweater with crest logo  V-neck sweater with crest logo Fleece options with crest logo  Therma-plume jacket with logo  Crew sweatshirt with EDS Eagles screen print	Navy cardigan sweater with crest logo  V-neck sweater with crest logo Fleece options with crest logo  Therma-plume jacket with logo  Crew sweatshirt with EDS Eagles screen print
<b>South Campus Outerwear Option</b>	EDS Athletic Store Sweatshirts	EDS Athletic Store Sweatshirts
<b>Cold Weather Wear</b>	Tights or leggings may be worn under the skirts in solid colors of white, gray, black, or maroon.	N/A
<b>Belts</b>	N/A	Black, brown, gray, navy or cordovan
<b>Jewelry</b>	Small post style earrings in pierced ears  A small chain with or without a small cross or religious medallion	A small chain with or without a small cross or religious medallion worn inside the shirt  Nose rings and earrings are not

	<p>worn inside the shirt</p> <p>No facial piercing allowed except one nose ring which must be a small clear stud</p>	<p>allowed</p> <p>No facial piercing allowed</p>
<b>Hair</b>	<p>Generally should not cover the eyes, or styled in a distracting way</p> <p>Hair color should be natural – not blue, pink, etc. . .</p> <p>Ribbons, bands, ponytail holders and other ornaments must coordinate with uniforms</p> <p>Hair covering are not allowed except for religious reasons</p>	<p>Generally should not cover the eyes, or styled in a distracting way</p> <p>Hair color should be natural – not blue, pink, etc. . .</p> <p>Hair coverings are not allowed except for religious reasons</p>
<p><b>Makeup</b></p> <p><i>7th Grade - High School</i></p>	<p>Girls only may wear light makeup</p> <p>Fingernail polish and lipstick must be in light shades or clear</p> <p>No visible tattoos</p>	<p>Not allowed</p> <p>No visible tattoos</p>
<b>Casual Clothes Days</b>	<p>T-shirt with blue jeans, uniform skirt, capris (below the knee) or other long pants. Uniform shorts may be worn.</p> <p>*Athletic/Sports shorts/pants or leggings are not allowed*</p> <p>No t-shirts or other clothing that supports, promotes, advertises, or advocates drug, alcohol or cigarette use; political statements or support of individual candidates, advertising for other high schools, anti-religious culture, violence or abusive behavior; sexual exploitation; or bands or groups which support, advocate or represent the same</p> <p>Pants cannot be ripped, have holes or be distressed</p>	<p>T-shirt with blue jeans, uniform shorts, or khaki shorts or other long pants</p> <p>*Athletic/Sports shorts/pants or are not allowed*</p> <p>No t-shirts or other clothing that supports, promotes, advertises, or advocates drug, alcohol or cigarette use; political statements or support of individual candidates, advertising for other high schools, anti-religious culture, violence or abusive behavior; sexual exploitation; or bands or groups which support, advocate or represent the same</p> <p>Pants cannot be ripped, have holes or be distressed</p>
<b>Designated T-shirt Days</b>	<p>Dates will be announced.</p> <p>Spirit T-Shirt Day with blue jeans, uniform skirt, capris (below the knee) or other long pants. Uniform</p>	<p>Dates will be announced.</p> <p>Spirit T-Shirt Day with blue jeans, uniform shorts, or khaki shorts or</p>

	shorts may be worn. *Athletic/Sports shorts/pants are not allowed* Auction/Carnival T-Shirt Day with blue jeans, uniform skirt, capris (below the knee) or long pants Leggings and tights may be worn under a skirt The shoe policy and jewelry policy are still in effect for casual clothes days	long pants *Athletic/Sports shorts/pants are not allowed* Auction/Carnival T-Shirt Day with blue jeans, uniform shorts, or khaki shorts or long pants The shoe policy and jewelry policy are still in effect for casual clothes days
<b>Spring Picture Day</b>	Dressy clothes or uniform	Dressy clothes or uniform

### **Uniform Infractions**

Minor infractions include uniform violations such as shirt not tucked in, no belt, etc.

Violations will be tracked in the Plus Portals system

1st violation= warning and parent email from homeroom teacher

2nd violation= warning and parent email from homeroom teacher

3rd violation= lunch detention/reflection

In most cases, minor infractions will be dealt with immediately by the teacher and the consequences will be at the teacher's and/or administration. A reflection sheet will be completed by the student and returned to the administration. A continued problem may result in a conference with the parent(s), detention, and/or further discipline at the Head of School's discretion.

### **Academic Infractions**

Academic difficulties will be tracked in the Plus Portals system include:

Incomplete preparation for class

- A. Without computer, charger, headphones, books, notebooks, etc. needed for classwork
- B. Without homework or other written assignments

Enrichment class infractions of a non-behavioral nature

Excessive absences or tardiness

Failure to follow directions

## Other academic concerns

Academic infractions will be dealt with at each teacher's and/or at the Head of School/Dean of Academic's discretion. Most often these infractions will directly affect a student's grades and parents will be notified if problems continue.

### **Behavioral Infractions**

Behavioral infractions will be tracked in the Plus Portals system and include:

- Misbehavior in Class/Repeated Disruptive Actions
- Disrespectful Behavior
- Displays a Negative Attitude
- Willful Disobedience/Ignores Correction and Reminders for a Similar Infraction
- Lunchroom Misconduct
- Gym Misconduct
- Infractions of the Early Arrival/Late Departure Rules
- Other Infractions of a Behavioral Nature
- Physical Confrontation
- Cell Phone Misuse
- Vandalism
- Profane language(written or spoken)
- Stealing
- Alcohol, drugs, possession or use of tobacco in any form (to include vaping)
- Misuse of the Internet
- Harassment, bullying, cyberbullying

In most cases, behavioral infractions will be dealt with immediately. Consequences may include detention, and/or a conference with the student and/or parent(s) and/or teacher(s), and/or administration.

Behavioral infractions may result in one or more of the following: conference with parent(s), teacher(s), and administration. They may also result in one or more of the following: conference; lunch detention; suspension; or expulsion. Students with behavior infractions may be prohibited from attending field trips or a parent chaperone may be required.

### **Homework**

Homework is a part of your EDS education. The sharing or copying of homework is plagiarism. However, some teachers may use homework as a tool to enrich group communication and foster cooperative learning practices.

Because flexibility is needed to fairly govern homework, and because teachers set different criteria for the assessment of homework assignments, the teacher has the authority to set their own discipline standards with regard to the enforcement of rules dealing with homework as an issue of academic dishonesty. This includes, but is not limited to a range of reasonable and accepted actions in communication with the student, parent, and guidance counselor. If the teacher feels additional disciplinary actions are warranted, they will refer the student to the assistant principal for disciplinary actions under the consequences for major offenses.

### **Academic Dishonesty**

All forms of academic dishonesty are strictly forbidden, constitute a major offense, and will result in disciplinary action.

- A. Cheating on Exams, Tests, Quizzes, and other Assessments** (e.g. mile run in PE, art projects, oral presentations, etc.) - using or attempting to use unauthorized assistance, material or study aids during an examination, including but not limited to:
1. Copying from others.
  2. Having or using notes, formulas or other information in a programmable calculator or other electronic device without explicit teacher review and permission.
  3. Having or using a communication device such as a cell phone or electronic translator to send or obtain information. Simply having possession during an exam of any prohibited or unauthorized information or device, whether or not it is actually used, is an act of academic dishonesty and will be dealt with as such.
  4. Taking an exam for another student, or permitting someone else to take a test for you.
  5. Asking another to give you improper assistance, including offering money or other benefits.
  6. Asking for or accepting money or any other benefit in return for giving another improper assistance.
  7. Providing or receiving information about all or part of an exam, including answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information).
  8. Having or using a “cheat sheet” (i.e., a piece of paper or electronic device with answers, formulas, information or notes) that is not specifically authorized by the teacher.
  9. Altering a graded exam and resubmitting it for a better grade.
  10. Gaining or providing unauthorized access to examination materials.

- B. Plagiarism in Papers and Assignments** - “The act of using another person’s ideas or expression in your writing or in your oral presentations without acknowledging the source.” Plagiarism includes “copying another’s sentences verbatim, repeating someone else’s particularly apt phrase without appropriate acknowledgement, paraphrasing another person’s argument as your own, and presenting another’s line of thinking as though it were your own, “again without acknowledging the source.”

Quoted sections above from: *MLA Handbook for Writers of Research Papers*. New York: 1988. pp. 21-23.

**Transgressions involving plagiarism include, but are not limited to:**

1. Including in any assignment turned in for credit any materials not based on your own research and writing. This includes, but is not limited to:
  - a. Using the services of a commercial term paper company.
  - b. Using the services of another student.
  - c. Copying part or all of another person’s paper and submitting it as your own for an assignment.
2. Acting as a provider of paper(s) for a student or students.
3. Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers (self-plagiarism).
4. Failing to use quotation marks where appropriate.
5. Failing to properly acknowledge paraphrased materials via textual attribution, footnotes, endnotes and/or a bibliography.
6. Making up data for an experiment (“fudging data”).
7. Citing nonexistent sources (articles, books, etc.).

**C. Other forms of Academic Dishonesty**

*Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.*

1. Misrepresenting the academic accomplishments and/or records of yourself or someone else, such as by tampering with computer records.
2. Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam or paper.

3. Forging a signature.
4. Hoarding or damaging library materials.
5. Facilitating academic dishonesty (i.e., knowingly helping another violate any provision of the Code).
6. Gaining unfair advantage (i.e., attempting to gain unauthorized advantage over fellow students in an academic exercise)

### **Consequences**

Teachers determine consequences in the course based upon severity of offense, number of times the student has violated the honor code, and any mitigating circumstances. Teachers inform the student and report the incident to Ms. Marque by email who records the incident in a Plus Portals incident report, contacts the parent, and helps facilitate a detention or in-school suspension, when necessary. (In-school suspension will only be considered for a second offense, per tenure at the school, not per teacher or per year. Also, in-school suspensions must be reported for most college applications.) For incidents of plagiarism, students must be given an opportunity to redo the assignment for 50% credit. Note: In research-intensive courses: If a student commits plagiarism on the academic research paper, the student must earn a passing grade on the revised paper to earn a 50%.

### **Suspension**

The guidelines for suspension are applied as follows:

1. In application of the policy above, or in cases of severe infractions, a student may be prohibited from attending school for 1-5 days. The Head of School may take this action after consultation with the student, the teacher(s) involved, and the parent(s).
2. Re-entry requires a conference with the Head of School, who may also require that the student receive professional help as a further condition for re-entry.
3. The student must take all tests given during the suspension period so that the teacher may evaluate his mastery of the material, and so that he may use the tests for review purposes. However, depending upon the severity of the infraction one or the other of the following will result:
  - a. Student is marked as absent and receives no credit for work missed, or
  - b. Student receives a zero for all work missed.
4. After the **second suspension**, the student is on **probation**. At this time, an alternative school setting should be explored by parents.
5. After the **third suspension**, the student may be required to withdraw from Bishop Noland Episcopal Day School.
6. The Head of School has the authority to amend the Parent Handbook for just cause. Parents or guardians will be given timely notification through the Parent Bulletin, which can be accessed through the Bishop Noland website and Admin Plus, when such amendments are made. Revisions to the Handbook are done annually.

### **Expulsion (All students)**

Permanent dismissal or expulsion from the school may result in the application of the policy above, or the commission of the most serious type of misconduct.

The most serious misconduct includes:

1. Possession or consumption of alcohol. The obvious exception to this is consumption of wine during Eucharist services.
2. Possession or use of drugs. (See appendix, Louisiana Laws Affecting Discipline.)
3. Possession or use of a dangerous weapon. (See appendix, Louisiana Laws Affecting Discipline.)
4. Other serious misconduct which, at the discretion of the Head of School, warrants permanent dismissal.

## **Mandatory Home Study**

While Bishop Noland Episcopal Day School acknowledges that presumption of innocence is a concept basic of our judicial system, for the safety and well-being of all our students, the school reserves the right to deny any student arrested and charged with a felony the right to return to class until and unless the issue is resolved by the dropping of all charges or a determination of innocence by the court. Bishop Noland Episcopal Day School may offer to provide home study for said student on a temporary basis until home study or some other appropriate service can be provided by Calcasieu Parish Schools. Parents must apply for parish services or obtain other private services in a timely manner. Where charges are dropped or a verdict of innocence is rendered, the student may be readmitted without prejudice at the discretion of the Head of School, if and only if all other criteria for admissions are met.

## **Pregnancy**

In the event that the Head of School learns that a Bishop Noland Episcopal Day School student is pregnant or that a Bishop Noland Episcopal Day School student has fathered a child, the action to be taken will be determined by the Head of School based on the circumstances and consultations with the student and her/his parents or guardians.



# Appendices

## **APPENDIX A1:**

### **LOUISIANA LAWS AFFECTING BISHOP NOLAND EPISCOPAL DAY SCHOOL DISCIPLINE**

#### **Discipline in Private Schools**

##### **R.S. 17:416 Discipline of pupils; suspension; expulsion**

(Summarizing the decision of the Supreme Court in Flint v. St. Augustine High School regarding discipline in private schools).

Private educational institutions have near absolute right and power to control their own internal disciplinary procedures which, by very nature, includes right and power to dismiss students provided there is color of due process.

#### **Tobacco and Tobacco Products**

##### **R.S.17:240 Prohibition against use of tobacco in schools; prohibition against smoking in school bus; rules and regulations**

A. For purposes of this section the following terms shall have the following meanings unless the context clearly indicates otherwise:

(1) "School building" means any building located on the property of any elementary or secondary school.

(2) "Smoking" means possession of a lighted cigar, cigarette, pipe or any other lighted tobacco product.

B. (1) Notwithstanding any other provision of law, no person shall smoke, chew, or otherwise consume any tobacco or tobacco product in any elementary or secondary school building.

(2) No person shall smoke or carry a lighted cigar, cigarette, pipe, or any other form of smoking object or device on the grounds of any public or private elementary or secondary school property, except in an area specifically designated as a smoking area.

(3) Smoking shall be prohibited on any school bus transporting children.

C. (1) ...any governing authority of any nonpublic elementary or secondary school may adopt necessary rules and regulations to assure compliance with the provisions of this Section.

#### **Alcohol, Drugs, and Substance Abuse**

##### **R.S. 17:402 Findings and Purpose**

A. The legislature finds that the use and abuse of alcohol, drugs, and other substances among the children of school age in this state is a problem of serious concern and destructive societal impact and that the incidence of alcohol, drug, and substance abuse leads to serious consequences and impairs one's ability to perform normally and productively in his educational and social environment.

B. The purpose of this Part is to create a comprehensive program of alcohol, drug, and substance abuse prevention and education system and the criminal justice system to educate, prevent, and punish such abuses, culminating in a drug free zone.

##### **R.S. 17:404 Establishment of Programs of Substance Abuse**

A. Each city and parish school board shall establish and maintain in every school such grade appropriate programs of alcohol, drug, and substance abuse counseling as are developed by the section on drug free schools and communities.

D. Any minor who is a student enrolled in any public or private elementary, secondary school or institution in Louisiana who is identified as having a substance abuse problem or who is involved in the production, manufacture, possession, distribution, or dispensing of any controlled dangerous substance shall be required to participate in the school drug counseling program as provided in this Section in addition to any other penalties provided by law. However, nothing herein shall prevent the student from participating in any other drug counseling program in lieu of the one in his school, provided such program is approved by the school system.

#### **R.S.17:405 Drug free zone; notice; signs**

A. A drug free zone is an area inclusive of any property used for school purposes by any school, within one thousand feet of any such property, and school buses. For purposes of this Section, "school" means any public or private elementary, secondary school and "school property" means all property used for school purposes, including but not limited to school playgrounds.

C. (1) Signs or other markings shall be located in a visible manner on or near each school and on and in each school bus, indicating that such area is a drug free zone, that such zone extends to one thousand feet of school property, and that a felony violation of the Uniform Controlled Dangerous Substances Law will subject the offender to severe penalties under law.

#### **R.S. 40:981.1 Distribution to a Student**

Any person who violates any provision of R.S.40:966 through R.S. 40:970 by distributing any controlled dangerous substance to any student enrolled in any public or private elementary, secondary school or institution in Louisiana shall, upon conviction, be punished by a term of imprisonment of not more than twice that authorized by the applicable provisions or by payment of not more than twice the fine authorized by the applicable provisions or both.

#### **R.S. 40: 981.3. Violation of Controlled Dangerous Substances Law**

A. (1) Any person who violates a felony provision of the Uniform Controlled Dangerous Substances Law while on any property used for school purposes by any school, within one thousand feet of any such property, or while on a school bus, shall, upon conviction, be punished accordance with Subsection E.

### **Carrying a Firearm or Dangerous Weapon**

#### **R.S. 14:95.2. Carrying a Firearm, or Dangerous Weapon, by a Student or Nonstudent on School Property, at School Sponsored Functions or Fire-arm Free Zone**

A. Carrying a firearm, or dangerous weapon as defined in R.S. 14:2, by a student or nonstudent on school property, at a school sponsored function, or in a firearm free zone is unlawful and shall be defined as possession of any firearm or dangerous weapon, on one's person at any time while on a school campus, on school transportation, or at any school sponsored function in a specific designated area but not limited to athletic competitions, dances, parties, or any extracurricular activities, or within one thousand feet of any school campus.

D. Whoever commits the crime of carrying a firearm by a student or nonstudent on school property or in a firearm free zone shall be imprisoned at hard labor for not more than five years.

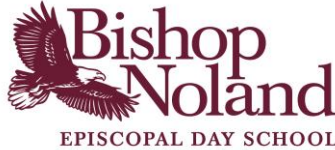
F. (1) School officials shall notify all students and parents of the impact of this legislation and shall post notices at each major point of entry to the school. (2) (a) If a student is detained by the Head of School or other school official for violation of this section or the Head of School or other school official confiscates or seizes a firearm or concealed weapon from a student while upon school property, at a school function, or on a school bus, the Head of School or other school official in charge at the time of the detention or seizure shall immediately report the detention or seizure to the police department or sheriff's department where the school is located and shall deliver any firearm or weapon seized to that agency. (3) If a student is detained pursuant to Paragraph (2) of this subsection for carrying a concealed weapon on campus, the Head of School shall immediately notify the student's parents.

G. Any Head or school official in charge who fails to report the detention of a student or the seizure of a firearm or concealed weapon to a law enforcement agency as required by Paragraph F (2) of this section within seventy-two hours of notice of detention or seizure may be issued a misdemeanor summons for a violation hereof.

**R.S. 14:95.2** As amended by the Louisiana Legislature through the Third Extraordinary

Session of 1994 provides that a dangerous instrumentality includes but is not limited to a firearm or other object, any gas, liquid or other substance or other instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm. A dangerous weapon includes a gun, knife, club, or similar device.

## APPENDIX A2:



### School-Parent Covenant

This covenant is founded on the belief that parents and the school must maintain a partnership in all aspects of school life. It articulates reasonable expectations and clarifies relationships to benefit the children in the school. This covenant serves as an extension to the Enrollment Contract.

#### What parents can expect from Bishop Noland Episcopal Day School:

- EDS will strive to maintain a safe, secure and welcoming environment and will react actively to any reports or threats of danger.
- EDS will inform parents immediately of a serious disciplinary infraction involving their child.
- Teachers will communicate regularly with parents about their children with quarterly report cards, progress reports and other messages about student progress or challenges.
- Teachers will schedule conferences at the end of the first and third quarters to discuss student progress and, when warranted, additional meetings. Student assessments will be presented thoughtfully and carefully.
- Teachers will respond to non-emergency parent inquiries made on school days in a timely fashion.
- Parents can expect timely notification if a child encounters academic difficulties and will be kept informed of follow-up plans, actions and strategies. The Parent Portal will communicate grades, assignments and test dates.
- Teachers will define student expectations on Curriculum Night. Personal responsibility is expected to increase as students' progress to middle school.
- All members of the school will model civility in all student and parent interactions. Teachers will treat parents as experts about their own children – experts who contribute to dialogue about maximizing effectiveness in working with the student.

#### What Bishop Noland Episcopal Day School can expect from parents:

- Parents will support and encourage their children, providing structure and routines to help them develop self-discipline and good study habits.
- Parents will endorse the mission of the school. They will read and comply with the Parent/Student handbook. They will attend conferences and support and take part in the activities and work of the EDS Parent Guild.
- Parents will be supportive and respectful of the school's policies and its academic and disciplinary decisions. Parents will listen to, supervise and hold their children accountable with consequences for inappropriate behavior.
- Parents will let students be responsible for their own work, recognizing that mistakes and disappointments are sometimes necessary in learning accountability and resiliency.
- Parents will model civility and integrity for their children. Parents will demonstrate respect for teachers in front of students. Parents will treat teachers as allies and professionals who understand childhood development.

- Parents will register dissatisfactions in a responsible and fair way and seek collaborative solutions to problems by using the proper channels (1<sup>st</sup> individual teacher, 2<sup>nd</sup> division coordinator, 3<sup>rd</sup> assistant head of school, 4<sup>th</sup> head of school).
- Parents will be respectful of teachers' time and responsibilities, in and out of the classroom and will refrain from contacting teachers at home in the evening unless it is an emergency. Parents will remember that instant communication is not always the best communication and resolving issues can take time.

I understand and agree to this covenant.

---

Parent Signature                      Date

---

Head of School                      Date

**APPENDIX B**  
**GENERAL FIELD TRIP AND ACTIVITY FORMS**  
**Bishop Noland Episcopal Day School**  
**Field Trip Permission**

I hereby request that my child, \_\_\_\_\_, be allowed by Bishop Noland Episcopal Day School to participate in field trips during the school year. I understand fieldtrips and riding the bus are an educational experience and will take place away from the school grounds. My child will be supervised by an adult and will only be released to parents, legal guardians, or adults named on my emergency student data form.

As a parent or legal guardian, I remain fully responsible for any legal responsibility which may result from any personal actions taken by the above named student. Therefore, no other children, including siblings, or young adults are allowed on a field trip. Any student failing to produce this or the electronic version of a signed permission form before the first field trip will not be allowed to attend this event.

I understand that all possible effort will be made to notify me immediately in the event of an accident or illness. In case of emergency, the teacher or adult in charge has permission to secure the medical attention necessary for my child.

By signing this request, I release the school and school personnel from any and all liability claims that may result from this field trip in case of accident or injury to my child.

\_\_\_\_\_  
Parent or Guardian Signature      Date

-----

**Photo, Video, and TV Production Permission**

Bishop Noland Episcopal Day School has my permission to use photographs of my child for advertising purposes. My child may also participate in school video productions, as well as television productions.

\_\_\_\_\_  
Parent or Guardian Signature      Date

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**(1<sup>st</sup> – 12<sup>th</sup> grade only)**  
**Permission to Receive Holy Communion**

All baptized persons are welcome to receive Holy Communion in the Episcopal Church.

\_\_\_\_\_ **I give,** \_\_\_\_\_ **I do not give** permission for my child to receive Holy Communion at the school Eucharist.

\_\_\_\_\_  
Parent or Guardian Signature      Date

-----

**(7<sup>th</sup> – 12<sup>th</sup> grade only)**  
**Permission to Kayak**

My child \_\_\_\_\_ has permission to kayak on Lake Violet on the South Campus. I understand that there is no swimming allowed, and that they are required to wear a life jacket.

\_\_\_\_\_  
Parent or Guardian Signature      Date

**APPENDIX C**  
**PHYSICIAN'S REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL**

PK2-12<sup>th</sup> (Long Term)

**BISHOP NOLAND EPISCOPAL DAY SCHOOL**

**Request to Have Medication Given At School and Release Form Liability**

PK2 – 12<sup>th</sup> (Long Term)

I, the undersigned parent of \_\_\_\_\_, a student at Bishop Noland Episcopal Day School, hereby request that the school be allowed said child to be given medication prescribed by \_\_\_\_\_, the child's physician, from \_\_\_\_\_ (date) to \_\_\_\_\_ (date), under the supervision of a teacher or other school personnel.

The medication is to be furnished by me, and is to be labeled with the name of the drug and the physician's name, as well as the name of the child. I assume all responsibility for furnishing an incorrect dosage.

We hereby release, relieve, and discharge Bishop Noland Episcopal Day School, and/or any of its agents or employees, from any and all liability for any injury or damage to the health of said child arising out of, or resulting from the necessity of said child having to take medication during school hours.

I have read, understand, and agree to the school's regulations concerning giving medication at school.

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Home Phone #

\_\_\_\_\_  
Cell Phone #



## APPENDIX D1

### PHYSICIAN'S REQUEST FOR SCHOOL ADMINISTRATION OF MEDICATION

PK2-12<sup>th</sup> (Long Term)

I request that the following medication be administered by school personnel to:

\_\_\_\_\_  
Name of Student

Diagnosis \_\_\_\_\_

Name of medication \_\_\_\_\_ Strength \_\_\_\_\_

Amount per individual dose \_\_\_\_\_

Frequency of individual dose \_\_\_\_\_

Times at which individual dose is to be given \_\_\_\_\_

For the period from \_\_\_\_\_ to \_\_\_\_\_

Watch for \_\_\_\_\_

Call me if \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, & Zip

## APPENDIX D2

### PERMISSION TO ADMINISTER MEDICATION

Child's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

**All medication is to be brought into the school by the parent and must be kept in the original container.**

Dates to Administer (up to 5 days): \_\_\_\_\_ through \_\_\_\_\_

Name of Medication: \_\_\_\_\_ Dose: \_\_\_\_\_ Route: \_\_\_\_\_  
(oral, topical, drops)

\* Medication must be prescription or if over the counter, must be age or weight appropriate. If your child's age or weight is not listed we cannot give the medication without a note on file from your doctor or pharmacist with the correct dosage for weight or age of your child.

Refrigeration Needed:    Yes    No    (Circle One)

**\*Side Effects\* A copy of the patient information sheet from the pharmacy stating desired effects and specific instructions must accompany this form.**

Please enclose a dose spoon with which to administer medicine.

DATE	TIME A.M.	TIME P.M.	PARENT SIGNATURE

By my signature above, I authorize Bishop Noland Episcopal Day School to administer the above-mentioned medication to my child for the dates and time indicated.

For Office Use Only:

DATE	TIME A.M.	TIME P.M.	PARENT SIGNATURE

## APPENDIX D3

PK2-12<sup>th</sup> (Long Term)

### Physician Request for Student's Self-Administration of Medication and/or

### Physician's Request to Carry Medication on Person While at School

Dear Physician:

**In addition to completing the Medication Order Form**, please provide the following information in the appropriate box below:

PHYSICIAN'S ORDER FOR SELF-ADMINISTRATION OF MEDICATION	
<p>1. Has this student been instructed by your staff and demonstrated competence in self-administration of his/her medication to the degree that he/she may self-medicate at school provided the school nurse has determined it is safe and appropriate for this student in his/her particular school setting? YES _____</p> <p>2. Do you understand that trained unlicensed school personnel will oversee the administration of medication at school under the supervision of the school nurse who is not always physically present during the administration of the medication? YES _____</p> <p>3. Please list any specific instructions for school personnel other than those listed on the Medication Order Form:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Date: _____ Physician's Signature _____</p> <p>_____</p>	
PHYSICIAN'S REQUEST FOR STUDENT TO CARRY MEDICATION ON HIS/HER PERSON	
<p>1. Is it medically necessary (not just a matter of convenience) that this student carry his/her medication on his/her person? YES _____</p> <p>2. Do you feel this student is sufficiently responsible to carry his/her own medication and to understand the school restrictions that accompany this practice? (Restrictions include not letting other students have their medication and knowing <u>when</u> and <u>how</u> to use it.) YES _____</p> <p>Date: _____ Physician's Signature _____</p> <p>_____</p>	

## **APPENDIX E**

### **CARPOOL INSTRUCTIONS NORTH CAMPUS**

Following carpool instructions are very important to the safety of all of our students, faculty/staff and parents. Please drop off your children in grade order beginning with the youngest child. If you are unable to follow the carpool instructions, please park in the church parking lot and walk your children into school. **Please remind anyone picking up or dropping off your child of these directions.**

#### **1. PK2 and PK3 Carpool Line**

Enter the carpool line from Bank Street to North Division only. North Division is a one way street. Stay in the left lane. Turn left onto Reid Street so that the passenger side is next to the Preschool gate. Please do not block the carpool route on Reid Street by stopping and getting out of your car there. Do not park on the east side of Reid Street to walk your child into the building. If you choose not to drive through the carpool line, you may park briefly in the church parking lot.

#### **2. PK4 and Kindergarten Carpool Line**

Enter the carpool line from Kirkman Street. Turn east onto Mill Street. Drive into the preschool circular driveway to drop off and pick up your child. The parent/guardian will help child out of the car and walk the child to the person on duty. Continue in the carpool line to drop off or pick up other students in 1<sup>st</sup> - 6<sup>th</sup> grade. If you are also picking up a child in PK2 or PK3, please pick them up first. If there are no other students to pick up, **turn left** out of the pre-school driveway to hasten your departure.

#### **3. First through Sixth Grade Carpool Line**

Enter the carpool line from Kirkman Street. Turn east onto Pine Street (one block north of Mill Street). This allows the PK4/Kindergarten to cue on Mill Street. Turn right onto Reid Street. Turn right again onto North Division Street. Do not cross North Division Street. Drop off and pick up are along the porch next to the Commons. Please be sure that students only get out on the sidewalk side of the car. ***For the safety of our children, staff and parents, if you do not have a PK4/K child, do not to turn on Mill Street.***

#### **4. South Campus Carpool**

Enter the carpool line by turning right after you enter the parking lot. The line will curve around to the pickup area under the bus canopy near the gym. Parents should not pick up students in the parking lot unless they are completely parked. South Campus students will be allowed to cross at the crosswalk to meet a parent at a parked car. *Students from the North Campus must be picked up in the bus canopy area through the car line for safety purposes. Please do not attempt to have them cross and walk into the parking lot unless they have a south campus sibling walking them.*

#### **Early morning drop off**

Early care starts at 7:00 a.m. in designated areas on both campuses starting with Prek3. There is a charge for students who need early morning care.

Carpool ends at approximately 3:30 p.m. on the North Campus.

This map illustrates the EDS carpooling area, centered around the intersection of Division St and Mill St. Key features include:

- Streets:** Pine St, Mill St, Division St, S Division St, S Bank St, S Louisiana Ave, Enterprise Blvd, Kirkman St, Clements St, Reid St, Ford St, Broad St, Moss St, Drew St, and Hodges St.
- Schools:** Commons 1st - 8th, PK4 Kdg Middle School, PK2 PK3 Church Nursery, and Church.
- Bus Stop:** Located at the intersection of Division St and Mill St.
- Other Landmarks:** Gym, Church parking lot, and church.
- Directions:** Arrows indicate travel directions on various streets, including Mill St, Division St, and S Division St.
- Scale:** A scale bar at the bottom right indicates distances in yards (0, 100, 200, 300).

## **APPENDIX F**

### **North Campus Technology Policy 2022-2023**

#### **PreK-4 – 6<sup>th</sup> Grade**

##### **Bishop Noland Episcopal Day School Multimedia, Electronics, Cell Phones and Internet Policies**

Many of the Terms of Service and/or Privacy Policies of these applications state that, due to Federal Law, any users under the age of 13 must obtain parental permission to use their sites and often require an email address (username) or other personal identifiers information. Teachers may also use the Google Education core app, Google Meet, which will be opened up to the students. For our students to use these programs and services, certain identifying information must be provided to the web site operator. Google Meet will receive the student's name and school-provided email. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information (photo/audio/video recordings) from children under the age of 13. For more information on COPPA, please visit-- Children's Privacy at [ftc.gov](http://ftc.gov). The law permits schools to consent to photo/audio/video recording on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator. We will record some google meetings with students or record classes taught live in the classroom as a resource for other students who cannot attend live. As a general rule, these recordings are not made publicly available but may remain available for the entire class year within the Google Classroom environment. EDS will take every effort to obtain specific permission prior to publicly producing photos, videos, or other electronic recordings. While within the confines of Bishop Noland Episcopal Day School (EDS) North Campus, faculty, students, and staff will have access to the internet, a vast global computer network that provides access to major universities around the world, governmental agencies, other school systems, and commercial providers of data banks. Use of the internet is provided to enhance learning and teaching activities, and acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of Bishop Noland Episcopal Day School as outlined in the Student and Staff Handbooks. Students are expected to use the technological resources of the school responsibly and maintain a high standard of ethics. Cheating or violating others' privacy in any manner will result in disciplinary action. The first offense may result in the loss of privileges for the resource in question for a period to be determined by the school administration. Use of the internet is strongly encouraged, as the EDS information technology department has installed and maintains filters to assist in protecting students from malicious or inappropriate use. No system is perfect so, with these rights and privileges comes a great deal of responsibility. Any misuse of multimedia and/or internet resources is prohibited. Portable devices such as e-readers (Kindles, Nook, etc.) iPads, and personal laptop computers are permitted to use the EDS wireless network and are encouraged as a medium to enhance the learning environment. All electronic devices follow the same guidelines as cellular devices in terms of internet usage. Students may only access the internet through the school's wireless network connection (filtered for protection). Any student using a software package and/or device to bypass EDS's web filtering and security practices, SHALL lose all privileged access to internet-based information and shall be required to only use a school device in a closely monitored environment. There will be NO warnings for such behavior or malicious acts and the EDS administration may impose additional consequences. Parents will be immediately notified in these cases.

Accordingly, regulations for participation by anyone using EDS internet shall include, but not be limited to the following:

1. Users must demonstrate honesty, integrity, and respect for others always.
2. Illegal activities, including gambling, for profit operations, copyright infringement, and/or and contract violations shall not be permitted.
3. Viewing, accessing, distributing, or sharing of any pornographic materials is strictly prohibited. In cases where inappropriate material is exposed during approved internet activities, the student shall address this incident with a staff member immediately.
4. Threatening, profane, or abusive messages shall be forbidden.
5. Resources offered by the internet and paid for by EDS shall not be willfully wasted.
6. A user shall not attempt to access internet resources or entities not accessible through EDS wireless network.
7. Taking of any photos or videos without teacher authorization is prohibited, this shall include selfies, group pictures, and/or pictures of any other student or staff member while on the EDS campus.
8. Sending or posting anonymous messages is prohibited.
9. Perusing or otherwise accessing inappropriate material is prohibited.
10. Invading the privacy of another user, or using their account, is prohibited.
11. Use of cellular networks for internet access is prohibited while within the confines of the EDS campus. All internet traffic shall be routed via the EDS wireless network.
12. Playing online games of any type is prohibited on all electronic devices unless specifically approved for classroom use and/or team electronic sporting events.

#### EDS Social Networking Policy (Snapchat, Instagram, Twitter, etc.)

EDS understands the importance of teachers, students and parents engaging, collaborating, learning, and sharing in digital environments. To this aim, EDS has developed the following guidelines to provide direction for students when participating in online social media activities. Whether or not a student chooses to participate in a blog, wiki, online social network or any other form of online publishing or discussion is his or her own decision. Free speech protects those who want to participate in social media, but EDS will discipline students if their speech, including online postings, disrupts school operations; maligns a fellow student or teacher, either current or past; threatens harm to any student, faculty or staff member or EDS property; or intentionally writes slanderous material about EDS or any of members of the EDS staff. Punishment shall be determined on a case-by-case basis. The EDS social media policy encourages students to participate in social computing and strives to create an atmosphere of trust and individual accountability, keeping in mind that information produced by EDS students is a reflection on the entire school and is subject to the school's Acceptable Use Policy. Students are not allowed to access any social networking sites unless under the direct supervision of a teacher or staff member and for approved educational purposes only. Students who are found to be accessing any social networking site during school hours or while on school premises (such as during, before or after school or on an afterhours field trip), and do not have a teacher's direct supervision, will be disciplined. Subsequent offenses will be handled directly by administration.

EDS Cell Phone, Smart Watches and Electronics Policy Cell phones and/or smart watches use by the students are not permitted inside the school building before, during or after the academic day (Defined as 7am to 5:30pm.). A Smart Watch is defined as any devices that is capable of accessing the internet, receiving and sending texts, or accessing apps. Smart Watches include Fitness and GPS watches as well as watches that are tied to a cellular device. If the device is not connected to a cell phone nor can access the internet for any reason whatsoever while at school, but rather is used to keep track of steps or other health related items, then those particular devices would be acceptable. Cell phones or smart watches are to be turned off during the day. Cell phones or smart watches may not be used to take pictures or videos of another person without that person's express consent and may not be used in a malicious manner towards faculty, staff, students or visitors. Multiple or significant infractions may result in the loss of cell phone privileges and/or detentions. Technology constantly changes at an exponential rate, and new devices are created and sold on an almost daily basis. EDS reserves the right to not allow such devices to be used in the classroom until they can be evaluated for their educational purpose. Game console electronics (Nintendo DS, Sony PSP, etc.) are not allowed at school unless so designated by EDS staff or special event policies.

All electronic devices brought from home to EDS are the responsibility of the student and EDS shall not be held liable for any destruction, loss of use, or theft of these items. Students and parents understand these risks and accept them.

Parent Signature:\_\_\_\_\_ Date:\_\_\_\_\_



## **Appendix G**

### **South Campus Technology Policy 2022-2023**

#### **7<sup>th</sup> – 12<sup>th</sup> Grade**

##### **Bishop Noland Episcopal Day School Multimedia, Electronics, Cell Phones and Internet Policies**

Many of the Terms of Service and/or Privacy Policies of these applications state that, due to Federal Law, any users under the age of 13 must obtain parental permission to use their sites and often require an email address (username) or other personal identifiers information. Teachers may also use the Google Education core app, Google Meet, which will be opened up to the students. For our students to use these programs and services, certain identifying information must be provided to the web site operator. Google Meet will receive the student's name and school-provided email. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information (photo/audio/video recordings) from children under the age of 13. For more information on COPPA, please visit-- Children's Privacy at [ftc.gov](http://ftc.gov). The law permits schools to consent to photo/audio/video recording on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator. We will record some google meetings with students or record classes taught live in the classroom as a resource for other students who cannot attend live. As a general rule, these recordings are not made publically available but may remain available for the entire class year within the Google Classroom environment. EDS will take every effort to obtain specific permission prior to publically producing photos, videos, or other electronic recordings. While within the confines of Bishop Noland Episcopal Day School (EDS) South Campus, faculty, students, and staff will have access to the internet, a vast global computer network that provides access to major universities around the world, governmental agencies, other school systems, and commercial providers of data banks. Use of the internet is provided to enhance learning and teaching activities, and acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of Bishop Noland Episcopal Day School as outlined in the Student and Staff Handbooks.

Students are expected to use the technological resources of the school responsibly and maintain a high standard of ethics. Cheating or violating others' privacy in any manner will result in disciplinary action. The first offense may result in the loss of privileges for the resource in question for a period to be determined by the school administration. Use of the internet is strongly encouraged, as the EDS information technology department has installed and maintains filters to assist in protecting students from malicious or inappropriate use. No system is perfect so, with these rights and privileges comes a great deal of responsibility. Any misuse of multimedia and/or internet resources is prohibited. Portable devices such as e-readers (Kindles, Nook, etc.) iPads, and personal laptop computers are permitted to use the EDS wireless network and are encouraged as a medium to enhance the learning environment. All electronic devices follow the same guidelines as cellular devices in terms of internet usage. Students may only access the internet through the school's wireless network connection (filtered for protection). Any student using a software package and/or device to bypass EDS's web filtering and security practices, SHALL lose all privileged access to internet-based information and shall be required to only use a school device in a closely monitored environment. There will be NO warnings for such behavior or malicious acts and the EDS administration may impose additional consequences. Parents will be immediately notified in these cases.

Accordingly, regulations for participation by anyone using EDS internet shall include, but not be limited to the following:

1. Users must demonstrate honesty, integrity, and respect for others always.
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3. Viewing, accessing, distributing, or sharing of any pornographic materials is strictly prohibited. In cases where inappropriate material is exposed during approved internet activities, the student shall address this incident with a staff member immediately.
4. Threatening, profane, or abusive messages shall be forbidden.
5. Resources offered by the internet and paid for by EDS shall not be willfully wasted.
6. A user shall not attempt to access internet resources or entities not accessible through EDS wireless network.
7. Taking of any photos or videos without teacher authorization is prohibited, this shall include selfies, group pictures, and/or pictures of any other student or staff member while on the EDS campus.
8. Sending or posting anonymous messages is prohibited.
9. Perusing or otherwise accessing inappropriate material is prohibited.
10. Invading the privacy of another user, or using their account, is prohibited.
11. Use of cellular networks for internet access is prohibited while within the confines of the EDS campus. All internet traffic shall be routed via the EDS wireless network.

#### EDS Social Networking Policy (Snapchat, Instagram, Twitter, etc.)

EDS understands the importance of teachers, students and parents engaging, collaborating, learning, and sharing in digital environments. To this aim, EDS has developed the following guidelines to provide direction for students when participating in online social media activities. Whether or not a student chooses to participate in a blog, wiki, online social network or any other form of online publishing or discussion is his or her own decision. Free speech protects those who want to participate in social media, but EDS will discipline students if their speech, including online postings, disrupts school operations; maligns a fellow student or teacher, either current or past; threatens harm to any student, faculty or staff member or EDS property; or intentionally writes slanderous material about EDS or any of members of the EDS staff. Punishment shall be determined on a case-by-case basis. The EDS social media policy encourages students to participate in social computing and strives to create an atmosphere of trust and individual accountability, keeping in mind that information produced by EDS students is a reflection on the entire school and is subject to the school's Acceptable Use Policy. EDS Cell Phone, Smart Watches and Electronics Policy Cell phones and/or smart watches may be NOT used to take pictures or videos of another person without that person's express consent and may not be used in a malicious manner towards faculty, staff, students or visitors. Cell phones and/or smart watches may be used during breaks but not during class time unless approved by the teacher. Multiple or significant infractions may result in the loss of cell phone privileges and/or detentions. Technology constantly changes at an exponential rate, and new devices are created and sold on an almost daily basis. EDS reserves the right to not allow such devices to

be used in the classroom until they can be evaluated for their educational purpose. Game console electronics (Nintendo DS, Sony PSP, etc.) are not allowed at school unless so designated by EDS staff or special event policies. All electronic devices brought from home to EDS are the SOLE responsibility of the student and EDS SHALL NOT be held liable for any destruction, loss of use, or theft of these items. Students and parents understand these risks and accept them.

Parent Signature:\_\_\_\_\_ Date:\_\_\_\_\_

## APPENDIX H

### COMMENDATIONS...SUGGESTIONS...CONCERNS

In order to provide the best learning environment for your child it is important to get honest feedback. We want to applaud the efforts that you think worthy, but we also want to address concerns that you might have. Perhaps you see with more objective eyes a facilities problem that needs attention or you have a small question that needs an answer. This completed form will go directly to Amelia Yakupzack, Assistant Head of School.

Help us celebrate the moments that you think are making the difference and also help us solve problems at the lowest level by having them addressed routinely.

#### **SOMETHING TO CELEBRATE:**

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#### **A CONCERN OR PROBLEM:**

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#### **A SUGGESTION:**

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#### **A QUESTION:**

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**IF YOU WANT TO BE CONTACTED ABOUT THIS PLEASE GIVE CONTACT INFORMATION:** \_\_\_\_\_

**If you would like anyone else to receive this information please list:**

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\* \* \* \* \*

**For office use in the tracking of questions, suggestions and concerns:**

**What was done?**

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\_\_\_\_\_ **I am satisfied with the resolution.**

\_\_\_\_\_ **Although I understand the school’s position, I do not think the problem is resolved. I will keep the administration of the school informed about other developments, and I will not spread gossip about this to others. I will deal directly with the school.**

\_\_\_\_\_ **I would like to appeal this solution. See page 23 and 24 in the Parent and Student Handbook.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPENDIX I

### **Bishop Noland Episcopal Day School FIELD TRIP GUIDELINES for CHAPERONES**

Field trips are one of the most enjoyable aspects of a student's school experience. They expand the classroom beyond the walls of the school and provide opportunities for authentic, primary experiences that students will remember long after they've returned to school. A well organized, well supervised field trip often becomes an extraordinary, life time memory. On many trips, parents ask to join the group for the trip. As a parent, you may be unaware of our field trip policies, and that may inadvertently create an awkward situation for the teacher, yourself, or students on the trip. To eliminate awkward or embarrassing situations, please read the following parent/chaperone guidelines. **By signing this form you are agreeing to follow these guidelines.**

#### **General Expectations of Chaperones on Field Trips**

1. Please be aware that, as a school function, the teacher in charge has complete authority over all students going to, at, and returning from a field trip (even though you and/or other parents are present).
2. When parents/other adults attend a field trip, they are adult representatives of Bishop Noland Episcopal Day School. Accordingly, we expect our parents/chaperones to dress in moderation and to use only actions and language that reflect Christian character. This is to include:
  - No use of illegal drugs nor possession or use of alcohol.
  - The use of tobacco is not to be used in the presence of youth.
  - Sexual contact of any type with youth is strictly forbidden.
  - Swearing, cursing and abusive language is not condoned.
  - The adult will observe the curfew hour. Persons chaperoning students must remain in the dormitory during curfew hours if there is not a security guard or a rotating duty schedule.
3. Checklist for drivers:
  - Drivers must have a current driver's license and insurance coverage.
  - Vehicle must have a seatbelt for each student.
  - Motor vehicles are to be operated in a safe and reliable manner. This includes no cell phone use or texting while driving.
  - There must be at least 2 or more students in a vehicle with one adult (exception would be parent and their own child). This is in compliance with our safeguarding training.
4. Unless there is an emergency that requires immediate attention, please hold all suggestions, issues, or comments until a later date. Safety and accountability of all students is of paramount interest to the teacher during the trip. Suggestions or comments will be welcomed later.
5. Whether you are supervising a group of students or not, the **Souvenirs and Lunch** guidelines (page 2) is policy for all students.

#### **Supervision of Students**

**Active Supervision** – If you have volunteered to supervise a group of students it is clearly understood that you will not leave your group unsupervised at any time. Every child in your group must be within your immediate supervision and accounted for at all times. Do not volunteer to supervise a group if you are unable to meet this requirement. Familiarize yourself with the trip agenda and any special instructions for the field trip. Adhere to the schedule – inform the teacher if there is a problem.

**Exchanging Students** – Students in your group must stay together throughout the day. Students may not be exchanged with other groups without the prior consent of the teacher in charge.

**Behavior Correction** – If a student misbehaves or will not follow your instructions, correct the child with a warning that if the behavior continues you will take him/her to the teacher in charge. Never use physical force, threats, or harsh/abusive comments in an attempt to produce compliance. (The only time you may physically handle a student is when there is clear danger from which he/she must be immediately removed).

**Souvenirs** – Field trips are primarily educational, so children may not be afforded time or permission to purchase souvenirs. Do not allow students in your group to purchase souvenirs unless the teacher in charge has granted permission to the entire class, and please do not purchase souvenirs for children. When souvenirs are allowed, students may not purchase guns, knives, bows and arrows, any other toy weapon, or any that mimic a weapon.

**Lunch and Food** – If field trip lunch or snack is purchased, it is usually pre-ordered for all students to speed the process. Parents/chaperones are free to purchase their own preferences for lunch. Parents/chaperones may not modify the student order or purchase other items for their child or others in their group unless approved in advance by the teacher in charge.

**Seaworld Guidelines** – The Counselors are in charge of the group. You must follow their instructions at all times. You may not override what they say because you have a better plan for your child or group.

#### **Other**

1. If you leave your car at school during the field trip, please park in the church parking lot or in the lots across Kirkman Street.
2. Only approved chaperones are allowed. No other children, including siblings, or young adults are allowed on a field trip.

**I have read and agree to these guidelines.**

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Signature

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Date

**APPENDIX J**  
**Safeguarding God's Children**  
**through**  
**Praesidium Academy**

**Quick Start Guide**

Welcome to Praesidium Academy!

Below you will find instruction for enrolling and logging in to training.

If you have any questions, please contact our support team at

support@praesidiuminc.com or 817-801-7773

**To Enroll:**

1. Go to <https://www.praesidiumacademy.com/redeem>
2. Fill in your contact information including First Name, Last Name, Email address, and desired Password
3. Enter the appropriate registration code for your organization:  
**a. reg-diocesewla-337-bishopnolanddayschool**
4. Click **Validate** to confirm registration code
5. Click the checkbox to **agree** to the Terms & Conditions
6. Click **Redeem**
7. Write down your user login and password for future reference
8. Answer the Registration Questions about your status and role within the organization
9. Click **Save** and **Continue**
10. To begin taking training immediately, scroll down and click a course to start the content

**Required Courses:**

1. Know Your Policies
2. Meet Sam
3. It Happened to Me
4. Keeping your School Safe
5. Preventing Sexual Harassment for Workers
6. Social Media Safety
7. Preventing Bullying

At the 3 year mark you will need to complete

1. Abuse Prevention Refresher