



### General Upper School Information

Welcome to Episcopal's Upper School! Included in this packet is important information to help you get ready for the start of school and the daily routines of Upper School. You should always feel free to contact the Upper School Administrative Assistant, Angie Rabalais, at 225-755-2711 or by emailing [rabalaisa@ehsbr.org](mailto:rabalaisa@ehsbr.org) with any questions.

Due to the COVID-19 pandemic, on-campus gatherings are not possible. In a typical year, we would host a New Family Information Night, hold placement tests in April and start athletic strength and conditioning in early June. To ensure the safety of our community, we are adjusting events and dates as needed. We have created a welcome and information video and are exploring alternate course placement options. For now, we have not adjusted the start of our summer athletic training or our summer used uniform sale; we will communicate any necessary changes in the coming weeks.

### Summer Checklist & Important Dates

#### Summer Office Hours

May 26th – July 30th

- Office hours 8:00am - 3:00pm Monday - Thursday; Closed on Fridays

Summer Holidays (office closed):

- Monday, May 25 - Memorial Day Holiday
- Monday, July 6 - Independence Day

#### Complete Summer Reading

- The online [Summer Reading List](#) provides a list of guidelines to encourage students to read and develop good reading habits.

#### Participate in Athletic Strength and Conditioning Summer Program

- Strength and Conditioning- all Upper School athletes participate in the [Strength and Conditioning program](#). Football meets separately from the other sports (typically earlier in the morning). Information can be found on the New Family Resource page.
- Contact Wally Stevens at 753-3180 ext. 1116 or at [stevensw@ehsbr.org](mailto:stevensw@ehsbr.org) for additional information.
- In addition to summer conditioning, some sports, such as Cross Country, may start practicing. Please refer to the coach list and reach out to coaches of the sports your child plans to join for further information.
  - Parent tip- this is a great way to meet other new students as well as current student prior to the start of the school year!



**Complete Magnus Health care forms by July 15th**

- Necessary health information is stored and communicated through the online [Magnus Health system](#).
- A copy of the instructions for how to access Magnus Health can be found on the [New Family Resources Page](#), in addition the complete checklist of items needed can be found in Magnus. Your system access will be emailed in early May.
- Each time your child visits the infirmary, the visit will be documented in the student's electronic chart. Magnus will then send an automatic e-mail to parents providing information including the reason for their child's visit, an explanation of symptoms, and an overview of the treatment provided. In the case of an emergency, parents will be contacted immediately by phone. Magnus also has the ability to highlight important student medical conditions that our faculty need to be aware of. This function allows Episcopal to provide more efficient and timely care when your student visits the infirmary. Contact school nurse Kristy McKenzie ([mckenziick@ehsbr.org](mailto:mckenziick@ehsbr.org)) with any Magnus questions.
  - Parent tip- There are a lot of forms in Magnus, don't put this off, get started soon! Your child will not be able to attend school or participate in a sport until this is completed.

**Complete Required Technology Checklist**

- Complete the technology checklist items on the "Overview to accessing student technology" on the [New Family Resources Page](#).
- Upper School operates under a required "[Bring Your Own Device](#)" (BYOD) program.
  - Each student is responsible for purchasing and maintaining a laptop or other device of their choice that meets the minimum requirements.
  - See [BYOD guidelines](#) and frequently asked questions form.
- Review our [New Upper School Access to Technology Page](#) to establish your students network account.
- More information will be provided in email later, on how parents can connect to Canvas and PowerSchool.
- An online Canvas course will be available in the summer to guide your student through our online platforms.
  - Parent tip- make sure to bring the BYOD guideline with you to buy the laptop!

**Complete Summer AP Work**

- Summer work is assigned to students entering an AP class in the fall.
- The 2020-2021 AP classes will be available in Canvas beginning June 1. Be sure to check-in on the course or with the teacher directly to begin summer work as needed. Keep in mind, we continue to process schedule changes. You may contact the department chair, college counselor, or Ms. Reynolds if you are not seeing your AP course listed.

**Purchase School Uniforms**



- Uniforms can be purchased from the follow uniform stores:
  - School Time: [www.schooltimeuniforms.com/schooltime](http://www.schooltimeuniforms.com/schooltime)
  - Land's End: [www.landsend.com/school](http://www.landsend.com/school)
  - Inkas: [www.inkas-uniforms.com](http://www.inkas-uniforms.com)
  - Please take a minute to review our complete [uniform guidelines document](#).
- Certain Uniform items can only be purchased through [the Parents Guild online school store](#)- for ex: the athletic style or “dri-fit” style polo
  - Parent tip- the boys love the dry-fit style!
- Please note that skirts are not part of the approved school uniform. However, girls may wear the jumper or either style of skort (flat front or pleated). The hem must be 2 inches below fingertips when standing straight.
  - Parent tip the Upper School age girls DO wear the jumper, which is the still the original girl’s uniform from 1965!
  - Parent tip: Uniform approved sweatshirts may also be purchased through the Episcopal School Store. Most students prefer the Parents Guild sweatshirts, sports team sweatshirts, or past sweatshirts sold at the used uniform sale.
- All student outerwear, which includes sweatshirts, jackets, and sweaters - must follow the guidelines in the handbook and must be NAVY
  - Exceptions-
    - Seniors may wear college sweatshirts
    - Cross-Country athletes may wear their yellow CC sweatshirt.
    - Optional Friday T-shirts for all divisions are available for purchase through the online school [store](#).
    - Senior Dress- in addition to college sweatshirts, Seniors may wear “Senior Dress” or “Interview Attire.” Skirts and dresses should be appropriate length, no jeans, or athletic clothes.

**Purchase Used Uniform at the Summer Sale** (tentative date June 25<sup>th</sup>)

- Parents Guild hosts an on-campus Used Uniform sale in July. This is a good time to get some great deals – more Uniform information below.
  - Parent tip- We suggest bringing your child(ren) with you because these uniforms may be altered and therefor need to be tried on.

**Shop the Online Store & learn about Parent Volunteer Opportunities and Fundraising!**

- Parent’s Guild- Volunteer  
Every Episcopal parent is automatically a member of the Parents’ Guild. Volunteering is a great way to get involved, support our school, share your ideas, and meet a wide selection of other parents.



- Opportunities to volunteer with Parents Guild will occur throughout the year, some include (but are not limited to) helping serve Pizza and Cane's on certain Fridays, Orientation, Back to School Knight, Teacher Appreciation Week and more!
- Email the Parents Guild presidents at [episcopalpgpresidents@gmail.com](mailto:episcopalpgpresidents@gmail.com) to get involved.
- Purchase Parent's Guild Fundraiser Items
  - Pizza and Cane's Fridays (optional; online orders needed by September 1<sup>st</sup>)  
As a fundraiser for the school, Parents Guild hosts Pizza and Raising Cane's Lunch on select Fridays throughout the year. What you need to know:
    - You purchase these lunches on the school online [store](#) by September 1<sup>st</sup>. For Pizza, you choose the number of slices you want and either Cheese or Pepperoni.
    - For Cane's you purchase a meal.
    - Students will still be able to get the full cafeteria lunch this day, the pizza or Cane's in addition to the regular lunch that day.
  - Parent Tip- a limited amount of pizza slices are available to purchase day of, so it is much easier to order in advance. Most kids LOVE these lunches so make sure to order!
  - Directory
    - In addition to the online [Directory Spot](#) a paper Directory can be purchased on Orientation day.
  - Episcopal School Gear (order June 8<sup>th</sup> - July 8<sup>th</sup>)
    - Through the online [store](#), you can purchase all sorts of fun "E-Gear" and Episcopal accessories, as well as Uniform items. Items are available for pick-up on orientation day.
  - Parent tip- pay attention to items that are Uniform Approved! Non- Uniform Approved items are for special events, like Homecoming Week or to wear as a fan to athletic events
- Squires Club- Volunteer

This service organization supports the school's athletic program and helps make participation in Episcopal athletics an even more rewarding experience for student athletes.

  - Opportunities to volunteer with Squires will occur throughout the year, some include (but are not limited to) helping with the ticket booth or selling fan gear at a sporting event.
  - Email the Squires presidents at [episcopalsquiresclub@gmail.com](mailto:episcopalsquiresclub@gmail.com) to get involved.
- Squires Club- Fundraisers
  - Squires Club Membership
    - Squires Members get free admission to all Middle School and Upper School home athletic events (excluding play offs.)  
Parent Tip- this membership pays for itself in just a few home games, make sure to buy early!
  - Episcopal School Fan Athletic Wear and accessories sold via the online [store](#)



- All Sports Program  
This program will be sold throughout the Fall season and will include all sports, Fall, Winter and Spring
- Parent tip - players love to see their ads, make sure to buy an ad for your Episcopal athlete

### **Purchase PE Uniforms**

- All student who are taking PE are required to have a PE uniform. PE Uniforms can be purchased online through the [Episcopal School Store](#).
  - A set includes 1 shirt and 1 pair of shorts (multiple options are available). PE uniforms ordered through the [Episcopal Store](#) will be picked up on Orientation day.
  - Episcopal PE drawstring bags can be purchased online as well but are optional.
  - Parent Tip- have your child speak with their PE teacher before purchasing a PE uniform as some PE classes, such as weight training, allow for sports uniforms vs PE uniforms.

### **Orientation and Picture Day**

Thursday, August 6<sup>th</sup> 2020

All New Upper School students plus one parent should plan on attending orientation day. Students are expected to be in school uniform for the day. Additional details about orientation will be sent by email.

- **Get a Locker and purchase a lock** (optional)
  - Lockers are available for any upper school student that would like one.
  - Students that would like a locker should stop by the US Office on orientation day to sign up for a locker assignment.
  - Locks must be purchased from the school and will be available for purchase on Orientation Day. You may NOT bring your own lock
  - The fee to purchase a lock is \$10.
  
- **Take Yearbook pictures**

### **First Day of School**

Friday, August 7, 2020

- Textbooks for classes are provided by the school and issued as needed after classes begin. There is **NO** summer supply list for Upper School students. Teachers will notify the student on the first day of class what supplies are needed for their specific class.
- Students will **ONLY** need a backpack, their laptop, a notebook and a pen/pencil on Orientation Day and the first day of school.



### Additional Information

#### **Class Schedules**

- New students will be invited to meet with a member of the College Counseling team in the spring or summer to discuss scheduling.
- Schedules will be made available at the beginning of August.

#### **Placement Testing**

- If an Upper School student has taken a world language prior to enrolling at Episcopal, they will need to take a placement test to ensure that they are placed in the appropriate language level.
- Some Upper School students may also be asked to take a math placement test.
  - World Language and Math placement testing dates TBD.

#### **Faculty Advisors**

- Each student in the Upper School is assigned an advisor who is charged with overseeing and monitoring the school lives of his or her advisees.
- Students can expect to meet your advisor on Orientation Day and hear a bit more about the role of the advisor as well.

#### **Carpool**

- Upper School students who do not drive to school themselves, will go through the Carpool lines.
- Carpool drop off and pick up is on the Front Lawn.
- Afternoon Carpool ends at 3:45. If you are picking your child up after that they need to be in the Aldrich Library

#### **Early Drop Off and Late Pick up**

- The Aldrich Library will be available to Upper School students, at no charge, as early as 7:00 am and as late as 5:30 pm
- There will always be a staff member present
- Food is not allowed

#### **Parking and Visitor Check In**

- Juniors and Seniors will have the ability to receive a parking pass for the back lots- please see Angie Rabalais for information.
- The Boulevard is available for visitor parking, in addition to the designated area of the Alumni House, during NON- carpool hours.
- You do not need to check in at the Alumni House, you may go directly to the Upper School Office and check in there.



- Parent tip- Students will be able to sign themselves in and out via the Upper School office after you have notified the office, email Ms. Bodron at [attendance@ehsbr.org](mailto:attendance@ehsbr.org). So, you can either head straight to the US office OR wait on the Boulevard for your student to meet you

### **Bus Transportation**

- Episcopal offers bus service to and from various locations around the city.
- For more information, please visit the Magnus System or contact Tara Kojis at [kojist@ehsbr.org](mailto:kojist@ehsbr.org)

### **Online Resources**

- Many resources are posted on our website under the Parent e-Resources tab, such as:
  - Links to [Canvas](#), [PowerSchool](#), [Magnus Health](#)
  - Links to [Parents Guild](#) and [Squires information](#)
  - Link to [Upper School Information](#) and Calendar
  - [Online Directory](#)
  - [2020-2021 Academic Calendar](#) (and a copy is enclosed with this packet)
  - [Upper School Curriculum Guide](#)
  - Student/Parent Handbook
  - [New Family Resources](#)
  - [Profile Change Form](#) if you need to update your address, phone, email.

### **Who to Contact for What...**

Note: The email format is [lastnamefirstinitial@ehsbr.org](mailto:lastnamefirstinitial@ehsbr.org) for all faculty and staff.

#### **Andrea Bodron, US Attendance Assistant, US Office**

Email: [usattendance@ehsbr.org](mailto:usattendance@ehsbr.org) Phone: 755-2686

To communicate any and all attendance information please email [usattendance@ehsbr.org](mailto:usattendance@ehsbr.org). This includes the reporting for all permissions to check- in or check-out, tardies, absences, etc. You may also call 755-2686.

#### **Angie Rabalais, US Administrative Assistant & Assistant to College Counseling, US Office**

Email: [rabalaisa@ehsbr.org](mailto:rabalaisa@ehsbr.org) Phone: 755-2711

General US and College Counseling information, US events, scheduling appointments.

#### **Tom Forti, Head of Upper School, US Office**

Email: [fortit@ehsbr.org](mailto:fortit@ehsbr.org) Phone: 755-2708

If you have not been able to clarify answers to questions through other channels or just want to share feedback or suggestions, Mr. Forti will be happy to hear from you.

#### **Jodi Manton, Upper School Counselor, US Office**

Email: [mantonj@ehsbr.org](mailto:mantonj@ehsbr.org) Phone: 755-2709

Social-Emotional health concerns, academic performance, advisory, referrals.



**College Counseling, US Office**

Director - Justin Fenske Email: [fenskej@ehsbr.org](mailto:fenskej@ehsbr.org) Phone: 755-2737  
 Assistant Director - Shandi Fazely Email: [fazelys@ehsbr.org](mailto:fazelys@ehsbr.org) Phone: 755-2688  
 Assistant Director – Alan Newton [newtona@ehsbr.org](mailto:newtona@ehsbr.org) Phone: 755-2717  
 Scheduling, New Schedule, College Counseling.

**Robin Talamo, Learning Support Services Coordinator, Penniman Hall**

Email: [talamor@ehsbr.org](mailto:talamor@ehsbr.org) Phone: 755-2726  
 Arrangements for your child with learning differences or questions about potential tutoring.

**Skully Knight, Senior Chaplain and Associate Head for Service Learning, Chapel**

Email: [knightk@ehsbr.org](mailto:knightk@ehsbr.org) Phone: 755-2738  
 Pastoral care and concerns, Religion, Episcopal School Culture, Service Learning.

**Nancy Reynolds, Registrar and Systems Administrator, Aldrich Library**

Email: [reynoldsn@ehsbr.org](mailto:reynoldsn@ehsbr.org) Phone: 755-2719  
 Submission of final transcript from current school.

**Technology Helpdesk, Aldrich Library**

Email: [helpdesk@ehsbr.org](mailto:helpdesk@ehsbr.org) Phone: 753-3180 ext. 1452  
 Technology access information, hardware or software questions, BYOD questions and general technology comments/questions.

**Kristy McKenzie, School Nurse, Infirmary (attached to Aldrich Library, outside entry)**

Email: [mckenziek@ehsbr.org](mailto:mckenziek@ehsbr.org) Phone: 753-3180 ext. 1124  
 For questions and discussion about health forms, medical needs and concerns, updating health records, and Magnus system.

**Sara Fenske, Dean of Academics, Aldrich Library**

Email: [fenskess@ehsbr.org](mailto:fenskess@ehsbr.org) Phone: 753-3180 ext. 1380

**Department Chairs**

Questions about course placement, departmental philosophy, unresolved concerns about a particular course.

English: Kealy Duke	Email: <a href="mailto:dukek@ehsbr.org">dukek@ehsbr.org</a>
Math: Stephen Anderson	Email: <a href="mailto:andersons@ehsbr.org">andersons@ehsbr.org</a>
Science: Sarah Pulliam	Email: <a href="mailto:pulliams@ehsbr.org">pulliams@ehsbr.org</a>
Global Studies: Rebecca Kuhn	Email: <a href="mailto:kuhnr@ehsbr.org">kuhnr@ehsbr.org</a>
Religion: Father Skully Knight	Email: <a href="mailto:knightk@ehsbr.org">knightk@ehsbr.org</a>
Physical Education: Heidi Hebert	Email: <a href="mailto:heberth@ehsbr.org">heberth@ehsbr.org</a>
Visual and Performing Arts: Paige Gagliano	Email: <a href="mailto:gaglianop@ehsbr.org">gaglianop@ehsbr.org</a>





**Athletics** Phone: 753-3180 + extension  
Tucker Reynolds  
[Tucker.Reynolds@LSA-Soccer.org](mailto:Tucker.Reynolds@LSA-Soccer.org)  
Girls Soccer Ext 1464

Kiran Booluck  
[kbooluck@brsoccer.org](mailto:kbooluck@brsoccer.org)  
Boys Soccer

Chris Beckman Sr  
[beckmanc@ehsbr.org](mailto:beckmanc@ehsbr.org)  
Ext 1170  
Boys Basketball

Taylor Mims-Walker  
[walkert@ehsbr.org](mailto:walkert@ehsbr.org)  
Ext 1141  
Girls Basketball

Madeline Blanchard-Gugich  
[gugichm@ehsbr.org](mailto:gugichm@ehsbr.org)  
Ext 1120  
Volleyball

Heidi Hebert  
[heberth@ehsbr.org](mailto:heberth@ehsbr.org)  
Ext 1172  
Softball

Travis Bourgeois  
[bourgeois@ehsbr.org](mailto:bourgeois@ehsbr.org)  
Ext 1159  
Football and Baseball

Randy Richard  
[richardr@ehsbr.org](mailto:richardr@ehsbr.org)  
Ext: 1320  
Golf and Athletic Director

Claney Duplechin  
[duplechinc@ehsbr.org](mailto:duplechinc@ehsbr.org)  
Ext 1121  
Boys Cross Country, Track, Girls Cross Country

Conor Sullivan  
[consulli62@gmail.com](mailto:consulli62@gmail.com)  
Boys and Girls Powerlifting

Jimmy Williams  
[williamsj@ehsbr.org](mailto:williamsj@ehsbr.org)  
Ext 1311  
Assistant Athletic Director

Dean Mannina  
[manninad@ehsbr.org](mailto:manninad@ehsbr.org)  
Ext 1415  
Athletic Trainer

Wally Stevens  
[stevensw@ehsbr.org](mailto:stevensw@ehsbr.org)  
Ext 1116  
Strength and Conditioning

Liz Crawford  
[crawfordl@ehsbr.org](mailto:crawfordl@ehsbr.org)  
Ext 1318  
Cheerleading

Madeline Blanchard-Gugich  
[gugichm@ehsbr.org](mailto:gugichm@ehsbr.org)  
Ext 1120  
Tennis