

# **St. Paul's School for Boys All School Handbook 2023-2024**



## **St. Paul's School for Boys Handbook**

### **General Information**

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

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

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

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

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

The St. Paul's Schools is a smoke-free campus.

### **Quick Phone Numbers**

**School Switchboard:** 410-825-4400

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

<b>SP Admissions:</b>	410-821-3034	Fax: 410-427-0380
<b>Athletic Office:</b>	410-821-3039	Fax: 410-427-0381
<b>Business Office:</b>	410-821-3057	Fax: 410-427-0383
<b>Chapel Office:</b>	410-821-3063	Fax: 410-427-0392
<b>Communications:</b>	410-821-3055	Fax: 410-427-0390
<b>Philanthropy:</b>	410-821-3059	Fax: 410-427-0390
<b>SP Head of School:</b>	410-821-3032	Fax: 410-427-0390

<b>Human Resources:</b>	410-821-3052	Fax: 410-427-0384
<b>Lower School:</b>	410-821-3029	Fax: 410-427-0394
<b>Maintenance:</b>	410-821-3040	Fax: 410-427-0391
<b>Middle School:</b>	410-821-3030	Fax: 410-427-0386
<b>Nurses' Office:</b>	410-821-3042	Fax: 410-427-0393
<b>School Psychologist:</b>	410-821-3031	Fax: 410-427-0388
<b>School Store:</b>	410-821-3037	Fax: 410-427-0382
<b>Technology Services:</b>	410-821-3054	Fax: 410-427-0383
<b>Upper School:</b>	410-821-3031	Fax: 410-427-0388
<b>Ward Center for the Arts:</b>	410-821-3047	Fax: 410-427-0389
<b>Box Office:</b>	410-825-4400 x2025	

## History

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

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

The School has occupied six sites, the most notable being Franklin Street, Mt. Washington, and Brooklandwood. In 1952, St. Paul's School for Boys relocated to its 64-acre Brooklandville campus. The focal point of the campus is Brooklandwood, a mansion built in 1793 by Charles Carroll of Carrollton, a signer of the Declaration of Independence. In nearly 150 years, the enrollment has grown from 13 students to more than 760; its plant, from a city building to a large campus; its faculty, from one or two to a current full-time faculty of more than 100.

Much of the success of St. Paul's School for Boys is due to the church connection. St. Paul's Parish founded, nurtured, and supported the School. The School's progress has also depended on capable and dedicated trustees with long tenures, a faculty which went many extra miles, students who became living proof of the School's philosophy, superior headmasters, strong parents' associations, good fortune in procuring personnel and school sites, and a community which provided support.

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

*Louis Dorsey Clark Senior Master, Archivist, 1927-1989*

### **Mission Statement**

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

### **Inclusivity Statement**

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

In our mission, we seek:

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

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

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

And live by:

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

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

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

The School embraces the goals and vision outlined in the [Diversity Statement of the Association for Independent Maryland Schools \(AIMS\)](#). This can be found on the St. Paul's website.

### **Philosophy**

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

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

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

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

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

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

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

## **School Shield**

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

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

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

## **Fight Song**

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

## **Alma Mater**

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

### **The School Prayer**

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

*St. Ignatius of Loyola*

## 2023-2024 Board of Trustees

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### Alumni Board

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Clay Goodier '00 P '31, '33  
Mike Hall '06  
Brian McGettigan '03  
Alec Mitchell '10  
Kyle Lagratta '05 P'36  
Harrison Stone '86 P '23  
Larry Chambers '55, *Emeritus*  
*Faculty Representative (Vacant)*

### **Visitors to St. Paul's School**

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

### **Inclement Weather Procedures**

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

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

### **Emergency Procedures**

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

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

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

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

## **School Policies**

### **Academic Promotion**

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

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

### **Standards of Conduct**

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

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

### **Drug and Alcohol Policy**

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

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

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

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

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

- Parents of the student will be notified.
- The student will remain out of all School activities and classes during the review process. The review may include a drug and alcohol

assessment, performed by a professional evaluator approved in advance by the School.

- If accusations are substantiated, offenders are subject to suspension or expulsion and are required to obtain appropriate drug and alcohol counseling.
- Any student suspended under this section will be considered to be on probation for the remainder of his time at school. A second drug or alcohol violation during this time will result in a strong likelihood of expulsion.

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

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

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

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

Agreeing never to provide alcohol or drugs to your children or their friends is one part of this collective responsibility. It is just as important, though, that parents take additional measures to ensure that their children are not

engaging in alcohol and drug use. Some helpful steps to discourage these activities include:

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

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

### **Tobacco Policy**

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

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

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

### **Weapons Policy**

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

### **Harassment Policy**

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

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

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

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

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

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

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

### **The St. Paul's Schools Acceptable Use Policy**

#### **Philosophy**

The St. Paul's Schools (TSPS) technology network is established for the educational and professional use of students, faculty, and staff. The use of technology at TSPS is an integral part of the school, preparing students to be independent and confident contributors to our complex and ever-changing world.

Using the TSPS network and all technology on the campus is a privilege, not a right. The school requires students to uphold the same school rules and standards of integrity when using the network and technology while interacting with TSPS community members on or off campus.

Additionally, students may be held accountable by TSPS for online behavior, on and off campus. This includes through the school or a personal network before, during, or after the school day. Any online behavior, on or off campus, used to harass any individual, including but not limited to bullying, intimidation, or discrimination, should be reported immediately to a faculty or staff member, and may lead to disciplinary action and possible criminal prosecution under the Misuse of Interactive Computer Service law or "Grace's Law" (Chapter 369 Laws of Maryland 2013). In accordance with Grade's Law, students are prohibited from using an "interactive computer service" to maliciously engage in a course of conduct that inflicts serious emotional distress to a minor or places a minor in reasonable fear of death or serious bodily injury with the intent (1) to kill, injure, harass, or cause serious emotional distress to the minor or (2) to place the minor in reasonable fear of

death or serious bodily injury. By law, violators are guilty of a misdemeanor, punishable by imprisonment for up to one year and/or a \$500 maximum fine. TSPS also reserves the right to intervene in any Internet activity that violates this Acceptable Use Policy.

By using school devices, (including but not limited to school-owned laptops, iPads, and lab/maker space equipment) and bringing their personal devices to school (including but not limited to cell phones, laptops, tablets, e-readers, wearable technology), students accept certain responsibility and obligations. Students and their parents/guardians must review the rules and guidelines of this Acceptable Use Policy and sign to indicate parent and/or guardian and student support for this agreement in exchange for the privilege of accessing the TSPS network and technologies.

### **Student Responsibility Agreement (for personal and school-owned devices):**

Students are urged to keep in mind that online interaction and activity reflect not only on the individual but also on the family and school community. Students are expected to report all violations of this Acceptable Use Policy to a TSPS faculty or staff member. Each student is responsible for the following:

- The contents of student accounts, including but not limited to all material received, stored, or sent under their school-issued accounts
- Maintaining the confidentiality of their school-issued user IDs and passwords
- Representing themselves honestly in all electronic communications
- Using only school-approved, provided, distributed, legal, copyrighted software
- Using social media, cell phones, and messaging in a manner consistent with school rules and expectations
- Keeping material sent and received on the school's network or the public Internet free of:
  - Pornography
  - Profanity, discriminatory, biased, or inappropriate language not in keeping with the school's mission or diversity statement
  - Bullying, derogatory, harassing, or intimidating language
- Abide by all copyright laws, which include not downloading, copying, or transmitting files, music, images, videos, games, and movies in violation of these laws.

- Avoiding plagiarism by citing all copyrighted and published material appropriately
- Always acting in accordance with local, state, or federal law or regulations
- Maintain responsibility for the safety and security of all personal electronic devices brought to school and school-owned devices when in their possession.

Students may not use personal technology or the Internet on a personal device in a way that interferes with the productivity of the community compromises the security of the network or interferes with academic pursuits. Students are prohibited from accessing the following when using a school or personal device on the school network:

- Streaming videos or music or using streaming services unless for educational purposes (Including but not limited to YouTube, Spotify, Netflix, Hulu, and ESPN)
- Using iMessage, Google Chat, or any other direct messaging/chat service
- Using social media such as TikTok, Instagram, Facebook, Twitter, and Snapchat
- Posting, sharing, or transmitting personal information or images about themselves or others
- Storing non-academic materials in school folders (i.e., personal photos or files)
- Using a Virtual Private Network (VPN) connection or creating an unauthorized network
- Downloaded or online gaming unless approved by a teacher
- Initiating or forwarding mass email communication, perpetrating pyramid schemes, or conducting gambling activities
- Using the TSPS network for personal, political, and or monetary gain
- Bullying, harassing, abusing, defaming, threatening, intimidating, or impersonating another person.
- Engage in any activity that might be purposely harmful to the systems or to any information stored thereon, such as intentionally draining the school's resources, creating, or propagating viruses and malware, disrupting services, damaging files, or making unauthorized modifications or changes to systems or data
- Engage in any other activity that does not comply with the general principles presented in this policy.

## **School Rights and Responsibilities:**

The school will:

- Provide information on the appropriate use of technology
- Promote the use of skills needed to use and maintain digital technologies
- Educate students on the use of the Internet, warning against unsafe practices and protecting one's digital footprint and identity
- Assist the student in acquiring the skills needed to make sound judgments about the use of digital content
- Take reasonable steps to prevent access to educationally inappropriate materials

Communications across the TSPS network or on devices brought to school are not considered private. Those who use the school's networks and or devices should understand the limited privacy of content stored, created, and or sent or received using the school's networks or property. TSPS reserves the right to monitor, examine and remove any files, email, or programs installed on the technology network, personal or otherwise, or any other technology device either owned by the school or used or present on the campus, as deemed necessary in all cases that affect the safety and well-being of members of this community. The school reserves the right to ban or suspend student use of the school network and or property.

TSPS reserves the right to review, collect, or employ user files at its discretion, including, without limitation, as required by law, part of system maintenance, improper account use, or when requested by the account holder.

## **Limitation of Liability and Parent/Guardian Responsibilities:**

Parents are strongly encouraged to use this Acceptable Use Policy to guide ongoing conversations with their children about appropriate use of technology and to monitor and set appropriate guidelines for the use of technology. Parents should understand that suspicious files and content exist on the Internet, and the school is limited in its ability to control what a student may find or create. The school assumes no responsibility for the loss of, theft, or damage of any device a student connects to the network or any information on that device. The school will strive to maintain the function and security of its network and resources. However, it cannot guarantee against equipment failure, the loss of connection to the network, server downtime, or security

breaches.

### **Consequences:**

The opportunity to utilize TSPS's devices and/or connect to TSPS's network should be solely used for educational purposes. Privileges can be revoked for misuse of any of the abovementioned usage and responsibilities outlined in this AUP. Violations of the policy may result in loss of network privileges and or disciplinary action up to and including expulsion. The school may hold students and their parent(s)/guardian(s) financially responsible for damage resulting from a student's violation of this policy or other school guidelines regarding the use of its networks and property. The school maintains sole discretion regarding whether and how to administer discipline in the event of violations of the Acceptable Use Policy, except to the extent that the school is required by law to notify legal authorities, including a referral for criminal prosecution under Grace's Law.

### **Parent Phone Chain and E-mail Policy**

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

## **Athletics**

### **Philosophy**

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

The athletic experience at St. Paul's School for Boys depends primarily on the teaching faculty to coach students in a diverse program of 14 interscholastic sports at the varsity, junior varsity, frosh/soph, and Middle School levels. Furthermore, the School encourages students to vary their athletic experiences in order to enhance the diversity of learning. St. Paul's School for

Boys athletics is dedicated to teaching the principles of participation, excellence, discipline, loyalty, self-confidence, dealing with success and failure, respect for authority, and getting along with others.

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

### **Playing Time**

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

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

### **MIAA Eligibility**

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

### **Chapel and Chaplains' Services**

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

### **The Ward Center for the Arts**

The Ward Center for the Arts opens at 7:30 a.m. and closes at 4 p.m. daily. Only students involved in music lessons, theater productions, or stage crew should be in the building after this time. These students should be picked up immediately following their activity. The Ward Center does not have supervision for after-school pickup for students not involved in these activities.

### **Dining Hall**

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

### **School Store**

The School Store is located on the first floor of Price Hall. Stationery supplies, athletic clothing, gifts, and paperback books, are available for purchase. Cash, credit cards, and Apple Pay are accepted. Students may also use a reloadable gift card option to budget and manage expenses.

School Store Hours: Monday-Thursday 7:30 am - 4:00 pm Friday 7:30 am - 12:00 pm

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

## **Student Health**

### **Student Health Forms**

St. Paul's School for Boys is partnered with Magnus Health Student Medical Record (SMR), a secure online health management system, to administer all SPS student health records. St. Paul's School for Boys requires that a current physical examination and immunization record must be on file for the start of the academic year for every enrolled student. Fully completed health information is due by August 1st. Throughout the summer, Magnus will notify parents/guardians of outstanding health information, so families have ample opportunity to complete the information online. If your child is not in compliance with the health requirements, students will not be allowed to attend classes, participate in sports, or head start programs.

### **Illness or Injury At School**

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

Children who become ill and need to go home are required to be picked up by parent or other designated person within 30 minutes of a call from the nurse. Children recover better at home. Prolonged stays in the nurse's office expose children to germs and disruptions. Plan ahead for sick calls, so that the best arrangements may be made for your children.

Emergency telephone numbers should include parents and two other designated adults. Update all telephone numbers, as necessary, throughout the school year.

### **Illness or Injury Outside of School**

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

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

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

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

- a fresh cold
- persistent cough
- head lice
- sore throat or headache
- fever greater than 100 degrees–student must remain at home until no fever for 72 hours
- pink eye–until prescription eye drops are used for 24 hours and eye is no longer irritated or itchy
- strep throat–diagnosed only by a throat culture, child must remain home until 24 hours of antibiotic has been given and the child feels well (the full course of antibiotics must be completed in order to be effective).
- wheezing which persists after use of inhaler
- diarrhea
- chicken pox
- infections on skin
- vomiting

### **Medication**

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

### **Non-Prescription Medication**

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

### **Prescription Medication**

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

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

### **Policy for Students Infected with AIDS/HIV**

The educational setting for students infected with HIV will be taken on a case-by-case basis. Behavior, neurological development, and physical condition will be factors when counseling the student and family. Decisions regarding instructional setting will be made in concert with the child's physician, parents or legal guardian, primary teacher, Middle and Upper School Head, school nurse, and the Headmaster. The School respects the child's right to privacy and will maintain confidential records. More detailed information is available at the headmaster's, school nurses', and heads' offices.

### **Infirmity Visits**

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

### **Parental Absence**

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

### **Physical Education Excuses**

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

### **Counseling Services**

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

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

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

### **Academic Resources**

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

### **Tutoring**

At St. Paul's, we value the relationship between teacher and student and want to encourage students to reach out to their teacher first prior to seeking additional resources. In addition to this, we also have a variety of academic resources that are open to students throughout the day such as a math center, writing center, and learning specialists. With this in mind, we ask that all outside student support occurs after the academic school day at another location other than the school.

If the student needs more support than is feasible or logistically available during the academic day, the school can endeavor to provide referrals for outside support. The referrals provided are not vetted by the school nor are employees of the school. It is the family's responsibility to conduct their own vetting prior to hiring.

### **Instructional Aides Policy**

To support the rigor and pace of our curriculum, including the instructional delivery and assessment of learning objectives, outside personnel such as paraeducators or instructional aides, privately contracted by families and who are non-employees of the School, are not permitted during the school day to work with students. Instead, families are encouraged to utilize these supports in the evenings at another location than the School.