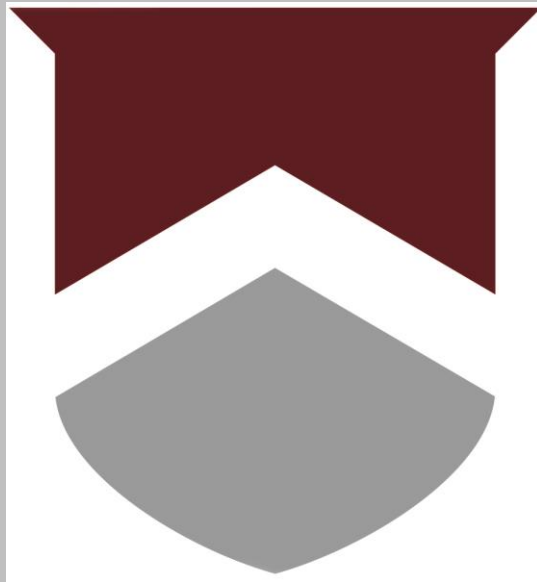


LOWER SCHOOL
STUDENT/PARENT
HANDBOOK



STUDENT/PARENT HANDBOOK

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DISCLAIMER

THE CONTENTS OF THIS HANDBOOK ARE PRESENTED AS AN OVERVIEW AND GUIDELINES OF THE CURRENT POLICIES AND PROCEDURES OF THE PORTER-GAUD LOWER SCHOOL ("PORTER-GAUD"). THE POLICIES AND PROCEDURES SET FORTH IN THIS HANDBOOK REPLACE ALL PRIOR INCONSISTENT POLICIES, WRITTEN AND ORAL. FROM TIME TO TIME IT WILL BE NECESSARY FOR PORTER-GAUD TO CHANGE, DELETE OR ADD TO THIS HANDBOOK.

THIS HANDBOOK IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT INTENDED TO CREATE, AND IT DOES NOT CREATE, A CONTRACT BETWEEN YOU AND PORTER-GAUD. NOTHING IN THIS HANDBOOK BINDS PORTER-GAUD TO ANY SPECIFIC PROCEDURES, POLICIES OR PRIVILEGES.

PORTER-GAUD LOWER SCHOOL ADMINISTRATION

Head of the Lower School – Mrs. Julie Ellison
Dean of the Lower School – Mrs. Brannen Greenslade
Administrative Assistant – Mrs. Anna McCubrey
Receptionist – Latisha Hendrey

PORTER-GAUD SCHOOL DEPARTMENT HEADS

English – Dr. Aaron Lehman
Computer – Mr. Douglas “Doug” M. Bergman
Fine Arts – Ms. Ashley Stock
History – Mr. Paul M. Baran
Mathematics – Ms. Vanessa Carson
Physical Education – Mr. Ricky Tillman
Religion – The Rev. Dr. Charles Echols
Science – Mr. Kael Martin
World Languages – Ms. Gretchen Batalis
Middle School Athletic Director – Mr. Al Wilson

LOWER SCHOOL FACULTY AND STAFF

<u>HOMEROOM TEACHERS</u>	<u>READING AND MATH TEACHERS</u>
<u>1st Grade</u> Mrs. Leigh Wey Mrs. Heather Kaiser Mrs. Mary Rob Coupland Mrs. Meghan Millican	Mrs. Terra Burke –Reading Mrs. Sarah Holley – Reading and Math Mrs. Meredith Sallee
<u>2nd Grade</u> Ms. Kelly Roth Mrs. Haley Cantey Ms. Ashlyn Mussa Ms. Lisa Kent	<u>READING SPECIALIST</u> Mrs. Dianna Belliveau <u>MATH SPECIALIST</u> Mrs. Katie Donahue <u>SPECIAL AREA TEACHERS</u>
<u>3rd Grade</u> Mr. Will Schmieding Mrs. Marie Renton Mrs. Ilyssa Rorick Ms. Campbell Howayeck	<u>PE</u> Ms. Marcia Engelhardt Mr. Cameron Brown <u>Art</u> Ms. Amy Stiglic Mrs. Sarah Holley <u>Music</u> Mrs. Andrea Roule Mr. Todd Monsell <u>Spanish</u> Mrs. Gretel Salcedo-Fuentes <u>Chinese</u> Mrs. Fei Xu <u>Library</u> Joanne Benson
<u>4th Grade</u> Mrs. Stacy Boccabella Mrs. Andrea Kozyrski Mr. Matt van Wingen Mrs. Amanda Thomas	

PHILOSOPHY, ORGANIZATION AND OVERALL EXPECTATIONS

THE PORTER-GAUD SCHOOL CREST



The two miters in the upper left portion of the seal represent the two Episcopal Church dioceses which have done so much to foster the growth and development of the School.

The wreath in the lower portion represents honor and achievement, while the scroll and torch in the upper right hand corner stand for knowledge. From these symbols is derived the school's motto, **FIDES, HONOR, SCIENTIA** (faith, honor, knowledge). In the center of the seal is the fleur-de-lis adopted as the royal emblem of France by Charles V in 1376. Here it symbolizes the unity of the three schools which were combined to form Porter-Gaud.

PORTER-GAUD ALMA MATER

Above the grand old oaks by the Ashley
Stands a tow'r in wisdom, our guide,
Ringing, reaching to us, her congregation,
Our teacher, our mentor, our pride.

The memories of youth that we cherish,
Of the halls where the anthems resound,
Times gone by will call us here together,
A family, through our love we are bound.

Porter-Gaud, we stand and salute thee.
By the cross fly the banners of garnet and gray
A pillar of knowledge, of honor, and truth.
In our hearts your memory will stay – Porter-
Gaud!

CYCLONES

School Colors: Garnet and
Grey

School Mascot: Cyclone

PORTER-GAUD MISSION STATEMENT

(Revised by Board of Trustees, 2007)

*Porter-Gaud School is an Episcopal, coeducational, independent,
college-preparatory day school with a diverse student body.*

*We acknowledge the sovereignty of God, recognize the worth of the individual, and seek to cultivate
a School community that endows its citizens with a foundation of moral and ethical character and
intellect.*

*Porter-Gaud fosters a challenging academic environment that
honors excellence in teaching and learning,
respects differences,
expects honesty, and
applauds achievement.*

*The School strives to create an environment
that nurtures and protects what we value most in our children:
their faith,
their curiosity,
their talents,
their integrity,
their humanity, and
their dreams.*

NON-DISCRIMINATION STATEMENT

Porter-Gaud School admits students without regard to race, sexual orientation, gender, gender identity, gender expression, color, age, national origin (including English Language Learners), ethnic origin, or religion to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, age, gender, sexual orientation, gender identity, gender expression, national origin (including English Language Learners), ethnic origin, or religion in administration of its educational policies, tuition assistance programs, athletic and other administered programs.

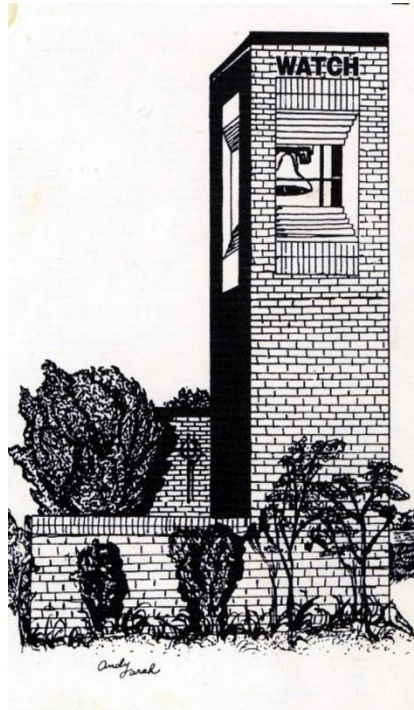
WORDS
ACTIONS
THOUGHTS
CHARACTER
HABITS

A History of WATCH

Like most stories passed down over years, there are several versions of how these came to be “WATCH WORDS” here at Porter-Gaud. Our archivist, Ralph Nordlund, tells us that around the turn of the twentieth century, a minister visited the campus to deliver a sermon to the boys of Porter Military Academy and took notice of the Porter Family crest that the boys wore on their uniform. At the bottom of that crest was the word “WATCH,” and from it, the minister built an anagram to highlight the message he wanted the PMA boys to hear that day. His text was from II Timothy, “*But WATCH thou in all things . . .*”

This symbol and that minister’s words endure today as a reminder of our mission to cultivate a School community which helps its students build a “foundation of moral and ethical character and intellect.” We support our students in developing productive habits in their thoughts, words, and actions which will develop the strength of character necessary for thoughtful lives of purpose and service.

Laying a Foundation...



“Nothing great was ever achieved without enthusiasm ”.
- Ralph Waldo Emerson

HONESTY AND THE HONOR SYSTEM

Porter-Gaud School affirms the importance of honor in a civilized society. Being honest with oneself and with all others is essential in building the relationships of trust that are the core of a healthy school community. The Honor Code of the Porter-Gaud School seeks to instill in students an active regard for the standards of personal integrity, trust and responsibility to both community and self. The idea that no one should lie, cheat, or steal is an essential expectation of this school and the individuals who attend it. The Honor Code includes but is not limited to the following:

I. LYING/DECEIVING/ OMISSION

Intentionally deceiving, omitting, or lying to instructors, staff members, or administrators about any school business, including giving or “lending” one’s athletic pass to anyone else or using someone else’s pass; Not turning in your phone as you enter each school day.

II. CHEATING

- A. The giving and/or receiving of visual, oral or written assistance during a test or examination without the knowledge and expressed consent of the instructor;
- B. Talking to any student who has not yet taken the test or exam about information on the test, or the use of this information by a student, all without the knowledge and expressed consent of the instructor concerned;
- C. The passing of completed workbooks, tests or written assignments to another student or the use of these materials by another student except with the permission of the instructor;
- D. During a quiz, test or examination, the use or possession of unauthorized material;
- E. The copying at any time of another student’s homework or knowingly allowing one’s own homework to be copied, except with the permission of the instructor;

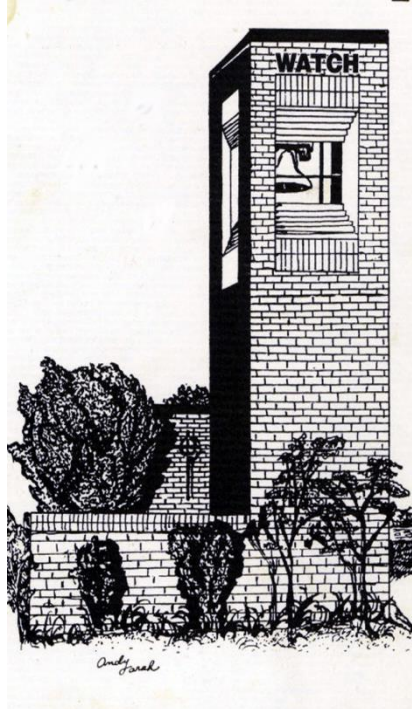
III. STEALING

- A. The stealing of any Porter-Gaud property or property of the faculty, administrators, students, or visitors to Porter-Gaud School, including **taking books, lunches, or any other materials from another person’s locker without permission;**
- B. The stealing of any property of any other school, or of the faculty, administrators, staff or students at that school or visitors to the school while at that school as a part or member of any team, club or organization representing Porter-Gaud School;
- C. Stealing while representing Porter-Gaud in any official capacity.

Reported violations of the Honor Code by Lower School students are handled by the Dean of Lower School and Head of Lower School except as otherwise noted in this Handbook.

ANY QUESTION OF INTERPRETATION OF THIS HONOR SYSTEM SHALL BE DIRECTED TO THE HEAD OF LOWER SCHOOL. ATTENDANCE AT PORTER-GAUD INDICATES WILLINGNESS TO COMPLY WITH THE HONOR CODE.

Learning Together...



***“Learning is not attained by chance. It must be sought for with ardor
and attended to with diligence.”
- Abigail Adams***

ACADEMIC POLICIES & REQUIREMENTS

Academic Expectations

Materials used in all courses at Porter-Gaud School are on or above grade level beginning in First Grade. Each student is expected to complete classroom and homework assignments in a timely manner and to maintain an acceptable level of achievement. Where accommodation is requested in an effort to meet the learning needs of a student and the School has on file a current and appropriate educational evaluation, the School is willing to consider and make such reasonable modification of policies, practices, and procedures as would not fundamentally alter the nature of the academic program provided by Porter-Gaud School or present an undue burden. Such modifications may be provided by the Learning Services Department and the learning specialists. Students are, however, required to take and successfully complete specific courses in order to be promoted through the Lower School. Given the above, if the School determines it cannot successfully meet the needs of any student or recognizes that Porter-Gaud School is not the appropriate educational situation for the student, it may recommend or require placement elsewhere.

The ultimate goal of any school, educator, or parent is to make learning irresistible for those in our charge, helping students to become independent, responsible life-long learners. The best foundation for success in this area is laid when adults serve as role models by reading widely, listening thoughtfully, and expressing the joy and surprise that often comes when we discover the unexpected.

Porter-Gaud expects its students to

- Take appropriate academic risks which will encourage the student to stretch beyond demonstrated capabilities.
- Develop day-to-day habits which will lead to academic success, curiosity, self-motivation, and responsible actions.
- Think critically and analytically, and communicate ideas effectively.
- Develop the ability to work cooperatively and collaboratively with others.
- Respect the human differences which enrich the learning process.

Learning Services

Porter-Gaud offers a Learning Services Program to students who have been granted accommodations by the School for a specific Learning Disability and/or ADHD. The goal of the Learning Services Program is to complement the academic support given to our students by their teachers and advisors. Admission to the program is based on a psychoeducational evaluation, including a specific diagnosis, using DSM-IV criteria. The Learning Specialist remediates learning interferences, teaches academic strategies, and monitors organizational skills of students in the program. In doing this, we help students maximize their academic potential and keep pace with demands of Porter-Gaud's rigorous curriculum. A psychoeducational evaluation must be on file with the Learning Specialist in order for the student to be considered for services. Accommodations must not fundamentally alter the nature of the academic program (including graduation requirements) of Porter-Gaud School or present an undue burden. Accommodations are facilitated by the Learning Specialist; however, as the School determines appropriate, it may recommend or require placement elsewhere.

Educational Evaluations

Parents who wish to have teachers complete questionnaires for education evaluations, etc. are to go through the Learning Specialist who knows the school policy regarding completion of forms. Teachers are always willing to cooperate but accept forms only from the Learning Specialist. All completed forms are mailed to the professional making the request.

Homework

Homework is assigned to reinforce what has been taught in class by giving additional practice or to serve as a springboard for class work or class discussion. For whatever reason homework is given, the School expects it to be done.

NOTE: Students are not permitted to call home to have homework, notebooks, supplies, etc. brought to them.

Homework Assignments For Absent Students

Homework assignments for students who are absent are brought to the Lower School Office at the END OF THE SCHOOL DAY. A parent may request a student to pick up the assignments at the end of the day. If an absent student is too ill to do homework, (s)he is given adequate time, generally one day for each sick day, to make up the assignments after returning to school.

Extra Help

Every teacher is available to give students extra help as needed. Parents should contact teacher directly to schedule the extra help. When scheduling extra help, the teacher should be contacted at least one day in advance.

Tutoring

If after taking advantage of Extra Help offered by a subject area teacher, you believe that your child needs additional tutoring to support grade level progress, please discuss this with your child's teacher. In order for the tutoring to be effective, the tutor and the subject area teacher should be in close contact with one another. If a parent requests or a faculty member recommends tutoring because Extra Help is not meeting the needs of the student, tutoring can be provided through the Porter-Gaud Lyceum. The parent can make arrangements through the Lyceum by emailing lyceum@portergaud.edu. A parent can also reach out to a specific Lower School teacher with whom they would like to work to arrange for individual tutoring.

Parent Conferences

Whenever a parent wishes to have a conference with his/her child's teacher(s), he/she should contact the instructor or homeroom teacher through the school to arrange the conference. Similarly, an instructor or homeroom teacher may contact parents to arrange a needed conference at school to discuss a child's progress. Each teacher through fourth grade holds two formal conferences with each homeroom student's parents during the year.

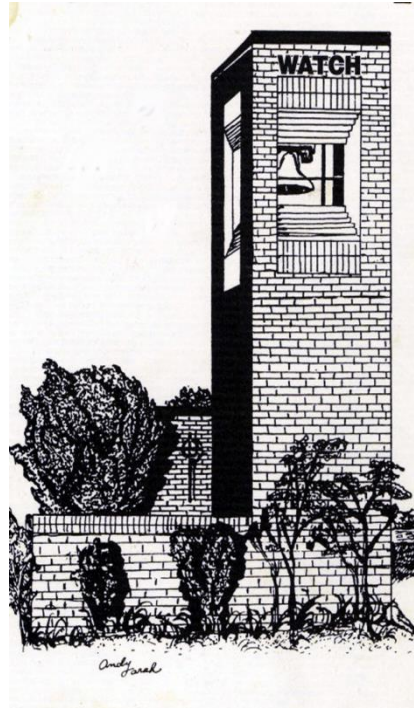
Mid-Term Reports and Report Cards

The school year is divided into two semesters, each approximately 18 weeks in length. Midway into the semester each student will receive a mid-term report, an evaluation of the student's work to date, at a parent teacher conference.

If requested in writing, mid-term reports, and report cards are mailed to the non-custodial parent.

NetClassroom: In the Lower School, NetClassroom is a web site used by parents to view report cards.

Living Together...



*"We cannot live only for ourselves. A thousand fibers connect us with our fellow men."
Herman Melville*

Behavioral Expectations

Recognizing that the process of education is enhanced by a safe and orderly environment, Porter-Gaud Lower School has a high standard for student behavior. A Porter-Gaud student values others, treating all people and property with dignity and respect.

Central to Porter-Gaud's mission is our belief that helping children understand the reason for and importance of behavioral expectations will create a safe and positive learning environment. The Lower School faculty, Lower School Dean, Lower School Counselor, and the Head of Lower School work together along with parents to help cultivate this understanding for all of our students. Teachers at all grade levels work with students to develop classroom rules and expectations and an understanding of the importance of such guidelines. Our Lower School community works together to ensure that these rules are followed and all students are able to learn and grow in an environment that is conducive to learning.

As adults working with young children, it is important that we view all behavioral expectations and issues that may arise through the lens of what is developmentally appropriate. Developmentally appropriate friendship issues will arise among students that do not necessarily rise to the level of discipline problems. Teachers work with students on a daily basis helping them navigate challenges. If any student's behavior affects the learning of other students or becomes repetitive in nature, the Lower School Counselor, Dean, and/or Head will be consulted. Consequences will be applied for students who participate in choices that negatively impact others. Consequences will be dependent on the behaviors. The goal of consequences will always be that students learn from challenging situations.

While each student's actions in his/her daily life reflect in some measure on the School, the School cannot be responsible for the consequences of behavior off campus related to social and non-school activities. To the extent, however, non-school related and/or social activity of a student impacts negatively on Porter-Gaud School, the School reserves the right to take such steps as it deems appropriate up to and including the power to dismiss or remove from enrollment, at any time.

If any issue is deemed as bullying, the bullying protocol will be followed. (See page 18 for the Bullying Protocol.)

If after interventions have been in place to assist a student in his/her efforts to meet specific behavioral expectations and the student continues to negatively impact the learning environment, we will talk with parents about how they and the school can support the student in his/her efforts at improving behavior.

As it is our duty to maintain a safe environment for all students, if a student's actions repeatedly place him/her (self) or others in unsafe situations, suspension and/or expulsion may result.

Suspension

The suspension of a student indicates a serious behavior problem has developed or a serious incident has occurred creating an unsafe environment for the student and/or others. A suspension in Lower School is the removal of a student from the classroom environment. A suspension can vary in duration and can be an "in school" suspension (a student remains in the LS office for an extended period of time) or an out of school suspension (the student is sent home). Parents will be notified in both cases of in school and out of school suspensions.

If expulsion is a consideration, the Head of School's Committee of Review will be convened (see below).

Head of School's Committee of Review

The Committee of Review serves as an advisory group to consider cases involving a student's potential expulsion. The Committee includes the Heads of the Lower, Middle and Upper Schools, the Dean, the Faculty Representative to the Head of School's Council and the student's faculty advisor. The appropriate division Head chairs the Committee. The Committee meets and reports to

the Head of School, who makes the final decision about disciplinary consequences for the case in question.

Expulsion

Expulsion is the final and most serious disciplinary consequence, and may be applied to the most serious or chronic violations of School rules and expectations. Depending upon the nature of the offense, a report of a serious disciplinary incident may go in a student's permanent file.

Porter-Gaud Bullying Policy and Protocol

South Carolina Department of Education Definition of Bullying:

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated [...] over time.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Students who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Retaliation: Any form of adverse action such as intimidation, reprisal, or harassment directed against a student who reports bullying or who provides information during an investigation of bullying.

Prevention:

Porter-Gaud students in grades 1-12 receive education on identifying bullying behavior, means of reporting concerns, and bystander education. Students learn to differentiate between rude behavior, mean behavior, and bullying behavior, and how to respond to all three types of conflict.

Reports:

Students subject to or who witness bullying are expected to report the matter orally or in writing to the counselor, dean, or head of the respective division. In addition, students who are subject to or witness to retaliation are expected to report the matter.

A parent of a student who is the target of bullying or otherwise has relevant information should promptly notify the counselor, dean, or head of the respective division. Please note the school urges students and parents not to make reports anonymously. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously. Students and parents are encouraged to bear in mind that the school takes its policy against retaliation seriously. Also, while the school cannot promise strict confidentiality, because information must be shared in order to conduct an effective investigation, the school releases information concerning complaints of bullying, cyber-bullying, and retaliation only on a legitimate need to know basis.

Responding to a Report:

1. Preliminary Considerations: The school determines what initial steps need to be taken to protect a student's well-being and the learning environment. Any student identified as a target of bullying will have a meeting with the counselor. Examples of potential protective measures include increased supervision, separation of peers to prevent further bullying or retaliation during an investigation, or notification sent to faculty to be aware of any concerning behaviors.

2. Notification to Parents: The parents of any student who is a potential target and the parents of any student who may have been accused of engaging in bullying behavior will be contacted promptly after a complaint has been made.

THIS IS NOT A CONTRACT.
2020-2021

3. Investigation: All reports will be studied further, which may include observations and interviews with the person who made the complaint, with the student who may have been the target, with the student against whom the complaint was made, and with any students, faculty, staff, or other persons who may otherwise have relevant information.
4. Resolution, Notification, and Follow up:
 - If the allegation of bullying has been substantiated, disciplinary consequences will be assigned. In addition to disciplinary consequences, students may be required to attend counseling. The goal of the process is to correct the situation, avoid repetition of the behavior, and prevent retaliation for reporting.
 - Parents of both the target and the student against whom the complaint was made are notified of the findings of the investigation. The Head will comply with applicable laws regarding the disclosure of confidential information when informing students and parents. Please note specific disciplinary consequences will not be shared with the parents of the targeted student.
 - The counselor, dean, or head will conduct follow up conversations with students to inquire as to whether there have been any further incidents.
 - The Division Head will keep a file on all reports of bullying or retaliation, the investigation, and any actions taken in response to a finding of bullying or retaliation.

Cyberbullying

Porter-Gaud School provides computers and iPads as tools to enhance our students' education. The school's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment of any kind. All forms of harassment over the Internet, commonly referred to as cyberbullying, are unacceptable and viewed as a violation of this policy and Porter-Gaud's acceptable use policy and procedures.

Malicious use of Porter-Gaud's computer system is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other associated behaviors are expressly prohibited.

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and/or hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

In situations in which the cyberbullying originated from a non-school computer or device, on campus or off campus, and brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of the school.

Disciplinary action may include: the loss of computer privileges, administrative detention, suspension, or expulsion for verified perpetrators of cyberbullying.

DAILY EXPECTATIONS, PROCEDURES AND POLICIES

Start of Class Day

Students should be on campus by 7:45 each morning. School begins promptly at 7:50am, and a student who arrives after that time is considered late.

Dress Expectations and Guidelines

Boys and girls are expected to arrive at school neatly dressed in the Porter-Gaud School uniform. The dress code is in effect until 3:10 pm. The hair style for all students should be clean, neat and well groomed. Hats are not to be worn. For all students, unnatural coloration of hair is not acceptable. The uniform guidelines are provided in Appendix B. Cooperation is expected and greatly appreciated.

Attendance

Since academic excellence is a top priority for Porter-Gaud, attendance must be a top priority for its faculty, students, and parents. While circumstances may mandate that a student must miss classes, every effort should be made to minimize absences. We ask that parents, our most important partners in teaching our children, schedule appointments, outside obligations, and family trips when school is not in session so that valuable class time is not missed.

A parent is expected to communicate with the school through the School Dismissal Manager by 8:30 am on any day a student is absent.

Once a student arrives on the school grounds, he/she may not leave before dismissal time unless s(he) is checked out through the office by a parent or guardian.

Anticipated Absences

Parents are urged to schedule all vacations, trips and other planned absences around the published school calendar in order to avoid placing a hardship on themselves, their children, and the faculty. Absences for anything other than illness, family emergency, medical appointments, or religious holidays must be approved by the Head of the Lower School prior to the absence.

Any absences not related to illness, medical appointment, family emergency, or religious holidays are considered planned absences. In the event of such an absence, please complete the “planned absence form” (Appendix A) Turn this form into the Lower School office at least one week prior to the absence. Teachers work with students and parents to provide assignments whenever possible. Recognizing that some assignments may not be available prior to departure, the student and teachers involved are to set up a time line for completion upon the student’s return. Please note that absent students may miss activities that cannot be completed outside the classroom; therefore, we strongly discourage absences while school is in session.

Anticipated absences must be recorded by parent in the School Dismissal Manager.

Excessive Absences

Students are expected to attend all classes on a regular basis. Students may not be permitted to miss more than 20% of the school year (excluding field trips) without jeopardizing their promotion to the next grade level. The Student Support Team (SST) will review each student’s academic status should a student approach the 20% absence rate. The team may recommend or require tutoring, remedial work, or may require the student to repeat their current grade level.

If a student accrues an excessive number of absences during the school year a meeting is scheduled with the parents, teacher, Lower School Dean and/or the Head of the Lower School to determine what, if any, extenuating circumstances apply and to develop a plan to improve attendance.

Tardiness: A student who arrives late is to sign in at the Lower School office to have his/her name removed from the absentee list. It is not necessary for a parent to accompany the child to the office.

- If a student receives 7 tardies, he/she will receive a tardiness reflection from the Lower School Dean. This must be completed by the parent and the child and returned to the Lower School Dean the following morning.
- If a student is tardy 12 times within a given semester, the student will be required to attend an early morning detention (7:15am) and the parent must meet with the Lower School Dean at that time.
- If a family does not show up for detention or tardiness continues to be a problem, the following steps will be taken:
 - The family will receive a letter from the Head of School explaining the School's perspective on the situation
 - Reenrollment may not be offered for the following school year
 - Possible dismissal

The days a child is absent or tardy are recorded on his/her report card.

Supervision of Students

Teachers are officially on duty from 7:30 am until 3:15 pm. If a child has not been picked up by 3:15pm (note: 3:30pm for students riding with Middle and/or Upper School carpools), he/she is placed in the Extended Day program and parents are billed accordingly. Remember also that there is no teacher or staff supervision of students during athletic contests, plays, concerts, etc.

Morning Drop Off

1. All Lower School carpool traffic is to go through the stadium lot to access Albemarle Road.
2. All carpool traffic must enter via the access road between the grass field and the parking lot.
3. Drive all the way to the first available spot in carpool loop (or all the way to the end of the carpool loop if you are the first person to arrive) and THEN unload. Unloading begins when teachers arrive at carpool at 7:30am.
4. "Cue" your carpool riders to have book bags packed and ready to unload.

Afternoon Pick Up

1. All afternoon pick-up information must be communicated with school through the School Dismissal Manager.
 2. All Lower School carpool traffic is to go through the stadium lot to access Albemarle Road.
 3. All carpool traffic must enter the access road between the grass field and parking lot.
 4. Have your carpool sign visible from the time you enter the access road until the time you leave the access road in the **FRONT** window of your car.
 5. Drive all the way to the first available spot in the carpool loop.
 6. Students may be picked up at the Upper/ Middle School carpool area in front of the Science and Technology building.
 7. **At approximately 3:15p.m. (3:30 for those in Upper/Middle school carpool)** all remaining students will be placed in the Extended Day program, and payment will be due at pickup.
- ❖ **Any parent who is unable to wait in the carpool line but needs to get their child before 3:15 must pickup their child before 2:45. This parent must park in the Lower School parking lot and come into the Lower School office to sign their child out. Any early pick-ups must be communicated to school through School Dismissal Manager.**

Students are expected to observe the following rules:

1. Students are to go directly to the Lower School carpool circle when their name is called.
2. Obey all instructions of the teachers on carpool duty. They are there to ensure your safety. Your cooperation is expected and appreciated.

Extended Day Program

Porter-Gaud offers an Extended Day program for students in grades 1-4. This service is available Monday through Friday 2:55-5:45 pm when school is in session for a full day. Drop-ins are welcome, but parents are asked to send a check to cover the cost. If a student is participating in the Porter-Gaud After School Program, special rates for Extended Day are available if payment is made in advance or provided the day of service. For further information, call Director of Auxiliary Programs at 843-402-4679.

Visitors On Campus

Parents or other visitors to the school must report to the office, sign in, and receive a visitor's badge. If a parent needs to bring an item to a child, the item needs to be brought to the office and school personnel will deliver the item to the classroom.

A guest may accompany a parent on campus at Chapel, at lunch, or to attend a school program to which parents are invited. A guest may not accompany a parent who has a duty as a volunteer (e.g. library aid, or trip chaperone). All guests must be accompanied by their host parent at all times while on campus.

We do not allow parents or guests to be on the playground with children during recess.

Communication with Non-Custodial Parents (in cases of divorce or separation)

Porter-Gaud's first obligation is to its students. Regardless of the relationship of parents to each other, we believe that a healthy partnership among the school and both parents is in the students' best interest. In cases of separation or divorce, we continue to communicate with both parents unless we are presented with a court order barring one parent from associating with his or her child. This means that both parents will receive report cards, interim reports, and general mailings, regardless of who is paying the bills. Each parent is granted access to the child(ren), to teachers, and to administrators. Such access is provided without notification to other parties. It is the responsibility of each parent to make sure the school has his or her current address, phone numbers, and email addresses. It is the parents' responsibility to provide to the Head of School's office all records of court decisions, and up-to-date contact information. Given the unique legal situation of each family, the school may make exceptions to this policy (e.g. to comply with a court order).

When an important issue necessitates short notice, we will attempt to reach both parents. The school wishes to stay out of marital conflicts and settlements; we ask parents not to pull teachers or administrators into the middle of such disputes. All attorneys must direct any questions or requests to the Head of School. Attorneys are not to have any direct contact with classroom teachers.

Some situations warrant calling or writing the custodial parent only. They include – but are not limited to – calls that a child is sick, routine classroom matters (field trips, homework assignments, special dress requirements, etc.), and special requests. We will use our judgment about which kinds of issues both parents want and need to know.

Food Allergy Guidelines

Porter-Gaud is committed to providing an inclusive and safe school environment for all students. The goal of these guidelines is to establish a framework for the health and wellness of students with food allergies in the school setting through prevention, education, and appropriate response to emergencies. We seek to provide and maintain allergy-awareness, create reasonable accommodations, allow for personal student advocacy, provide safe, nutritional support to all students, and establish a supportive and compassionate community.

Given the number of allergens, as well as the differing levels of risk relating to each student's allergic reaction, we need to make clear Porter Gaud cannot and does not guarantee an allergen-free environment. In addition, we cannot make any guarantee that food or other items coming into the school contains no allergens or were not processed in a facility that produces food

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2020-2021

containing the allergens. Although, we cannot anticipate every possible scenario, we will follow all medication and emergency plans as provided to the school and we will continue to keep outside food to a minimum. Porter-Gaud School can not guarantee that any outside food is allergen-free. With education and proper planning, we strive to reasonably accommodate our students' needs. **For any questions or to receive the school's comprehensive Food Allergy Guidelines, please contact the School Nurse or division deans.**

Lower School Guidelines

- Bake sales and outside food sales are prohibited as a source of fundraising.
- Only approved items from the snack list are allowed during school hours. This includes food items for snacks during morning snack time.
- No food can be brought in by parents for birthday celebrations. Each homeroom class has special ways of recognizing students on their birthday.
- All food brought into the classroom for class, grade level, and holiday parties will be coordinated by homeroom teachers and room parents. Lists of items needed for each party will be developed and shared with parents.

Parent Responsibilities:

- Provide written Food Allergy Action Plan signed by the student's physician (The Food Allergy & Anaphylaxis Emergency Care Plan will serve as the guide for treating anaphylaxis).
- Food Allergy Action Plans must be received by the first day of school.
- Provide emergency contact information via Porter-Gaud School system.
- Provide all necessary medication to treat a child's reaction and replace medications after use or upon expiration. Clearly label with the child's name. Medication to be kept at school should be dropped off before the first day.
- Contact the School Nurse to discuss your child's allergies and develop a plan that accommodates needs in school.
- Educate the child, as developmentally appropriate in the self-management of their food allergy including:
 - safe and unsafe food
 - strategies for avoiding exposure to unsafe food
 - symptoms of allergic reaction
 - how and when to tell an adult they may be having an allergy-related problem
 - not trading or sharing food with others
 - how to read food labels
- Review guidelines with the school staff, the child's physician, and the child (if developmentally appropriate) after a reaction has occurred.
- Collect any unused emergency medication kept in the Health Office within one week of the end of the school year.
- Ensure student, if in the Upper or Middle School divisions, carry their emergency medication on them at all times, including school trips and athletic events/practices.

Medication

It is recommended that all medications be given by parents/guardians as needed either before or after school hours. In the event medications must be administered during school hours, it is strictly limited to those students who follow Porter-Gaud School procedure outlined in Appendix F.

Requests For Teachers

We believe that the teachers' in-depth knowledge of each student in combination with their knowledge of fellow faculty members' styles and practices allows them to make the best class placement decisions for our students.

Throughout the placement process our teachers at each grade level along with our learning specialist and counselors, work in collaborative teams to ensure that each child is placed thoughtfully into their next year's homeroom class. The educational team takes into consideration social and emotional factors as well as learning and teaching styles when placing a child. The goal is to provide the absolute best learning environment for each individual student. Therefore, **we do not take parent requests for teachers.**

Cell Phones/Smart Watches

Due to the fact that many of our students in the Lower School now have cell phones, we must implement the school-wide policy related to all electronic devices. While Porter-Gaud acknowledges that many parents provide their children with cell phones as safety measures, these devices can be disruptive to the academic routine. They may not be visible or audible on campus during school hours. Violation of this rule will result in the confiscation of the phone by a teacher or administrator. For the first offense, students can come to the office at the end of the day and their phone will be returned to them. For subsequent offenses, parents will be called and will be required to come to school to retrieve the phone.

Because of their pairing with iPhones/Smart Phones, Apple watches and watches with similar capabilities have the ability to receive text messages which are very disruptive during class. Therefore, all watches must be disconnected from phones during the school day. If a child does receive a text message or another message on their watch, the watch will be confiscated until the end of the day. We discourage students from wearing these watches to school.

Prohibited Items

Tobacco, alcohol, illegal drugs, knives, firearms, fireworks and chewing gum are forbidden on campus. Skateboards, rollerblades, radios, electronic games, baseball cards, yo yos, etc. should not be brought to school unless a student is going home with a friend for the night or weekend. Such items should always be left in the office until the student leaves school. **ALL-TERRAIN VEHICLES, SKATEBOARDS, SKATES, ROLLER BLADES, ROLLER SKATES, MAY NOT BE RIDDEN ANYWHERE ON CAMPUS AT ANY TIME.**

Valuable items which are brought to school to show classmates should always be brought to the office for safekeeping after class. Do not leave valuables, especially money, in cubbies or book bags.

Library

The Lower School Library is open daily from 7:50am until 3:30pm. Classes come to the library on an "as needed" basis. Students can also come to the library to exchange books on an individual basis during Homeroom period in morning or by appointment.

Checkouts: Students may check out two books at a time unless, of course, extra books for a special assignment are needed. Grades 1 through 4 may keep books for two weeks with privilege of renewal

End of the Year: All Lower School Library books are due the Friday before the last full week of school.

Challenged Materials Procedure: If a member of the Porter-Gaud Community would like to challenge the placement of a book or other item in the school library collections or academic curriculum, he or she should follow this procedure:

1. Person(s) challenging the material should submit their request for reconsideration to the appropriate Division Head (US, MS, LS) by completing the Request for Reconsideration Form available in the student handbook.
2. The material in question along with the completed form will be submitted to a committee comprised of the Division Head, Academic Dean, Librarian, appropriate Department Chair and faculty member, Chaplain, and others as deemed appropriate by the committee for review. The committee will examine the material in light of both the principles of intellectual freedom and the school's mission statement, keeping in mind instructional goals when considering course materials.
3. The committee will share its decision with the Head of School.
4. A response in writing will be emailed to the person(s) submitting the complaint as soon as possible and not to exceed 30 days.
5. The appropriate faculty member and Department Chair will consider alternate materials and assignments for the student during the review period.

Chapel Services

Students in grades 1-4 attend Chapel every Wednesday at 12:00pm. Parents are always welcome to attend these worship services.

Student Conduct at Assembly Programs:

1. Enter the auditorium (or the assembly place) quietly and go directly to your seat. Please don't bring anything into the auditorium unless you are asked to do so.
2. Feet should be placed in front of you not in the seat and feet should not be placed on the back of the seat in front of you.
3. Be respectful by listening and keeping hands and feet to yourself.
4. When you stand, please hold the seat so that it does not make noise as it folds.
5. Show your appreciation for the program by applauding. Yelling, whistling, or making any other kinds of noise is inappropriate.
6. If you are asked to respond to a question by a show of hands, put your hand down when the speaker resumes talking.
7. If you are invited to ask or answer questions, raise your hand. When a student is called upon, all other hands should be lowered. The person asking or answering the question should stand up, speak loudly, and speak clearly.
8. If you find it absolutely necessary to leave the auditorium, choose your time carefully. Try not to leave when someone is speaking (praying included) or performing. Please leave quietly and re-enter quietly.
9. If you are given handouts, take them with you when you leave.
10. At the conclusion of a program, remain quiet until dismissed.

Snack Machines

Snack machines may not be used by Lower School students.

Skateboards/Scooter, Roller Blades, Roller Shoes and Bicycles

For reasons of safety for the riders and other students and pedestrians, skateboards, scooters, roller blades, and roller shoes are prohibited on campus. Students riding bicycles are encouraged to wear helmets and are to walk their bikes once they are on the main campus and when in a crosswalk. All roadway crossings should be made at designated areas as identified by the crosswalk locations. At no time, should bicycles be ridden inside the stadium complex or on any athletic field. When stored, bicycles should be placed in one of the bicycle racks located around the campus. At no time, should bicycles be chained or locked to fences, trees, shrubs, sign posts, light poles, or other structure except for a bicycle storage rack.

Lost and Found

It is advisable to put your child's name on his/her lunch box and in all articles of clothing that may be removed during the day and left in numerous places throughout the campus. **Use permanent marker.** Periodically during the year all unclaimed items are donated to a charitable organization.

Non-School Parties

No invitations to parties are to be given out at school by the student or parent unless every child in the class receives one.

Please encourage your child to be sensitive of other children's feelings by not discussing parties to which your child and some of his/her classmates have been invited. Often a young child cannot understand why he or she has not been included. If the invitation has been received via mail or a personal telephone call, assume that not all children have been invited. It is also best not to send birthday gifts to school for your child to take to the party unless you are sure every child has been invited.

If all students in the class are not invited (which we understand isn't always feasible), we ask that you make sure that one or two students of the same gender are not excluded. Please be sensitive to the fact that children can feel excluded with routines like carpool and bus transportation where it becomes obvious when students are not included in after school or weekend plans.

Extra Curricular Activities/Privileges

Note: If a student has in the past had academic difficulties, parents should consider limiting the number of activities in which the student is involved. The school also reserves the right to limit school activities for students in danger of failing a course.

Choirs

Students in grade 4 may join the boys' and girls' choirs which meet approximately two times a week during the school day.

Athletic Events

Students are issued a season pass for all home athletic events. The students are expected to present the pass for admission or he/she may be charged the regular admission price. Students who leave the athletic site are usually not readmitted. While attending football games, students should not go on the visitors' side.

Parents are reminded that the school does not have teachers or staff on duty to supervise students at events which take place after regular school hours. Parents are not to "drop off" children for football and basketball games or even for plays and concerts in Gwynette Hall. All Lower School students are to be with an individual who is responsible for that child's safety and security.

Spectator Conduct at Athletic Events

Porter-Gaud participates in the South Carolina Independent School Athletic Association and, as spectators, are expected to respect and follow the following code of conduct.

Section I: Athletes, coaches, and fans shall at all times conduct themselves in a reasonable and sportsmanlike manner, reflecting full and true credit to the school they represent.

Section II: An athlete, coach or fan is in violation of Section I upon committing any one or more of the following:

- A. By making any degrading remark about any official, coach, or athlete during or after a game, either on or off the field/floor of play

- B. By arguing with an official(s) or going through motions indicating dislike/disdain for a decision
- C. By making any degrading remarks or criticism of any official, coach, athlete, or school to any news media
- D. By using any foul, abusive, or profane language at any time
- E. By hitting, shoving, or striking any official, coach, athlete, or fan at any time (or attempting to do so)
- F. By being ejected from any contest
- G. By the use and/or display of alcoholic beverages, tobacco (including smokeless types), or other controlled substances at any SCISAA event
- H. By detaining an official following the contest to request a ruling of explanation of actions taken by the official

Field Trips

Educational trips are planned for classes during the year. Parents receive a notice which indicates the destination, departure time and return time, method of transportation, and other pertinent information. For **most** field trips school uniform is acceptable: **physical education attire is not acceptable** unless teachers have specifically instructed students to wear it; for some field trips, the dress uniform may be expected. Porter-Gaud School will require a background check on any person who, at the School's behest, comes into close and regular contact with our students. Field trips, whether day or overnight, need at least two chaperones, including at least one male and one female, unless otherwise approved by the Head of School.

If a permission slip signed by the parent or guardian is not returned to the school, the student will not be permitted to go with the group.

Parent chaperones will be asked to sign chaperone guidelines found in Appendix D prior to chaperoning a Lower School field trip.

Accident Insurance

An outside insurance agency currently provides each student with school time coverage. The premium is included in school fees. This coverage should be considered supplemental to your personal insurance coverage. In the event of an injury, written notice is to be submitted within 90 days from date of injury. Claims should be filed with your insurance carrier prior to filing under this policy. Parents have the responsibility for obtaining the proper forms from the nurse's office immediately following an accident. Any delay in submitting a claim could jeopardize payment. Questions about the limitations of this policy should be addressed to the business office.

Any student who incurs head or neck injuries and/or who is injured to the degree that a doctor's attention is needed may not return to PE classes, practice or to competition until written permission is given by a doctor. Porter-Gaud School further reserves the right not to permit a student to participate in athletic contests.

Student Fundraising

Porter-Gaud Lower School does not promote outside fund raising. Students may not bring to school any items to sell to fellow classmates or to teachers even though the proceeds may go to a worthy cause.

IMPORTANT SCHOOLWIDE POLICIES AND PROGRAMS

Program for Students Assistance/School Counselor

Porter-Gaud has implemented a non-disciplinary assistance program to provide prevention, early identification, intervention and referral services for students who are having emotional, academic or family difficulties, as well as those with alcohol or other drug abuse problems or eating disorders. Services include education, support groups, health assessments, consultations for students, parents, and faculty, and referral to appropriate professional services. Students may seek consultation or make inquiries about available services by contacting the School Counselor, Deen Wey, 843-402-4836

Accommodations for Students with Disabilities

Consistent with its policy prohibiting discrimination, Porter-Gaud is committed to ensuring that students with disabilities are provided with equal access to its programs. The School will provide accommodations and modifications to ensure a disabled student has equal access to the School's services, provided that they do not fundamentally alter the School's educational programs or Mission.

Requests for accommodations should be addressed to Julie Ellison, Head of Lower School (jellison@portergaud.edu).

When evaluating a request for an accommodation, Porter-Gaud will collect all information relevant to determine whether the School can appropriately meet the student's needs. This information may include, without limitation, aptitude and achievement tests, physicians' statements, teacher recommendations, and information regarding the student's physical condition, adaptive behavior, or social or cultural background. The School, in conjunction with the student's parents, will determine which educational strategies and accommodations can be implemented and will implement an individual plan with the student, parents, faculty, and administration, utilizing the accommodations available at Porter-Gaud.

Accommodations plans shall be reviewed and updated, if necessary, on a periodic basis. If it becomes evident that a student is not meeting the school's academic or behavioral expectations with the agreed support and modifications in place, then the parents will be advised that the student requires placement in a different educational setting which is fully appropriate to the particular needs of the child.

Code of Conduct Guidelines for Protecting Our Students

Our Code of Conduct (also found in Appendix E) outlines appropriate standards of behavior for all adults towards our students. The Code strives to protect students, reduce opportunities for abuse or harm to occur, and promote student safety and welfare in the Porter-Gaud School environment.

The following expectations of behaviors and boundaries are for all adults interacting with students within our School community. This includes all full-time and part-time employees, volunteer coaches, substitute teachers, Flick Dining personnel, student athletic trainers, tutors, bus drivers, chaperones for overnight field trips, after-school or summer camp program staff, parent/guardian volunteers, and any others who may be in close contact with our students at the School's behest.

If an adult breaches the Code of Conduct, Porter-Gaud may take disciplinary action, up to and including dismissal, as well as initiate a criminal investigation with the City of Charleston police department or the appropriate law enforcement agency.

Appropriate Interactions

- Behave as positive role models to students.
- Promote the safety, welfare, and well being of our students.
- Be vigilant and proactive with regard to student safety and student protection issues.
- Comply with the guidelines published in the student protection code of conduct.

- Provide age-appropriate supervision for students.
- Interact with students in positive, observable and interruptible situations. At no time may an adult be alone (1:1) with a student in an isolated or unobservable environment.
- Use positive techniques of guidance including praise, encouragement and acknowledgment, as well as positive reinforcement with all students.
- Ask permission to touch a student for necessary purposes. Respect a student's rights not to be touched in ways that make him/her feel uncomfortable.
- Use appropriate touch including pats on the back, side hugs, handshakes, and high-fives.
- Respond to students with respect and consideration, warmth and kindness.
- Photographing students for professional use - including in emails to parents, division blogs, documenting classroom activity, etc. Photography to be used by Admission office, external School marketing, on Porter-Gaud website and social media channels will be reviewed, approved by, or secured by Porter-Gaud Communications Department.
- Use public applications, School email, or social media platforms (i.e. Remind app) to contact groups of students or parents, and/or include another adult, faculty member, or student in the communication chain.

Inappropriate Interactions

- Isolated or one-on-one interactions with a student that cannot be observed or interrupted by others (example: locked door).
- Use of profanity.
- Show favoritism or preferred treatment to individual children.
- Contact such as frontal hugging or patting buttocks.
- Private or 1:1 interactions via personal email, personal cell phones, social media, applications, computers, or other electronic communication - this includes texting.
- Photographing individual children for personal use.

Prohibited Interactions

- Risqué or inappropriate jokes.
- Sharing intimate details of personal lives with students.
- Touching of personal areas (i.e. face, mouth, legs, breasts, stomach or genitals).
- Actions or speech that discriminates, humiliates, threatens, ridicules, degrades, or frightens any person or group of people on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.
- Any form of corporal punishment.
- Showing intimate, romantic, or sexual displays of affection towards any student.
- Viewing pornography or involving students in pornography.

Non Sex-Based Harassment / Abuse

I. Harassment

Porter-Gaud is committed to the goal of providing an environment free of harassment or abuse of any kind. Sexual harassment and harassment based on gender, age, race, color, religion, national origin or disability are prohibited as defined by law and contradictory to the school's policy and philosophy. The Uniformed Services Employment and Reemployment Rights Act ("USERRA") also provides certain protected status rights arising from past or present membership or obligation to serve in the uniformed services under circumstances provided by the Act. Inherent in Porter-Gaud's belief in respect for the individual is the principle that every individual, including each student, teacher or member of staff/administration, is due appropriate respect and freedom from harassment in any form. Therefore, harassment as defined in this policy may or may not be based upon a legally protected status. As to students, abuse, as defined below, may or may not overlap with harassment; additional legal protections

and requirements are provided under state law. **All forms of harassment and abuse as defined below, in or affecting the school environment to the extent it acts to create a hostile or harassing environment, are specifically prohibited.**

II. Prohibited Harassment and Abuse

a. Definitions

The definitions are interpreted and applied by the School consistent with applicable law as well as accepted standards of mature behavior.

III. Harassment Based on Legally Protected Status

- a) Non Sex-Based Harassment: Non Sex-Based Harassment is defined consistent with the law to include conduct which has the purpose or effect of unreasonably interfering with a person's academic/school related or job performance or of creating or, for the School's purposes, tending to create, an intimidating, hostile, or offensive school or work environment on the basis of a person's legally protected status other than sex or gender, i.e. race, age, color, religion, national origin, disability and/or military service or obligation.
- b) Non Sex-Based Harassment: For purposes of this policy, the following are examples of prohibited non sex-based and other protected status harassment as defined above. Harassing or offensive conduct in the school/academic environment or workplace, whether committed by regular members of Porter-Gaud's community (including students, faculty, staff, administrators) or third parties (e.g., parents, guests, vendors) in school related settings may include, but is not limited to:
- Unwelcome requests for favors based upon stereotypes of race, color, religion, sex, gender, national origin, protected age, disability and/or military service/obligation;
 - Unwanted physical contact, including touching, pinching or brushing the body;
 - Verbal harassment, epithets; slurs; negative stereotyping (including "jokes"); or threatening, intimidating or hostile acts which relate to race, color, religion, gender, national origin, protected age, disability and/or military service/obligation;
 - Non-verbal conduct, such as written or graphic material (including communications by computers) that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, protected age, disability and/or military service/obligation and that is placed on walls, bulletin boards, or elsewhere on Porter-Gaud's premises, or that is circulated in and affects the school community via e-mail, internet posting or otherwise; and
 - Acts of physical aggression, intimidation, hostility, threats, or unequal treatment based upon race, color, religion, gender, national origin, protected age or disability and/or military service/obligation.

- IV. Non-Protected Status Harassment: For Porter-Gaud's purposes, prohibited harassment in the academic environment not necessarily based on protected status may be defined as follows: any harassing behavior in the academic/school environment, either verbal or non-verbal, where such behavior threatens a student's or an employee's safety and/or traumatizes the student or employee to a point that the student's or employee's performance in the academic/school environment or work environment is significantly affected.

- V. Abuse: Porter-Gaud prohibits and is committed to the prevention of any form of abuse, including physical, sexual, or psychological abuse. For Porter-Gaud purposes, the term "abuse" can refer to any incident where any individual, adult or child, engages in conduct that harms or substantially threatens

the physical, sexual or psychological well-being of any student. Such abuse can be sub-divided into three areas:

- (1) physical abuse: non-accidental physical injury and/or extreme and/or repeated failure on the part of the caretaker to meet the child's physical needs;
- (2) psychological abuse: extreme and/or repeated conduct which is inhumane or otherwise unconscionable;
- (3) sexual abuse: sexual involvement between a child and an individual who has greater knowledge, authority, power or resources.

VI. Reporting Duties for All Types of Harassment and/or Abuse: Any student or employee who believes that a Faculty member's, Administrator's, school employee's, nonemployee's or fellow student's actions or words constitute illegal discrimination, harassment or abuse toward himself/herself or another has a responsibility to report the situation immediately to the Head of School, or in the case of the Head of School's absence, conflict or other concern, to the Dean, School Counselor, Head of Lower School[s] or other administrator and, for students, any School teacher. Parents/guardians are welcomed to assist with this responsibility by reporting with their student, as appropriate. In the case of conflict, a report of harassment may also be made to the Board Chair. Thereafter, you may be asked to submit a written description to the Head of School. Reporting Responsibilities are detailed in the handbook section entitled "Reporting Responsibilities, Investigation and Complaint Resolution for Protected Status Discrimination and/or Harassment/Abuse." In the case of child sexual abuse, individuals are also expected to make a report with the Title IX Coordinator, in accordance with the procedures outlined in the Sexual Misconduct Policy and Complaint Procedure.

VII. Additional Duty in Reporting Non-School Related Child Abuse

Porter-Gaud strives to abide by South Carolina law, which dictates requirements for reporting child neglect or abuse, even when it occurs outside the School. South Carolina law requires that any physician, nurse, dentist, optometrist, medical examiner or coroner or an employee of a county medical examiner's or coroner's office or any other medical, emergency medical services, mental health, or allied health professional, member of the clergy, including Christian Science Practitioner or religious healer, school teacher, counselor, Head of Lower School, Dean of Lower School, social or public assistance worker, substance abuse treatment staff, or childcare worker in any child care center or foster care facility, police or law enforcement officer, undertaker, funeral home director or employee of a funeral home, persons responsible for processing of films, computer technician, or any judge who has reasonable cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect as defined by state law is to immediately report it to the local DSS or other proper law enforcement agency. S.C. Code §20-7-510.

The state law definition of child abuse and neglect is specific and detailed. A faculty or staff member who suspects or has any concern regarding child abuse or neglect is expected to report this information promptly to the Head of School, the Dean, School Counselor or any Division Head, who will assist in determining its duty and, if determined appropriate, assist in contacting the proper authorities.

A Faculty member or Administrator who has reason to suspect abuse or neglect and fails to report it is subject to prosecution; however, the person making the report based on valid suspicion and concern is protected by law from both civil and criminal retaliation.

VIII. Cooperation:

All school employees, students, and/or parents/guardians are expected to fully cooperate as requested in any investigation. If Porter-Gaud determines that anyone involved in the investigation has intentionally withheld information or provided false information at any time, appropriate action may be taken.

IX. No Retaliation:

Retaliation against any student or employee for filing a complaint, participating in or cooperating with an investigation is strictly prohibited. Porter-Gaud does not tolerate adverse treatment of employees or students because they report any harassment or abuse or provide information related to such complaints. After a report, Porter-Gaud may make follow up inquiries to determine that any prohibited activity has in fact ended and retaliation has not occurred.

X. Complaint and Investigation of All Types of Harassment and/or School Related Abuse:

A complaint of alleged protected status harassment (including sexual/gender harassment) or student and/or school related abuse with all appropriate times, places, and dates should be submitted to the Head of School or, in his/her absence, unavailability or in case of other concern, to the Dean, School Counselor, Head of Lower School[s] or other administrator, and, for students, any School teacher. In the case of conflict or other concern regarding reporting to the Head of School, such report may also be submitted to the Board Chair. The complaint may be made by anyone involved, including the student, his/her parents/guardian or eyewitnesses, including teachers, parents or students. The complaint and investigation procedure is detailed in this Handbook in the section entitled "Reporting Responsibilities, Investigation and Complaint Resolution for Protected Status Discrimination and/or Harassment/Abuse."

XI. Confidentiality/Reporting

Information provided is kept as confidential as possible in keeping with an investigation that is as thorough as the School determines necessary and appropriate to the charge. Additionally, once a complaint of school related abuse or harassment has been filed, the Head of School or the designee may periodically keep the accuser, the accused, the reporting party and Board Chair informed as the investigation and decision processes unfold and of the ultimate resolution and/or action to be taken. In all cases, the Head of School or the Board designee may also keep other concerned persons informed. See also "Reporting Responsibilities, Investigation and Complaint Resolution for Protected Status Discrimination and/or Harassment/Abuse."

XII. Discipline and/or Corrective/Responsive Action for Non Sex-Based Harassment and/or School Related Abuse:

Complaints Involving Students:

Porter-Gaud, at its discretion, may suspend or otherwise separate from regular classes any student accused or suspected of harassment or abuse as defined herein. The circumstances may be promptly investigated by the School and/or appropriate law enforcement agencies. Any student determined by investigation and at the sole discretion of Porter-Gaud to have participated in any form of harassment, abuse or otherwise inappropriate behavior is subject to discipline and/or corrective/responsive action, up to and including immediate expulsion. Other disciplinary and/or corrective /responsive action may include, but is not limited to, training, referral to counseling and/or corrective action such as a warning, reprimand, suspension, detention, transfer, community service and/or other requirements and/or penalties. Ongoing civil or criminal charges, pleas or other court related action will not impede Porter-Gaud from making an independent determination to the extent it determines it has sufficient information to take such action as it deems appropriate.

Complaints Involving School Employees:

At any time following notice of a complaint, Porter-Gaud, at its sole discretion, may suspend with or without pay any school employee accused or suspected of abuse or harassment as defined herein. The

circumstances may be promptly investigated by the Head of School and/or appropriate law enforcement agencies. Any school employee determined by its investigation and at the sole discretion of Porter-Gaud to have participated in any form of abuse, harassment, or otherwise inappropriate behavior is subject to discipline, up to and including immediate termination. Other disciplinary and/or corrective/responsive action may include, but is not limited to, training, referral to counseling and/or corrective action such as a warning, reprimand, suspension, transfer, demotion, removal of responsibility and related pay, community service and/or other requirements and/or penalties. Ongoing civil or criminal charges, pleas or other court related action will not impede Porter-Gaud from making an independent determination to the extent it determines it has sufficient information to take such action as it deems appropriate.

REPORTING RESPONSIBILITIES, INVESTIGATION AND COMPLAINT RESOLUTION FOR NON SEX-BASED DISCRIMINATION AND/OR HARASSMENT/ABUSE

Reporting Duties for All Types of Discrimination, Harassment and/or Abuse:

Any student or employee who believes that a Faculty member's, Administrator's, school employee's, nonemployee's or fellow student's actions or words constitute non sex-based discrimination, harassment or abuse toward himself/herself or toward another has a responsibility to report the situation immediately to the Head of School, or in his/her absence, unavailability or in case of other concern, to the Dean, School Counselor, Head of Lower School[s] or other administrator and, for students, any School teacher. Parents/guardians are welcomed to assist with this responsibility by reporting with their student, as appropriate. In the case of conflict or other concern regarding reporting to the Head of School, a report of such discrimination, harassment or abuse may also be made to the Board Chair. Thereafter, you may be asked to submit a written description to the Head of School or a Board designee, as applicable. This reporting responsibility specifically includes the Dean, counselors, Head of Lower School, the Chaplain, teachers, staff and any other administrator or supervisor or those in positions of authority to whom such a report may be made. These individuals are to directly report any such concerns reported or expressed to them directly to the Head of School or in his/her absence or conflict, to the Board Chair.

Porter-Gaud understands that such reporting may be embarrassing and makes every effort to handle the matter with sensitivity and discretion. Timeliness of reporting is extremely important; it may allow for a more complete investigation and better resolution and/or preventive measures.

Please note also that faculty members and other members of administration or staff receiving reports or complaints of behavioral issues (teasing, bullying, etc.) from students or their families should notify the appropriate Head of Lower School of the complaint so that any pattern might be better recognized.

Complaint and Investigation of Non Sex-Based Discrimination, All Types of Harassment and/or School Related Abuse:

A complaint or report of non sex-based protected status discrimination, harassment and/or abuse may be made by anyone involved, including a student, his/her parents/guardian, faculty, staff, administration or eyewitnesses including teachers, staff, administration, parents or students. While the initial complaint may be made verbally, Porter-Gaud may request a signed written complaint/report to follow. Although failure to immediately receive the complaint in writing does not prevent investigation, delay or lack of substantiated detail may hamper the investigation and appropriate resolution. A complaint of alleged non sex-based discrimination and/or harassment (including sexual/gender harassment) or student and/or school related abuse should include all appropriate times, places, and dates.

Upon receipt of the report, Porter-Gaud may take such immediate actions as it deems appropriate. This may include notifying the individual charged and/or the parents, if a student is involved, that a complaint has been lodged. Impracticality of immediate parent notification does not prevent Porter-Gaud from taking such immediate action as it deems appropriate, including but not limited to separating, suspending and/or questioning and/or preliminary disciplinary action of the individual[s] involved.

Porter-Gaud conducts a prompt investigation of any allegations of non sex-based discrimination, school related abuse, sexual harassment or harassment of a similarly offensive nature based on non sex-based, including gender, age, race, color, religion, national origin and disability. The Head of School, or, in case of the Head of School's absence or conflict, the Board's designee (the "designee") may appoint a member of the faculty or staff or another person, as determined appropriate, to investigate and document the events specific to the charges. During the investigation, anyone who is alleged to have committed acts of non sex-based discrimination, harassment or abuse may be contacted and permitted to respond to specific allegations. Upon review of the investigation and/or documentation, the Head of School or the Board's designee, as applicable, determines the

seriousness of the circumstances, and may take such action as the School deems appropriate, including, as determined appropriate, remedial and/or preventive measures.

As to any student who is the subject of an investigation, the Head of School or designee notifies the student's parent[s] or guardian[s] if he/she determines that potential adverse disciplinary or corrective actions may directly affect the student's permanent record or ability to attend school. If, within five (5) days of such notification, the student's parent[s] or guardian[s] so request, the case may be submitted to an ad hoc committee generally comprised of the Head of School or the designee's appointee(s), the Chair of the school's Board of Trustees, and/or a member of the Board appointed by the Chair of the Board. The Head of School or the designee appoints the Committee Chair. The Committee Chair presents the findings of the committee and recommendations for action to the Head of School or the designee, who makes the final decision. At his/her discretion, the Head of School or the designee may request additional information and/or recommendations. Whether or not an ad hoc committee is requested, the ultimate decision is with the Head of School or designee.

As to any Porter-Gaud employee who is the subject of any investigation, the Head of School or the Board designee, as applicable, has full discretion to seek such input and assistance from the Board as he/she determines to be appropriate. Further, the Head of School or Board designee, as applicable, has full authority to take such disciplinary and/or corrective action as he/she deems appropriate at any stage of the investigation. Should the matter call for discipline and/or corrective action as to a Porter-Gaud employee or third party, such corrective action, discipline and/or communication as the Head of School or Board designee, as applicable, deems appropriate follows.

Confidentiality/Reporting

Information provided is kept as confidential as possible in keeping with an investigation that is as thorough as the School determines necessary and appropriate to the charge. Additionally, once a complaint of school related abuse or harassment has been filed, the Head of School or the designee may periodically keep the accuser, the accused, the reporting party and Board Chair informed as the investigation and decision processes unfold. When a final determination is made, the Head of School or the designee informs the accuser, accused, reporting party and Board Chair of the ultimate resolution and/or action to be taken. In all cases, the Head of School or the designee may also keep other concerned persons informed.

About Using This Process

Please note that rights and requirements, including time deadlines, related to the filing of claims with any state or federal enforcement agencies are not changed by this internal complaint resolution process. While in some instances the involvement of outside agencies may be appropriate, it is Porter-Gaud's hope that all will access and find the School's internal complaint process satisfactory.

Porter-Gaud asks that employees, students and anyone else concerned bring any difficulties in using the procedure to the immediate attention of the Director or Human Resources, the Head of School, or in the case of conflict or absence of the Head of School, to the Chairman of the Board of Trustees, as applicable.

Any report of concerns of non sex-based discrimination, harassment and/or abuse experienced or observed, should be made without fear of retaliation by Porter-Gaud School.

Sexual Misconduct Policy and Complaint Procedure

Parents are encouraged to review this policy with their child(ren) to ensure they understand the behaviors and conduct prohibited, as well as how to raise concerns.

In accordance with Title IX of the Education Amendments of 1972 (“Title IX”), Porter-Gaud does not discriminate on the basis of sex or gender in its educational programs or activities. Title IX requires that Porter-Gaud take specific steps to stop sex and gender-based misconduct, remedy its effects, and prevent its recurrence. Title IX states that:

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by a recipient, which receives Federal financial assistance.

Porter-Gaud has enacted this Sexual Misconduct Policy and Student Complaint Procedure (“Policy”) to reflect and maintain its institutional values and community expectations, to provide fair and equitable procedures for determining when sex-based discrimination or harassment has occurred, and to provide recourse for individuals who are victims of sex-based discrimination or harassment. Inquiries concerning the School’s application of Title IX may be referred to the School’s Title IX Coordinator and/or to the Department of Education, Office of Civil Rights (“OCR”), as identified below.

Scope of this Policy

This Policy applies to all forms of sex-or gender-based harassment, discrimination, or violence (together, “Prohibited Conduct”) that may deny or limit a student’s ability to participate in or benefit from Porter-Gaud’s educational programs or activities. Prohibited Conduct can include, but is not limited to sexual harassment, sexual assault, and sexual exploitation, as well as harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. This Policy also prohibits retaliation against a person for reporting Prohibited Conduct under this Policy or for participating in an investigation of an alleged violation of this Policy.

This Policy applies to any Prohibited Conduct by students, employees, faculty, parents, and third parties, including visitors/guests, volunteers, vendors, and contractors. Porter-Gaud may be limited in what actions it may take when investigating or responding to a report if an accused individual is not affiliated with the School or is no longer affiliated with the School at the time the report is made. In such cases, Porter-Gaud will still, to the best of its ability, conduct an investigation, take steps to prevent the recurrence of misconduct to the extent it is able, and remedy the effects, if appropriate.

This Policy covers conduct which occurs both on and off of School grounds and conduct that occurs through electronic communications, including social media, email, texts, phone and video conference. In addition to the School, this includes locations such as field trips, athletic activities, and events for School clubs. Even misconduct that occurs outside of School, during “personal time,” could have continuing effects in the School, and therefore is covered by this Policy.

Title IX Coordinator

The School has designated Bradley Gilman, Assistant Head of School (bgilman@portergaud.edu) and Barbara West, HR Director as its Title IX Coordinators. As the Title IX Coordinators, Barbara West, HR Director and Bradley Gilman, Assistant Head of School is responsible for:

- Ensuring compliance with Title IX.
- Overseeing anti-discrimination and harassment training and education.
- Overseeing and coordinating the response, investigation, and resolution of reports made under this Policy.
- Overseeing certain aspects of student discipline, including referring complaints to other personnel in the School as appropriate.

Upon receiving reports of Prohibited Conduct covered by this Policy, the Title IX Coordinator will ensure appropriate action to eliminate the conduct, prevent its recurrence, and remedy its effects. Bradley Gilman, Assistant Head of School and Barbara West, HR Director can be contacted by telephone, email or in person during regular office hours:

Bradley Gilman, Assistant Head of School
Barbara West, HR Director
Porter-Gaud
300 Albemarle Rd.
Charleston, SC 29407
bgilman@portergaud.edu
bwest@portergaud.edu
www.portergaud.edu

Any inquiries concerning the School's application of Title IX and its implementing regulations may be referred to any of the Coordinators, and/or to the Department of Education, Office of Civil Rights ("OCR"):

U.S. Department of Education, Office of Civil Rights
District of Columbia Office
400 Maryland Avenue, S.W.
Washington, DC 20202-1475
Telephone: (202) 453-6020
Facsimile: (202) 453-6021
Email: OCR.DC@ed.gov

Definitions

- *Prohibited Conduct:* All forms of sex- or gender-based harassment, discrimination, or violence that may deny or limit a student's ability to participate in or benefit from Porter-Gaud's education programs or activities or otherwise create a hostile working environment. Prohibited Conduct can include, but is not limited to sexual harassment, sexual assault, and sexual exploitation, as well as harassment based on gender identity, gender expression, and nonconformity with gender stereotypes.
- *Responsible Employee:* Any employee who: has the authority to take action to redress sexual harassment/misconduct; who has been given the duty of reporting incidents of sexual harassment/misconduct or any other misconduct by students to the Coordinators or other appropriate designee; or who a student reasonably believes has this authority or duty.
- *Sex-Based Discrimination:* Discrimination occurs when one experiences negative or adverse conduct based on characteristics protected in this Policy and/or applicable local and federal laws, where such conduct has the effect of denying or limiting one's ability to benefit from and fully participate in educational programs or activities or employment opportunities. Sex-Based Discrimination refers to a specific type of discrimination, which includes the disparate treatment of a person or group because of that person's or group's sex, sexual orientation, actual or perceived gender, gender identity, or gender expression. Sex-Based Discrimination includes conduct such as assigning students materially different assignments based on their actual or perceived sex or gender. It does not include conduct such as requiring students to use different bathrooms.
- *Harassment:* Sexual harassment is unwelcome conduct of a sexual nature, including but not limited to: unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation. Sexual harassment specifically includes conduct of a sexual nature which is either explicitly or implicitly made a term

or condition of a student's success in school. Depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.

- *Unwelcome Conduct:* Conduct is considered "unwelcome" if the individual did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a person may have welcomed some conduct does not necessarily mean that a person welcomed other conduct. Also, the fact that a person requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.
- *Hostile Environment:* A hostile environment exists when sex-based harassment is sufficiently serious to deny or limit the student's ability to participate in or benefit from the school's programs or activities or is sufficiently severe or pervasive to create a hostile working environment. The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.
- *Consent:* Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person. Note that because of the age of the students at Porter-Gaud and the position of authority that employees hold over students, the School will never consider a student to have consented to sexual contact with any employee.
- *Non-Consensual Sexual Activity:* Includes any sexual contact, however slight, with an object or bodily part, by a person upon another that is without consent.
- *Incapacitation:* Includes, but is not limited to, lack of consciousness, being asleep, being involuntarily restrained, or otherwise being unable to consent. Indicators of incapacitation include slurred speech, bloodshot or unfocused eyes, unsteady gait (needing assistance walking or standing), vomiting, concern expressed by others about the individual, expressed memory loss, or disorientation.
- *Sexual Assault:* Sexual assault is actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to: intentional touching of another person's intimate parts without that person's consent; or other intentional sexual contact with another person without that person's consent; or coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent.
- *Sexual Contact:* The intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.
- *Sexual Exploitation:* non-consensual sexual abuse or exploitation of another, when such behavior does not otherwise constitute another specifically defined behavior. Examples of sexual exploitation include, but are not limited to, non-consensual use of electronics to capture, reproduce, or share images of a sexual nature without consent of parties involved, public indecency, or exposing genitals

to others without consent, or engaging in ‘peeping’ (observing another when privacy would be reasonably expected) without consent.

Reporting Prohibited Conduct

Porter-Gaud strongly encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident involving violence, including sexual assault. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response.

The School also encourages all individuals to make a report of Prohibited Conduct to both the School and to local law enforcement, although neither is required. These reporting options are not mutually exclusive. Both internal and external reports may be made simultaneously. The procedures under this Policy may run concurrently with any criminal justice or child protection investigation, and will only be subject to temporary delays at the specific request of law enforcement. Because the standards for finding a violation of a criminal law are different from the standards articulated in this Policy, criminal investigations or reports or determinations made by child protection officials are not determinative of whether a violation of this policy has occurred.

Filing a Report with the School

Any individual who wishes to report Prohibited Conduct is encouraged to report directly to the Title IX Coordinator or any other Responsible Employee. Reports may be made in person, by telephone, or in writing. Written complaints are encouraged. A complaint may be made on behalf of one self or on behalf of another employee or student. If a complaint implicates the Title IX Coordinator, or if a Complainant is otherwise uncomfortable bringing their concerns to another Responsible Employee, they may bring their complaint to the Head of School. Depending on the nature of the complaint, the Head of School may designate another appropriate individual to conduct and/or coordinate a response.

All employees of the School are required to immediately report suspected child abuse and neglect, to the Head of School, who assists in coordinating the appropriate response and fulfilling employees’ mandatory reporting obligations. Thus, confidentiality cannot be guaranteed when an individual makes a report to a School employee, including school counselors and the school nurse. Employees who become aware of an alleged Title IX violation, including sexual misconduct, interpersonal violence or sexual harassment or retaliation are required to report it to the Title IX Coordinator.

Requests for Confidentiality and/or Anonymity

Individuals making reports under this policy may request that the Coordinator not reveal their identity to the individual they are accusing of misconduct. If an individual requests this type of confidentiality, the Coordinator will weigh the request against the School’s obligation to provide a safe, non-discriminatory environment for all members of its community. The Coordinator will try to honor these requests, but it is not always possible to do so. Regardless of whether an individual requests confidentiality, the School will make every effort to prevent disclosure of the names of all the parties involved – the reporting individual, the Complainant, the witnesses, and the Respondent – except to the extent necessary to carry out an investigation.

Individuals who wish to remain anonymous can leave an anonymous report with the Title IX Coordinator by providing a written summary of the incident, and leaving such written summary in the Coordinator’s mailbox. Individuals leaving an anonymous report should be aware that failure to disclose identifying information about the identities of the parties involved or the facts and circumstances regarding the Prohibited Conduct (including the names of any witnesses) severely limits the School’s ability to respond and remedy the effects of the misconduct. Anonymous reports that provide enough information to constitute suspected ongoing abuse of a minor will still be reported to child protective services and/or local law enforcement.

Complaint Resolution Process

THIS IS NOT A CONTRACT.
2020-2021

Initial Meeting

After a report of Prohibited Conduct is made, the Title IX Coordinator will hold a meeting with the individual who filed the complaint (the “Reporting Individual”) as soon as possible upon receipt of the report. If the Reporting Individual is not the victim/target of the Prohibited Conduct (the “Complainant”) and is only making a report, then the Coordinator will meet with both the Reporting Individual and the Complainant. At that meeting(s) the Coordinator will do the following:

- Ask additional questions to clarify facts/allegations reported by the Reporting Individual/Complainant.
- Assess the severity of the situation.
- Explain the School’s resolution procedures and determine if and how the Complainant would like to proceed with the complaint.

The Coordinator will seek permission from the Complainant to initiate a formal report. Permission for a formal report may be given initially, but can be withdrawn at any time. If a Complainant declines to make a formal report, requests that the report remain confidential, and/or later withdraws permission for the formal report, the Coordinator will weigh the request against the School’s obligation to provide a safe, non-discriminatory environment for all members of its community.

Formal Report

If the Complainant chooses to make a formal report and proceed with the School’s resolution procedures, the Coordinator will make an initial determination as to whether the facts, if as alleged are true, would violate this Title IX policy. If the Complaint does not implicate Title IX, the Coordinator will refer the Complaint to the appropriate person to resolve the Complaint.

Assuming that the facts, if true as alleged, would constitute a violation of this policy, the Coordinator will provide written notice of the Complaint to the individual(s) alleged to have committed the Prohibited Conduct (the “Respondent(s)”). The notice shall contain the date(s) the alleged Prohibited Conduct occurred and a brief description of the Prohibited Conduct, as well as a copy of this Policy. The Coordinator may also notify any students’ parents/guardians, if appropriate.

Until the Complaint is resolved, the School may make available reasonable interim measures to prevent harassment and discrimination and to otherwise ensure a prompt and equitable resolution of a Complaint. These measures may include taking steps to avoid further contact between the Complainant and the Respondent such as a No-Contact Order.

Informal Mediation

Many concerns can be addressed quickly and appropriately by communicating directly with someone. A Complainant is never required to discuss misconduct with an alleged harasser alone. For these reasons, and because the School recognizes that a wide spectrum of behaviors can constitute violations of this Policy or other School policies, the School offers informal resolution (mediation) in appropriate circumstances.

Mediation is the preferred method of resolving many concerns. However, it is not appropriate in all situations. The Coordinator will make the determination regarding whether mediation is appropriate. All parties must agree to participate in mediation, otherwise the Coordinator will conduct an investigation.

The nature of mediation is flexible, but in general, the Complainant and the Respondent and, if appropriate as determined by the Coordinator, their parents (if a student is involved), meet together with the Coordinator or other School officials to discuss the incident(s) that led to the Complaint and potential resolutions. The

goal of mediation is for the Parties to agree on a solution or resolution together, and is not to determine fault. Such resolutions may include a no-contact agreement, a permanent change in class, activity, or transportation schedules, a verbal or written apology, or other alternate resolutions. Any agreements reached in mediation will be reduced to writing and, if age-appropriate, signed by both parties.

If the Parties cannot resolve a concern during mediation, if any party refuses to mediate, or if mediation is not appropriate for the Complaint, the Coordinator will initiate an investigation. Any party or, if applicable, a party's parent or guardian, can also decide to end mediation and proceed an investigation at any time.

Formal Investigation

If mediation is inappropriate, does not succeed, or is ended by either the Coordinator, a party, or a parent, then the complaint will be investigated formally.

The Coordinator may choose to investigate the complaint themselves, appoint another appropriate investigator from within the School, or retain experienced external investigators. When necessary, the Coordinator will work with other individuals in the School, such as Human Resources, to avoid the need for multiple investigations of the same incident.

Any investigation should include interviewing the Complainant and Respondent, if possible. It may also include interviewing other relevant witnesses or witnesses identified or requested by the Reporting Individual, Complainant and Respondent. The investigator may collect written or other evidence, including statements from the parties or witnesses. All parties will have an equal opportunity to offer witnesses and other evidence. The investigator will maintain notes of each interview and a file of any evidence collected during the investigation.

At the Conclusion of the Investigation

After completing the investigation, the investigator will determine (1) whether or not the conduct occurred; (2) whether the conduct constitutes a violation of Title IX, of this Policy, or of any other School policy; and (3) if the conduct was a violation of this Policy, what actions the School will take to end the violation, eliminate any hostile environment, and prevent its recurrence.

The investigator will make their determination based on a preponderance of the evidence standard. This means that the investigator will determine whether they think misconduct is more likely than not to have occurred (there is a greater than 50% chance that misconduct occurred). In determining whether conduct constitutes a violation of the School's policies, the investigator will consider, for example, the age and level of understanding of the student(s) involved, the facts and surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between parties involved and the context in which the incidents occurred.

After the investigator makes their determinations, they will prepare a written summary of their findings, including a proposed resolution (such as proposed discipline, as described below).

Investigative Findings and Determination

The Respondent (and their parent(s)/guardian(s), if applicable) will be informed in writing of the investigative finding, sanction, and the rationale for the sanction within twenty (20) school days after submission of the complaint. The Coordinator, in their discretion, may extend the time to complete the investigation if such an extension would be reasonable under the circumstances. The Complainant (and their parent(s)/guardian(s), if applicable) will also be informed, in writing, of the outcome of the investigative process.

If you do not receive a written response from the School within 30 school days, you may contact the Coordinator regarding the status of the investigation.

Discipline of Students: If the investigator believes that discipline of a student is appropriate, the investigator will consult with the Title IX Coordinator (if that person did not perform the investigation), and the respective Division Head to determine the appropriate level of discipline in accordance with the School's published disciplinary process. Students for whom suspension or expulsion is being considered will be given notice and an opportunity to be heard before a final decision regarding suspension or expulsion is made.

Corrective Action for Non-Students: If the investigator believes that corrective action related to or discipline of an employee, volunteer, or third party is warranted, the investigator will consult with the Title IX Coordinator (if that person did not perform the investigation) and Human Resources (in the case of employees or volunteers) or the Head of School (in the case of third parties or contractors) to determine the appropriate response to the misconduct.

Appeal

The Respondent may appeal the outcome from the decision and/or the sanction/remedy by submitting a written appeal to the Head of School within ten (10) school days after receiving notification of the findings. Disagreement with the finding or sanction is not, by itself, grounds for an appeal. The appealing party must demonstrate that there was insufficient evidence to support the decision, that there is new or relevant evidence, or that the sanction or remedy is substantially disproportionate given the details of the case. The Head of School shall review the Complaint and the record of the investigation, including the investigator's summary of their findings, and may interview the parties again if necessary. Within fifteen (15) school days of receiving the appeal, the Head of School will respond in writing to the appeal, summarizing the outcome of the appeal and any changes to the findings or discipline.

Advisor Guidelines

Any individual being interviewed by the Investigators, including the Complainant and Respondent, has the right to be accompanied to any meeting or proceeding related to this resolution procedure by an advisor of their choice. An advisor is an individual who attends as a supportive presence. An advisor may take notes and quietly confer with the individual being advised, but may not speak on behalf of the individual or in any way disrupt any meeting or the resolution procedure. Individuals who may have factual information relevant to the Complaint may not serve as advisors. If an individual being interviewed wishes to have an attorney serve as their advisor, he or she may retain counsel independently. Attorney-advisors may participate in the resolution process to the same extent as other advisors, and will not be permitted to speak on behalf of any individual or to interfere with the resolution procedure. Although the Parties are not required to choose an advisor or to bring their advisor to all meetings, utilizing the same advisor throughout the process, unless there are extenuating circumstances, allows the process to move forward in the most efficient fashion.

Notification to Parents

The Coordinator will determine whether the Complainant and/or Respondent's parent(s)/guardian(s) need to be notified of a report of harassment or discrimination. The Coordinator, in their professional discretion, may determine that it is not necessary or appropriate to involve a student's parent(s)/guardian(s). However, the parent(s)/guardian(s) of both the Complainant and the Respondent(s) must be notified, unless otherwise directed by law enforcement or required by law, if the report involves *physical assault* or *unwelcome sexual touching*.

A Respondent's parent(s)/guardian(s) must also be notified if it is possible that the Respondent will be suspended or expelled if found responsible for misconduct.

The Complainant may request that their parent(s)/guardian(s) not be notified of a complaint involving them. Such requests will be considered by the Coordinator, however, the Coordinator in their professional judgment will determine whether it is appropriate to honor such a request.

If notification is required or warranted, the parent(s)/guardian(s) of the Complainant and/or the Respondent(s) should be notified of the report before the close of the current school day, but must be notified not later than two school days after the report is filed, unless otherwise directed by law enforcement or required by law.

A parent/guardian may be invited to attend an interview with their student at the student's request, or if the Coordinator determines that a parent/guardian's presence is necessary or would be helpful to the investigation. A parent/guardian's role at an interview is primarily as a supportive presence. Parent(s)/guardian(s) may not speak on behalf of the student or disrupt the interview.

Prohibition on Retaliation

Porter-Gaud will not tolerate retaliation. Retaliation is prohibited by Title IX and this Policy. An individual reporting Prohibited Conduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven to be true. This Policy also prohibits harassment of Respondents. In addition, retaliation is prohibited against individuals participating in an investigation under this Policy (such as a witness). The School will take immediate and responsive action to any report of retaliation or additional harassment and will pursue disciplinary action as appropriate.

External Resources

If you are in a life-threatening situation, please call 911 immediately

Charleston County Hospitals with Sexual Assault Forensic Examiner Programs:

Medical University of South Carolina
National Crime Victims Research and Treatment Center
67 President Street
Charleston, SC 29425
Phone: (843) 792-8209

My Sister's House, Inc.

3775 Spruill Avenue
N. Charleston, SC 29405
Hotline: (800) 273-HOPE
Phone: (843) 747-4069

South Carolina Coalition Against Domestic Violence and Sexual Assault

Phone: (803) 256-2900

Rape, Abuse, and Incest National Network (RAINN) (<http://www.rainn.org/>)

1-800-656-HOPE

RAINN provides live, secure, ANONYMOUS crisis support for victims of sexual assault and their families. RAINN's "online hotline" (online.rainn.org) is available in Spanish as well as English.

VIOLENT BEHAVIOR/THREATS

School violence, whether actual or threatened, is a problem which cannot be ignored. Both Porter-Gaud policy and philosophy prohibits violent, abusive or threatening behavior in the school community. Prohibited acts also include obscene, abusive or threatening language or gestures, aggressive behavior, violent acts and/or threats toward self or others. The School does not tolerate any acts or threats of violence by or against faculty, staff, students, guests or other third parties on Porter-Gaud premises or while they are engaged in school business, on or off Porter-Gaud premises. Any reported incident indicating serious threat to the safety or security of the Porter-Gaud community receives immediate appropriate response.

Any student who displays a tendency to engage in these prohibited behaviors, or who otherwise engages in behavior that Porter-Gaud, in its sole discretion, deems offensive or inappropriate may be referred to the School Counselor for counseling or appropriate referral. The availability of such referral/counseling does not prevent Porter-Gaud School from taking appropriate corrective/disciplinary action (up to and including expulsion) for violation of school policy.

The School expects all members of the school community to warn or advise a teacher/supervisor, Dean, Head of Lower School or the Head of School of any suspicious activity or problematic incident they observe or are aware of involving students, guests, third parties, other faculty/staff members and/or former faculty/staff/students. Should a faculty or staff member receive such a report from students or others, /he is expected to communicate this information to the Head of School or the Head of Lower School immediately for further investigation. Reports are treated confidentially as practicable in keeping with a thorough investigation. **The School does not condone any form of retaliation against anyone who reports under this Policy.**

If a student is identified as having made a threat of harm to himself/herself or anyone within the Porter-Gaud community, that student's parents or guardians are notified. However, the student may be questioned, preliminary disciplinary action may be taken, the student may be removed from the environment and/or outside authorities may be called to assist, whether or not the student's parents or guardians can be reached immediately.

If the student is removed from the School, return to Porter-Gaud may be conditioned upon evaluation by an appropriate professional outside of the Porter-Gaud community who is acceptable to Porter-Gaud, trained in child or adolescent behavior, and finds that the student poses no harm to him/herself or to our School community. A written copy of the evaluation is sent to the School so that a decision can be made regarding the student's return to Porter-Gaud School. Furthermore, any disciplinary action deemed appropriate may be taken prior to or upon the student's return. Any evaluation by a professional does not prevent the School from taking disciplinary action (up to and including expulsion) for violation of School policy at any time deemed appropriate by the School. Violent behavior and/or threats cannot be tolerated at Porter-Gaud School.

In dealing with this matter, which stands in opposition to the School's mission and has such potential for harm within our community, Porter-Gaud School needs to call upon all of its resources to educate our children. Faculty/staff members and our parent partners must work together to help our students understand why even threats of harm which undermine the safety and integrity of our community cannot be tolerated. This proactive stance provides a substantial foundation for the safety of our students.

SEARCHES

In the interest of a safe and drug free school community or to safeguard property, Porter-Gaud may question and search at any time, at its discretion and without notice, for illegal drugs, alcohol, weapons and/or personal property of Porter-Gaud or others, in its facilities or on or about a student while the student is at Porter-Gaud engaged in school activities. The search may include any property which belongs to Porter-Gaud even though it may be loaned to the employee or student. In this connection, please know that all equipment and storage areas including, but not limited to, computers, disks, closets and lockers are the property of Porter-Gaud.

If the School, at its discretion, determines a reasonable suspicion exists, school administrators or their designees may also inspect without notice any packages, parcels, purses, wallets, handbags, briefcases, book bags, automobile, tool boxes or any other possessions or articles carried to and from Porter-Gaud's property including contents of external hard drives, thumb drives or other data storage devices.

Consistent with law, any person entering the premises of any school in this state is deemed to have consented to a reasonable search of his/her person and effects. School administrators or their designees may also conduct reasonable searches of the person and property of visitors on school premises. S.C. Code §§59-63-1110, 1120, 1130.

Employees, students and visitors are expected to cooperate in the conducting of such searches. [8/06]

Policy for Students Regarding Alcohol, Cigarettes, e-cigarettes, and illegal Drugs

General

Porter-Gaud believes that the use of alcohol, cigarettes, e-cigarette, or illegal drugs by students interferes with healthy adolescent development. Porter-Gaud also has an obligation to abide by state and federal laws and to expect its students to do the same. If a student is discovered using, purchasing, possessing or selling alcohol, illegal drugs or illegal drug look alike, the situation is treated as a major offense requiring discipline as set forth below. In addition, students who choose to remain present when school alcohol and/or other drug rules are being broken may also be subject to major disciplinary action, up to and including expulsion, depending on disciplinary history and/or circumstances.

Policy for Drug and Alcohol Use

In furtherance of Porter-Gaud School's policy, the following specifics apply for drugs and alcohol:

- Except by valid prescription, no student may possess, use, transmit, conspire to transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as designated by state or Federal law or any alcoholic beverage, including, but not limited to, beer, wine or intoxicating liquor. Any prescription medication that must be brought to school is to be kept in its original container and left with the Front Office Staff at the beginning of the school day to be retrieved at the end of the school day.
- No student may possess, use, transmit, or conspire to transmit drug paraphernalia or counterfeit ("look alike") drugs. Nor may a student possess, use, transmit, conspire to transmit, or be under the influence of any other chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

This policy applies to all students during school, on school sponsored activities, on school premises (building or grounds), on school vehicles, or on school approved vehicles.

This policy does not apply to the **proper** possession and use of prescription medication or to the **legal** possession of any of the above listed substances in connection with a faculty approved school project.

Please note: Under South Carolina state law, it is a separate criminal offense for a person to distribute, sell, purchase, manufacture, or to unlawfully possess with intent to distribute, a controlled substance while in, on, or within a one-half mile radius of the grounds of a public or private elementary, middle, or secondary school. S.C. Code Ann. §44-53-445.

Policy for Tobacco and Cigarette Smoking

Use, possession, transmission, or conspiring to transmit any form of cigarette, e-cigarette, or any other tobacco product is strictly prohibited.

This policy applies to all students during school, on school sponsored activities, on school premises (building or grounds), on school vehicles, or school approved vehicles.

This policy does not apply to the **legal** possession of tobacco product, cigarette or e-cigarette in connection with a faculty approved school project.

Self-Initiated Counseling

Any student who, prior to any violation of Porter-Gaud School policy, takes the responsibility to seek help for his, her or another's use of alcohol or other drugs will be supported in this effort, without disciplinary response.

THIS IS NOT A CONTRACT.
2020-2021

When a student who is not under the influence of alcohol or other drugs goes to the School Counselor or otherwise seeks consultation through the School Counselor on his or her own initiative to discuss a health problem – including use of alcohol or other drugs – counseling is offered and encouraged. Further steps might be recommended after consultation with the student and parent[s] or guardian. The School Counselor can provide education, counseling and arrange for referrals and outside evaluations.

VOLUNTARILY SEEKING HELP OR SUPPORT FROM ANY FACULTY OR STAFF MEMBER CONCERNING SUBSTANCE USE OR ABUSE IS NOT CONSIDERED A VIOLATION OF THIS POLICY. The faculty or staff member involved may then help the student obtain help or support from the Counseling Department.

Investigation

A report of violation of this Policy with all appropriate times, places, and dates should be submitted to the student's Head of Lower School or, in his/her absence, the Head of School, the School Counselor, the Chaplain, or any school teacher or administrator. The report may be made by anyone involved including the student, his/her parents/guardian, or eyewitnesses including teachers, parents or students.

Upon receipt of the report, Porter-Gaud may take such immediate actions as it deems appropriate. This may include notifying the individual charged and/or the parents, if a student is involved, that a report of violation of the School's policy for alcohol, cigarettes, e-cigarettes and illegal drugs has been lodged. Impracticality of immediate parent notification will not prevent Porter-Gaud from taking such immediate action as it deems appropriate, including but not limited to separating and/or questioning and/or preliminary disciplinary action of the individual[s] involved. It is Porter-Gaud's policy to conduct a prompt investigation of any allegations of violation of this Policy.

As to any student who is the subject of an investigation, the Head of School or designee notifies the student's parent[s] or guardian[s] if he/she determines that potential adverse disciplinary actions may directly affect the student's permanent record or ability to attend school. In all cases, the Head of School or the designee may also keep other concerned persons informed.

Consequences of Violation

In each division, the respective Head may meet with any student reported to be in violation of these policies for a first offense. The Head may elect to suspend the student immediately if he/she finds the student to be potentially under the influence of drugs or alcohol, reason to be concerned about the safety or health of the student or others and/or for any other reason at the discretion of the school. For those same reasons, the Head of Lower School may require the student and his/her parent(s)/guardian(s) to meet with the Counseling Department and, additionally, may require evaluation and counseling by a professional outside the School at the student's expense. Any offense involving the possession of illegal drugs on campus is referred immediately to the Head of School's Committee of Review. Any second offense involving alcohol use or possession, or any case in which the school administration believes the circumstances are serious enough to warrant expulsion, is referred to the Head of School's Committee of Review. If the Head of Lower School and/or the Head of School's Committee of Review finds the student culpable, he/she is subject to the following penalties and conditions as recommended and accepted, or as amended, by the Head of Lower School and/or Head of School. For any offense, law enforcement may be contacted and/or consulted with at any time as deemed appropriate.

ADDITIONALLY FOR FIRST OFFENSE:

For use or possession of alcoholic beverages:

1. Parent(s)/guardian(s) are notified as possible. School officials are expected to release the student only to parents or guardians except under exceptional circumstances. The School cannot be responsible for actions of any police department or police officer.
2. Students who are judged to be under the influence of alcohol at a school event or official function, on or off campus, will be suspended.
3. Students who are suspended for alcohol violations may also be required to meet with the Counseling Department and to have evaluation and counseling by a professional outside the School and approved by the School at the student's expense.
4. As a condition of returning to the School from evaluation, counseling, or leave of absence for any necessary alcohol/drug abuse treatment or rehabilitation, the School may make the following requirements:

*Affirmation to the Counseling Department by the outside professional that the student has successfully completed appropriate counseling and any additional treatment/rehabilitation program.

*Recommendation to the Counseling Department by the outside professional that the student is released for return to school.

5. If a program of treatment or rehabilitation extends beyond the end of the school year, Porter-Gaud School does not guarantee that there will be a place available in the class to which the student would return.

In addition to the consequences prescribed above, the Head of Lower School may require an out-of-school and/or in-school suspension, Disciplinary Probation, and/or other disciplinary penalties appropriate to the conditions and circumstances.

Additionally, for use or possession of a controlled substance, drug paraphernalia or counterfeit drugs:

- Suspension and immediate referral to the Head of School's Committee of Review, which considers expulsion.
- The decision of the Head of School is final.

Additionally, for SECOND OFFENSE OR VIOLATION OF CONDITIONS OF FIRST OFFENSE:

- Suspension and immediate referral to the Head of School's Committee of Review, which considers expulsion.
- The decision of the Head of School is final.

Use of Facilities

1. **General Guidelines.** Limited use of Porter-Gaud School buildings and grounds (hereafter referred to as “facilities”) may be available under the following guidelines:
 - A. Porter-Gaud property is posted “PRIVATE PROPERTY; NO TRESPASSING”.
 - B. All facilities are unavailable for public use without prior written approval from the Facilities Use Committee or without a fully executed Facilities Use Acknowledgement, Release, Hold Harmless and Indemnity Agreement for faculty/staff members or students/parents intending to use the facilities for personal/recreational use. Approval of requests for use are solely at the discretion of the School to include, without limitation, consideration of the requesting party’s affiliation with Porter-Gaud and consistency with school philosophy and school related activities.
 - C. With the exception of current faculty, staff, students and parents seeking limited personal use of the grounds for recreational purposes in accordance with this Policy (See Paragraph 3.E.), anyone desiring to use Porter-Gaud facilities is to submit a Request for Facilities Use to the Facilities Use Committee; all such requests should be submitted to the Director of Facilities, on behalf of the Committee in writing using the Request for Facilities Use form. In no instance should keys, lock combinations, or alarm codes be provided to anyone other than a school employee or volunteer as determined necessary by the Facilities Use Committee.
 - D. Other than faculty, staff, parents and students as addressed below, any group, organization or individual[s] granted permission to use Porter-Gaud facilities is required to sign the Agreement for Use of Porter-Gaud Facilities/Release, Hold Harmless and Indemnity Agreement and furnish a certificate of insurance showing the limits required as set forth therein. Individual signatures and dates on the General Agreement for Use of Porter-Gaud Facilities Release, Hold Harmless and Indemnity Agreement should be obtained for individual users and/or if a permitted group is not a formal organization and/or if group insurance is not applicable or available. For current students and parents, this may be accomplished by signature of the Facilities Use Acknowledgement, Release, Hold Harmless and Indemnity Agreement distributed separately. For current faculty and staff, this may be accomplished by signature of the Facilities Use Acknowledgement, Release, Hold Harmless and Indemnity Agreement distributed separately.
 - E. No regular and continuing use of the facilities is permitted except as specifically approved by the Facilities Use Committee.
 - F. All maintenance, labor, security, or utility costs incurred by a group is determined by the Administration and an appropriate charge set. These charges may be waived at the discretion of the Head of School or the Facilities Use Committee.
 - G. Anyone using Porter-Gaud facilities is expected to behave in an appropriate and legal manner. Inappropriate conduct (use of offensive language, loud music, loud noise, illegal activity, unsafe activity, etc.) is not allowed or tolerated.
 - H. Permitted users of Porter-Gaud facilities have the responsibility to use appropriate safety devices, follow standard safety practices for the activity in progress, and wear appropriate clothing.
 - I. All permitted users are expected to clean up after themselves. Any failure to do so is accomplished by Porter-Gaud School at the user’s expense. Payment is expected immediately upon request.
 - J. Porter-Gaud is a drug and tobacco free property. Alcoholic beverages are not allowed on campus except under special/exceptional circumstances approved in advance by the Facilities Use Committee.

K. Parking lots are available for school events only.

- a) Parking is available only for regular sized vehicle to include cars, pickups, vans, and SUVs. Parking for oversized vehicle such as RVs, vehicles pulling trailers, and trucks larger than pickup size, is not available except by special permission from the School administration.
- b) All vehicle operated on Porter-Gaud School property are to be properly insured and licensed as required by applicable state law.

The failure by any permitted user to follow any of Porter-Gaud's guidelines in this policy, the Request for Facilities Use and/or the Agreement for Use of Porter-Gaud Facilities/Release, Hold Harmless and Indemnity Agreement may result in Porter-Gaud School immediately requiring the violating user and/or all permitted users to depart Porter-Gaud facilities without refund, if applicable, and/or disapproving any future requests.

Porter-Gaud School reserves the right to withdraw permitted use at any time for any reason. In the event permission to use the facilities is withdrawn, any or all users may be required to immediately vacate the facilities.

2. Buildings: Limited use of the interior of Porter-Gaud School buildings under the General Guidelines above may be available under the following additional guidelines:

- A. Porter-Gaud classes, educational requirements, or other school-sponsored activities take precedence over all other needs.
- B. No food service is available from the school for any function. The approval to use a facility does not include approval to bring in food or beverages. Any plans to have food or beverages in any facility is to be specifically included in the facility usage request.
- C. Permissions for weddings, receptions, or meetings of any kind are discouraged because of the number of sanctioned school functions, lack of support staff, cost of utilities, and insurance requirements in place.
- D. Only non-skid athletic shoes are to be allowed on the gym floors.
- E. Asbestos: Copies of the Asbestos Management Plan, three-year re-inspection results, and six-month periodic surveillance inspection reports are located in the Upper School Reception Office and the Plant Manager's Office. These documents are available for review during normal working hours. All identified asbestos-containing materials are in good condition and present no hazard to students, faculty, staff, or other occupants. No response actions are required or planned at the present time. Any questions on this information should be directed to the Porter-Gaud School Plant Manager, Mr. Deryl Farr, at (843) 402-4748.

3. Athletic Fields, Courts, and other Outside Areas: Under the General Guidelines above, limited use may be

available under the following additional guidelines:

- A. Porter-Gaud athletic facilities, tracks, courts, and fields are for the use of Porter-Gaud students.
- B. To allow regularly prescribed maintenance and a vital annual period of dormancy, all athletic fields are to be used by Porter-Gaud classes and teams only.
- C. For all other outside facilities, Porter-Gaud physical education classes and athletic team practices and games always take precedence over any other use.

- D. Porter-Gaud students have priority for vacant courts for instructional and recreational use.
- E. Current Porter-Gaud students, parents, faculty and administrative staff who have executed the Facilities Use Acknowledgement and Release Hold Harmless and Indemnity Agreement (distributed separately) may be permitted limited access to campus grounds for recreational use at their own risk under this policy only when such use (1) does not conflict with student use or facility/grounds maintenance activities, (2) is consistent with Facilities Use Policy and (3) is approved by the Facilities Use Committee.
- F. Porter-Gaud contributing alumni may be permitted limited access to campus grounds for recreational use at their own risk only when such use (1) does not conflict with student use or facility/grounds maintenance activities, and when (2) the contributing alumnus has properly requested permission from Porter-Gaud School, received permission and signed Porter-Gaud's Release, Hold Harmless and Indemnity Agreement.
- G. No all-terrain vehicles, skates, roller blades, skateboards or scooters are allowed on campus (the only exception is carts used by the school staff). All vehicles (including motorcycles) entering the campus are to be legally registered and should only be operated on roadways, driveways, and parking lots. Vehicles are only to be parked in designated parking areas; vehicles are not to be parked along yellow curbs or in designated fire lanes. In no instance are vehicles to be taken onto any athletic field/area except by authorized school staff when absolutely necessary to accomplish required maintenance or prepare for athletic events.
- H. No pets are allowed on the athletic fields. Any pets on campus are to be leashed at all times. Anyone having a pet on campus must have materials with them and immediately clean up after their pet. No Porter-Gaud grounds are considered "pet relief" areas.
- I. No bikes are allowed on the track, athletic fields, courts or campus interior walkways and grounds.
- J. Play is limited to one hour if others are waiting to use a court.
- K. Reserved team play or practice by organized groups, other than Porter-Gaud School classes and teams, is not generally allowed unless specifically approved by the Facilities Use Committee.

Emergency Procedures

Emergency Cancellation Of School

In case of bad weather or emergency conditions, turn to TV Channels 2, 4, 5 or tune in local radio stations for an official announcement about the closing of Porter-Gaud. The automated voice message service is also used whenever possible. Please do not call the office, the Head of School, the Head of Lower School, or the faculty at their homes. Leave School phone lines free for emergency use. The most up-to-date information will be posted on the P-G website at its Homepage. The School also uses its automatic “Telephony” system, “Blast E-mail” system, or telephone chain to notify families of any emergency closing or delayed openings.

Emergency Drills

Periodically, the School may have drills to practice emergency procedures. These include earthquake, fire, lockdown, and tornado drills. To make the drill as effective as possible, all drills emulate the actual procedures with minimal simulations. However, the School will give prior notice of a lockdown drill to students, parents, and faculty so that everyone knows that a drill is occurring and can be assured that the campus remains safe. Lockdown drill procedures are detailed in the Faculty/Staff Handbook.

Crisis Management Plan

These guidelines are meant to provide a quick reference in the event of an emergency.

FIRE: The fire alarm is the sound of a loud horn and strobe lights. Should electricity be out and the school phone system not working, the school uses any available means of communication. Evacuation Procedures: With the sounding of the fire alarm, those students closest to the windows are to close the windows and the class is to file out in a quiet, orderly fashion following the evacuation plan posted in each classroom. The first students to reach the building’s outer doors are to stay and hold them until the classes have filed out. Once outside in the safety zones (at least 500 ft from the building), students are to line up by class, and the faculty members account for all of their class members. From the sounding of the alarm until the end of the drill or emergency, absolute silence is to be maintained so emergency instructions can be heard and attendance can be taken.

IN CASE OF FIRE, REMEMBER:

- A. The fire alarm is the sound of a loud horn with strobe lights.
- B. Evacuate building (automatic if fire alarm sounds).
- C. Convey specific information you may have about the fire to your teacher.

TORNADO: A tornado warning indicates a tornado has been sighted. The tornado warning is a long intermittent ringing of the school bell system. All students, faculty and staff should move to what are designated “best available shelter” areas – interior corridors (but away from glass doors), storage rooms, and interior bathrooms. Be seated with your back to the corridor walls or glass area. Any available wraps should be used to cover head, arms, and legs. People in classrooms 13-15 should proceed to the Library hallway or Upper School corridors. The main floor areas of the gym, auditorium, and Washington Hall are not considered safe shelter areas, and students should move to interior walls of locker rooms and the storage rooms. People on both floors of the Fine Arts Building are to move to the interior offices and practice rooms.

FOR TORNADOS, REMEMBER:

- A. The warning is a long intermittent ringing of the school bell system.
- B. Move to best available shelter.

- C. Be seated with back to corridor walls or glass area.
- D. Stay in place until all clear is sounded.

EARTHQUAKE: An earthquake warning is a long, continuous ringing of the school bell system. First, everyone should take cover under a table or a desk. Hold on to the legs of the table and move with it as it moves (Drop and cover; turn away from windows, stay under shelter until shaking stops; listen for instructions). After movement stops, evacuate the building by following fire drill procedures. Move to an open space, away from buildings or power lines. If an aftershock occurs, lie down or crouch low to the ground. If the earthquake catches you in a building or room in which there is no cover, move to an interior wall, away from windows, kneel and cover head with hands next to wall. After movement stops, follow fire drill evacuation plan.

FOR EARTHQUAKES, REMEMBER:

- A. The earthquake warning is a long continuous ringing of the school bell system.
- B. Duck, cover and hold.
- C. After earthquake stops, faculty will assess injuries and damage to buildings and report that information to the appropriate school office.
- D. If building damaged, evacuate building following evacuation procedures outlined in the Fire section.

ALL CLEAR: When it is safe to return to classrooms, a verbal clearance is given, or one three second ring of the school bell.

OTHER EMERGENCIES: Other emergencies are signaled by three short rings of the school bell system. Classroom doors should be opened for announcements.

Porter-Gaud Acceptable Use Policy (AUP)

The growth in technology has changed our lives in many positive ways, and Porter-Gaud has been a leader in taking advantage of all that these changes offer in furthering our mission of academic excellence. In order to successfully implement technology, every student, parent or guardian should read and fully understand our Acceptable Use Policy. It outlines the acceptable use of Porter-Gaud technology. Please note that the term “device” refers to any device that is on campus.

General

1. Technology at Porter-Gaud School is a privilege, not a right.
2. Our e-mail, internet, devices, and other electronic resources are intended solely for appropriate educational purposes here at Porter-Gaud.
3. In order to ensure its computer equipment and technology is used by students for appropriate purpose; the School exercises its right to monitor and oversee communications, including internet, network, and e-mail use.
4. All information and emails that are created, sent, received or stored on Porter-Gaud systems are the sole property of Porter-Gaud.
5. School computer labs are to be used for School-related activities; they are not to become a social gathering place. Generally, there should be one student to a single computer unless approved by a staff member.
6. Devices designated for faculty or staff may be used by a student only with specific permissions and supervision of the faculty or staff member.

Network

1. Network passwords should not be shared.
2. Porter-Gaud provides wireless internet access across the campus to be used for academic work only. This holds true whether using a school provided device or personal device.
3. Do not download, stream, or listen to internet-based music, video, or large image files that are not required for school work while at school, as this slows the performance of the network for all users.
4. Printing - Paper and toner/ink come at a high expense to the school. Students are encouraged to print only necessary documents. Students will be allowed to print to designated printers only. The school may limit the number of pages a student can print to avoid abuse.

Internet

1. The internet is to be used for academic research and as a means of obtaining needed information.
2. Porter-Gaud School has an internet filter that will filter inappropriate websites. Porter-Gaud School is making its best effort in protecting students. However, it is impossible to filter or restrict all sites that may contain questionable material.
3. The School prohibits any attempts to disable or bypass the internet filter.

Email

1. E-mail is to be used only for exchange of appropriate School-related information. (Students may not access non Porter-Gaud e-mail accounts.)
2. Students are prohibited from sending inappropriate emails to anyone at Porter-Gaud School or any other domain. This includes mass spam emails, chain letters, and material others may find offensive.

Software

1. Software and apps that are loaded onto devices are the property of Porter-Gaud School.
2. No one is allowed to copy any software from a Porter-Gaud School device.
3. Students are prohibited from installing any type of software or apps onto a device unless authorized by the Technology Department.

Hardware

1. Device settings may be changed only with the consent and supervision of the Technology Department.
2. No food or drink is allowed near a device.

3. No student should try and fix a device without the consent and supervision of the Technology Department.
4. Cases must stay on devices at all times. If your case is damaged or broken, please see the helpdesk to get it fixed.
5. Lost or damaged equipment could result in a repair or replacement fee. Please handle and store your school technology in a safe place and appropriate manner. These fees range from \$40 to replace a charger or case to \$300-900 to replace the entire device.

While good judgment and personal responsibility are always expected, following are some guidelines for unacceptable use and legal, practical and safe use of School technology:

UNACCEPTABLE (PROHIBITED) USE

1. Computer/internet games
2. Use of computers, personal devices and digital equipment for recording of any material without the consent of all who are being recorded
3. Accessing, possessing, or downloading inappropriate or objectionable material
4. Sending, soliciting, or intentionally viewing sexually-oriented messages or images
5. Writing, soliciting, sending, possessing, printing, saving, or forwarding offensive, bullying or harassing statements to external or internal recipients
6. Installing or using unauthorized applications, software, or hardware on Porter-Gaud computer systems.
7. Hacking
8. Accessing another's files or using another's password
9. The inappropriate use of any electronic device, including digital and electronic devices which are on the Porter-Gaud campus, regardless of ownership
10. Dissemination or printing of copyrighted materials (including articles and software) in violation of copyright laws
11. Operating a business or soliciting money
12. Gambling or engaging in any other activity in violation of local, state or federal law
13. Forgery of messages
14. Originating or forwarding "chain letters", i.e. letter sent to several persons with a request that each send copies to several persons with the same or similar request
15. Any activity that significantly prevents or inhibits the conduct of Porter-Gaud School academic work
16. Any illegal or potentially illegal use or activity related to computer or personal device use. If in doubt, ALWAYS ASK a teacher or the Computer Science Department.

LEGAL, PRACTICAL AND SAFE PRACTICES

1. Develop and use good judgment.
2. Inform a teacher immediately if somebody makes an inappropriate comment to you via the Internet or network. Never answer messages from strangers who contact you over the Internet, and never offer information of any kind about you or your family. Never arrange to meet with strangers who have or may attempt to contact you via the Internet.
3. Be careful not to access, transmit, or possess material that is profane, abusive, harassing or otherwise questionable.
4. Properly identify the source of material incorporated in your own work; do not plagiarize. Dissemination or printing of copyrighted materials (including articles and software) is a violation of copyright laws.
5. Porter-Gaud resources are not for use in any commercial activities, gambling or political lobbying.
6. The computer lab is a very busy place; when sitting at a computer, you should be using it. Courtesy dictates that you not tie up the use of Porter-Gaud computers, network, printers, etc with tasks that are unrelated to Porter-Gaud academic and extracurricular obligations.

7. Maintain your privacy. Users are responsible for their own actions and words as well as for their own account. Never share passwords, use another student's School network account, or use the password belonging to someone else.
8. Always be polite and respectful to people with whom you are communicating. Take pride in correctness of your grammar and spelling and the clarity of your phrasing.

Violation of these guidelines may lead to disciplinary action as deemed appropriate by the Head of the Lower School. Specific guidelines for iPad use in the Lower School can be found in Appendix C.

**Porter-Gaud School
Planned Absence Request Form**

To notify school about a planned absence, complete this form at least one week prior to your departure.

1. Student Name: _____
2. Date(s) to be Absent: _____
3. Reason for Absence (please be as specific as possible):

Parent Signature: _____

Please return the completed form to the front office.

The homeroom teacher will prepare the work to be completed by the student during his/her absence.

2020-2021 Lower School Uniform Guidelines

***All uniform items must be purchased online at Land's End School by visiting www.landsend.com/school using school code: 900138413 or purchased through the Used Uniform Sale**

BOYS Grades 1-4	GIRLS Grades 1-4
<p><u>Tops</u> *All Shirts must have PG logo Polo: White, black, garnet, gray long or short sleeve</p> <p><u>Pants and Shorts</u> Pants: Khaki Shorts: Khaki ** Khaki pants and shorts must be classic cut cotton or poly/cotton. ** Khaki pants and shorts may be purchased at places other than Land's End but must be classic cut cotton or poly/cotton. Cargo pants, work pants, khaki colored jeans are not appropriate**</p> <p><u>Outerwear</u> Sweater: black V-neck pullover black V-neck vest</p> <p>Jacket/Fleece/Vest: black fleece black fleece or down vest</p> <p>Sweatshirts: Official Porter-Gaud sweatshirts (purchased from school or Land's End)</p> <p><u>Shoes and Belts</u> Shoes: Closed toe shoes or athletic shoes *sandals and flip-flops are not permitted* Belts: Required with pants that have belt loops</p> <p><u>Dress Uniform (required for performances)</u> White Polo Shirt with logo Khaki pants or Khaki shorts *Shorts can be worn all year*</p> <p><u>PE Uniform (all items must have PE "Cyclones" logo)</u> Black shorts Black Active Track Pant or sweatpants Gray sweatpants Gray T-Shirt Black Active Half Zip Gray sweatshirt</p>	<p><u>Tops</u> *All Shirts must have PG logo Peter-Pan Collar: White short-sleeve Polo: White, black, garnet, gray - long or short sleeve</p> <p><u>Skirt, Pants, Shorts, Jumper</u> Jumper: Plaid Skirt: Plaid, Gray or Khaki ** A size run of plaid skirts is available in the Lower School office for sizing purposes (the plaid skirt runs typically runs shorter than expected)</p> <p>Skort: Khaki Pants: Khaki Shorts: Khaki ** Khaki pants and shorts must be classic cut cotton or poly/cotton. ** Khaki pants and shorts may be purchased at places other than Land's End but must be classic cut cotton or poly/cotton. Cargo pants, work pants, khaki colored jeans are not appropriate**</p> <p><u>Outerwear</u> Sweater: black grey, or white cardigan black V-neck pullover</p> <p>Jacket/Fleece/Vest: solid black fleece black fleece</p> <p>Sweatshirts: Official Porter-Gaud sweatshirts (purchased from school or Land's End)</p> <p><u>Leggings , Shoes and Belts</u> Tights: White, black, gray (solid) Leggings: Black or gray (solid) Shoes: Closed toe shoes or athletic shoes *sandals and flip-flops are not permitted* Belts: Required with pants that have belt loops</p> <p><u>Dress Uniform (required for performances)</u> White Polo or Peter-Pan Collar Polo Shirt with logo Plaid Jumper or Plaid skirt</p> <p><u>PE Uniform (all items must have PE "Cyclones" logo)</u> Black shorts or black skort Black Active Track Pant/sweat pant or yoga pant Gray Sweatpants Gray T-Shirt Black Active Half Zip Gray sweatshirt</p>

LOWER SCHOOL TECHNOLOGY ACCEPTABLE USE POLICY

The growth in technology has changed our lives in many positive ways, and Porter-Gaud has been a leader in taking advantage of all that these changes offer in furthering our mission of academic excellence. In order to successfully and appropriately use technology at Porter-Gaud, every student, parent or guardian should read and fully understand our Acceptable Use Policy. It outlines the acceptable use of Porter-Gaud technology. Please note that the term “device” refers to any device that is on campus.

General

1. Technology at Porter-Gaud School is a privilege, not a right.
2. Our e-mail, internet, devices, and other electronic resources are intended solely for appropriate educational purposes here at Porter-Gaud.
3. In order to ensure its computer equipment and technology is used by students for appropriate purpose; the School exercises its right to monitor and oversee communications, including on and off campus internet use, network, and e-mail use.
4. All information and emails that are created, sent, received or stored on Porter-Gaud systems are the sole property of Porter-Gaud.
5. School computer labs are to be used for School-related activities; they are not to become a social gathering place. Generally, there should be one student to a single computer unless approved by a staff member.
6. Devices designated for faculty or staff may be used by a student only with specific permissions and supervision of the faculty or staff member.

Network

1. Passwords should not be shared.
2. Porter-Gaud provides wireless internet access across the campus to be used for academic work only. This holds true whether using a school provided device or personal device.
3. Do not download, stream, or listen to internet-based music, video, or large image files that are not required for school work while at school, as this slows the performance of the network for all users.
4. Printing - Paper and toner/ink come at a high expense to the school. Students are encouraged to print only necessary documents. Students will be allowed to print to designated printers only. The school may limit the number of pages a student can print to avoid abuse.

Internet

1. The internet is to be used for academic research and as a means of obtaining needed information.
2. Porter-Gaud School has an internet filter that will filter inappropriate websites. Porter-Gaud School is making its best effort in protecting students. However, it is impossible to filter or restrict all sites that may contain questionable material.
3. The School prohibits any attempts to disable or bypass the internet filter on or off campus.

Email

1. E-mail is to be used only for exchange of appropriate School-related information. (Students may not access non Porter-Gaud e-mail accounts.)
2. Students are prohibited from sending inappropriate emails to anyone at Porter-Gaud School or any other domain. This includes mass spam emails, chain letters, and material others may find offensive.

Software

1. Software and apps that are loaded onto devices are the property of Porter-Gaud School.
2. No one is allowed to copy any software from a Porter-Gaud School device.
3. Students are prohibited from installing any type of software or apps onto a device unless authorized by the Technology Department.

Hardware

THIS IS NOT A CONTRACT.
2020-2021

1. Device settings may be changed only with the consent and supervision of the Technology Department.
2. No food or drink is allowed near a device.
3. No student should try and fix a device without the consent and supervision of the Technology Department.
4. Cases must stay on devices at all times. If your case is damaged or broken, please see the helpdesk to get it fixed. No stickers or defacing of cases is permitted.
5. In the event of virtual learning, please keep the device on a stable table to prevent it from falling and getting damaged. Plug device into surge protector when charging
5. Lost or damaged equipment could result in a repair or replacement fee. Please handle and store your school technology in a safe place and appropriate manner. This is important on campus and off campus. These fees range from \$50 to replace a charger or case to \$300-900 to replace the entire device.

While good judgment and personal responsibility are always expected, following are some guidelines for unacceptable use and legal, practical and safe use of School technology:

UNACCEPTABLE (PROHIBITED) USE

1. Computer/iPad/internet games
2. Use of computers, iPad, personal devices and digital equipment for recording of any material without the consent of all who are being recorded
3. Accessing, possessing, or downloading inappropriate or objectionable material
4. Sending, soliciting, or intentionally viewing sexually-oriented messages or images
5. Writing, soliciting, sending, possessing, printing, saving, or forwarding offensive, bullying or harassing statements to external or internal recipients
6. Installing or using unauthorized applications, software, or hardware on Porter-Gaud computer or iPad systems.
7. Hacking
8. Accessing another's files or using another's password
9. The inappropriate use of any electronic device, including digital and electronic devices which are on the Porter-Gaud campus, regardless of ownership
10. Dissemination or printing of copyrighted materials (including articles and software) in violation of copyright laws
11. Operating a business or soliciting money
12. Gambling or engaging in any other activity in violation of local, state or federal law
13. Forgery of messages
14. Originating or forwarding "chain letters", i.e. letter sent to several persons with a request that each send copies to several persons with the same or similar request
15. Any activity that significantly prevents or inhibits the conduct of Porter-Gaud School academic work
16. Any illegal or potentially illegal use or activity related to computer or personal device use. If in doubt, ALWAYS ASK a teacher or the Computer Science Department.

LEGAL, PRACTICAL AND SAFE PRACTICES

1. Develop and use good judgment. (no food or drink near devices; follow all teacher rules; use as directed for school assignments; no defacing of devices)
2. Inform a teacher immediately if somebody makes an inappropriate comment to you via the Internet or network. Never answer messages from strangers who contact you over the Internet, and never offer information of any kind about you or your family. Never arrange to meet with strangers who have or may attempt to contact you via the Internet.
3. Be careful not to access, transmit, or possess material that is profane, abusive, harassing or otherwise questionable.
4. Properly identify the source of material incorporated in your own work; do not plagiarize. Dissemination or printing of copyrighted materials (including articles and software) is a violation of copyright laws.
5. Porter-Gaud resources are not for use in any commercial activities, gambling or political lobbying.

6. The computer lab is a very busy place; when sitting at a computer, you should be using it. Courtesy dictates that you not tie up the use of Porter-Gaud computers, network, printers, etc with tasks that are unrelated to Porter-Gaud academic and extracurricular obligations.
7. Maintain your privacy. Users are responsible for their own actions and words as well as for their own account. Never share passwords, use another student's School network account, or use the password belonging to someone else.
8. Always be polite and respectful to people with whom you are communicating. Take pride in the correctness of your grammar and spelling and the clarity of your phrasing.

Lower School Guidelines for Volunteer Chaperones

Prior to the field trip, the classroom teacher or trip coordinator will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, the following general guidelines will help you effectively perform your duties as a chaperone. If you have questions regarding these guidelines, please talk to the teacher or principal.

- 1) All school rules apply on school sponsored field trips. Chaperones are expected to comply with school policies, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students. The chaperone will follow the trip plan developed by the teacher.
- 2) In order to comply with school policy, before and during the field trip, chaperones:
 - a) may not use or possess alcohol or other drugs
 - b) may not use tobacco at any time during the trip
 - c) may not administer any medications, prescription or nonprescription, to students.
- 3) Students must be supervised at all times while at a school sponsored event. As a chaperone you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you, their chaperone, at all times. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs. Do not use your cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.
- 4) Parent chaperones are responsible for maintaining expectations for student behavior while on the field trip. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by the teacher.
- 5) While parent chaperones are responsible for maintaining student expectations, it is the responsibility of the teacher to discipline a student, so report all behaviors of concern to the teacher.
- 6) Should a situation arise where the behavior of a student could result in physical harm, chaperones must do what is necessary to protect all children from harm to themselves or others. Chaperones should not physically touch students unless it is to protect them from harm to themselves or others.
- 7) Chaperones should follow all guidelines from the teacher and/or trip guides related to the application of sunscreen and bug spray.
- 8) Eating and drinking are not permitted outside of designated areas and predetermined times.
- 9) For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
- 10) Siblings and family members may not participate in a school sponsored field trip unless prior written permission is granted by the teacher. (Young children can easily distract you from your primary responsibility of supervising your group of students.)
- 11) Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.) Keep the cell phone contact number of the teacher and other chaperones available.
- 12) Please follow the directions of the docents and guides even if other groups do not.
- 13) Buses will primarily be used for field trips. However, should the need arise where a chaperone must transport students, he/she must stay with the group, must not make unauthorized stops unless there is an emergency, must not skip-planned stops, and make sure that all students have the appropriate safety restraints. Only the child of the driver can sit in the front seat.

Chaperone Signature

Date

STUDENT PROTECTION CODE OF CONDUCT GUIDELINES

Appropriate Interactions	Inappropriate Interactions	Prohibited Interactions
Praise, encouragement, and acknowledgment.	Isolated, one-on-one interactions.	Risque jokes.
Asking permission to touch for necessary purposes.	Profanity.	Actions or speech that discriminates, humiliates, threatens, ridicules, degrades, or frightens any person or group of people.
Pats on back or shoulder.	Favoritism.	Corporal punishment of any kind.
Side hugs.	Gift giving to individual children.	Touching personal areas – face, mouth, legs, breasts, stomach, genitals.
Handshakes and high fives.	Contact such as frontal hugging or patting buttocks.	Intimate, romantic, or sexual conduct.
Warmth and kindness.	Photographing individual children.	Showing pornography or involving youth in pornography.
Use public applications and social media alerts to groups of students and parents.	Contact outside of program activities.	
	Private or 1:1 interactions via personal email, personal cell phones, social media, or other electronic communication.	

Treat all suspicions or allegations of abuse seriously.
Concerns should be reported immediately to the Head of School or a member of the Administrative Team.
Additional guidelines may be found in the Faculty/Staff and Student Handbooks.





Policy and Procedure for Medication Use and Distribution

Whenever possible, it is recommended that all medications be given by parents/guardians as needed either before or after school hours. In the event medications must be administered during school hours, it is strictly limited to those students who follow Porter-Gaud School procedure outlined below.

General: All medications must be delivered to the School Nurse or school employee by the student's parent, legal guardian or a previously designated adult. All medications will be logged and housed in the School Nurse office unless authorization to self-administer is given. Students may not carry medications on school grounds to self-administer and self-monitor without permission by a licensed physician, parental permission and school permission. There should be an *Individualized Emergency Health Care Plan* on file with the school for all students who self-administer medications that help guard against a life-threatening condition. Examples of medications that are approved for self-administration are asthma inhalers, insulin for diabetic students and Epi-Pens for severe allergic reactions. Other medications or treatments may be approved on an as needed basis.

Prescription Medications: Prescription medications will be given only per written physician and parental authorization. All prescription medications must be provided in the original, properly labeled container and given to the School Nurse during school hours. The certified Athletic Trainer can assist with the distribution process as instructed by the physician's order relative to the complaint, and only for sports-related activities. The certified Athletic Trainer and School Nurse reserve the right to refuse the distribution of, assistance with, or access to any medications, at their discretion based on complaint or circumstance. Any prescription medication to be administered at school will require a *Prescription Medication Physician's Order* to be completed and on file with the school. A written record of the drug, dosage, and date given will be recorded.

Over-the-Counter (OTC) Medications: Porter-Gaud School is not obligated to provide OTC medications; however, commonly used OTC medications will be stocked in the nurse's office and are listed below in the "Stocked Items" section. OTC medications may not be administered by school personnel without parental consent. During online admission and re-enrollment, the medical form allows parents and/or guardians to provide consent for the administration of common, over-the-counter medications that may be needed during school hours. If consent is granted, the parent or legal guardian is also obligated to select which stocked, OTC medications Porter-Gaud School is able to administer. If a one-time dose of an OTC medication is needed and no consent is on file, the school nurse will contact the parent or legal guardian for verbal consent. Verbal consent is not the preferred method and emphasis is placed on the completion of the online medical form. If your child has a specific OTC medication to be routinely administered during school or sports-related activities, the medications must be provided to the school by the parent or legal guardian in the original container, clearly labeled with the student's name and must be accompanied by the separate, written parental consent available during enrollment. The written parental consent form will also be available through the Porter-Gaud website. The School Nurse or certified Athletic Trainer may assist with distribution following the *Authorization for Over-the-Counter Medication Form* and/or manufacturer's guidelines per the student's complaint and need. A written record of the drug, dosage, and date given will be recorded.

****Porter-Gaud School is aware that students may have allergies to OTC medications. A complete record of student allergies must be completed on the admission and re-enrollment online medical form regardless of consent to administer medications.**



Stocked Items: Some over-the-counter medications, ointments, antiseptics, supplements, and emergency response medications are available in the Nurse's Office and Athletic Training Room. These include, but are not limited to:

- Pain Relievers: Acetaminophen, Ibuprofen
- Topical Creams/Ointments: Triple Antibiotic Ointment (Bacitracin Zinc), Zinc Oxide, Hydrocortisone, After-Bite relief (topical Benadryl), Sting Swabs (benzocaine/menthol), Blistex, Biofreeze
- Antiseptics: Hydrogen Peroxide, Betadine, Hibiclens
- Antacid: Chewable tums (calcium carbonate)
- Antihistamines: Benadryl and Zantac (ranitidine) tablets
- Supplements: Medi-Lyte (Potassium, Calcium, Magnesium Supplement)
- Emergency Response Medications: Glucose gels/tablets, Antihistamine (Benadryl)

Again, if your child has any contraindication to any of the above stocked items please make this clear during the medical enrollment process.

Emergency Medications: The use and need of emergency medications (i.e., inhalers, Epi-Pens, diabetic drugs) must be documented and on file with the school and noted on the student's *New Enrollment or Re-Enrollment medical forms*. If the student is an athlete at the school this must also be documented on the *Pre-Participation History and Health Assessment Form* prior to any school-sponsored athletic participation. A student must have a completed *Prescription Medication Physician's Order and Individualized Emergency Healthcare Plan* on file with the school in order to be cleared for "self-medicating" and have the ability to carry medications in his or her personal/athletic bag prior to each school year.

Emergency Medications at sporting events: Due to the fact that athletic events occur at different venues and not always on the Porter-Gaud School campus, the student-athlete is required to have a second set of emergency medication(s) that is always located in his or her personal/athletic bag. It is the responsibility of the athlete and parent to ensure that these medications are always readily available. Coaches are trained to assist with the administration of medications in emergency situations.

Field Trips: The School Nurse or Athletic Trainer will rarely accompany students and faculty on approved Porter-Gaud School field trips. Medication needed on field trips must be given to and administered by a trained employee of Porter-Gaud School and will follow the guidelines set forth by the aforementioned policy information. Separate permission forms for medications to be administered on field trips are provided to parents and legal guardians for completion by the school.

Additional Procedures:

- The signed medication form gives permission to the School Nurse to contact the Physician's office to request medical information concerning the student if necessary.
- Each school year updated forms must be completed by the physician and parent.
- Medication must be taken home at the end of each school year. Medication that one fails to pick up will be discarded.
- All medications should first be given at home to monitor for any adverse reactions.
- All medications supplied to the school must not be expired. Parents are responsible for replacing medication before the expiration date.