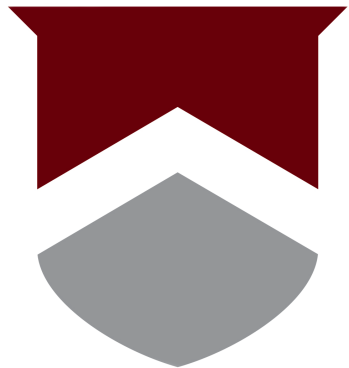


2019-20

**PORTER-GAUD SCHOOL**  
Middle School Student Handbook



**STUDENT/PARENT HANDBOOK**  
**2019-20**

**TABLE OF CONTENTS**

**MIDDLE SCHOOL ADMINISTRATION/PORTER-GAUD DEPARTMENT HEADS/MIDDLE SCHOOL FACULTY**

**PHILOSOPHY, ORGANIZATION & OVERALL EXPECTATIONS**

Porter-Gaud School Crest and Alma Mater .....	6
Porter-Gaud Mission Statement .....	7
Disclaimer.....	8
The Honor System.....	9
Lying/Deceiving.....	9
Cheating .....	9
Stealing .....	9
Student Options .....	10

**ACADEMIC POLICIES AND REQUIREMENTS**

Academic Expectations.....	12
Course Enrollment and Requirements .....	12
Test Calendar .....	12
School Year .....	13
Report Cards .....	13
Honor Roll and Faculty List .....	13
MS Clark Principal Award .....	13
Exam/ Project Schedule .....	13
Exam Information.....	13
Middle School Policy for Summer Classes .....	14
Academic Status.....	14
Extra Help .....	14
Life 101 .....	15
Winterim.....	15

**DAILY PROCEDURES**

General Behavior Expectations .....	17
Behavioral Expectations.....	17
Bullying Policies.....	17
Cyberbullying Policy .....	18
Disciplinary Procedures.....	19
Disciplinary Consequences .....	19
IPAD Code of Conduct.....	23
Dress Expectations and Guidelines .....	24
Middle School Daily Schedule .....	27
School Procedures .....	28
Start of Class Day .....	28
Attendance.....	28
Excessive Absences.....	28
Lateness.....	28
Absences .....	28
Returning After An Absence .....	29

Planned Absences.....	29
Illness During the School Day .....	29
Departure Before the End of the School Day.....	29
School Property .....	30
Posters and Bulletin Boards.....	30
Lunchtime Procedures.....	30
Off-Limits Areas .....	30
Study Hall Protocol.....	30
Library Expectations.....	30
Chapel .....	30
Porter-Gaud Students on Campus After School Hours .....	30
Student Visitors or Guests.....	31
Communicating With Students and Teachers .....	31
Books in Lockers.....	31
Skateboards and Bicycles .....	31
Cell Phones.....	32
Porter-Gaud Food Allergy Guidelines.....	32

## **EXTRA CURRICULAR ACTIVITIES/PRIVILEGES**

Extracurricular Eligibility.....	35
Athletics and Physical Education .....	35
SCISAA Code of Conduct .....	36
Ejection of Players and Coaches.....	36
Porter-Gaud School Athletes' Code .....	37
Porter-Gaud Sportsmanship Guidelines .....	38
Porter-Gaud Student Passes.....	38
Team Travel.....	39
Class Trips/ Field Trips/ Winterim.....	39
Student Insurance .....	39
Gym Rules.....	39
Student Service .....	40
Student Activities .....	40
Fund Raising Projects by Students .....	40
Student Council.....	41
Boys' and Girls' Choirs .....	41
Clubs .....	41
Middle School Socials.....	41

## **IMPORTANT SCHOOL POLICIES**

Porter-Gaud Program for Student Assistance/School Counselor.....	43
Equal Opportunity.....	43
Harassment/Abuse.....	47
Code of Conduct	
Reporting Responsibilities, Investigation and Complaint Resolution	
For Protected Status Discrimination and/or Harassment/Abuse.....	47
Violent Behavior/Threats.....	48
Searches .....	49
Use of Facilities .....	50
Alcohol, Cigarettes, E-Cigarettes and Illegal Drugs .....	53
Food Allergy Guidelines .....	55
Acceptable Use Policy: Computer, Digital Equipment, Network	
And Internet Usage Policy.....	61

Challenged Materials Procedure .....	63
Emergency Procedures.....	63
Emergency Cancellation of School.....	63
Campus Procedures .....	63
Crisis Management Plan.....	63
Fire .....	63
Tornado.....	63
Earthquake.....	64
All Clear.....	64
Other Emergencies.....	64
Code of Conduct Guidelines.....	65

Appendix “A” – Request for Reconsideration Form  
Appendix “B” – Planned Absence Form

**THIS HANDBOOK REPLACES ALL PREVIOUS HANDBOOKS.**

## PORTER-GAUD MIDDLE SCHOOL ADMINISTRATION

**Head of the Middle School** – Ms. Maureen T. Daily  
**Dean of the Middle School** – Mr. Christopher J. Tate  
**Administrative Assistant** – Shapton Shapiro

## 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** – Ms. Kaitlin Adelson  
**World Languages** – Ms. Gretchen Batalis  
**Middle School Athletic Director** – Mr. Al Wilson

## PORTER-GAUD MIDDLE SCHOOL FACULTY AND STAFF

### English

Ms. Paige Baran  
Ms. Eliza Chandler  
Ms. Natanya Miller  
Ms. Mary Loretta “Retta” Hawkins  
Ms. Sally Jordan  
Ms. Elizabeth Stribling

### Computer

Mr. Robert Irving

### Fine Arts

Ms. Fatma Dogan  
Ms. Andrea White

### World Languages

Mr. Stephen Barnes  
Ms. Madeline Briner  
Ms. Sandra Cipriani  
Ms. Kelly Campbell  
Mr. Jamison Smith  
Ms. Ting Yu Trice

### History

Ms. Jenifer Clark  
Ms. Andrea Cohen  
Ms. Roberta Copenhagen  
Mr. Daniel Jordan

### Mathematics

Mr. William Adams  
Ms. Megan Crouch  
Mr. Kenneth Lynch  
Ms. Meghan Robinson  
Mr. Robbie Robinson

### Physical Education

Mr. Al Wilson  
Ms. Hope Walters  
Mr. Brad Bowles

### Religion

Ms. Henrietta Rivers

### Science

Ms. Jennifer Clair  
Ms. Amy F. Flynn  
Mr. Jason Fricker  
Ms. Jane Settle

### Counseling

Ms. Flo Sanders

### Learning Services

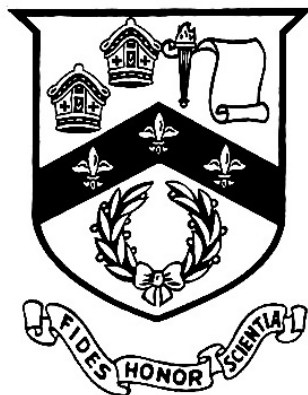
Ms. Denise Jimenez

### Librarian

Ms. Rebecca Wade

**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,  
Ringin', 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!

Steven Chao '88  
Scott Atwood '90

**School Colors: Garnet and Gray**

**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.*



**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. Long time Porter-Gaud teacher and archivist, Ralph Nordlund, told 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.

**DISCLAIMER**

Being a part of the Porter-Gaud community is a privilege, not a right. The guidelines and policies outlined in this handbook are not part of the enrollment contract and do not confer any contractual rights on any party. The effective management of a school community requires that the school have broad discretion in addressing individual circumstances and situations that arise in the life of the school so as to carry out the school’s mission.

## 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. WATCH, “WORDS, ACTIONS, THOUGHTS, CHARACTER, HABITS, is an essential part of the Porter-Gaud community.** 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.

## **STUDENT OPTIONS**

These are the choices under the Honor System for Porter-Gaud Middle School students:

- A. to warn a student to discontinue an activity such as those listed in I, II and III;
- B. to report the violator to the Dean of Middle School or Head of Middle School
- C. to advise a teacher that cheating is going on in the class without giving a specific name.

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

**ANY QUESTION OF INTERPRETATION OF THIS HONOR SYSTEM SHALL BE DIRECTED TO THE HEAD OF MIDDLE SCHOOL. ATTENDANCE AT PORTER-GAUD INDICATES WILLINGNESS TO COMPLY WITH THE HONOR CODE. POTENTIAL CONSEQUENCES ARE OUTLINED IN THE GENERAL BEHAVIOR EXPECTATION PORTIONS OF THIS HANDBOOK**

**ACADEMIC POLICIES AND 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 graduate. 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.

## COURSE ENROLLMENT AND REQUIREMENTS

### Fifth Grade Courses

Reading 5  
Writing 5  
Math 5  
Classical World History  
French  
Latin  
Spanish  
Chinese  
Science  
Physical Education  
Fine Arts (Visual Arts/Music)  
Religion

### Sixth Grade Courses

English 6  
Math 6  
Honors Pre-Algebra  
French  
Latin  
Spanish  
Chinese  
U.S. History to 1865  
Life Science  
Physical Education  
Fine Arts (Visual Arts/Music)  
Religion

### Seventh Grade Courses

English 7  
Pre-Algebra  
Honors Pre-Algebra  
Honors Algebra  
Spanish 1A  
Chinese 1A  
French 1A  
Latin 1A  
U.S. History 1865-Present  
Earth Science  
Physical Education  
Fine Arts (Visual Arts/Music)  
Computer Science

### Eighth Grade Courses

English 8  
Algebra I  
Honors Algebra I  
Honors Geometry  
Introduction to Algebra  
French 1  
Latin 1  
Spanish 1  
Chinese 1  
World Cultures  
Physical Science  
Physical Education  
Old Testament  
Fine Arts (Visual Arts/Music)  
Computer Science

## Test Days

In order to avoid an overload of tests on a student in one day, a test calendar has been established by grades for all departments. Tests will be posted on each teacher's individual website as the tests are set. A student should have no more than 2 major tests on one day.

NOTE: Tests scheduled on teacher websites only apply to announced tests. They do not apply to short pop quizzes, which may occur unannounced at any time. Major projects, presentations and papers will be scheduled on the test calendar. **IF A STUDENT HAS A TEST IN FINE ARTS, RELIGION, COMPUTER OR PE, IT IS POSSIBLE FOR THAT STUDENT TO HAVE 3 TESTS ON ONE DAY.**

## **School Year**

Parents and students receive grades at mid-term and at any other time necessary; they receive grades at the end of each term. The grading system is as follows:

<b>95-100</b>	truly outstanding	<b>70-74</b>	need improvement
<b>90-94</b>	excellent	<b>70-60</b>	passing
<b>85-89</b>	very good	<b>Below 60</b>	failing
<b>80-84</b>	good	<b>I</b>	incomplete
<b>75-79</b>	satisfactory		

\*A student who earns a grade of 60-69 may be required to repeat the course or complete summer work at the discretion of the department chair and administration.

## **Report Cards**

Mid-term and semester report cards are posted in NetClassroom.

## **Honor Roll and Faculty List**

Middle School students having an overall average of 93 or above with no grade under 88 earn Honor Roll. Students having an overall average of 90 or above with no grade lower than 85 earn Faculty List. Honor Roll and Faculty List are compiled using all academic courses, although a student may not fail any non-academic course. Students are notified of Honor Roll and Faculty List on their report cards.

## **Middle School Clark Principal Award**

Eighth grade students with the following requirements qualify as Middle School Clark Principal Award recipients:

- Academic: At the end of a student's first semester of eighth grade, he/she must have an overall average of 93 or above with no grade under 90 for three consecutive semesters.
- Student life: Students must participate in at least one of the following Porter-Gaud extra-curricular activities: clubs, organizations, fine arts, or athletics.
- Community Service: Students must complete 15 hours of community service during their eighth grade year. Students will be required to submit signed service hour forms by March 1, 2020.
- Student Character: A student must be in compliance with the policies in the student handbook and cannot have honor violations, suspensions, or administrative detentions during his/her eighth grade year.

## **Exams**

There are no exams at the end of semesters for 5<sup>th</sup> grade.

For 6<sup>th</sup> grade students, each semester exam counts as 5% of a student's yearly average. For 7<sup>th</sup> and 8<sup>th</sup> grade students, each semester exam counts as 10% of the yearly average.

## **Exam Information**

Exams may not be rescheduled without the Head of Middle School first approving. A student's parent/guardian should notify the Office by the beginning of an exam period of an absence due to illness or emergency. Otherwise, the absence is recorded as unexcused; the exam grade is recorded as "0"; no makeup exam is scheduled. For approved absences, the Office issues a permission slip with an explanation of circumstances to be circulated to the involved faculty members for their approval.

Dress Code regulations during exams will be normal Porter-Gaud dress. **STUDENTS OUT OF DRESS CODE WILL NOT BE PERMITTED TO TAKE EXAMS AND MUST REPORT ON THE MAKE-UP DAY.** Students have no tests the day prior to exams. **All P-G library books should be returned and fines paid before exams. Grades are withheld until fines are paid and all texts are returned in usable conditions. Examination grades, project grades, semester averages, and end of year grades are not given to students until the last exam of that semester has been administered.**

### **Middle School Policy for Summer Classes**

Summer work is offered and may be required for students who earn a grade below 70 in any subject. If the student attends summer work and passes the summer course work, the grade is raised to 70. In order to be promoted to the next grade level, no more than 2 failures may be made up by summer work. Additionally, multiple grades in the 60-69 range may result in rescinding enrollment for the following year. Any student earning a grade below 70 in Algebra will be required to repeat the course. Any students earning between a 70 and a 75 in Algebra will be recommended to repeat the course.

If the tutor for summer work is a Porter-Gaud teacher, it must be a teacher other than the original course instructor unless the Head of Middle School, the Department Chair, and the parents approve the original course instructor providing tutoring. The Head of Middle School and the Department Chair's approval of the final arrangements must be given before implementation is authorized. In addition, the student's tutoring should be completed by July 31 and the student must earn a grade of 70 on a department approved exam. If the student does not pass the examination, he or she is to have 3 more hours of tutoring and sit for another exam.

If summer tutoring is with a Porter-Gaud teacher, it is expected to take place at Porter-Gaud school during normal summer hours. The rate of pay for a faculty tutor ranges from \$55.00 per hour upward, which is paid to Porter-Gaud school, and not directly to the tutor.

### **Academic Status**

A student's academic status is determined at the end of each quarter.

**Academic Warning** A student whose grades at the end of a quarter include one grade between 60 and 69 in an academic subject, or who is in serious academic jeopardy (as determined by the Middle School Head in consultation with students' advisor) is placed on Academic Warning. The students' progress will be reviewed after four weeks of the following marking period.

- Parents of the student are notified.
- The student meets with his/her advisor and the Middle School Head or Dean to discuss strategies necessary for improved performance. Academic Warning is reviewed, and appropriate adjustments may be made at the end of the quarter.

**Academic Probation** A student whose grades at the end of a quarter include two grades of 69 or below, or one failing grade of 50/55 in an academic subject, or who is in serious academic jeopardy (as determined by the Middle School Head in consultation with students' advisor) is placed on Academic Probation.

- The student may be assigned to study hall at community life
- The student's advisor and the Middle School Head meet with the student and his/her parents to discuss strategies necessary for improved academic performance. The student's performance will be reviewed at specified intervals in order to best support the student's efforts to improve.
- Students on Academic Probation risk not being permitted to practice or play with interscholastic teams, may be required to resign any positions in clubs and organizations, and withdraw from major extracurricular activities. Exceptions may be considered by the Dean and Middle School Head in extraordinary circumstances.

### **Extra Help**

Parents and students who are considering tutoring during the school year should first make sure that they are making full use of extra-help provided by teachers. Teachers are available for extra-help in the Middle School daily from 3:15 until 3:45. Individual teachers should provide students with their schedules for Extra Help.



## **LIFE 101**

Life 101 is the middle school's component of the larger school wide Student Wellness Program. The Porter-Gaud Student Wellness Program is driven by the school's core values of WATCH; Words, Actions, Thoughts, Character and Habits. Wellness is an active, ongoing process which involves becoming aware of and taking steps toward a healthier, happier, more successful life.

This program empowers students across all three divisions to acquire, integrate, and practice vital skills related to health and wellness in order to promote social growth and self-awareness. It's focused on three specific areas which include; spiritual life, social and emotional learning, inclusion and diversity, and leadership.

Life 101 delivers student wellness through a curriculum of mini-courses, workshops, classroom lessons, speaker series, assemblies, presentations, and our school rituals and traditions.

Students in Life 101 may participate in any or all of the following:

- Study Skills & Time Management
- Health & Nutrition
- Teamwork
- Creativity
- Resiliency and GRIT
- Digital Citizenship & Online Safety
- Ethics
- Conflict Resolution
- Mindfulness
- Life Purpose
- Personality Testing
- Boys & Girls Leadership

As an additional component of Life 101, assemblies and advisory reinforce the topics listed above. A team of Porter-Gaud faculty and staff, including Learning Services, Physical Education, Technology/Computer Science, the Chaplain, MS/US Administration, design and implement the programming. We also draw from professionals in our community to enhance this important curriculum. Throughout the year we offer Parent Life 101; these evening sessions mirror the student programming and invite families to delve into conversations around these topics.

## **WINTERIM**

The Porter-Gaud Middle School Winterim program is a series of experiences and trips to introduce students to enrichment activities, topics and culture outside of the standard curriculum. Winterim allows our students to choose their course of study and discover new talents and passions. This experiential learning creates students who are invested in discovering the world around them. Whether it's in our local community or abroad, Winterim is invaluable to the social and emotional development of our students. The student code of conduct will apply during all Winterim experiences. Winterim program opportunities will be presented in the second week of school. Please note: some Winterim experiences have a cost associated. These costs will be confirmed after enrollment is completed. Once final costs are set and parents/students sign-up for Winterim, there are no refunds available for any cancellations/changes initiated by parents/students. Parents will be provided with third party travel insurance programs as an option to purchase at an additional cost.

## **DAILY PROCEDURES**

## **GENERAL BEHAVIOR EXPECTATIONS**

Porter-Gaud has a high standard for student behavior. A Porter-Gaud student is courteous and polite and treats others with dignity and respect. All rules apply at all times when the student is on campus and/or otherwise representing the School. 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.

### **BEHAVIORAL EXPECTATIONS**

#### **RESPECT FOR INDIVIDUALS**

- Students are expected to conduct themselves in a respectful and orderly manner to all adults and students.
- Students are not to use obscene, profane, or intimidating written or verbal language.
- Harassment, including teasing, "put-downs," and sexual harassment, is inappropriate.
- Conduct at all school-sanctioned events (athletic and academic) should reflect positively on the school.

#### **RESPECT FOR PROPERTY**

- Students should dispose of all trash in appropriate containers.
- Students are not to damage or abuse any school property or personal property of others.
- Chewing gum is not allowed on campus.
- Food and drinks are only allowed outside or in the cafeteria or other eating areas.

#### **RESPECT FOR HONOR**

- The Porter-Gaud Honor Code is in effect at all times.
- Activities which violate this Honor Code include but are not limited to:
  - taking books or any other material from another person's locker
  - copying homework
  - revealing information about a test to someone who has not yet taken the test
  - misleading anyone about any school business

#### **RESPECT FOR LAW**

- The possession of firearms, explosives, or any weapon is prohibited on campus at any time.
- The possession or use, as well as being under the influence of alcohol, illegal drugs, or narcotics is strictly prohibited on campus or at any school-sanctioned event.

### **PORTER-GAUD BULLYING POLICIES AND PROTOCOL**

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.
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. Disciplinary consequences are outlined on page 21.
- 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.

### **PORTER-GAUD CYBERBULLYING POLICY**

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 or damages the school's reputation as outlined in this handbook.

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

## **DISCIPLINARY PROCEDURES**

Discipline is considered a part of the growth process and basic to the development of character. Students should understand the need for rules, the part they play in maintaining order, and the necessity of observing rules. The responsibility for implementing the behavior expectations in Middle School has been delegated to the Middle School teachers, staff members, the Dean of Middle School, and Head of Middle School.

Teachers assign classroom detentions for infractions of classroom procedures. If these teacher detentions do not prove effective in producing desirable results, the teacher should request a conference involving the student's advisor, parents, the teacher, and the Head of Middle School.

The following are procedures to help students grow in self-discipline and personal conduct. These are **possibilities** of punishments, and do **not** have to occur in any particular order, depending upon the seriousness of the behavior. Some consequences **may be combined** as one punishment.

## **POSSIBLE CONSEQUENCES**

- Verbal Warning
- Detention served for a classroom teacher or an Administrative Detention with the Dean of Middle School. Classroom detention is served at the discretion of the teacher. Administrative detention is served throughout the day combining community life and recess, as well as potentially after school from 3:15 – 3:45. NOTE: A warning does not have to precede a detention. Lateness to detention or failure to report for a detention leads to a student serving two consecutive detentions. A missed detention because of an excused absence is made up the next scheduled detention day. Excessive detentions may lead to re-enrollment being withheld for the next school year, suspension, or expulsion from school.
- Restorative Justice- based on the violations of the students that prompt an administrative detention, a student may also receive a reflective assignment and or restorative objective if a relationship between student and teacher, or student and student was damaged. These reflective assignments are intended to correct behavior through reflection and action.
- Honor Code Violations- Consequences for academic violations may include a zero for the assignment, meeting with an US Honor Council Member, or resubmission of work for half credit. Multiple offenses may result in a change of status to Disciplinary warning or Disciplinary probation
- Mandatory Parent/Head of Middle School/Dean /Teacher Conference to discuss behavior problems and consequences if a student's pattern of behavior is not changed.
- Disciplinary Warning, Disciplinary Probation, Suspension & Expulsions are detailed in the Disciplinary Consequences on the following page.

## **EXAMPLES OF INFRACTIONS:**

- classroom disturbance
- chewing gum
- taking books, notebooks, or food to assembly, chapel or cafeteria
- entering “off-limits” areas
- inappropriate behavior in chapel or assembly
- lingering outside classrooms during class periods
- assembly or class cut, including required extra help attendance
- bullying, harassing, verbal or physical abuse
- inappropriate language, spoken or written
- defacing school property or property of others
- throwing any objects (e.g. pine cones, sticks, stones)
- bringing weapons (or any facsimile), pocket knives, matches, or lighters on campus
- threats or acts of violence
- violation of Porter-Gaud School’s Alcohol, Cigarettes and Illegal Drugs policy, Harassment/Abuse policy and/or Violent Behavior/Threats policy
- Computer technologies/ cell phone/ device code violation/ AUP
- violation of Athlete’s Code
- violation of the Honor System
- violation of any other academic or behavioral expectation or policy
- actions within or outside the School that negatively impact Porter-Gaud School

## Disciplinary Consequences

### EXAMPLES

**Examples of behavioral infractions and typical consequences follow. These examples are not intended to be exclusive or binding; student consequences for behavioral infractions are at the sole discretion of Porter-Gaud School.**

BEHAVIORAL INFRACTION	POTENTIAL CONSEQUENCE
<u><b>Level 1</b></u>	<u><b>Level 1</b></u>
<ul style="list-style-type: none"> <li>▪ Non-malicious name calling or ridiculing; physical “horseplay” in the nature of pushing, hitting, tackling, throwing objects, tripping, etc.</li> <li>▪ Classroom Disruption</li> </ul>	<ul style="list-style-type: none"> <li>▪ Potential detention and note mailed home with additional requirements and/or actions at the School’s discretion.</li> </ul>
<u><b>Level 2</b></u>	<u><b>Level 2</b></u>
<ul style="list-style-type: none"> <li>▪ Second offense of Level 1 behavior.</li> <li>▪ Aggressive combination of Level 1 behavior</li> <li>▪ Malicious and/or aggressive physical behavior in the nature of pushing, hitting, tackling, throwing objects, tripping, etc.</li> <li>▪ Degrading remarks, profanity, sexual/sexist remark</li> <li>▪ Ethnic or racial slur</li> <li>▪ Potential violation of the Harassment/Abuse Policy (p. 41)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Potential parent meeting, multiple detentions and/or suspension</li> <li>▪ At the School’s discretion, any method of disciplinary actions set out in the Porter-Gaud School Harassment/Abuse Policy (p. 41) and/or other action as deemed appropriate.</li> </ul>
<u><b>Level 3</b></u>	<u><b>Level 3</b></u>
<ul style="list-style-type: none"> <li>▪ Third offense of Level 1 behavior</li> <li>▪ Second Offense of Level 2 behavior</li> <li>▪ Fighting or action that causes physical harm to others</li> <li>▪ Potential violation of the Harassment/Abuse Policy (p. 41)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Potential suspension or recommendation for expulsion</li> <li>▪ At the School’s discretion, any method of disciplinary actions set out in the Porter-Gaud School Harassment/Abuse Policy (p. 41) and/or other action as deemed appropriate.</li> </ul>
<u><b>Level 4</b></u>	<u><b>Level 4</b></u>
<ul style="list-style-type: none"> <li>▪ Second offense of Level 3 behavior</li> <li>▪ Overt action of a premeditated intent to do physical harm to another either individually or part of a group ganging up</li> <li>▪ Potential violation of the Harassment/Abuse Policy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Potential recommendation for expulsion</li> <li>▪ At the School’s discretion, any method of disciplinary actions set out in the Porter-Gaud School Harassment/Abuse Policy and/or other action deemed appropriate.</li> </ul>

### **Suspension**

Suspension is assigned for major violations of School rules. A student whose actions result in suspension has violated the trust of the School community and is consequently separated from the community, serving the suspension out of school. Students who miss school work because of suspensions are expected to make up that work as soon as possible at a time convenient for their teachers (students should be in contact with their teachers in the case of a multi-day suspension.) Students will receive a one-point deduction in each class during the marking period when the suspension occurs. An exception is a major cumulative project (such as a semester paper), which qualifies for full credit if submitted on the date due. Students should also expect additional consequences from extracurricular organizations.

Students suspended from school will not be readmitted to school until an administrative conference is held with the student and parents. All work missed while suspended must be made up. A student has as many days as he/she was suspended in order to complete make-up work. During the period of suspension, the student may not be on campus, may not attend classes, off-campus school activities and on or off-campus athletic practices or games.

-

**Disciplinary Warning**

Disciplinary Warning is designed to inform the student and his/her parents that a student appears to be making decisions which are leading the student in a direction which is opposed to the School's mission and which are of concern to the faculty. The student and parents are notified and invited to a meeting with the Dean and the Middle School Head to discuss those concerns. Any disciplinary penalty accompanying Disciplinary Warning is at the discretion of the Dean or the Middle School Head. Warning status is temporary, and the student's behavior and progress are reviewed by the Dean or the Middle School Head regularly for improvement. Failure to improve behavior can lead to probationary status.

**Disciplinary Probation**

Disciplinary Probation is the means whereby the student, parent, teachers, Dean and the Middle School Head are all advised that a serious behavior problem has developed -- one that bears scrutiny on a day-by-day basis. A student is assigned Probation by the Middle School Head, usually after consultation with the faculty and/or administration. The details and duration of the Probation are explained in conference with the student and parents and in a letter. A student on Probation must return to good standing or face withdrawal from the School. Probation may be assigned at any time for a portion of a semester, a semester, an entire school year, or longer.

**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 and the severity of the consequences, a report of a serious disciplinary incident may go in a student's permanent file.

**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.

*In any case involving expulsion, the Head of School's decision is final.*



## THE PORTER-GAUD IPAD CODE OF CONDUCT for MIDDLE SCHOOL

iPads will be issued to the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grades continuing the initiative to support the educational mission of our school. Porter-Gaud seeks to promote educational excellence by facilitating resource sharing, innovation, scholarship, research, creativity, and communication. The use of this technology is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies. These include but are not limited to the Technology Code of Conduct currently in place, as well as rules, which are stated in school handbooks. It is understood that students in Grades 5, 6, 7 and 8 will use these iPads and the school network to which they are connected in a responsible, ethical, and legal manner at all times.

### **iPad Use Agreement**

1. I promise to tell my teacher, librarian, or another adult right away if I read or see something on my iPad that is inappropriate or makes me feel uncomfortable.
2. I will not give any personal information to anyone online such as my last name, address, phone number, or the name and address of my school without my teacher's permission.
3. I will treat my iPad responsibly.
4. I will not eat or drink near my iPad
5. I will not duplicate or download any copyrighted software to my iPad.
6. I will use my iPad as directed by my teachers in class, for homework, and any other required use.

### ***I understand the following are not allowed:***

1. sending or displaying unkind, obscene, or offensive messages or pictures
2. using another person's password
3. trespassing in another person's folder, work, or files
4. wasting limited resources such as printing multiple copies unnecessarily
5. downloading viruses or hacking programs that can cause problems with our system software
6. using electronic resources without giving credit to the source of the material

### **BASIC RULES**

1. When entering class, all iPads are to be taken out but remain closed until instructed by the teacher to open them for use.
2. iPads are not allowed in the cafeteria during lunch
3. All iPads are to arrive at school fully charged and ready for use.
4. No playing of games will be allowed at school unless specifically approved by a teacher.
5. Passwords will be required and are to be CONFIDENTIAL, except to be shared with teachers.
6. iPads will always be kept in a protective case made for that purpose.
7. No photos or videos will be taken without specific permission from a teacher.
8. iPads are to remain in backpack or locker when not being used in class unless the student is working on school- related apps.

## **DRESS EXPECTATIONS AND GUIDELINES**

Porter-Gaud School is the workplace for students, and the clothes worn by students to school, as well as grooming, should be suitable in cut, style, and material for that workplace. Any attire that distracts from or interferes with the learning process is unacceptable. The school expects Porter-Gaud students and parents to respect the school's learning environment through appropriate dress and grooming.

The faculty, the Head of Middle School the Dean of Middle School, and the Middle School Counselor determine what is unsuitable for the school day, and students are expected to meet appearance expectations before continuing classes. If a student is out of code in a way that cannot be corrected immediately, his or her parents are called and asked to bring a change of clothes. Until that change of clothes arrives, the student may not be allowed to attend class. Any work missed because of dress-code violations is to be made up within one school day. While the school generally seeks to correct dress-code violations immediately, the Middle School Dean may impose disciplinary consequences for violations. In addition, the Middle School maintains records of violations, and repeated dress-code violations may result in more serious consequences.

The hair style for all students should be clean, neat and well groomed. Boys may not wear hats, earrings, hair braids, pony tails, Mohawks, or other adornments. Extreme colors and styles are not acceptable for school. For boys and girls, unnatural coloration of hair is not acceptable.

Body piercing (other than ears for girls) and tattoos are not appropriate.

All school clothes are to be neat, clean, pressed (when necessary), appropriately sized, and in good repair (no holes, ragged hems, or patches).

The acceptable length of the uniform skirt is 3 inches above the top of the knee or longer.

The Dress Code remains in effect for all students on the campus between 7:30 a.m. and 3:30 p.m. The following guidelines are by no means comprehensive or all inclusive. Final judgment of acceptable attire and personal appearance is at the discretion of the School. The School reserves the right to be the final authority as to what is acceptable, even if the appearance expectation is not addressed in these guidelines.

## **IMPLEMENTATION**

During the homeroom period each morning, the Advisor determines adherence to the Dress Code. An email is sent to the Dean, by the Advisor, with the names of any students who do not meet the dress code. Students found to be in violation of the Dress Code are expected to be in compliance before entering class or consequences may be given.

During the course of a day, students who are observed in violation of the Dress Code by faculty members are reported through an email to the Middle School Dean or to the Middle School Counselor, who deals directly with minor violations. When a student can remedy the problem immediately at school, he/she is expected to do so. On dress down days students' attire should be appropriate in length and style. All logos and writing on clothing should be appropriate as detailed in the uniform guidelines. **If the student cannot remedy the problem while at school, a parent may be called either to bring the appropriate items to school or to take the student home to change. Detentions may be given to students who are out of dress code and cannot remedy the situation immediately. Repeated violations may result in a student required to be in Chapel Dress for an entire school week.**

## MIDDLE SCHOOL GENERAL UNIFORM GUIDELINES

Items can be purchased online at Lands' End  
[www.landsend.com/school](http://www.landsend.com/school) using school code: 900138413

### **SPIRIT DAY**

Each Friday is Porter-Gaud Spirit Day. All students may choose to wear Official Porter-Gaud Gear: jerseys, sweatshirts, t-shirts, etc. which represent an athletic team, academic organization, community service project, or fine arts event to show their Porter-Gaud Spirit. These are worn over uniform skirts or pants/shorts. Spirit wear can be ordered at various points through an online Spirit Store run by the PGPA.

### **OUTERWEAR**

At the discretion of administration, non-Porter-Gaud outerwear including jackets, shells, rain jackets, pullovers (non-sweatshirt), and other cold, and inclement weather gear (hats, scarves, gloves), will be allowed on campus as students move from building to building. Once a student enters a school building, he or she must remove such items and be in dress code as outlined in our uniform guideline policy.

### **LOGOS**

At the discretion of administration, clothing or accessories like belts or hats that have inappropriate logos, slogans, or symbols are not allowed at any time. Such a list would reference, for example, alcohol, drugs, or tobacco, as well as symbols and imagery that are offensive in any way. Sports teams and other school logos, including: professional, college, club, or any other team or school logos may not be worn on any attire, including outerwear, with the exception of Dress Down Days. Please note any non PG items will be held in the Middle School Office for parents to pick up as needed.

### **HATS**

Hats cannot be worn on campus with the exception of cold weather gear. Determination is at the discretion of the school. This includes baseball hats, sock hats, dress caps, and any other head gear.

**Please review the following requirements for Boys and Girls Uniforms**

---

## Middle School Uniform Guidelines - BOYS

### Shirts

Polo: white, black, gray, cardinal with PG logo

### Pants and Shorts

Khaki pants and shorts must be classic cut cotton or poly/cotton. *Cargo pants/shorts, work pants/shorts, fishing pants/shorts and khaki colored jeans are not allowed.*

### Outerwear

Sweater: black pull-over sweater with PG logo; black sweater vest with PG logo Jacket/Fleece/Vest: black fleece with PG logo; half zip with PG logo; down vest with PG logo; Sweatshirts: Official Porter-Gaud sweatshirts only. *NON-PG HOODIES and NON-PG Sweatshirts (pullover or zip-up) are not allowed.*

### Shoes

Any closed toe shoes (Including tennis shoes) *Sandals/Flip-flops are not permitted.*

### Belts

Belts are required for pants or shorts that have belt loops.

### PE Uniforms:

**Grades 5 & 6:** Students in grades 5 and 6 will wear their PE clothes for the entire school day on their designated PE Days. PE Uniforms can be purchased on the Land's End Website. Choices include warm and cold weather PE attire. Students in grades 5 and 6 are required to wear tennis shoes on their designated PE days.

**Grades 7 & 8:** PE Uniforms will be distributed on the first day of PE classes by the school and can only be worn during PE class for Grades 7 & 8.

## Middle School Uniform Guidelines - GIRLS

### Shirts

Polo: white, black, gray, cardinal with PG logo

### Skirt, Pants & Shorts

Skirt: khaki, gray or plaid skirt

Shorts: khaki

Pants: khaki long pants. Khaki pants and shorts must be classic cut cotton or poly/cotton. *Cargo pants/shorts, work pants/shorts, fishing pants/shorts and khaki colored jeans are not allowed.*

### Outerwear

Sweater: solid black, white or grey cardigan black pull-over sweater with PG logo Black V-Neck Sweater with PG logo Jacket/Fleece/Vest: black fleece with PG logo half zip with PG logo down vest with PG logo Sweatshirts: Official Porter-Gaud sweatshirts only. *NON-PG HOODIES and NON-PG Sweatshirts (pullover or zip-up) are not allowed.*

### Shoes, Tights/ Leggings

Shoes: Closed toe shoes (Including tennis shoes). *Sandals/Flip-flops are not permitted*

Tights: Tights/ leggings (Must be solid black or grey)

### PE Uniforms:

**Grades 5 & 6:** Students in grades 5 and 6 will wear their PE clothes for the entire school day on their designated PE Days. PE Uniforms can be purchased on the Land's End Website. Choices include warm and cold weather PE attire. Students in 5 and 6 are required to wear tennis shoes on their designated PE days.

**Grades 7 & 8:** PE Uniforms will be distributed on the first day of PE classes by the school and can only be worn during PE class for Grade 7 & 8.

## MIDDLE SCHOOL SCHEUDLE 2019-20

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
HR 8:00-8:10	HR 8:00-8:10	HR 8:00-8:05	HR 8:00-8:10	HR 8:00-8:10
<b>A</b> 8:15-9:00 AM	<b>B</b> 8:15-9:00 AM	Life 101 8:05-8:50 AM	<b>F Block (1)</b> 8:15-8:55 AM	<b>D</b> 8:15-9:00 AM
<b>B</b> 9:05-9:50 AM	<b>C</b> 9:05-9:50 AM	<b>C Block</b> 8:55-10:15 AM	<b>F Block (2)</b> 8:55-9:35 AM	<b>E</b> 9:05-9:50 AM
COMMUNITY/CLUB MTGS 9:50-10:20 AM	COMMUNITY/CLUB MTGS 9:50-10:20 AM		COMMUNITY/CLUB MTGS 9:35-10:05 AM	COMMUNITY/CLUB MTGS 9:50-10:20 AM
<b>C</b> 10:25-11:10 AM	<b>D</b> 10:25-11:10 AM	COMMUNITY/CHAPEL 10:15-10:50 AM	<b>A Block</b> 10:10-11:30 AM	<b>F</b> 10:25-11:10 AM
<b>D</b> 11:15-12:00 PM	<b>E</b> 11:15-12:00 PM	<b>D Block</b> 10:55-12:15 PM	<b>B Block</b> 11:35 AM -12:15 PM	<b>A</b> 11:15-12:00 PM
LUNCH/RECESS 12:00-12:45 PM	LUNCH/RECESS 12:00-12:45 PM	LUNCH/RECESS 12:15-12:55 PM	LUNCH/RECESS 12:15-12:55 PM	LUNCH/RECESS 12:00-12:45 PM
<b>E</b> 12:50-1:35 PM	<b>F</b> 12:50-1:35 PM	<b>E Block</b> 1:00-2:20 PM	<b>B Block</b> 1:00 PM -1:40 PM	<b>B</b> 12:50-1:35 PM
<b>F</b> 1:40-2:25 PM	<b>A</b> 1:40-2:25 PM	BREAK 2:20-2:30 PM	<b>G Block (1)</b> 1:45-2:25 PM	<b>C</b> 1:40-2:25 PM
<b>G</b> 2:30-3:15 PM	<b>G</b> 2:30-3:15 PM	<b>H</b> 2:30-3:15 PM	<b>G Block (2)</b> 2:35-3:15 PM	<b>G</b> 2:30-3:15 PM

## SCHOOL PROCEDURES

1. **Start of Class Day:** All students are expected to be in homeroom by the **8:00 a.m. bell**. (A preliminary bell will ring at 7:55.)
2. **Attendance:** Since academic excellence is a top priority for Porter-Gaud, attendance must be a top priority for its faculty, students and parents. Students are expected to attend all classes, assemblies, Chapels/Jewish Life, Life 101, and other meetings during the school day and to remain unless excused by the office. Students are also expected to arrive for all classes and other appointments on time. 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 students, schedule appointments, outside obligations, and family trips when school is not in session so that valuable class time is not missed.
3. **Excessive Absences:** Students are expected to attend all classes on a regular basis. Students may not be permitted to miss more than 16 days in the school year (excluding field trips) without jeopardizing their promotion to the next grade level. Extenuating circumstances considered by the Head of Middle School and Child Study Team in reviewing excessive class absences include but are not limited to treatment by a physician for chronic or prolonged illness and school sponsored activities that require students to miss class (e.g. sports, class trips, special assemblies or events). If such are the reasons for a student's excessive absences and he/she has made every reasonable attempt to keep up with the class work, the student remains eligible for credit. The Child Study Team will review each student's academic status should a student approach the 16-day absence mark. 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, and Head of Middle School to determine to develop a plan to improve attendance.*

### **Results of Excessive Absenteeism**

**The following steps will be taken to ensure total understanding by students and parents:**

- a. When a student reaches eight absences in a class in the first semester, the parents and advisor will be notified by email or letter from the Dean.
  - b. After 12 absences in a class, notification will come from the Middle School Head in a letter which reviews the policy. In addition, the Middle School Head or Dean will schedule a meeting with the student, along with his/her advisor and parents, to discuss the absences, to determine what, if any, extenuating circumstances apply, to discuss the possibility of loss of credit in the class, especially if those absences are in the first semester, and to develop a plan to improve attendance.
  - c. Should the student's attendance fail to improve and the student hits 16 absences in a class at any point in the year, the Middle School Head may likely decide that the student is not eligible for credit for the course(s). Students may be required to repeat the course or complete summer work at the discretion of the Middle School Head.
4. **Lateness:** All who arrive late **are expected to sign in at the Middle School Office** before going to class. The office issues a late slip that should be signed by each missed teacher and returned to the student's advisor. Medical appointments and sickness are valid excuses if a doctor's appointment note or a parental note comes in with the student.
    - a. Middle School students are assigned an Administrative Detention after **4 unexcused tardies** in a given quarter.
    - b. After **8 tardies** for any reason in a term, a parent/Dean/Advisor conference is held to discuss a plan to prevent tardiness.
  5. **Absences:** An excused absence is one due to illness, a death in the family, family emergency, graduation or wedding of family members, medical appointment, school sports event, or school trip.
    - a. Middle School students are responsible for checking the class website, or contacting a friend to collect assignments.

- b. Books may be picked up from the student's locker by a parent or friend.
- c. When a Middle School student has an excused absence of two or more days, it is the student's responsibility to arrange a schedule for completing missed work.
- d. Unless prevented by illness, students should return to class prepared. Students whose illnesses are severe enough to prevent them from studying should consult with their teachers upon their return to school, arranging to complete the work they have missed.
- e. Students missing a test because of illness should make it up within two class days of returning to school. It is the student's responsibility to arrange this with the instructor. In case of a prolonged illness, see the Head of Middle School for special arrangements.
- f. Students missing class because of team or other school sponsored activities are responsible for making up all missed work.

**Returning After an Absence:** A student returning to school after an absence **is expected to check in at the Middle School Office** before the start of classes with a note signed by the parents for the absence. The student then is expected to show the note to each of his/her teachers whose class was missed. The student is notified of missed assignments and deadlines established for making up the work. This information should be written by student in the Student's daily assignment book for each class.

6. **Planned Absences:** In order for an anticipated absence to be considered an excused absence, parents should make arrangements with the Head of Middle School at least two days in advance of the absence according to the following procedure:
- a. Present note to Head of Middle School's Office for approval before school begins; the Head of Middle School attaches the note to a PLANNED ABSENCE FORM (Appendix "A").
  - b. Present approved note and Planned Absence Form to instructors for signature, at which time student should obtain assignments for work to be missed. Serious reservations noted by the faculty are passed on to parents.
  - c. Return signed note to the office before leaving school.

Vacation dates and exam schedules are published and sent home during the summer so that parents can make vacation plans which do not require students to change or miss classes or exams. Missed work should be made up at the instructor's convenience prior to departing or within two class days of returning. Lengthy absences require consultation with teachers to establish a plan for makeup work.

Parents should be aware that it is impossible for a teacher to reteach all missed material at extra help, and no amount of extra help can replace the interaction that occurs in a classroom setting. Students who miss class time are also in a position of having to double up on the amount of work when they return.

7. **Illness During the School Day:**

- a. A student who becomes ill is expected to check in at the Middle School office where the office administrator or nurse places a call home. The student may not leave until a parent or guardian gives permission.
  - b. The student then should sign out at the **MIDDLE SCHOOL** office.
- THE HEAD OF MIDDLE SCHOOL OR ADMINISTRATIVE STAFF ARE THE ONLY ONES WHO MAY GIVE STUDENTS PERMISSION TO LEAVE CAMPUS.**

8. **Departure Before the End of the School Day:** In order for a student to be allowed to leave school before the end of the day, the student is expected to:

- a. Present a parent's note to the MIDDLE SCHOOL office for approval upon arriving at school;
- b. Have instructors whose classes will be missed initial approved note and obtain assignments BEFORE LEAVING SCHOOL.
- c. Present approved note and sign out on the Daily Log in the MIDDLE SCHOOL OFFICE when leaving campus; and
- d. Sign back in on the Daily Log in the MIDDLE SCHOOL OFFICE if returning before the end of the school day.

**ONLY HEAD OF MIDDLE SCHOOLS OR ADMINISTRATIVE STAFF MAY GIVE A STUDENT PERMISSION TO LEAVE CAMPUS.**

9. **School Property:** Students are responsible for the return and safekeeping of all school property (books, uniforms, etc.) issued to them. Grades are withheld until materials are returned or fines paid for abuse to school items.
10. **Posters and Bulletin Boards:** All posters or advertisements are to be approved by the office before being displayed anywhere on campus.
11. **Lunchtime Procedures:**
  - a. All students should report to the cafeteria at the beginning of the lunch period. Students will remain in the cafeteria for at least 20 minutes from the beginning of lunch and will then be dismissed for recess by administration.
  - b. Students should not interrupt faculty members while dining.
  - c. Off-limits areas during lunch/Recess are Maintenance Yard, Newton Courtyard, Gwynette Auditorium, the fine Arts Building, the breezeways, the Library, and Tyler Hall UNLESS weather prohibits our ability to be outside.
12. **Off-Limits Areas:** Off limits (unless accompanied by or with the permission of faculty or staff) are the Lower School, the Lower School playground, any marsh area, faculty and administrative offices and residences, the student parking lots, the faculty lounge, the roofs of buildings and walkways, other students' lockers, Gwynette Auditorium, and the Maintenance Yard.
13. **Study Hall Protocol:** Study hall contributes to Porter-Gaud's educational program by providing a sanctuary for concentrated focus on academic work. Students maintain quiet and order so that all members of the study hall can work undisturbed.
  - a. All members of the study hall come prepared to work: no one will be released to a locker after the bell has rung. Supervisors require that study hall members be working on school tasks.
  - b. Students are expected to work on their own. Study hall is not a time for collaborative study or group projects.
  - c. Students may be excused for extra help with a teacher. The student should be given a pass by the extra help teacher before the start of study hall. This pass should be presented to the study hall teacher and signed before going for extra help. Students should return to study hall when finished with the extra help session prior to the bell ringing.
14. **Library Expectations:** Because the library is a place for reading and concentration, students should remain quiet at all times. Talking, group discussion, and group study, which require talking, are all strictly controlled. The librarian maintains an atmosphere of quiet by dismissing anybody not using the library for study. The Head of Middle School is notified if a student is dismissed from the library. The library is open until 4:00 p.m.
15. **Chapel:** Chapels and assemblies are scheduled throughout the year. Students are expected to show proper behavior in chapels and assemblies and to show respect for all participants in the program. Students showing improper behavior are asked to leave and are disciplined accordingly. **Students are not to take notes, books, notebooks, food or drink to Chapel services or assemblies. Students must sit in their assigned rows during Chapel.**
16. **Porter-Gaud Students on Campus After School Hours:** For students' protection as well as that of the School, students are not to be on campus after regular school hours except for specifically scheduled school events under adult supervision; this particularly includes nights and weekends. The campus is electronically protected and buildings may not be entered after 5:00 p.m.
17. **Parents of Middle School students should make arrangements to have them picked up as soon as possible after the end of their school day.** If students are not attending extra help, team practices, working in the library or computer lab, or participating in an extracurricular activity, they should be picked up at 3:15. After the car pool lines disperse, students are not allowed to freely roam the campus.



- a. Cyclone Club: Porter-Gaud offers a Cyclone Club Extended Day Program for students in grades 5-8. This service is available Monday through Friday 3:15-5:45 p.m. when school is in session for a full day. Pre-registration is necessary to participate. For further information, call Cory Colman, Director at 402-4679.
  - b. Parents should also arrange for pick-up of students in a timely manner from school-sponsored trips, dances, and other after-hours activities. Expected times of return are furnished to parents before these events, and parents should arrive at school at the anticipated time rather than having the student call for pick-up after getting back to Porter-Gaud.
18. **Guests on Campus or Student Visitors**: State law prohibits students not enrolled in the school from being on the campus of any school during the class day without the expressed permission of the Head of Middle School. Arrangements are to be made with the Head of Middle School before an invitation is issued to a guest student. A guest may accompany a parent on campus for middle school assemblies or to attend a school program to which parents are invited. All parents and their guests must check in at the Upper School office before entering campus where they will receive a visitor's badge to wear while on campus. All guests must be accompanied by their host parents at all times while on campus
19. **Communicating with Students and Teachers**:
  - a. DURING SCHOOL HOURS: Students and teachers cannot normally be contacted directly by phone during the school day. If an urgent message cannot await the return home of a student, a phone message may be left at the office. Faculty members and administrators may be called directly; if they are not available, a voice mail message may be left. Also a message may be sent via e-mail; faculty, administrator, and office phone numbers and e-mail addresses are listed in the School Directory. Teachers and administrators will respond to parent communications within a 24-hour timeframe. Urgent messages ought to be left (in person or via phone) in the appropriate office.
  - b. AFTER SCHOOL HOURS: Messages for faculty members and administrators may be left by telephone, voice mail or e-mail.
  - c. COMMUNICATION WITH NON-CUSTODIAL PARENT (in cases of divorce or separation):
    - i. 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 Headmaster'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).
    - ii. 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.
    - iii. 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.
20. **Books in Lockers**: Students should not leave books on the hallway floors where they can be a hazard to passage; books left on the floor may be retrieved from the office. In Tyler Hall and in the S&T Building, book bags are to be hung rather than left on the floor. **Students are reminded that it is an Honor code violation to remove books or any other items from another person's locker for any reason.**
21. **Skateboards and Bicycles**: For reasons of safety for the riders and for the other students and pedestrians, skateboards, scooters, roller blades, and roller shoes are prohibited on campus. Students riding bicycles to school are to walk them 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, sign posts, light poles, or other structure except for a bicycle storage rack. If you have a bicycle that will be on campus, please get a bicycle sticker from Chris Tate, and affix it to your bike.

22. **Cell Phone/ Device Policy:** While we respect the carrying of cell phones to and from school, their use is strictly prohibited and can only be used before 8:00am and after 3:15 pm unless special, pre-approved, provisions have been granted.

- a. To protect the safety of our students and to provide support to their focus on academics, cell phones will be turned in to Advisors in homeroom each morning at 8:00am and retrieved at the end of the day at 3:15pm. Violations to this rule will involve disciplinary consequences. **Failure to turn in a phone is a breach of our Honor Code.** We understand that at times students need to get in touch with parents, and vice versa. In these situations, it is appropriate to call to and from the Middle School office in the S&T Building. The Middle School Administrative Assistant can locate your child, and also allow your child to use the school phones.

23. **Late Arrival or Early Dismissal-** In the event of a late arrival or an early dismissal, students are required to turn their phone to the Middle School Office. This allows for phones to be turned in and retrieved without disrupting classrooms.

24. **Porter-Gaud 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 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. With education and proper planning, we strive to reasonably accommodate our students' needs. If you have any questions relating to these guidelines, please contact the School Nurse or division deans.

**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 for your student to attend classes.
- 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.

**Student's Responsibilities (Developmentally appropriate):**

- Should not trade or share food with others.

- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if she or he eats something that may have exposed him or her to an allergen.
- Wash hands before and after ingesting food.
- Upper and Middle School students are required to have access to their prescribed emergency medication on campus at all times. If emergency medication occurs, please notify the School Nurse or Athletic Trainer (during a sporting event immediately).
- Students are not allowed to eat in school buildings and classrooms, except for approved medical reasons and parties.

## **EXTRA CURRICULAR ACTIVITIES/PRIVILEGES**

## **EXTRACURRICULAR ELIGIBILITY**

To maintain extracurricular eligibility, Porter-Gaud School expects a student to adhere to the South Carolina Independent School Association's Student Eligibility Rules. Rules stated as follows:

### **Academic Requirements:**

*Students below the 9<sup>th</sup> grade must pass four (4) subjects each grading period/semester.*

*Any student who did not receive credit for at least 50% (one-half) of all courses taken the previous school year cannot be declared eligible for athletic participation until the successful completion of the first semester.*

*A student who is academically ineligible to participate is also prohibited from practicing with the team until the time he/she is academically eligible to participate.*

*Any student with multiple grades in the 60-69 range may be suspended from athletic participation at the discretion of the teacher, department chair, and administration.*

## **ATHLETICS AND PHYSICAL EDUCATION**

Middle School students have a wide variety of opportunities to participate in sports, both on the intramural and competitive levels. (See Extracurricular Eligibility above regarding requirements for competitive participation.)

Sports in which Middle School students participate include:

- Football
- Volleyball
- Cross Country
- Tennis
- Basketball
- Soccer
- Track and Field
- Golf
- Swimming (SCISAA events)
- Baseball
- Lacrosse
- Sailing
- Cheerleading
- Bowling

All students are expected to know the SCISA conference rules concerning behavior at athletic contests. All athletes are expected to be thoroughly familiar with the Porter-Gaud School Athletic Code printed in this handbook.

## **SCISA 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 will be in violation of Section I upon 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 using and/or displaying alcoholic beverages, tobacco (including smokeless types), or other controlled substances (strictly prohibited at any SCISAA event).
- H. By detaining an official following the contest to request a ruling or explanation of actions taken by the official.

**Ejection of Players and Coaches** –The penalty for a disqualification of a player or coach is:

**First Offense:** a Fine up to \$100\* and an Official Warning. If the disqualification is for unsportsmanlike conduct, it will also carry a one-game suspension.

**Second Offense:** a Fine up to \$200\* and suspension until an appearance before the Athletic Committee.

**Third Offense:** Termination of Athletic Eligibility/Coaching Privilege. These offenses are cumulative over the student's career. Disqualification of a coach will be considered on a case-by-case basis.

**Any student or coach receiving a fine will be responsible for payment of same. The School will not pay fines for either students or coaches.**

## **PORTER-GAUD SCHOOL ATHLETES' CODE**

1. The use of alcoholic beverages, unprescribed drugs, narcotics, or tobacco is strictly forbidden. On campus use may result in expulsion. Any athlete who is seen by a member of the staff using alcoholic beverages, unprescribed drugs, narcotics, or tobacco off campus may be dropped from the team for that season.
2. Each team member is responsible for notifying the coach in advance if a practice or a game is to be missed, except when the student has been absent from school all day. Illness, unavoidable doctor's appointment, family emergency, and wedding in the immediate family are the valid excuses for missing games or practices.
3. **Students are expected to be present for all classes of the school day to either practice or play.** The possibility exists for an exception to be made if a student has a legitimate excuse (for example, a doctor's appointment), but those exceptions will be determined by the Dean and/or Principal in consultation with the Athletic Department, preferably in advance. A parent phone call does not automatically constitute an excused absence.
3. To maintain extracurricular eligibility, Porter-Gaud School expects a player to be passing for the year and for the previous term all academic courses with the exception of one course, which must not have a grade, lower than 65. If highly unusual circumstances exist, a student with a single term or cumulative grade of 60-64 may request a review and waiver from a committee of Department Chair, Head of School, Head of Middle School, and coach or activity sponsor.
4. All athletes should display high standards of social behavior off the field and high standards of sportsmanship on the field, particularly in respecting other athletes, cheerleaders, officials, spectators, and those in authority.
5. All athletes should be cooperative with their coaches, teachers, and peers, maintain a good appearance, and use language that reflects well upon themselves, family and school.
6. Team captains shall use their leadership ability and influence to assist in the enforcement of these rules.
7. Final responsibility for the interpretation and enforcement of these rules rests with the head coach, the Athletic Director, and his/her staff.
8. The Head of Middle School normally is advised of any abuse of this code. A student's parents are also advised of violations and of penalties arrived at by the Head of Middle School, the Athletic Director, and the coaching staff.
9. Enforcement may include temporary benching, suspension for the team, or expulsion from the team. Refer to the Student Handbook for penalties concerning the violation of general school rules and of the Honor Code as they relate to students who represent the school as members of an athletic team.

**REMEMBER: If you are dropped from a team, you are not the only one who suffers. Your teammates and coaches will have a bigger load to carry.**

## **PORTER-GAUD SPORTSMANSHIP GUIDELINES**

Porter-Gaud's teams are expected to conduct all their relations with other schools in a spirit of good sportsmanship. Porter-Gaud may use every means at its disposal to impress upon its coaches, student athletes, and fans the values of sportsmanship in the preparation for, and conduct and management of our sports programs at all levels.

A number one goal is developing pride in our programs. This requires a united effort of dignity and accountability for all of our actions. Each of us has a responsibility to encourage and insist upon the following actions on the part of our coaches, student athletes, and spectators:

- **BE COURTEOUS TO ALL** participants, coaches, officials, staff and fans.  
Applaud during introductions, shake hands of opponents, show concern for an injured player, extend hospitality to visiting players, coaches, cheerleaders and fans.
- **KNOW THE RULES, ABIDE BY AND RESPECT THE OFFICIAL'S DECISION**  
Utilize every opportunity to promote understanding of the rules of the contest with the school and community; accept the officials decisions without display of temper, arguing or derogatory remarks.
- **WIN WITH DIGNITY, LOSE WITH CHARACTER**  
Treat competition as a game, not war, and applaud at the end of the contest for performance of all players.
- **EXERCISE SELF CONTROL** and reflect positively upon yourself, your team and Porter-Gaud School.  
Support the activity by displaying TOTAL UNITY as fans, as opposed to boasting or using antics which draw attention to yourself instead of the contest.
- **PERMIT ONLY POSITIVE SPORTSMANSHIP-LIKE BEHAVIOR** at Porter-Gaud and all of our programs.  
Encourage those around you to display only positive sportsmanlike conduct;  
Discourage use of profanity, taunting or other destructive mannerisms.

As a Porter-Gaud coach, athlete and fan, you are expected to conduct yourself with integrity, sportsmanship, honesty, pride and humility. Your conduct is closely scrutinized as you compete at home and on the road. You are looked upon as a role model, particularly by your peers and younger children, and it is important that your personal conduct be above reproach at all times. Realize that you are representing yourself, your team and Porter-Gaud School...do so with class.

**Please be reminded to read the SCISAA Code of Conduct and the Porter-Gaud Athlete's Code in the Student Handbook.**

## **PORTER-GAUD STUDENT PASSES**

All Porter-Gaud students who show their athletic passes are admitted free of charge to on-campus athletic events (except tournaments and playoffs) which are designated as home games. Those not having passes and wishing to attend are required to pay the admission charge. The use of someone else's pass or lending of one's own pass constitutes an Honor Code offense. If a student leaves the athletic event, he or she is not permitted to return.



## TEAM TRAVEL

Unless special permission is granted by the Head of Middle School or Head Coach, all athletic team members travel together on school transportation to and from away games. In order to be considered for permission to travel to or from an athletic event using transportation that is not provided by the school, a student athlete is expected to provide the coach with parent's written permission. The parent permission letter is to state specifically with whom the student is allowed to leave the game. This permission is granted by the coach only in unusual circumstances.

## FIELD TRIPS/ FIELD DAY/ WINTERIMS/ GRADE LEVEL CLASS TRIPS

Educational Grade Level Class Trips, Winterim, Field Trips, and in some cases fun outings, are planned for classes during the year. Parents receive a notice which indicates the destination, departure time, and return time, method of transportation, costs, and other pertinent information. For **most** of these outings school attire is acceptable: **physical education attire is not acceptable** unless teachers have specifically instructed students to wear it; for some more dressy clothes may be expected. Porter-Gaud School may require a background check on any person who, at the School's behest, comes into close and regular contact with our students; this includes, for example, parents who act as chaperones for any trips or outings. Educational Grade Level Class Trips, Winterim, and 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 cannot be permitted to go with the group. **DUE TO MIDDLE SCHOOL ATHLETICS OCCASIONALLY PARTICIPATING ON UPPER SCHOOL ATHLETIC TEAMS, THERE MAY BE SCHEDULING CONFLICTS** (ie. State championship games or matches, extended practice or game schedules). *In the event that there is conflict, previous commitments of payment for Winterim or class trips must still be met, as costs are incurred by the school in advance of these trips.*

## STUDENT INSURANCE

Each student is currently automatically covered by supplemental insurance carried by the School through Sadler Insurance Company. In addition, third party insurance may be purchased to cover any trip cancellations (Winterim & Class Trips) conducted by the school.

Questions about the limitations of this policy should be addressed to the business office. Students and parents are responsible for obtaining claim forms from the business office immediately following an accident. Any delay in submitting a claim could jeopardize payment.

Any students 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 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.

## GYM RULES

1. No students are allowed in the gym while P.E. classes or team practices are in progress.
2. Students may not wear street shoes on the gym floor.
3. Students are not allowed to participate in P.E. class unless properly dressed in physical education apparel.
4. Students are not allowed in the gym during recess unless scheduled by Middle School Dean
5. Students may not use gym facilities without the supervision of a member of the faculty.
6. After 3:00 p.m., during basketball and volleyball seasons, the courts are off limits to all students not participating in regular team practice.

7. To be excused from participating in the physical activity of a P.E. class, students are expected to bring a written note from a parent or guardian to the Head of Middle School. Long periods of non-participation (over four days) require a doctor's certificate.
8. Students may not move the bleachers or goals.
9. Students may not bring food or drinks into the gym or locker rooms.
10. Students are expected to lock their lockers and be responsible for lost locks. Each lost lock will cost the student \$5.00.

### **STUDENT SERVICE**

Student service at Porter-Gaud is done on a volunteer basis. Opportunities are scheduled throughout the year under the supervision of various faculty and staff members. Events are announced in homerooms and publicized on campus. Most of these projects are done during scheduled times in the normal school day. Some require time after school or on Saturdays. Middle School students are encouraged to participate in as many of these projects as time permits based on their own interests and to also participate in projects sponsored by non-school community organizations, churches, or synagogues. Because Porter-Gaud students do not earn service hours for vestry, choir, or chapel acolyting, all church and synagogues service work should be community outreach. Students should fill out a P-G Middle School Service Form for each project and have it signed by a sponsor of the activity. The Middle School Service Form is available online. All 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders are encouraged to submit service hours. Service will be recognized at quarterly receptions. Fifteen service hours are required for consideration for the Clark Principal Award given in the 8<sup>th</sup> grade.

### **STUDENT ACTIVITIES**

**Fund Raising Projects By Students:** Any fund raising project is to be approved in advance by the Faculty Advisor, the Middle School Dean, the Head of Middle School, and the Head of School, respectively. Students may not use funds from class accounts for student parties that are not school sponsored. All class and club accounts are subject to spot audits during the year and are to submit an end of the year formal financial statement to the Business Manager. Dress down days may not be used for fund raising projects by students.

No Porter-Gaud student should sell items or solicit contributions, pledges, or orders in the community unaccompanied, or use other means of selling items or soliciting contributions, pledges, or orders that may expose the student to risk of harm. This means that all fund-raising activities in which students should participate are "in-house," i.e. on school grounds, at school functions, or directed towards family members, etc., unless the student is accompanied by a responsible adult.

## **STUDENT COUNCIL**

Any student who is interested in the Middle School Student Council must complete an application with their parent detailing the responsibilities of STUCO. Middle School Student Council is a cross section of grade level students who gather to provide a voice of leadership for the middle school student body. Responsibilities include but are not limited to: planning all middle school socials and activities, creating and managing student assemblies, providing open forums for student to voice ideas and concerns, communicating and working with faculty and administration, and meeting bi-weekly for updates and planning. All meetings are open to every MS student.

## **BOYS' AND GIRLS' CHOIRS**

Students sing a varied repertoire of music. The groups perform many times during the school year, both on campus and in the community. Highlights of the year are Founders Day, the Middle School Christmas program, the Middle School Musical. Choir is an enrolled course with required attendance.

## **CLUBS**

Student clubs may meet during the Middle School Community Life Period, before school, during lunch, or after school. Each club is sponsored by Middle School teachers or staff members. Times and places for club meetings are announced in the morning announcements. Clubs in which Middle School students may participate include, but are not limited to:

- MS Service Club
- Minecraft Club
- Girls In
- Battle of the Books
- Art Club
- Junior Youth in Government
- Vestry
- Daze Between
- Global Union
- Math Counts

## **MIDDLE SCHOOL SOCIALS**

Different types of social activities are planned for Middle School students with the Dean of the Middle School and Student Council. The socials are chaperoned by Porter-Gaud teachers and staff. The social activities are open to all Porter-Gaud Middle School students. Porter-Gaud students may bring guests who are fifth, sixth, seventh, or eighth grade students at another school if the guests are registered in advance. Middle School students may not attend any Upper School social activities.

## IMPORTANT SCHOOL POLICIES

## **PORTER-GAUD SCHOOL PROGRAM FOR STUDENT 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 Middle School Counselor, Flo Sanders at 402-4683.

### **EQUAL OPPORTUNITY**

Porter-Gaud strives to provide its students equal opportunity without discrimination and on the basis of race, sex/gender, color, or national origin in the administration of its admission, academic, scholarship, education and athletic policies. The School cannot tolerate harassment or retaliation for complaints of such discrimination or harassment.

Similarly, Porter-Gaud School strives to avoid discrimination against disabled students. Harassment and/or retaliation related to disability is also prohibited. If, however, any requested modifications of policies, practices or procedures to meet learning needs would fundamentally alter the academic nature of the programs provided by Porter-Gaud or present an undue burden, the School will not make such modifications; the Porter-Gaud School Academic Expectations policy in student handbooks sets forth the scope of such accommodations to be considered by the School.

### **HARASSMENT/ABUSE**

**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 sexual harassment, other prohibited 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.**

#### **Sexual Harassment, Other 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. While protected status protections may not be available to Porter-Gaud students under current applicable law, Porter-Gaud also prohibits sexual/gender and non-sexual harassment of its students and employees using the definitions below.

##### **B. Harassment Based on Legally Protected Status**

- a) **Sexual/Gender Harassment (Protected Status):** Sexual/gender harassment is defined to include unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, whether or not such conduct is legally actionable. Undesired physical contact, repeated, unwelcomed requests for social engagements, and questions or comments about sexual behavior or preference are included in this definition. Additionally, sexual harassment is behavior directed at an employee (whether faculty, staff or administration) or student because of his or her sex/gender when (i) submission to such conduct is made either explicitly or implicitly a term or condition of academic or other school related benefits or employment; (ii) educational or other school related opportunities/academic benefits, job benefits or other decisions affecting an individual's employment or such opportunities/benefits are explicitly or implicitly granted or withheld based on submission to, or rejection of, unwelcome requests or conduct, based on sex/gender; or (iii) the academic, school related and/or work environment is hostile, in other words, oppressive and/or has the purpose or effect of unreasonably interfering with a student's academic performance or an employee's job

performance by creating a sexually intimidating, hostile, or offensive educational or work environment. Such harassment may also be based upon gender alone, despite lack of sexual advances.

b) Other Protected Status Harassment (non-sexual): Harassment based on other protected status 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.

c) Examples of Protected Status Harassment: For purposes of this policy, the following are examples of prohibited Sexual/Gender Harassment 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 sexual advances or requests for sexual favors or other 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, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats; 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 display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures; 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 on sex (*even if not sexual in nature*) or upon race, color, religion, gender, national origin, protected age or disability and/or military service/obligation.

C. Non-Protected Status Harassment: For Porter-Gaud's purposes, prohibited harassment in the academic environment not necessarily based on sex/gender or other 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.

D. 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:

- a 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;
- b psychological abuse: extreme and/or repeated conduct which is inhumane or otherwise unconscionable;
- c sexual abuse: sexual involvement between a child and an individual who has greater knowledge, authority, power or resources.

E. 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 Middle 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.”

F. 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 Middle School, assistant Head of Middle 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 School Head of Middle School, 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.

G. 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.

H. 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.

I. 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 Middle 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.”

J. 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.”

K. Discipline and/or Corrective/Responsive Action for All Types of 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 PROTECTED STATUS 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 protected status 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 Middle 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 Middle Schools, 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 Middle School of the complaint so that any pattern might be better recognized.

### **Complaint and Investigation of Protected Status Discrimination, All Types of Harassment and/or School Related Abuse:**

A complaint or report of 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 protected status 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. Impracticability 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 protected status discrimination, school related abuse, sexual harassment or harassment of a similarly offensive nature based on protected status, 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 protected status 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 protected status discrimination, harassment and/or abuse experienced or observed, should be made without fear of retaliation by Porter-Gaud School.

### **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 Middle 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 Middle 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]

## 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.

## POLICY FOR STUDENTS REGARDING ALCOHOL, CIGARETTES, E-CIGARETTES, AND ILLEGAL DRUGS

Porter-Gaud's mission states, "The School strives to create an environment that nurtures and protects what we value most in our children." The School's Core Beliefs emphasize that "student learning is the chief priority of the School." Enrollment at Porter-Gaud School is a privilege and not a right. While enrolled as a student of Porter-Gaud, students are expected to comply with School policies and procedures. In order to fulfill the mission and honor the Core Beliefs, Porter-Gaud strives to provide and promote a safe, secure, and vibrant academic community of learners free from disruptive distractions. The health and well-being of our students is essential to the learning environment. Porter-Gaud believes that the use of alcohol, tobacco of any sort or in any form, or illegal drugs, or the abuse or misuse of legal drugs or medications by students at any time interferes with healthy adolescent development.

In its effort to preserve the well-being of all its students, the School will not tolerate student use of intoxicants or drugs of any sort. Porter-Gaud students may not use, consume, deliver, purchase, sell, have in their possession, or be under the influence of narcotics, illegal drugs, drug look-alikes, misused prescription or over-the-counter medication, alcohol, or drug-related paraphernalia, or encourage or pressure others to do so while on or off School property or while participating in any School-sponsored or supported activity whether on or off campus, in School or personal vehicles at any time whether before, during, or after the School year.

*If a student who is not under the influence of vaping, alcohol or other drugs, and who is not under investigation for a violation of the Porter-Gaud Drug and Alcohol policy, is concerned about his/her own involvement with drugs or alcohol, or that of another student or friend, s/he is encouraged at any time to go to an advisor, school nurse, counselor, chaplain, or any School administrator for help or support from the Counseling Department. No school disciplinary action will result for such student-initiated disclosure. Also, the school expects students to report to the school counselor, the school nurse, the Middle School Dean, the Middle School Head, the chaplain, or the student's faculty advisor their possession or intended use of prescribed drugs on campus or at a school event or function.*

Students are prohibited from being on campus or at any school event or function if under the influence of any intoxicants, alcohol, or illegal drugs. Students are not to assist any other student or individual in purchasing, selling, or possessing intoxicants or illegal drugs on campus or at an off-campus school event or function. The School expects its students to fully cooperate with the School's administration in any investigation of the purchase, sale, possession, or use of intoxicants or illegal drugs on the school campus or in connection with any off-campus school event or function. The school may administer a breathalyzer test to assist in determining alcohol consumption at school-sponsored events.

Any student in a school-related activity or event, on or off campus, who chooses to remain in the company of another person who is engaged in one of the activities described in the paragraphs above may also be considered in violation of this policy, unless s/he is intervening to prevent a problem, to assist the person in difficulty, or to get adult assistance.

The purchase, sale, possession or use of certain substances which are "legal" under the laws of South Carolina when possessed or used by an adult (e.g., alcoholic beverages, nicotine, e-cigarettes) or when used consistent with their intended commercial retail purpose (e.g., inhalants, synthetics, solvents, glues) are viewed by the school as inappropriate for use as intoxicants by students and are considered violations of this policy. The sale, purchase, possession, or use of such "legal" substances in violation of this policy shall result in an immediate indefinite suspension of the offending student from the school. Provided that the student cooperates in the school investigation of the violation, the student shall be suspended from school for a period of time determined by the Head of School's Committee of Review recommendation to the Head of School and subject to the student completing psychological counseling and/or a substance abuse program prior to being allowed to return for regular school attendance.

The purchase, sale, possession, or use of a substance that under South Carolina state law constitutes an "illegal" intoxicant or drug, or the association of a student with an individual known by the student to be in immediate possession or use of illegal intoxicants or drugs on the school campus or in connection with an off-campus school event or function, shall result in the student's dismissal from school. The school administration shall have sole discretion in determining whether or not to review and/or to accept any application on the part of such expelled student for re-admittance to the school during a future school year.

**Off-Campus** Porter-Gaud cannot assume responsibility for the off-campus and non-School-sponsored activities of its students, nor does it wish to, for that responsibility belongs to the students and to their parents. However, if, in the School's judgment,

improper behavior by a student in non-School activities is damaging to the welfare of Porter-Gaud students, or the reputation of the School, Porter-Gaud will take appropriate disciplinary action with sole discretion.

On a related note, a private party held off campus is not a school-sponsored event. Still, students are expected to act in a manner consistent with the school's policies and procedures. The school is not responsible for supervision or enforcement of its rules on substance use at private parties. Supervision and enforcement at such events, including actions that take place online or through the use of mobile devices, is the responsibility of parents and law enforcement. The School reserves the right to take disciplinary action, including suspension or dismissal, when substantiated improper behavior by a student during non-School activities, holidays, or vacations, including violation of South Carolina laws concerning drug and alcohol use and possession bring discredit to their schoolmates or to the school. Examples would be vandalism, property damage, violence, social media postings of this behavior, or illegal behavior that gives rise to a medical emergency or a law enforcement response. In addition, the host of a private party where such behavior occurs, as well as other involved students, will be subject to disciplinary action if the matter comes to the attention of the school.

These policies also apply to all Porter-Gaud events including those that occur:

- prior to the formal beginning of classes (i.e. preseason athletic practices or foreign trips);
- during school vacations (i.e. athletic team trips or foreign trips); or
- after the school year officially ends (i.e. foreign or national trips even if all requirements have been satisfied).

All disciplinary issues that arise during the abovementioned times will be handled solely by the Middle School administration as expeditiously as possible. The Middle School administration will enforce the appropriate and relevant application of school policies as outlined in the Student Handbook. While a coach, for example, may determine his/her own consequences regarding the violation of team rules, etc., those actions are deemed in addition to these rules of conduct.

### **School Response**

The Dean and/or the Middle School Head will investigate and review any alleged violation of the Drug and Alcohol Policy as expeditiously as possible. If the student is found to be in violation of the policy, the School will undertake an investigation. As part of any disciplinary process, we reserve the right to speak with students during the investigation at any time. The impracticality of immediate parent notification does not prevent the School from taking immediate action it determines appropriate. Additionally, the following courses of action may be taken:

1. If circumstances warrant it in the sole judgment of the School, the student will be indefinitely suspended pending the conclusion of an investigation.
2. The student in a first offense situation may be suspended for a minimum of five days from the School and from all School activities, and will be placed on Disciplinary Probation. If the student has been charged with a criminal offense, the student remains suspended until a decision is made whether a return to School is appropriate. The school may either base its decision on its independent investigation or await a satisfactory ruling from the Court that justifies the student's return to School.
3. The student may be placed on Disciplinary Probation. (for further details, see Disciplinary Probation). The Porter-Gaud Athletes' Code also applies.
4. If the student is a member of an extracurricular activity (athletic team, performance group, club or activity), he/she should expect additional responses from those organizations.
5. In an instance where the possibility of dismissal exists, the Head of School's Committee of Review will convene to learn the facts and make a recommendation of a disciplinary consequence(s) to the Head of School.
6. Depending upon circumstances, the student may be dismissed from the School.

Any student, who violates the Porter-Gaud Drug and Alcohol Policy, if allowed to return, must have, as a condition of return to school, an assessment by a professional selected by the School to determine the student's readiness to return to Porter-Gaud.



The sole and exclusive decision as to the return of the student is at the discretion of the Head of School. If a drug/alcohol problem is determined, the School will require, as a condition of return, that the student participate in the treatment program as determined by the assessing professional. A second violation or a violation of conditions of the first offense will be addressed accordingly up to and including immediate dismissal.

Porter-Gaud reserves the right to test any student for intoxicants, drugs or alcohol when a student is suspected of being under the influence while attending a school or school-related event or when a student is placed on academic or disciplinary probation and such screenings or testing are conditions of the probation. Any student in possession of an electronic cigarette or vaporizer or any student who chooses to remain in the company of another person who is using such a device, may be tested. In these instances, the student will be required to undergo appropriate drug testing either on campus or at a certified testing facility approved by the School. The method of testing will be determined by the School. The cost of the initial screening will be covered by the School.

In the event the test returns a positive test result, the student will be required to undergo extensive substance-use evaluation and counseling. Each student who has received a positive test result will then be administered another test approximately 100 days following the initial positive test and be subject to regular testing throughout the remainder of his or her tenure at Porter-Gaud. All information regarding a student's first positive result will be strictly limited to the Head of School, the Middle School Head, the Middle School Dean, and the Middle School Counselor. All costs and expenses of the drug-and-alcohol evaluation and counseling and subsequent testing will be the responsibility and obligation of the family. Following a second positive test result, the student will be withdrawn from Porter-Gaud.

Under South Carolina Law, besides the statutory penalties for possession of illegal drugs, it is a separate criminal offense for any person to distribute, sell, purchase, manufacture, or to unlawfully possess with intent to distribute while in, on, or within a one-half mile radius of the grounds of any public or private elementary, middle, or secondary school.

Of course, we will follow the applicable law and may report to the authorities as the School deems appropriate. The School is not responsible for the actions of law enforcement officials.

## **Responsibilities of Parents / Affiliated Individuals**

As the School's most significant partners in protecting children from illegal alcohol/drug use, parents are expected to understand and uphold Porter-Gaud's drug and alcohol policies. The following statement drawn from the Porter-Gaud annual enrollment contract establishes this expectation:

*The administration, teachers and staff may take all action necessary to ensure the operation of the School in all matters as it may apply to the Student. A positive and constructive relationship between the School and the Parents or other adults interacting with the School and/or School community by virtue of their relationship with the Student (the "Affiliated Individuals") is essential to the mission of the School. Thus, if the behavior, communication, or interaction on-campus or off-campus (including during School-sponsored events) of Parents or Affiliated Individuals is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or serious disagreement with the School, including but not limited to disagreement with its policies, procedures, responsibilities, personnel, leadership or standards, or imperils accomplishment of its educational purpose or program, Parents must understand and agree that the School has the right to dismiss the Student from the School, the School property, a School event, or implement other such restrictions as determined in the School's sole and exclusive discretion. In addition, Parents must understand and agree that the School has the right to place restrictions on the Parents' or Affiliated Individuals' involvement with or activity at the School, on School property, or at School-related events, if the School determines, in its sole and exclusive discretion, that such a restriction is warranted.*

As a matter of policy, Porter-Gaud also expects parents to understand and uphold applicable South Carolina state law that holds them or their children liable for exposing in their own homes the children of other parents to high-risk situations involving alcohol or drugs. Thus, the withdrawal of a family may be required as a result of violation of the School's Drug and Alcohol Policy and/or violation of state laws that pertain to adult responsibilities for safeguarding the well-being of their children as well as the children of other parents.

## **FOOD ALLERGY GUIDELINE POLICY 2019-20**

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 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 cannot guarantee that any outside food is allergen-free. With education and proper planning, we strive to reasonably accommodate our students' needs. If you have any questions relating to these guidelines, please contact the School Nurse or division deans.

### **The Porter-Gaud School Administration Responsibilities:**

- Identify Porter-Gaud as being “allergy-aware” in all student, faculty/staff handbooks, internal and external communications, and school promotional materials, website, and electronic media.
- Maintain flexible seating rules in cafeteria to allow students to sit away from allergens
- Continue to educate students about food-allergy awareness as part of character education curriculum across all divisions.
- Provide the Flik Dining service team with current information regarding the school's food allergy guidelines.

### **Lower School**

- Prohibit bake sales and outside food sales as a source of fundraising.
- Encourage fruit and/or items from approved snack lists 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.

### **Middle School**

- Prohibit bake sales and outside food sales as a source of fundraising.
- Encourage fruit, approved snack list items and food prepared by the dining hall during school hours of 7:30 a.m. - 3:15 p.m. This includes food items for snacks during Community, exams, ERBs, or advisory meetings.
- No outside food for birthday and holiday parties. Encourage non-food items to celebrate special days or program events, so all students may participate. Homeroom teachers will provide parents with a list of possible ideas and non-food items.
- On certain occasions, faculty may provide snacks to students during class. All food provided by faculty should come from the approved snack list or Dining Hall.

## **Upper School**

- Students are not allowed to eat in school buildings and classrooms, except for approved medical reasons and parties. On certain occasions, faculty may provide snacks to students during class. All food provided by faculty should come from the approved snack list or Dining Hall.
- Due to the reality of special events and meetings, the first floor of the Upper School building, specifically the Upper School library, the Upper School Conference room, and the Head of School's Board Room, may occasionally have food served in those locations. Any food in those venues must be from: our Dining Hall under the direction of Flik Food Services; the school-approved fruit and snack list; or approved by the Head/Dean of the Upper School from outside restaurants. Commonly used outside companies include but are not limited to: Papa John's Pizza; Jersey Mike's Deli; Marco's Pizza; Moe's; Jason's Deli; East Bay Deli.

## **Faculty & Staff Responsibilities**

- Be aware of which students in their care are known to be at risk of allergic reactions.
- Know the signs and symptoms of an allergic reaction as provided in the student's individual health plan
- Treat allergy information confidentially unless necessary to share for the safety of the student
- Be aware of and implement the emergency plan, in accordance with the student's individual health plan if a reaction is suspected.
- Promptly contact and inform the school nurse of any allergy-related incident, but do not delay intervention in an emergency when attempting to contact the nurse.
- Provide substitute teachers with relevant, specific allergy information pertinent to individual student allergies.
- Reduce the likelihood of accidental allergen ingestion by exercising due diligence in monitoring food policies, including no sharing of food.
- Reinforce safe health measures such as hand washing before eating, washing desk/table surfaces before and after eating.
- Use approved snack lists for class parties and events. On certain occasions, faculty may provide snacks to students during class. All food provided by faculty should come from the approved snack list or Dining Hall.

## **Parent Responsibilities:**

- a. 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).
  - b. Food Allergy Action Plans must be received by the first day of school..
  - c. Provide emergency contact information via Porter-Gaud School system.
  - d. 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.
  - e. 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:
    - i. safe and unsafe food
    - ii. strategies for avoiding exposure to unsafe food
    - iii. symptoms of allergic reaction

- iv. how and when to tell an adult they may be having an allergy-related problem
- v. not trading or sharing food with others
- vi. 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.

### **Student's Responsibilities (developmentally appropriate):**

- a. Should not trade or share food with others.
- b. Should not eat anything with unknown ingredients or known to contain any allergen.
- c. Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- d. Should notify an adult immediately if she or he eats something that may have exposed him or her to an allergen.
- e. Wash hands before and after ingesting food.
- f. Upper and Middle School students are required to have access to their prescribed emergency medication on campus at all times. If emergency medication occurs, please notify the School Nurse or Athletic Trainer (during a sporting event immediately).

### **Communication Guidelines**

- a. Timely, ongoing communication among Porter-Gaud School's faculty, staff, administrators, parents, affiliate (parent and/or alumni) groups and the Flik Dining staff is essential to providing a safe and inclusive environment for students with food allergies.
- b. Prior to the start of school, the school nurse will systematically collect food allergy information from parents including the FARE Food Allergy & Anaphylaxis Emergency Care Plan..
- c. Information on file will be updated, confirmed, and supplemented on an annual basis, or more frequently, as needed.
- d. The school administration, school nurse, and the Flik Dining service staff will communicate on a regular basis to ensure that Porter-Gaud School kitchens and cafeterias have adequate food options to reasonably accommodate all students with food allergies.

### **Education Guidelines**

- a. The school nurse will provide food allergy education and training consistent with Porter-Gaud School guidelines to all faculty and staff, and provide the student's individual health plan to any faculty or staff member directly involved in the care of a student diagnosed with a food allergy. (See school nurse responsibilities for more information).
- b. The school nurse will conduct training to provide faculty/staff with the information needed to understand the severity of food allergies, to be actively engaged in preventing food allergen contamination, and have an ongoing dialogue with those students and faculty members requiring extra attention. Food allergy training and education will be completed annually during fac/staff meetings or division meetings. At a minimum, training will include:
  - Identifying signs and symptoms of an allergic reaction
  - Food label reading
  - Cross-contact avoidance/safe food handling

- Accommodating children with special dietary needs
- EpiPen training

### **Flik Dining Responsibilities**

- a. Porter-Gaud School will operate an “Allergy Aware” food service program. As an “Allergy Aware” program in the Lower, Middle and Upper schools, menus clearly identify potential allergens. **Sunbutter sandwiches now replace peanut butter sandwiches as of the 2017-18 school year.**
- b. Upon request, the Flik Dining service team will provide ingredient information for items served at the Porter-Gaud School. If the exact ingredients of an item cannot be determined, students with food allergies will be discouraged from consuming that item.
- c. Ingredient information regarding allergens will be provided on the whiteboard in the dining hall. We cannot, however, guarantee the labeling accuracy of allergens not covered by current food allergen labeling laws on the packaged products that we utilize.
- d. In the Upper & Middle School setting, the Flik Dining service team will assist students with food allergies in their efforts to refrain from consuming allergen(s) of concern by providing ingredient information as requested to the extent reasonably feasible. However, the responsibility for selecting safe foods must remain with the student and their parent(s).
- e. Flik Dining service employees will have knowledge of which food products contain allergens. All food ingredients, including labels of all food ingredients, will be reviewed prior to menu preparation.
- f. The Flik Dining service team is required to undergo education regarding allergens and cross contamination per Flik policy.

### **School Nurse Responsibilities**

- a. Review the health records and action plans submitted by parents and physicians, before the beginning of school.
- b. Maintain and manage storage and use of emergency medication, including stock epinephrine which will be available throughout the school, for use in any case of life threatening allergic reactions.
- c. Be available to meet with all families of students with food allergies to discuss the student’s specific allergy profile.
- d. Be knowledgeable about and follow applicable federal laws pertaining to food allergies.
- e. Respond to any allergy related emergencies including: 1) Know how to identify and respond to reactions that are mild, moderate and severe 2) Give epinephrine or other emergency medications per allergy action plan when indicated, and 3) Call 911 after administration of epinephrine.
- f. Provide Faculty & Staff Instruction on allergies annually, during fac/staff orientation/work days, fac/staff meetings or division or department meetings.
- g. Collaborate with faculty/staff to ensure emergency action plans and medications accompany all students while on school-sponsored trips.
- h. Encourage that students who require emergency medications as part of their individual health plan to carry the medication in their backpack or on their person at all times including field trips, athletic events, and overnight trips.

j. Coordinate with staff responsible for overnight trips and ensure student's emergency action plans is available and accessible to responsible faculty. Stock epinephrine auto- injector(s) will be provided as deemed appropriate for each trip.

**ACCEPTABLE USE POLICY:  
COMPUTER, DIGITAL EQUIPMENT, NETWORK, AND INTERNET USAGE 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 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.



## **PORTER-GAUD 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 (Appendix A) 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.

## **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 Middle 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.



## **Code of Conduct Guidelines for Protecting Our Students**

Our Code of Conduct 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, Flik 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.

# STUDENT PROTECTION CODE OF CONDUCT GUIDELINES

## Appropriate Interactions

Praise, encouragement, and acknowledgment.

Asking permission to touch for necessary purposes.

Pats on back or shoulder.

Side hugs.

Handshakes and high fives.

Warmth and kindness.

Use public applications and social media alerts to groups of students and parents.

## Inappropriate Interactions

Isolated, one-on-one interactions.

Profanity.

Favoritism.

Gift giving to individual children.

Contact such as frontal hugging or patting buttocks.

Photographing individual children.

Contact outside of program activities.

Private or 1:1 interactions via personal email, personal cell phones, social media, or other electronic communication.

## Prohibited Interactions

Risque jokes.

Actions or speech that discriminates, humiliates, threatens, ridicules, degrades, or frightens any person or group of people.

Corporal punishment of any kind.

Touching personal areas – face, mouth, legs, breasts, stomach, genitals.

Intimate, romantic, or sexual conduct.

Showing pornography or involving youth in pornography.

**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.**



REQUEST FOR RECONSIDERATION – (PAGE 1)

Item Description:

Title\_\_\_\_\_

Author\_\_\_\_\_

Publisher\_\_\_\_\_

Date of Publication\_\_\_\_\_

Type of Material (book, video, periodical, etc.)\_\_\_\_\_

Division(s)/Department/Course in which item is used\_\_\_\_\_

Request Initiated by:

Name\_\_\_\_\_

Telephone #\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_State\_\_\_\_\_Zip\_\_\_\_\_

E-mail\_\_\_\_\_

Complainant represents:

Self\_\_\_\_\_ or Group/Organization\_\_\_\_\_

Name of Group/Organization\_\_\_\_\_

Address of Group/Organization\_\_\_\_\_

REQUEST FOR RECONSIDERATION – (PAGE 2)

1. Did you read, view, or listen to the entire work? If not, what section?
2. Have you spoken to any faculty members concerning their use of or views of this work?
3. To what in the material do you object? Please be specific, noting pages, etc.
4. Are you aware of judgments of this work by scholarly critics and subject area specialists? If so, please summarize your findings.
5. What would you like the outcome to be with regard to this material? Please select a choice below and offer your comments.
  - a. Do not assign or lend the material to my child
  - b. Limit the material to specific division or classroom use
  - c. Remove the material from the school environment
  - d. Other (specify)

## PORTER-GAUD MIDDLE SCHOOL PLANNED ABSENCE FORM

**Present form to the Middle School Office at least 2 days prior to the planned absence.**

### PLANNED ABSENCE DETAILS *Completed by a Parent*

*This absence is planned and the student's academic arrangements are to be made prior to the absence. The student is responsible for all missed class work and assignments. Permission will be given for missed tests to be made up.*

Student: \_\_\_\_\_

Date(s): \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

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

### HEAD OF MIDDLE SCHOOL APPROVAL - Completed by the Head of Middle School or MS Office

Maureen Daily, Head of Middle School: \_\_\_\_\_

### ACADEMIC ARRANGEMENTS - Head of Middle School must approve prior to completion.

SUBJECT	COMMENT	TEACHER'S INITIAL
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		