



Upper School 25-26

Welcome to Episcopal's Upper School! Please use this packet to find information to help you get ready for the start of school and the daily routines of Upper School life. You can also always contact Danna Sabolik, the Upper School Assistant, at 225-755-2711 or by emailing sabolikd@ehsbr.org with any questions.

Summer Tasks



Magnus Health Forms

Before school in August, all families must complete a host of forms and questionnaires via the [Magnus Health Portal](#). This information helps us maintain a safe and healthy environment for all students. Without completion of these forms, students may not be eligible for athletics or participation in other school activities, including field trips, etc.

Familiarity with Magnus is also vital for families. For example, each time a student visits the infirmary, Magnus alerts families, providing information including the reason for the student's visit, an explanation of symptoms, and an overview of the treatment provided. Of course, in the case of an emergency, parents will be contacted immediately by phone.

If you have questions, please reach out to the Middle & Upper School nurse, Amy Johns (johnsa@ehsbr.org).

★ **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.



Technology & "BYOD"

All Upper School students are required to purchase & maintain a laptop or other device of their choice that meets [minimum requirements](#). This device will be used daily in the Upper School. Student familiarity with, as well as maintenance of, the device is therefore necessary for the

student's success. This includes keeping the device's software updated. Students are also expected to adhere to a [Responsible Use Policy \(RUP\)](#) for the device. Violations of the RUP can result in disciplinary consequences.

If you have questions or concerns about technology, please reach out to the Help Desk (helpdesk@ehsbr.org).

★ **Parent tip:** Look out for emails from the Help Desk staff. They communicate important information over the summer, including instructions for parents to setup/access both [PowerSchool](#) (which reports grades & attendance) as well as [Canvas](#) (where details of individual student classes are shared).



Summer Reading & Summer Work

All Upper School students have [Summer Reading](#) to complete. The goal of summer reading is to encourage students to read for pleasure, to appreciate quality literature, to develop and maintain good reading habits, and to allow students to find literature that is personally engaging and challenging. If you have questions about [Summer Reading](#), please reach out to our English Department Chair, Ms. Kealy Duke (dukek@ehsbr.org).

Additionally, some classes have required “summer work.” For this work, students should see details in [Canvas](#) already. If you have questions or concerns about any summer work on [Canvas](#), please reach out directly to the teacher.

★ **Parent tip:** In high school, summer can feel like it moves much quicker for students & families. There are just more obligations for teenagers than younger children, so encouraging students to prioritize this work earlier rather than later can be very helpful to their initial success when school starts.



School Uniform & Dress

Episcopal Upper School students are expected to dress in accordance with the same [Dress & Uniform Standards](#) as Middle School students.

Uniform apparel can be purchased from the online [School Store](#) as well as from several vendors online or in-store locally, including [School Time](#), [Inka's](#), and [Young Fashions](#). They can also be purchased from [Land's End](#) online. Additionally, there are several planned used uniform sales that the Parent's Guild manages throughout the year.

Additionally, any student enrolled in PE will need a PE uniform. This too can be purchased from the School Store

If there are questions about the [Dress & Uniform Standards](#), please reach out to the Dean of Student Life, Scott Engholm (engholms@ehsbr.org).

★ **Parent tip:** Uniform approved sweatshirt may also be purchased through the Episcopal School Store. Most students prefer the Parents Guild and Squires sweatshirts, sport team sweatshirts, or past sweatshirts sold at the used uniform sale.



Parking Spots

To request a parking space for the 2025-26 school year please print & complete the [Parking Request Form](#) for student drivers age 16 and over. Senior and Junior requests are filled first.

Once completed, please attach payment and a copy of the student's valid Louisiana Driver's License. Then, please turn in the parking application, payment, and copy of the student's driver's license to

Danna Sabolik in the Upper School office. If needed, you may contact Ms. Sabolik (sabolikd@ehsbr.org) for more information.



Parent Organizations

There are several ways for parents to remain engaged and supportive of their child's success at Episcopal. But one of the most impactful ways is to join and participate in the work of our parent organizations. Each is dedicated to supporting the work of the school through volunteer and fundraising efforts, which start even before the school year begins.

Parents' Guild

The largest parent organization, [Parents' Guild](#), supports the work of the school throughout every division, contributing volunteer hours, resources, and spirit to the life of the school. Every parent is automatically a member of the Parents' Guild.

PG volunteers are a vital presence at many school events, helping with Parents' Knights, Teacher Appreciation Week, and more. Please use [this form](#) to indicate your desire to contribute your time and ideas to such events. And there are many fundraising opportunities over the summer.

These are all accessible through the [School Store](#). There, you can purchase Pizza & Cane's lunches for your child on designated Fridays throughout the year. (They will also still have access to the cafeteria's options on this day of course.) And you can find E-Gear items that students can wear, including hoodies and sweatshirts, which are also [uniform-approved](#).

You can always reach out to the Parents' Guild presidents (episcopalpgpresidents@gmail.com) at any time for questions, ideas, or other ways to get involved.

★ **Parent tip:** The Pizza & Cane's sales are extremely popular with students, and there are an extremely limited amount of purchases available on the day of. So preordering is strongly encouraged!

Squires Club

The [Squires Club](#) is a service organization that supports the school's athletic program and individual teams. It aims to make participation in Knights athletics an even more rewarding and proud experience for all student athletes.

Squires volunteers often help out selling fan gear at sporting events or help fun ticket booths, and the opportunities are shared with members throughout the year. On top of that, [Squires Fan Gear](#) sold through the [School Store](#) as well as the [Squires Club Game Day Pass](#) help Squires fulfill its mission of cheering the Knights. Please email the Squires presidents (Squires@ehsbr.org) to get involved!

Arts Krewe

[Arts Krewe](#) members provide volunteer support including backstage assistance, concession staffing, coordinating events and fundraisers, providing snacks, and more. Every parent with a child engaged in an Episcopal arts program is automatically members of the Arts Krewe. But each parent has the opportunity to become a [Supporting Member](#) who receives additional perks because of their enhanced support of the arts.

[Get involved today](#) by visiting [Arts Krewe online](#) or emailing us (artskrewe@gmail.com).

Back to School

Key Dates & Expectations

Orientation / Thursday, August 7, 2025

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. Here is the [Orientation Schedule](#). New students will receive their class schedule at orientation and take their yearbook picture. Parents can order copies of their child's yearly portrait through [Spencer Studios](#).

First Day of School / Friday, August 8, 2025

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. Here is our [special schedule for the First Day of School](#).

Retreat Day / Friday, August 15, 2025

A key priority in the first week of school is to establish the bonds and purpose of our communities in the Upper School. On Retreat Day, each grade-level spends time devoted to creating those bonds through a combination of service and celebration.

★ **Parent & Student tip:** This is an important day for all students to attend and establish the norms of spirit and connection that will drive us through a positive school year.

Freshmen Elections / Friday, August 29, 2025

Being new to the Upper School means our incoming Freshmen must establish their student leadership right away. There are a number of impactful leadership opportunities for Freshmen, including Class Officers, Honor Council, and Student Vestry. Please reach out to the Dean of Student Life, Scott Engholm (engholms@ehsbr.org).

Who to Contact

Administrators

Dan Binder, Head of Upper School, US Office

Email: binderd@ehsbr.org Phone: 755-2708

Please reach out to Mr. Binder about anything Upper School related, especially anytime you want to share good news, positive feedback, or suggestions about how communication could be improved.

Sara Fenske, Assistant Head of School for Academic Affairs, Aldrich Library

Email: fenskess@ehsbr.org Phone: 755-2690

Please contact Dr. Fenske for any information about curriculum, academic problem-solving, and enrichment opportunities.

Scott Engholm, Dean of Student Life, US Office

Email: engholms@ehsbr.org Phone: 755-2706

Please reach out to Mr. Engholm about any questions or concerns regarding attendance, discipline, social or behavioral concerns, and student life or school events.

Danna Sabolik, Attendance Coordinator & Administrative Assistant, US Office

Email: sabolikd@ehsbr.org Phone: 755-2711

Ms. Sabolik is your best initial contact for all things Upper School, but especially attendance communications—i.e. questions, checkouts, tardies, etc. Please reach to her also for other information and to schedule appointments with the Head of Upper School.

Nancy Reynolds, Registrar and Systems Administrator, Perkins 108A

Email: reynoldsn@ehsbr.org Phone: 755-2719

Ms. Reynolds is the best contact for transcripts, issues with PowerSchool and Canvas logins, as well as database questions.

Counseling & Student Support Staff

Kristen Wilcox, Upper School Counselor, US Office

Email: wilcoxk@ehsbr.org Phone: 755-2709

Please reach out to Ms. Wilcox about any mental health concerns, social-emotional wellness, academic performance, advisory, or referrals to or from health care providers.

Tiffany Muse Guerin, Director of Learning Support Services & Counselor, Aldrich Library

Email: guerint@ehsbr.org Phone: 755-2726

Please reach out to Ms. Guerin regarding any necessary support for your child's learning differences, questions about potential learning differences, and availability/opportunities for additional tutoring support.

Amy Johns, School Nurse, Infirmary

Email: johnsa@ehsbr.org Phone: 755-2729

Please reach out to Nurse Amy regarding any questions or discussions about health forms, medical needs and concerns, updating health records, and the Magnus Health system.

College Counseling Team

- *Justin Fenske, Director of College Counseling*
Email: fenskej@ehsbr.org Phone: 755-2737
- *Dr. Alan Newton, Assistant Director of College Counseling*
Email: newtona@ehsbr.org Phone: 755-2717

Your child's college counselor is an invaluable resource for questions and concerns about the college search process, but they are also experts in supporting students and families with course selection and advice about graduation progress.

Department Chairs

These faculty members are the instructional and curricular experts in their disciplines and maintain the administrative coordination of individual departments. Please reach out to them about course placement, departmental philosophy, and any issues about a particular course.

English

Math

Science

Kealy Duke

Amy Rome

Sarah Pulliam

dukek@ehsbr.org

romea@ehsbr.org

pulliams@ehsbr.org

Global Studies & Social Studies
Religion
PE
Fine Arts

Dr. Rebecca Kuhn
Fr. Patrick Edwards
Heidi Hebert
Louis Gagliano

kuhnr@ehsbr.org
edwardsp@ehsbr.org
heberth@ehsbr.org
gaglianol@ehsbr.org

Faculty Advisors

Each student in the Upper School is assigned a faculty advisor who is charged with overseeing and monitoring the school lives of his or her advisees. Students can expect to meet their advisor on Orientation Day and hear a bit more about the role of the advisor as well. Parents are encouraged to view the Advisor as the first point of contact for sharing concerns about their child's performance, adjustment, responsibility, patterns of behavior, significant life events, and opportunities to collaborate for the benefit of your child.

Teachers

Please reach out directly to the teachers for any questions or observations about effort and performance, clarification of various aspects of the class, instructions or assignments, grades, and future classes or other opportunities within the discipline.

Important Policies

Absences

Parents should complete the Report New Absence form found through [PowerSchool](#) for each absence, including checking in late or checking out early. Completing the form as soon as an absence is anticipated is most helpful. Please note that email or telephone calls are no longer accepted as a form of reporting attendance.

Early Pick-Up

If a parent is picking up their child and has sent in the [PowerSchool](#) form, please call Ms. Danna Sabolik at 755-2711 when you have arrived. She will call the student out of class to signout in the office and then dismiss them to where you are parked on campus. Parents do not need to come into the Upper School office. There are no student check outs after 2:30 p.m.

Carpool

Upper School students who do not drive to school themselves, will go through the carpool lines. Upper School carpool drop off and pick up is on the Front Lawn. Afternoon Carpool begins at 3:15 p.m. ends at 3:45 p.m.

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

If you are visiting campus for any reason, you must check in at the Alumni House and receive a visitor badge. A driver's license or state ID is required for check in. When leaving campus please check out at the Alumni House. Visitor parking is available in the lot in front of the Alumni House. Parking on Woodland Ridge Boulevard is available only between 8:00 a.m. & 2:00 p.m.

Additional Resources

[Resources](#)

This webpage contains many additional downloads and links that can help students and families stay informed and connected to policies, procedures, and support services.

[Calendar](#)

This calendar shares all events that are happening on campus throughout the year.

[Online Directory](#)

This directory includes contact information for our community.

[Academic Calendar](#)

In addition to the calendar above, this provides students and families a quick reference of key dates, including school breaks and quarter & semester ends.

[Curriculum Guide](#)

This resource is key to understanding our overall academic program. Please refer to it for information about courses and graduation requirements.

[New Family Resources](#)

For further information that is helpful to those new to our community, this website is a strong resource.