

August 20th, 2019

Dear Upper School Students and Parents,

On behalf of the Upper School faculty and staff, welcome to the 2019 - 2020 school year! Porter- Gaud is more than a school; it is a community. Parents, students, faculty, and staff all play a role in advancing the Porter - Gaud mission and creating the best possible experience for all our community citizens. Therefore, I hope you share with me Porter-Gaud's commitment to develop and serve highly motivated and capable students seeking a challenging, disciplined, and personal learning environment in a model college preparatory school. The Porter-Gaud community fosters high academic, artistic, and athletic achievement; develops leadership and civic responsibility; and promotes personal growth and wellness. Students experience the lessons and satisfactions of competing on both a personal and collective level. We instill the confidence, integrity, and skills necessary to succeed in continued educational, personal, and societal endeavors. Our school community's high expectations require individual responsibility for actions and consequences and help students develop a standard of excellence for the way they lead their lives.

It is our hope then that this Handbook provides our community not only with routine information, but also serves to document our core beliefs, our goals, and our expectations and procedures. It is our contract with each other. Please pay special attention to these important topics:

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Grade Calculation: p. 16 ff
Exam Schedule and Information: p. 19 ff
Commencement and End-of-Year Awards: p. 22 ff
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Attendance Policies: p. 33 ff
Discipline: p. 35
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Bullying behavior: p. 56 ff
Food and Allergy Policy: p. 61 ff
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I urge everyone to participate fully in making Porter - Gaud the kind of environment we want for our students to grow and learn. I look forward to being a part of that journey and trust that we are partners in this very important work.

My best wishes for a great year,



Brad Gilman
Head of Upper School



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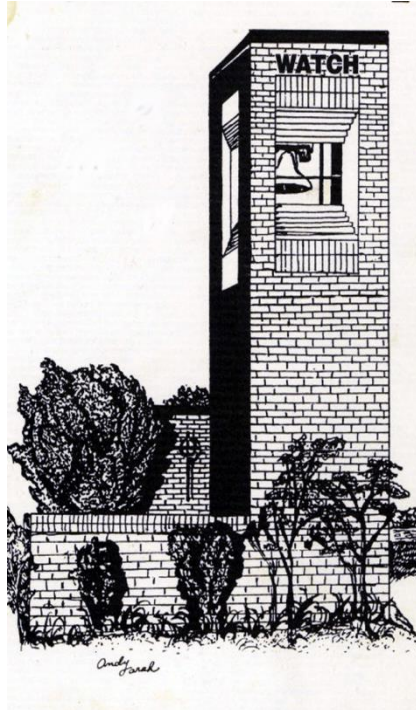
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DISCLAIMER

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 POLICIES AND PROCEDURES SET FORTH IN THIS HANDBOOK REPLACE ALL PRIOR INCONSISTENT POLICIES, WRITTEN AND ORAL. FROM TIME TO TIME IT WILL BE NECESSARY FOR PORTER-GAUD TO CHANGE, DELETE OR ADD TO THIS HANDBOOK. 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.

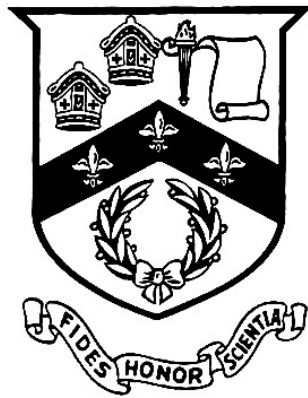
Porter-Gaud School admits students without regard to race, sexual orientation, gender, color, national, religious or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race,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

Laying a Foundation...



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

THE PORTER-GAUD SCHOOL CREST



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

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

PORTER-GAUD ALMA MATER

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

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

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

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.*

Core Beliefs

(REVISED 2007)

- Porter-Gaud is committed to academic excellence
- Student Learning is the chief priority for the school, And Learning needs should be the primary focus of all decision s impacting the work of the School.
- A student's self-respect is enhanced by positive relationships and mutual respect within the School community.
- Each student is a valued individual with unique talents and unique social and emotional needs.
- The school provides an environment that expects and develops integrity, and one which fosters respect, compassion, and the desire to serve others.
- The School seeks to honor our heritage WHICH CLOSELY links us with the Episcopal church by nurturing the faith and awakening the soul of every member of the Porter-Gaud community.

Upper School Administration, Faculty and Staff

Brad Gilman	Head of Upper School	402-4838
Brent Hilpert	Upper School Dean	402-4707
Dr. Charles Echols	Chaplain	402-4689
Fran Ridgell	Upper School Counselor	402-4824
Ken Hyde	Director of Admissions	402-4775
Terra Burke	Assoc. Dir. of Admissions/Dir. of Community Outreach	402-4675
Beverly Oswald	Director of Academic Scheduling, Registrar	402-4792
Becca Weil	Registrar	402-4710
David Myer	Upper School Scheduling	402-4755
Larry Salley	Director of Athletics	402-4784
Karen Kimberly	Director of College Counseling	402-4702
Jennie Harris	Assistant Director of College Counseling	402-4758
Audrey Holsten	Academic Dean	402-4777
Bess Bluestein	Upper School Learning Specialist	402-4804
John Pearson	Director of Diversity	402-4703
Gretchen Tate	Director of School and Community Service	402-4791
Phil Zaubi	Director of Academic Technology	402-4711
Doug Bergman	Webmaster	402-4682
Margie Stanbrook	Director of Financial Aid/Student Billing	402-4681
Natalie Price	Administrative Assistant to College Counseling	402-4805
Karie Ann Crowther	Upper School Administrative Assistant	402-4709
Dana Cadden	Upper School Receptionist	402-4776

Upper School Department Chairs

Computer Science

Doug Bergman, Chair 402-4682

History

Paul Baran, Chair 402-4800

Religion

Dr. Charles Echols, Chair 402-4689

English

Aaron Lehman, Chair 402-4693

Mathematics

Vanessa Carson, Chair 402-4751

Science

Caitlin Adelson, Chair 402-4802

Fine & Performing Arts

Ashley Stock, Chair 402-4786

Physical Education

Ricky Tillman, Chair 402-4760

World Languages

Gretchen Batalis, Chair 402-4716

A History of WATCH

WORDS

ACTIONS

THOUGHTS

CHARACTER

HABITS

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

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

The Essentials at Porter-Gaud

A more detailed description of Porter-Gaud rules and policies can be found in this handbook.

A modern version of the New Testament translates the passage from II Timothy “*But WATCH thou in all things*” to “*But you, keep your head in all situations.*” This expectation of thoughtful behavior in every situation, coupled with the Golden Rule “So in everything, do to others what you would have them do to you,” sums up Porter-Gaud’s standard for members of the School community.

Be truthful in every situation, both with yourself and with others—in academics, in relationships, in work settings—wherever you are and whatever you are doing.

- Make observing the Honor Code a daily priority.

Respect yourself and others in every situation. Show kindness and understanding in the way you treat others, and do not involve yourself in actions that are demeaning to you or anyone else.

- *Model courteous and respectful behavior in all areas of school life.* Our behavior in all venues including the classroom, athletics, and the assembly and chapel programs should reflect the best of our School.
- *Drive carefully on campus and respect carpool and parking rules.* Regardless of how busy or behind schedule you are, remember to obey the rules that enable us to function safely and efficiently in this area.
- *Respect the rules about technology use on campus.* Don’t use computers, cell phones, iPods, iPads, or other digital devices in violation of School policies.

Be responsible in all your thoughts, words, and deeds. Approach every commitment with a good attitude and a will to do your best, and actively look for ways that you can serve others. When something goes wrong, don’t blame others, but take the initiative to make it right.

- *Be where you are supposed to be when you are supposed to be there.* Be on time for classes, meetings, and other events, and don’t leave campus or go to the parking lot without permission from the office.
- *Be responsible in your on and off campus behavior.* It is a privilege to be part of the Porter-Gaud community, and student behavior on and off campus should model the principles of the School. If the School deems that improper behavior by a student whether during School related or non-School related activities is damaging to the welfare of Porter-Gaud students, the standards of the School, or its reputation within the community, Porter-Gaud reserves the right to take serious disciplinary action, including suspension or dismissal.
- *Understand that certain things are absolutely forbidden at school.* Drugs, alcohol, tobacco, weapons, harassment, threats/violent behavior, or any other illegal activity is not tolerated at School, and any student involved with these items or in these types of activities may be dismissed.

Honor at Porter-Gaud

The Porter-Gaud Honor code reads:

"As a student of Porter-Gaud School, I pledge not to lie, cheat, or steal."

Nothing is more central to the Porter-Gaud mission in developing scholarship and character than the Honor Code. Through it, we seek to instill in students an active regard for the standards of personal integrity, trust, and responsibility to both community and self. Being honest with oneself and with others is essential in building the relationships of trust that are the core of a healthy, ethical School community, and is an essential expectation of the School and the individuals who attend it.

An explicit violation of the Honor code or the intent to break the Honor Code will be handled by the Honor Council. The Honor Council is a student organization with student-elected members. Any question of interpretation of the Honor System should be directed to a member of the Honor Council, its Advisor(s), or the Upper School Head. A student's enrollment in Porter-Gaud indicates his/her willingness to comply with our Honor Code.

Personal Honesty is essential to building trust; therefore, students should be certain that they use words thoughtfully and truthfully when communicating with teachers, staff members, administrators, and with each other in order to avoid misrepresenting or intentionally creating a false impression of any School business for peers, teachers, staff members, or administrators.

Academic Honesty is essential to building scholarship and character.

- Quizzes, tests, and exams are to be the sole work of the individual with no visual, verbal, electronic, or other assistance, whether planned or accidental. Students who have in their possession, on their person, or in their immediate and visible vicinity any item or material pertinent to any quiz, test or similarly assessed activity without the knowledge and expressed consent of the teacher of the course have breached the Honor Code.
- Passing test or examination information to any student who has not yet taken the test or exam, or the use of this information by a student, without the knowledge and expressed consent of the teacher of the course is a breach of the Honor Code.
- Passing completed workbooks or written assignments to another student or the use of these materials by another student except with the permission of the teacher of the course is a breach of the Honor Code.
- Homework provides an excellent opportunity to discuss work with a classmate, but working together is permitted only with the approval of the teacher of the course, and all work submitted must be the student's own. Copying another's work often short circuits the learning process and is considered a breach of the Honor Code.

Respect for Intellectual Property is essential to building trust, scholarship, and character. Intellectual property—the words and ideas of others—is highly valued in every academic community. Therefore, plagiarism (taking someone's words and/or ideas without giving that person credit) is stealing and is a serious Honor offense. Students and their teachers should review together the standards and expectations for source citation for papers and lab assignments. When preparing lab assignments, students are to collect their own data for each experiment unless working with an assigned partner or unless specific permission has been given by the teacher of the course to use data from another source. When using another's data, proper credit must be given.

Respect for Personal Property is essential to building a safe and responsible community. Taking, or attempting to take another's property without his/her permission shows a lack of respect for others which harms the owner of the property, the Porter-Gaud community, but perhaps most acutely, the person who has taken that property. Such behavior is a breach of the Honor Code. Further, it is a breach of the Honor Code to give or loan one's student athletic pass to anyone else or to use a pass or card which belongs to someone else.

Student Responsibility is essential for honor to continue to thrive and enrich the Porter-Gaud community. Students must take responsibility for the system, first by committing him/herself to honorable behavior and respect for others. Each must also take responsibility for his/her own belongings. Demonstration of that respect and responsibility involves not putting undue temptation in the way of others. Students should not bring large amounts of cash to School with them and should have their names prominently displayed on items of value, particularly items such as calculators, computers, or jackets which are often identical to those of other students.

If a student believes that an infraction of the Honor Code has occurred, s/he is responsible for all of the following:

- report the possible violation to the Honor Council Chair immediately, in writing.
- advise the teacher of the class involved or the Dean

Students are also strongly encouraged to warn each other to discontinue activities which may violate the Honor Code. The Chair of the Honor Council and at least one Senior Class Honor representative will review the facts of the case with the Honor Council Advisor(s) and decide if the case should be brought to the entire Council.

Plagiarism

Because plagiarism constitutes a special case of academic dishonesty and one that, because of its complexity, may be a source of misunderstanding for the student and parent, we include the following definition and example of plagiarism reprinted by permission of the Modern Language Association of America from *The MLA Handbook for Writers of Research Papers*, (New York: Modern Language Association, 1988, pp. 21–23):

Plagiarism is the act of using another person's ideas or expressions in your writing without acknowledging the source. The word comes from the Latin word *plagiarius* ("kidnapper"), and Alexander Lindey defines it as "the false assumption of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's own." (*Plagiarism and Originality*, New York: Harper, 1952). In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone else.

The most blatant form of plagiarism is to repeat as your own someone else's sentences, more or less verbatim. Suppose, for example that you want to use the material in the following passage, which appears on page 906 in Volume I of the *Literary History of the United States*:

The major concerns of Dickinson's poetry early and late, her "flood subjects," may be defined as the seasons and nature, death and a problematic afterlife, the kinds and phrases of love, and poetry as the divine art.

If you write the following without any documentation, you have committed plagiarism:

The chief subjects of Emily Dickinson's poetry include nature and the seasons, death and the afterlife, the various types and stages of love, and poetry itself as a divine art.

But one may present the information if you credit the authors:

Gibson and Williams suggest that the chief subjects of Emily Dickinson's poetry include nature, death, love, and poetry as a divine art (906).

The sentence and the parenthetical documentation at the end indicate the source, since the authors' name and the volume and page numbers refer the reader to the corresponding entry in the bibliography:

Gibson, William M., and Stanley T. Williams. "Experiment in Poetry: Emily Dickinson and Sidney Lanier." Literary History of the United States. Ed. Robert E. Spiller et al. 4th ed. Vol. 1. New York: Macmillan, 1974. 899–916.

If you have any doubt about whether or not you are committing plagiarism, cite your source or sources.

The Honor Council

The Honor Council is a student-led organization with members elected directly as representatives or serving by virtue of other elected office. Members include the Honor Council Chair, Honor Council representatives from grades 9-12 and the Student Council president. One or more faculty members serve as Advisor(s) to the Honor Council; at least one of the Advisor(s) is present during all Honor Council meetings. The Chair of the Honor Council presides over its meetings but votes only in cases involving a tie. In the Chair's absence, a Senior class Honor Council representative presides over meetings.

The Honor Council Chair calls meetings, presides, and appoints a secretary to keep records of Honor Council proceedings. The Honor Council Chair reports the council's findings to the Upper School Head and recommends consequences for violations. The Head of the Upper School's decision will be communicated publically to the School community, taking care to preserve the anonymity of the person(s) involved when possible. Honor Code violations may be handled solely by the Principal without Honor Council hearing if the Honor Council Chair or his/her *pro tempore* designees (Senior class Honor Council representative) are not available, or in the event it is not possible to assemble a quorum. In either case, if expulsion is recommended, the Upper School Head refers the case to the Head of School's Committee of Review. The decision of the Head of School is final.

When, in the Head of School's judgment, exceptional or urgent circumstances arise which may threaten the safety or well-being of individuals or the School community (or may involve possible statutory violations or may require the involvement of law enforcement officials), the Head of School has broad discretion to supersede normal procedures and to direct an administrative investigation and adjudication of such exceptional cases.

Honor Council Intervention / Violation of testing procedures A category of offenses closely related to that of violations of academic integrity is that of actions that, by their very nature, might predispose to cheating. A procedural violation may result when a student procedurally fails to follow proper protocol on any graded assignment, causing a teacher or another student to question the student's academic intentions. The teacher may choose to

warn the offender, to move the offender, or to collect the offender's work and assign a grade of 50 at once. **However, he or she must also discuss the incident with an Honor Council Advisor to determine how to proceed. This protects students by ensuring that all cases are handled in a similar way. If the Honor Council Advisor determines that the case needs to proceed, the Honor Council Officers will review the materials to determine the appropriate course of action, whether an intervention (warning) or full hearing is needed.** If the student is found in violation of the honor code, he or she will receive the appropriate penalty. In the case of a student who is cited a second time for a violation of testing procedures, the student will face a full hearing and probable suspension.

Violations of testing procedures on mid-year and final examinations will be handled in the following manner: If a student violates testing procedures, he or she will be told immediately that the case is being referred to the Honor Council and the Upper School Head. The Honor Council advisors or the Upper School Head will be notified at once, and will determine whether the alleged violation did in fact occur. In the meantime, the student will be allowed to complete the examination. If the student is found to have violated testing procedures, he or she will receive a grade of a failing grade on the examination. All instances of violation of testing procedures will result in a letter of notification from the Upper School Head to parents or a private meeting.

Porter-Gaud Disclosure Policy As admission to colleges and universities becomes more and more challenging, most college applications now request more detailed information from both students and high schools. Porter-Gaud School adheres to the "Principles of Good Practice" espoused by the National Association for College Admission Counseling. In keeping with NACAC's "Mandatory Practices", a designated school official will disclose a candidate's disciplinary record including, but not limited to: academic probation, disciplinary probation, honor probation, suspension or a change in the student's enrollment status. Therefore, please understand that the School will formally disclose an applicant's disciplinary record; the School, meanwhile, also expects the student to honestly and honorably answer all questions regarding his/her disciplinary record. Failure to do so may jeopardize a student's application.

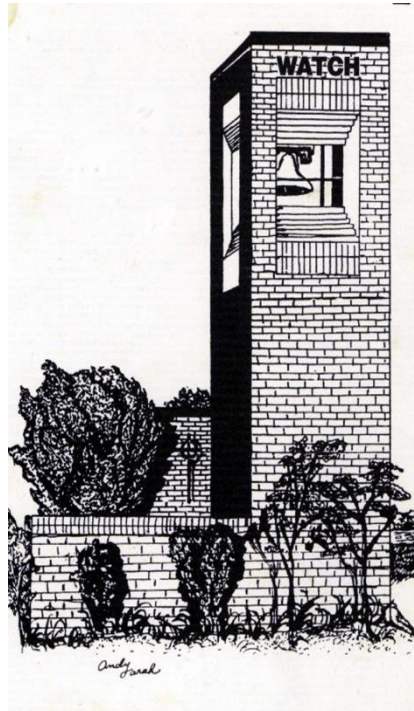
At the same time that Porter-Gaud follows NACAC's "Principles of Good Practice", and when the School deems it appropriate, the School will support such a student with a letter written by the Upper School Head and/or the Head of School to any respective college or university.

Reporting Honor Code Violations In the case of any incident involving a student's violation of the Porter-Gaud Honor Code, a letter noting the violation and signed by the Upper School Head will be placed in the student's records folder. In addition, if any college or university requests such information from Porter-Gaud, the Upper School Head will notify in writing the college or university where the student has applied of the violation of the School's Honor Code policy.

Award Clause After committing a first offense in his/her freshman or first year, if a student has a clean record for an entire year thereafter, then he/she may be eligible upon a faculty vote for any faculty-voted awards. Any student who has committed a second offense or a sophomore, junior, or senior who commits a violation may not be eligible for these awards. If a student received a second offense after receiving an award, then the award is revoked.

Homework Honor Statement: Homework provides an excellent opportunity to discuss work with a classmate, but working together is permitted only with the approval of the teacher of the course, and all work submitted must be the student's own. Copying another's work often short circuits the learning process and is a breach of the Honor Code.

Learning Together...



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

Academics in the Upper School

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

- take appropriate academic risks which will encourage the student to stretch beyond demonstrated capabilities.
- develop day-to-day habits which will lead to academic success—curiosity, self-motivation, and responsible actions.
- think creatively, critically, and analytically and communicate ideas effectively.
- develop the ability to work cooperatively and collaboratively with others.
- respect the human differences which enrich the learning process.
- pass all academic courses knowing that any grade between 59 – 0 represents a failing grade on the transcript.

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.

Diploma Credit Requirements by Department

(1 credit = successful completion of a year-long course)

(½ credit = successful completion of a semester course)

Graduation Requirements* These requirements are a minimum set for Porter-Gaud graduation. It is our expectation that students will work toward excellence by demanding more of themselves than this minimum, particularly in the academic disciplines for which they have a passionate interest.

In addition, students must pass all of their Upper School courses with a grade of 60 or better in order to receive a Porter-Gaud diploma.

Department	Credits	
English	4	including surveys of British and American literature
World Language	3	completion of the <u>same</u> language through Level III.
History	3	including World History and US History
Mathematics	4	from the sequenced courses Algebra I through AP offerings
Science	3	one year each of Biology, Chemistry, Physics
Fine Arts	1	Public Speaking + ½ additional credit; Participation in the U/S drama or musical production earns ½ credit
Physical Education	1	P.E. / Health + ½ additional credit; Participation on an approved Porter-Gaud J.V. or Varsity team will earn ½ credit
Computer Science	½	credit in Computer Science 104
Religion	½	credit in New Testament and Ethics

*

Students entering after grade 9 are allowed appropriate adjustments as determined by the Upper School Head and the College Counselor. For example, a new rising tenth grader does not have to take Computer Science 104.

Credit Hour Requirements

All students must be enrolled in a minimum of five academic core courses each semester. A student who fails to meet course credit requirements risks meeting the requirements for graduation. Therefore, the following chart highlights the recommended minimum credit requirements for students to fulfill the School's graduation requirements.

Freshmen	6.0 credits
Sophomores	12.0 credits
Juniors	18.0 credits
Seniors	23.5 credits
Grades 9 – 12	A minimum total of 20 academic core credits

Included in the chart above are the following required credit courses:

Freshmen	1/2 credit in PE / health 1/2 credit in Computer Science
Sophomores	1/2 credit in Public Speaking
Juniors	1/2 credit in New Testament & Ethics
All students	1 credit in the Fine Arts 1/2 additional credit in PE / Athletics

Student Ranking Porter Gaud School utilizes the South Carolina Uniform Grading Policy which determines class rank. While Porter Gaud School has a policy on the academic ranking of students, rank is not used for the purposes of college admission. Questions concerning the South Carolina Uniform Grading Policy ranking should be directed to the College Counseling Office.

Course Enrollment Information

Course Load Students in the Upper School must take a minimum of five academic core courses each semester along with the semester courses required for graduation. Students may select Study Hall as one of their seven courses.

Students are expected to take the courses designated during course selection; however, there are circumstances under which changes are sometimes made if the student's schedule permits such a change. In each circumstance, the student is required to obtain the necessary form(s) from the Upper School Head or Registrar, complete the form(s), obtain all required signatures, and return the forms to the Upper School Head or Registrar. No changes are official until the information has been entered and a new schedule has been issued to the student. Failure to follow appropriate procedures may result in the denial of a student's request for a change in schedule.

Requests for Teachers Porter-Gaud does not honor requests for a student to be assigned to the class of a particular teacher. However, if your student has a documented learning-style difference, our Learning Specialist will work with the Registrar to try to match the student with a teacher who complements the student's learning style. If your student has already had a teacher *and has a sound reason* for not repeating that classroom match, parents may submit a **written request to the Upper School Head by Friday, February 14th, 2020**. It will be forwarded to the Registrar and honored when possible. Because teaching assignments vary from year to year, sometimes it is not possible to accommodate such requests.

Adding or Dropping a Course: The deadlines for changing courses for 2018 – 2019 are as follows:

- Friday, September 13th, 2019:** deadline for dropping a first semester-only course;
- Friday, September 13th, 2019:** deadline for changing a year-long English course;
- Friday, September 13th, 2019:** deadline for adding a year-long core course;
- Friday, September 13th, 2019:** deadline for adding a first semester-only course; requires permission of the department head and Head of the Upper School;
- Friday, September 27th, 2019:** deadline for dropping a year-long course;
- Friday, January 24th, 2020:** deadline for dropping a second semester-only course

In general, after the four or six week period, a student cannot drop a subject and switch into another discipline (i.e. drop a year-long math course and move into a year-long science course).

A student who drops from an AP or Honors level course to the non-AP, non-honors course will have added to the grade-to-date 3 points across all assignments in the new class at the time of the student transfer.

In special, extenuating circumstances involving documented physical or emotional health issues, a student may be permitted to drop a class after the designated deadline; however, the student must fulfill all Porter-Gaud department and credit requirements needed for graduation. Any request to drop a course for health-related issues will be reviewed by the Head of School and the Upper School Head on a case by case basis and will require medical documentation.

In the case of any course change within the same department, all grades will be transferred.

Withdrawals: Permission to withdraw may be granted by the Upper School Head on a case-by-case basis. Withdrawals are recorded on a student's transcript as "W."

Porter-Gaud Student Appeal Policy for Honors / AP Classes

Students who did not receive an initial recommendation for an Honors or AP level class for 2019 – 2020 failed to meet the department's criteria for admission. However, a formal process of appeal exists for students interested in pursuing admission into an Honors or AP course. The following two steps must be followed:

- a. Request from the department chair an appeal's form;
- b. Fully complete by yourself the form and return it to the department chair by the specified deadline. Forms will not be accepted after the published deadline.

Once a student has submitted the request, the following steps will occur:

- a. The appeal will be reviewed by the department chair and department members;
- b. Students will be notified by the department chair of the department's decision;
- c. Notification could be made anytime up to the end of the year if the department wishes to review final grades and the final exam.

Course Credits

Senior Course Selection and Credit

- Seniors are required to take five core academic courses each semester. It is recommended that they then choose at least one additional course from the core academic, physical education, fine arts or computer science departments. This decision should be made in consultation with the student's college counselor, advisor and parent.
- Seniors must earn a grade of 60 or above in all courses in which they are enrolled in order to graduate.
- Any senior who fails a class at mid-semester or at the semester will be placed in a required study hall(s) for the following quarter marking period. The senior will also lose all privileges for the same period of time.
- In order to earn the course credit necessary to receive a Porter-Gaud diploma, any senior who earns a grade below 60 in a required English course must pass four credit hours of department-approved college freshman English at an accredited college or university.
- A senior who earns a grade below 60 in any other required course must pass an approved course (college or secondary school level, at the discretion of the department) for credit to graduate.
- A senior who has not passed all required courses or who has otherwise failed to satisfy graduation requirements may participate in the graduation ceremony but will not receive a diploma. Porter-Gaud issues a diploma upon the presentation of a transcript showing successful completion of the approved course.

Grades 9 – 11 Course Credit

- Students in grades 9 - 11 who earn a grade below 60 in any course do not receive credit for the course. If a student earns a grade below 60 in a required course in any department except English, s/he is expected to repeat that course at Porter-Gaud before graduation.
- If a student earns a grade below 60 in English, s/he is expected to repeat the course the next academic year after a conference with the Upper School Head, Department Chair, and faculty advisor. This conference may include a recommendation to withdraw.

- A student in grades 9 - 11 who does not earn credit in two or more full-year required courses in one year **may be** required to withdraw from Porter-Gaud School, unless exceptional circumstances suggest that the student might repeat the entire School year.
- Any student in grade 11 who fails a class at mid-semester or at the semester will be placed in a required study hall(s) for the following quarter marking period.

Grade Calculation

Beginning in the 2019 – 2020 academic year, the Porter-Gaud Upper School will transition to a single grade point average calculation- the South Carolina Uniform Grading Policy (UGP). The UGP translates every individual numerical grade to its own GPA equivalent. Within the UGP formula, honors and AP courses receive an additional weighting of 0.5 and 1.0, respectively. Finally, the courses listed on the Porter-Gaud transcript reflect only those courses taken while the student is enrolled at Porter-Gaud. A student's cumulative GPA reflects all high school credit courses regardless of school and includes high school credit courses taken in grades 7 and 8.

For calculation purposes, there are two semesters in the School year. Semester grades are calculated based upon daily homework grades, quizzes, tests, papers, projects, reports, etc. For year-long courses each semester accounts for 40% of the grade and each exam grade for 10%. For semester-long courses each semester accounts for 80% of the grade and the exam grade for 20%. A grade point average (**GPA**) for the end of the year is calculated including grades earned in courses offered by the following departments: Computer Science, English, Fine and Performing Arts, World Languages, History, Math, Physical Education (Health/PE), Religion, and Science.

The Porter-Gaud grading system for the conversion of numerical grades to letter grades and the South Carolina UGP scale for GPA weighting can be found below:

Porter-Gaud

100 - 97	A+	89 - 87	B+	79 - 77	C+	69 - 67	D+	59 - 0	F
96 - 93	A	86 - 83	B	76 - 73	C	66 - 63	D	INC	Incomplete
92 - 90	A-	82 - 80	B-	72 - 70	C -	62 - 60	D-	W	Withdrawn

SCUGP

GPA RANGE

100 – 90	5.00 – 4.00
89 – 80	3.90 – 3.00
79 – 70	2.90 – 2.00
69 – 60	1.90 – 1.00
59 – 51	0.90 – 0.10

[e.g. A numerical grade of 92 translates to a 4.20 GPA in the UGP scale; an 85 = 3.50]

Attitude Ratings for Students In addition to academic grades, teachers also rate each student's attitude according to the following criteria:

A one (1) means **EXCELLENT**. Such a student ***always***:

- exhibits self-discipline and respect for others
- demonstrates an enthusiastic attitude
- comes prepared with homework and required class materials
- participates voluntarily in class discussions and activities
- uses class time effectively
- works cooperatively with peers and adults
- completes assignments on time
- arrives in class on a timely basis

A two (2) means **SATISFACTORY**. Such a student ***usually***:

- exhibits self-discipline and respect for others
- demonstrates an enthusiastic attitude
- comes prepared with homework and required class materials
- participates voluntarily in class discussions and activities
- uses class time effectively
- works cooperatively with peers and adults
- completes assignments on time
- arrives in class on a timely basis

A three (3) in attitude means **NEEDS IMPROVEMENT**. Such a student ***occasionally***:

- exhibits self-discipline and respect for others
- demonstrates an enthusiastic attitude
- comes prepared with homework and required class materials
- participates voluntarily in class discussions and activities
- uses class time effectively
- works cooperatively with peers and adults
- completes assignments on time
- arrives in class on a timely basis

A four (4) in attitude means **UNSATISFACTORY**. Such a student ***rarely***:

- exhibits self-discipline and respect for others
- demonstrates an enthusiastic attitude
- comes prepared with homework and required class materials
- participates voluntarily in class discussions and activities
- uses class time effectively
- works cooperatively with peers and adults
- completes assignments on time
- arrives in class on a timely basis

Academic Recognition

Valedictorian and Salutatorian Valedictorian and Salutatorian candidates are those who have attended Porter-Gaud for grades 10, 11 and 12. A ranking formula based on the cumulative weighted GPA of the five core courses determines these positions.

Highly Distinguished Diploma is designed to recognize outstanding academic achievement. Seniors selected to the Cum Laude Society will be recognized in the graduation program as earning the Highly Distinguished Diploma. To be eligible to receive the Highly Distinguished Diploma, a senior must:

- be enrolled at Porter-Gaud for grades ten, eleven and twelve.
- be inducted into the Cum Laude Society during the student's junior or senior year.
- meet the school's expectation for honor and discipline. Any breach of the School's Honor Code or major offense of the disciplinary expectations during grades nine - twelve may render a student ineligible for this diploma.

The Cum Laude Society - Founded in 1906, the Cum Laude Society is dedicated to honoring scholastic achievement in secondary schools. The founders of the society modeled Cum Laude after Phi Beta Kappa and in the years since its founding, Cum Laude has grown to 350 chapters, approximately two dozen of which are located in public schools and the rest in independent schools. Membership is predominantly in the United States, but chapters also are located in Canada, England, France, Spain, Puerto Rico and the Philippines.

All juniors and seniors who have maintained at least a 90 grade point average through the end of the first semester of their junior or senior year and who will have completed at least two full academic years at Porter-Gaud by the end of the current school year may be eligible for membership. Any student who is found guilty of violating the Porter-Gaud Honor Code during any time in her / his academic career **will not** be considered for induction into the Porter-Gaud chapter of the Cum Laude Society. **For further consideration, the candidate must have taken an average of two honors courses per year while attending Porter-Gaud.** The national by-laws of the Cum Laude Society stipulate that membership in The Cum Laude Society may not exceed 10 percent of the junior class and 20 percent of the senior class based on the weighted cumulative GPA of the five core academic courses.

Honor Violations: If a student is found guilty of violating the Porter-Gaud Honor Code following his/her election, that student shall be automatically removed without vote of the faculty members from membership in the Porter-Gaud chapter of The Cum Laude Society; the student's name will not appear in any listings of The Cum Laude Society membership, and the student will not participate in the induction ceremonies. Students who have violated the Honor Code, but who were not suspended for the violation will be reviewed by the faculty members of the Society and may be removed from membership by a two-thirds vote of all voting faculty members.

Faculty members of the Society consider each eligible student in the following areas:

- **Scholarship:** number of honors courses completed, commitment to academic excellence, ability to work independently and with initiative, attempts to meet the academic challenges of the school;
- **Attitude:** exemplifies a positive image with regard to academics both in and out of the classroom, demonstrates an appreciation for the intrinsic value of learning;
- **Academic leadership and involvement:** actively participates and demonstrates leadership in class, willingly participates in outside academic activities and competitions, contributes positively to the intellectual climate of the school.

Honor Roll Recognition

A student's honor roll recognition is determined at the end of each semester by a cumulative overall weighted GPA of the five academic core courses: English, history, math, science, and world language. Honor roll status is awarded on the following basis:

Honor Roll	Average	Requirement
Summa Cum Laude	93–100	No grade less than 85
Magna Cum Laude	87–92	No grade less than 80
Cum Laude	80–86	No grade less than 75

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 Upper School Head in consultation with the student's advisor) is placed on Academic Warning. The student's progress will be reviewed after four weeks of the following marking period.

- Parents of the student are notified
- The student is assigned to study halls for all unscheduled periods.
- The student meets with his/her advisor and the Upper School Head or Dean to discuss the 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 the semester include two grades of 69 or below, or one failing grade in an academic subject, or who is in serious academic jeopardy (as determined by the Upper School Head in consultation with the student's advisor) is placed on Academic Probation.

- The student is assigned to study halls for all unscheduled periods.
- The student's advisor and the Upper School Head meet with the student and his/her parents to discuss strategies necessary for the student to improve 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 may risk not being permitted to practice or play with any interscholastic teams, and may be required to resign any elected office and withdraw from major extracurricular activities as listed in the Student Activities section of the handbook. Exceptions may be considered by the Dean and the Upper School Head in extraordinary circumstances.

Students on Academic Probation may not immediately be offered a re-enrollment agreement. If and when a student demonstrates sustained improvement and meets the criteria for good standing, a re-enrollment agreement may be offered.

Exam Schedule and Information

Mid-year and Final Exams - At the end of each semester, comprehensive two-hour examinations are held. Generally, mid-year exams are held during the third week of December; final exams are held during the last week of school in May. Students must come in regular school dress during exam week. Exam week typically consists of exams given on a two-per-day basis on a class block rotation basis. In some instances, the final day of exams may include specially arranged conflict / make-up exams. Students do not have to be in school when they do not have an exam. Within the week preceding their respective designated block mid-year or final exam, teachers will not be permitted to test or quiz that particular block class. This does not apply to senior final examinations.

Specific information concerning fall and spring exams will be sent home in a timely manner in advance of the exam week. Students are expected to take exams as scheduled. Changes are not permitted in individual exam schedules except for compelling reasons and with the prior authorization of the Dean or Upper School Head. If a student must be absent from an exam due to illness or emergency, parents should call the Upper School office well in advance of the exam to report the absence and arrange for a make-up. Unexcused absences from an exam session carry an academic penalty and will be rescheduled for the make-up day.

The 2019 – 2020 mid-year, senior, and final exam schedule is as follows:

Date	December, 2019	Time
Tues., 12/17	Block A	8:45 – 11:00 a.m.
Tues., 12/17	Block B	12:45 - 3:00 p.m.
Wed., 12/18	Block C	8:45 – 11:00 a.m.
Wed., 12/18	Block D	12:45 - 3:00 p.m.
Thurs., 12/19	Block E	8:45 – 11:00 a.m.
Thurs., 12/19	Block F	12:45 - 3:00 p.m.
Fri., 12/20	Block G	8:45 – 11:00 a.m.
Fri., 12/20	Make-up	12:45 - 3:00 p.m.

Date	Senior Exams: May 2020	Time
Mon., 5/18	English	8:00 - 10:15 a.m.
Mon., 5/18	World Language	10:45 - 1:00 p.m.
Tues., 5/19	History	8:00 - 10:15 a.m.
Tues., 5/19	Math	10:45 - 1:00 p.m.
Wed., 5/20	Science	8:00 - 10:15 a.m.
Wed., 5/20	Make-up / Conflicts	10:45 - 1:00 p.m.

Date	May, 2020	Time
Fri., 5/29	Block B	8:45 – 11:00 a.m.
Fri., 5/29	Block C	12:45 - 3:00 p.m.
Mon., 6/1	Block D	8:45 – 11:00 a.m.
Mon., 6/1	Block E	12:45 - 3:00 p.m.
Tues., 6/2	Block F	8:45 – 11:00 a.m.
Tues., 6/2	Block G	12:45 - 3:00 p.m.
Wed., 6/3	Block A	8:45 – 11:00 a.m.
Wed., 6/3	Make-up	12:45 - 3:00 p.m.

Teachers may inform students about their cumulative semester daily average for the semester before exams begin. However, they may not give information regarding exam grades, final semester grades, or end-of-year grades to students until the last semester exam has been administered.

Advanced Placement Exams - Porter-Gaud School offers qualifying students the opportunity to enroll in a wide range of Advanced Placement courses of disciplined and orderly inquiry designed to develop a student's ability to master complex knowledge. The respective academic departments utilize various metrics (e.g.: available standardized test scores, teacher/department head recommendations, prior class performance, writing samples) to formulate their AP course recommendations. The School carefully monitors all students' academic schedules to avoid an overscheduling of AP courses. Unless an extenuating circumstance exists, the School requires that a student enrolled in an AP class take the May AP exam.

- Any student who has been enrolled in an AP class for the entire year will be exempt from the Porter-Gaud final exam in that course provided that the student has **a cumulative AP class average of 80 on the day of the respective AP exam**. Otherwise, the student must also take the Porter-Gaud final exam in that subject.
- Any student who fails to sit for the AP exam must attend classes through the last academic day and sit for final exams.
- Juniors and sophomores enrolled in AP classes are required to attend their AP classes following the administration of the AP subject exam until the final day of academic classes. Faculty may use the class time following the AP exam for special projects, student-directed research, field trips, etc.
- Students are excused from all classes and other scheduled activities only on the day that they take an AP exam. Students are expected to arrive fifteen minutes before the scheduled start time of the exam and to leave campus promptly at the conclusion of the exam.

Final Exam Exemption Exam exemption is a privilege for seniors only (except as noted for AP courses). Seniors may earn an exemption from a final exam at the end of the 2nd semester by meeting criteria established by the faculty. A senior who fails a required spring semester exam may retest if that exam grade is the sole cause of failing that course for the year. To qualify for an exam exemption, a senior must meet A or B, C, D, and E.

A. Earn a year-to-date yearly average of 90 or above in the given year-long class as of Wednesday, May 13th;

OR

B. Earn a year-to-date semester average of 90 or above in the given semester class as of Wednesday, May 13th;

AND

C. Meet a mandated attendance requirement of no more than 8 class absences in the second semester for any reason other than school sponsored events.

- This does include college visits.
- An appeals process exists and would depend on:
- College admission status
- Final average in the course

AND

D. Receive a teacher's recommendation for exemption

AND

E. Have no unserved detentions.

Commencement and End-of-Year Awards

Dr. Anthony Toomer Porter Award: This award originated in the spring of 1957 and is the highest award conferred by the School. It was conceived to give recognition to the student who best exemplifies the ideals and emulates the character of the school's founder, the Rev. Anthony Toomer Porter: loyalty to cause; persistence in adversity; self-discipline; sensitivity to the needs of others; faith in God and humanity.

The Porter-Gaud Trustee Award: This award is given by the Board of Trustees to recognize a senior who has shown a special commitment to the ideals of a liberal arts education. The recipient will have demonstrated commendable scholarship combined with enthusiastic participation in the arts, athletics, and community service.

Head of School's Award: This award is given to a member of the senior leadership council in recognition of leadership and service to the Porter-Gaud community.

Honor Award: This award is given to the senior whose dedicated service and commitment have further cultivated a culture of honor at our school.

Faculty Award: This award is presented by the faculty to the senior whose efforts and achievements over the past year have earned their admiration and respect.

WATCH Award: The WATCH award, presented in memory of Mr. John Upshaw Downs, Sr., PMA '1946, is presented to a member of Porter-Gaud's graduating class who embodies spiritual and moral leadership on campus.

Commencement Awards: Departmental

Ted R. Richardson Award in Athletics: This award is presented to the graduating senior who has best exhibited outstanding qualities of sportsmanship, leadership, and athletic ability. The award is named for "The Maje," Major Ted Richardson, a former teacher and Middle School Principal.

The Computer Science Award: This award recognizes the Computer Science student who has reached far beyond the classroom in her/his exploration of technology.

John Bennett Award in English: This award was established by the late Charleston attorney, John Bennett, in honor of his grandfather, one of three founding members of the Poetry Society of South Carolina. The award honors a Porter-Gaud graduating senior who has achieved a high academic average in English while demonstrating outstanding written expression.

Archibald Rutledge Award in Fine Arts: This award, named for South Carolina's Poet Laureate, recognizes exceptional creative expression in the areas of the Visual Arts and the Performing Arts.

Ralph S. Nordlund History Award: This award is given in honor of long time History Department chairman Ralph Nordlund, who emphasis upon scholarship and excellent teaching remains the standard for the History Department. The award is given to the student who has taken four Upper School history courses at Porter-Gaud- not necessarily attaining the highest average. The recipient must have demonstrated Mr. Nordlund's devotion to scholarship and the pursuit of truth while exhibiting a passion for history and learning.

The Green and Murrah Mathematics Award: This award is named in honor of two outstanding mathematics teachers, each of who taught at Porter-Gaud School for over 30 years. The award is given annually to a senior who has demonstrated a high ability in mathematics as well as a strong interest in the subject.

J. Wyman Frampton Science Award: This award is named in memory of a past chairman of the Science Department, a long-time teacher of science at Porter-Gaud, and the grandfather of our Head of School, DuBose Egleston. The award is given to the graduating senior who, in the opinion of the Science Department, has shown to be the outstanding young scientist of the class. This is based on high grades, participation in science courses, and overall interest in some field of science beyond the classroom.

The Chinese Excellence Award: This award identifies the outstanding Chinese student in the Upper School.

The French Award: This award traditionally recognizes a graduating senior who has excelled in his or her studies of French and who shows a special affinity for French language and culture.

The Latin Award: This award identifies the outstanding Latin student in the Upper School.

Mowry Spanish Award: This award was established in 1978 by Dr. Maxwell Mowry, a former Porter-Gaud instructor of Spanish, in memory of his parents. In recognizing excellence in the classroom, the award considers dedication to the study of Spanish, a curiosity to learn more, and a commitment to exploring different Spanish-speaking countries.

Junior Book Awards

Dartmouth Book Award: This award recognizes the outstanding academic achievement and personal qualities of a student in the junior class. Selection criteria include an outstanding academic performance throughout high school, a strong moral character, and a positive impact on the school community. The recipient has excelled in at least one non-academic area and is considered a viable candidate for entrance to a selective college or university.

George Washington University Book Award: This award recognizes high school juniors who embody the GW drive and spirit, specifically with their academic excellence, leadership outside of the classroom, diversity of thought, and ability to put knowledge into action.

Harvard University Book Prize: The Harvard University Alumni Association presents this award to an outstanding student who combines excellence in scholarship and high character, with achievement in other fields.

Johns Hopkins Book Award: This award was established by the Johns Hopkins University Alumni Association to recognize outstanding high school students during their junior year.

Sewanee Book Award for Excellence in Writing: This award goes to an “outstanding Junior who has demonstrated leadership, academic scholarship, involvement in community, excellence in writing and who holds the promise of continued outstanding writing achievement in the future.”

University of Virginia Book Award: The University of Virginia Book Award is given by the local UVA alumni chapter and is awarded to the junior the high school considers to best represent the Jeffersonian ideals of scholarship, leadership and citizenship.

Leadership Awards

The Rev. Anthony Toomer Porter Leadership Award: Presented by the Porter Military Academy Alumni Association to a member of the Freshmen class, this award recognizes exemplary character and leadership, active participation in co-curricular programs and service, and significant and positive influence on the class in building teamwork and cooperation.

South Carolina Society Merit Award: The South Carolina Society established an award at Porter-Gaud School in order that two Sophomores might be recognized by the faculty for meritorious work. The award is given to two Sophomores with high ideals who have established a record of accomplishment, possess exemplary character, and whose academic record and citizenship have been excellent.

Alison McDurmont Fitzgerald Award: This award is presented to a Sophomore whose enthusiastic outlook and indomitable spirit help bring understanding and joy to those with whom the recipient comes in contact. The selection is made by the members of the Sophomore class.

Frank Ford Leadership Award: This award is presented to a member of the Junior Class for the following qualities and accomplishments: awareness and response to the needs of others, positive influence on the lives of others, significant contribution to school and community through active participation, determination, integrity and initiative.

West Point Leadership Award: Established by the West Point Parents Club and the West Point Societies of South Carolina, this award recognizes high school juniors who exhibit excellence in the areas of leadership, academics, athletics, community service, and good citizenship.

Shriver Soliday Amicitia Award: This award was established to honor the legacy of Shriver Soliday, who passed away after his junior year at Porter-Gaud in 2014. Shriver's family and friends have established this award in his memory for a member of the rising senior class each year. The recipient of this award is nominated by the senior Vestry and voted on by the rising senior class. The title of the award derives from Cicero's treatise *De Amicitia*, which reflects on the qualities of a true friend. The criteria for the award state that the recipient should embody the following qualities that distinguished Shriver's impact and influence on the Porter-Gaud family: friendliness and the ability to bring people together, determined pursuit of academic excellence, encouragement of each person to be the best he/she can be, love for friends and family, faith and servant heart, and originality and sense of humor.

William and Mary Leadership Award: Presented to a Porter-Gaud student, this award recognizes inspirational leadership, outstanding scholarship, and unwavering loyalty to Porter-Gaud and the community.

Department Awards: Athletics

Kirk Kessler Award: This award is presented in memory of Kirk Sheridan Kessler, Class of 1976. It is presented annually to a senior of strong moral character who best exemplifies the outstanding qualities of sportsmanship and fair play while demonstrating leadership, the will to win, and a competitive spirit in the quest for excellence. The selection comes from a ballot of 25 coaches, teachers and administrators.

Department Awards: Fine & Performing Arts

Timothy Joseph Trouche Award: This award is presented in honor of Tim Trouche, a 1975 Porter-Gaud graduate who was a member of the Glee Club, active in art, a pianist, composer and a good friend to Porter-Gaud. The award is given to the undergraduate who, in the opinion of the Fine Arts faculty, has exemplified exceptional ability and/or interest in the performing arts.

Department Awards: History

Dr. McArver Award: The Charles McArver Award (or Dr. Mac Award) is given in honor of the history department's distinguished former leader, Dr. Mac, who maintained the highest of expectations for his freshmen students, while fostering a love of history and a command of research and written expression. This award is presented each year to a 9th grade student who has maintained a minimum 90 average in the discipline, demonstrated proficiency in research and critical writing, and has shown a genuine interest in learning.

Jinshi Award: This award goes to an outstanding student in 10th grade world history. Throughout Chinese history, the jinshi, or "presented scholars", scored in the top 1% of each of the five exams required of all applicants for government positions. As they had proven to be the best and the brightest, they were entrusted with the most powerful positions in the Chinese government. Such an achievement required not just dedication to one's studies and mastery of historical facts, but an analytical mind and the ability to create persuasive arguments.

Lieutenant McQueen Award: This award is presented in honor of Lt. John A. McQueen of Illinois who in the chaos caused by Sherman's attack on Columbia during the American Civil War made a special effort to protect the home of the Rev. Dr. Porter. The McQueen Award memorializes two men who, in the extremities of war, demonstrated the highest principles of honor and brotherhood. This award is given to a Junior who is distinguished in all aspects of historical study.

Maybank Award: This award honors both a distinguished Porter-Gaud Senior Scholar as well as a very distinguished Porter Military Academy alumnus of the class of 1915, Burnett Rhett Maybank. Mr. Maybank served honorably as the mayor of Charleston, Governor of South Carolina, and South Carolina Senator in the U.S. Senate. To honor Mr. Maybank, this award not only celebrates academic excellence in the AP Government classroom, but also qualifies essential in the field of U.S. politics: leadership, civility, and the confidence to develop, maintain and express principled solutions to the problems facing our country.

Department Awards: Mathematics

American Scholastic Math Contest Awards: These awards recognize top scorers in the American Scholastic Mathematics Association's Math Contest and in the national AMC 10 and AMC 12 examinations.

Morton Patla Mathematics Award: This award is given annually to a member of the junior class who demonstrates curiosity, enthusiasm and excellence in mathematics.

Department Awards: Science

Science Explorers Award: This award recognizes students involved in significant science outside of the classroom.

Department Awards: World Language

French National Test Recognition: The aim of the Societe Honoraire de Francais is to stimulate interest in the study of French, to promote high standards of scholarship, to reward scholastic achievements, to create enthusiasm for and an understanding of francophone culture and civilization, and to reward efforts toward furthering solidarity in the French-speaking world. In order to be eligible, the candidates must be enrolled in the fourth semester of French and they must have maintained an average cumulative grade of A- or higher for all French work at the secondary level. Moreover, they must also have maintained an average cumulative grade of B- or higher in all other subjects at the secondary level.

National Latin Exam Recognition: This award recognizes Upper School Latin students who took part in the National Latin Exam and earn National Prizes on the Nation Latin exam..

STAMP Awards - These awards recognize Chinese, French, and Spanish students who surpass national norms and earn a Highly Distinguished level of proficiency in multiple areas of communication on the Standards-based Measure of Proficiency language test.

Seal of Biliteracy- This award honors seniors in upper level language classes who prove proficiency at the Intermediate Mid or Advanced Low levels in their second language as well as demonstrate excellence in English through qualifying scores on standardized tests including the STAMP, ALIRA, AP, or SAT.

Community Service Awards

Porter-Gaud's Service Society Induction: This award is presented in recognition of students who have unselfishly given themselves to Porter-Gaud's Service Program, earning more than 120 hours during their Upper School career in a program where service is not required.

Claire M. Bergstrom Award: This award is presented annually in honor of Mrs. Bergstrom who served as PG Service Program Coordinator for fifteen years until her retirement in 2004. The award is given to the female member of the junior class who provides leadership and unselfish service to the school and community.

David Arthur Donnan Service Award: This award is presented in memory of David Donnan, class of 1975. David was always cheerfully ready to offer his talents to the school, his classmates and the members of this community. The award is given to the male member of the junior class who demonstrates the qualities of quiet leadership and service to his fellow man.

Lt. James T. Richards Memorial Award: This award is presented to a Junior of strong moral character in honor of James T. Richards who was a 1980 PG graduate. The recipient must have demonstrated interest, ability and participation in several of the following areas - academics, athletics, community/school service, music, art, or other forms of creative expression.

Homework and Testing Policies

Homework As a rule, students may expect homework in every class every night. Extended assignments are given in some classes and it then becomes the students' responsibility to budget their time. In general, the student is allowed as many days for make-up work as the days of the excused absence.

Major Graded Assessments/Testing The Upper School Faculty is committed to balancing academic assessments across disciplines. Students should not have more than 2 major graded assessments (announced tests, essays, & projects) on any given day. If at all possible, teachers are expected to avoid the situation where students have three tests in one day. Students have the responsibility of notifying their teachers at least two days in advance of any potential testing conflict. Teachers may test on any day of the week; however, students must be given at least one week's written notice on an assignment sheet. A quiz may cover one or two consecutive assignments, but it must not last more than 20 minutes. Quizzes, announced or unannounced, may be given at any time, but will not count as a major grade.

During the last week of the semester prior to the semester exam period, students may not have more than two tests in one day. For the week preceding mid-year and final examinations, the Upper School Head will publish a special calendar of testing policies and designated department test days.

For the day following major school events in the evening (e.g., freshman, sophomore, junior and senior college nights, music concerts, musicals, drama productions, or other such events announced in advanced) the following provisions may apply for participants:

- There will be no tests or major assignments (e.g. papers, projects) given or due in any department. Homework assignments must be greatly reduced.
- There will be no homework assigned in the department involved in the event. Other departments should modify homework assignments accordingly, but homework may be given.
- On the day of the event, the department involved should allow its class periods for study of other subjects.

Finally, neither tests nor major projects may be due immediately following certain designated "no tests/no projects" weekends or vacation periods. There is also a "Last Graded Assignment" day of the semester beyond which no assessed work may be taken.

Missed Academic Work

- A student is expected to make up all homework, quizzes and tests missed during an absence. With any absence (including those missed because of School-sponsored events), the student is responsible for making necessary arrangements for all missed homework, labs, and tests. If the absence is not approved by the Dean or the Upper School Head, or the student does not bring in a written excuse, the student must make up missed work at a time convenient for the teacher and will receive department late penalties for all graded assignments. Credit will not be given for work not made up within this prescribed period unless special arrangements have been made between teacher and student.
- In general, a student who misses an in-class assessment due to an **absence** is expected to complete any missed class work **within the same numbers of days as the student was absent**. Whenever possible, test make-ups should be scheduled with the teacher in advance, and other academic work should be handed in prior to the absence. Departments should utilize the department testing make-up schedule for student make-up tests.
- In the case of a pre-arranged absence the day before a scheduled test, a student will not be excused from taking the test. Examples of such a pre-arranged absence would include but are not limited to doctor's appointments, field trips, early athletic dismissal, etc.
- However, academic departments, after review with the Upper School Head, may establish their own guidelines in regards to make-up work so long as the policies are clearly communicated to students **and** parents at the beginning of each semester. For example, the math department policy requires that "if a student is absent the day before a test or quiz, the student is still expected to take the assessment on the original assigned day."
- If the absence is unexcused, the student may **not** make up missed work and will have a two-point grade deduction.

Incomplete Academic Work All work assigned by teachers to students must be completed. Students will have one week from the end of each semester marking period to submit all incomplete assignments, papers, and tests to teachers, who will in turn grade the work and submit a final semester grade to the academic office. The academic office will publish incomplete deadline dates for each semester. For 2019 - 2020, the dates will be:

Semester 1: Friday, December 20th, 2019

Semester 2: Friday, May 22nd, 2020 (Seniors only)

Semester 2: Wednesday, June 3rd, 2020.

If the incomplete is not resolved within the one week period, a failing grade of 0 for the marking period will be entered on the student's report card by the Academic Office. Any exception to this policy based on hardship or extenuating circumstances must be approved in writing by the Upper School Head.

Make-up Testing Departmental make-up test days exist to coordinate testing of students needing to complete missing assessments. Each department has two regular make-up test days which meet from 3:20 – 4:05. The first semester schedule follows; for the second semester, departments will flip days.

Monday	History & Science
Tuesday	English, Mathematics & World Language
Wednesday	English, Mathematics & World Language
Thursday	History & Science
Friday	Open to all departments

Make-up tests are administered and proctored by department members after the end of the academic day in a room designated by the department. Students may not make up unsupervised tests during their free periods. Make-up tests must be taken within one week from the date of the student's return to school. After one week, tests which have not been made up will be assigned a failing grade. Make-up tests are not considered to be part of the two tests per day policy.

Academic Progress The School wants to communicate effectively and in a timely manner with both parents and students regarding the student's academic progress. Parents and students who have acquired a username and password through the Porter-Gaud technology department may log in to NetClassroom and view their student's grade for each course at any time. Report cards will be posted to NetClassroom at the end of each semester grading period.

Academic Progress of ESL students – During their beginning weeks and months at Porter-Gaud, some international students may experience academic challenges in reading and writing intensive course like English and history. To alleviate anxiety during that period of language acquisition, no formal grading will be done on the student work during the first semester. The recommendation would be in the first eight weeks to grade essays and written tests holistically without placing a grade on the work. After eight weeks, grades can be assigned, but not formally recorded. At the

beginning of the second semester, international students will be assessed academically using the same standards as used for all other students. The final grade will be the weighted combination of the semester daily average and the final exam (80%- daily average + 20% final exam).

Study Hall

Study Hall contributes to the Porter-Gaud educational program by providing an opportunity for concentrated focus on academic work. The atmosphere should be quiet and orderly so that all members of the study hall can work undisturbed. In order to accomplish this, the student in the study hall is expected to

- come prepared to work on School-related tasks. If the student has no homework, then s/he should bring a book to read.
- work individually. Study hall is not a time for collaborative study.
- remain in study hall unless there is a particular task which cannot be completed there.
- work diligently in the library or computer room at the task s/he cannot complete in the study hall.

12th Grade In recognition of their maturity and responsibility to the Porter-Gaud community, 12th graders who earned a passing grade in all subjects the previous year are excused from study hall. However, if they do not remain in good standing at the end of a quarterly marking period, they are assigned to study hall for the following quarter. Seniors in good academic standing are not assigned to a study hall and are encouraged to use their study time wisely. If academic difficulties arise, a student's teacher, advisor, or the Dean may ask the registrar to assign the student to a study hall during his/her free period(s).

11th Grade In recognition of their maturity and responsibility to the Porter-Gaud community, 11th graders who earned a passing grade in all subjects the previous year are excused from study hall. However, if they do not remain in good standing at the end of a marking period, they are assigned to study hall for the following marking period. Juniors must remain on campus.

10th Grade 10th Graders who earn the Summa Cum Laude Honor Roll designation from the previous semester are excused from study halls. However, if these students do not maintain Summa Honor Roll status at the end of the semester marking period, they will be assigned to study halls for the remainder of the semester.

9th Grade Because the 9th Grade is such an important time of transition, all 9th Graders are required to attend study hall for the entire year.

Students excused from any study hall who disturb classes or otherwise do not fulfill the Porter-Gaud expectations of acceptable and profitable use of free time may be required to attend study hall. All students placed by the faculty on Academic Probation are assigned mandatory study halls.

Tutoring

School-Year Tutoring When a student struggles with the academic requirements of a class, there are several opportunities for additional help here at Porter-Gaud which we expect him/her to take advantage of.

- **Seek extra help from the teacher.** While this may seem an obvious first step, it is too often overlooked. Each Upper School teacher is available for extra help during the School day; all are here by 7:45, but many are in their classrooms even earlier. All are here until 3:45, but many stay later. Not only does a one-to-one session provide valuable information for the student about material in the class, but it also allows the teacher to understand the problem that the student is having and to gain a sense of how s/he is processing information. We know that a strong relationship established between the student and teacher encourages effective learning.
- **Seek extra help from peers.** Forming a study group or study relationship with a peer is a great way of helping to reprocess the information. Because a peer is in a similar place on the learning curve, s/he may be able to present the material with just the right twist necessary to make the light bulb shine. Peer tutors are available for academic help as well. Students should contact the Learning Specialist or the Dean for help in setting up peer tutoring.
- **Lyceum:** A learning center for Enrichment and Mastery will be available to all Upper School students in the Olsen Library throughout the day and after school. The Lyceum will offer tutoring, homework help, SAT Prep, enrichment classes, and a drop-in writing center for students. Some services may be fee based.

Sometimes, however, even after taking advantage of all that Porter-Gaud provides, the student needs additional help, and parents may wish to schedule the services of a tutor outside of the *Lyceum*. If so, we encourage parents to ask about:

- that person's experience with his/her subject matter and with teaching adolescents,
- the success that s/he has had with previous clients,
- the details of when, where, and how the tutoring will take place.

For your information, the teacher or Department Chair may provide a list of subject-specific tutors and tutoring services that we know of in the area. Because they are not Porter-Gaud employees, we have not done the background research on them which would allow us to recommend one above another. If your research leads you to a great resource not on this list, we would be glad to hear about him/her.

Because teachers make Extra Help readily available, Porter-Gaud discourages its faculty members from tutoring Porter-Gaud students for remuneration. If a satisfactory outside tutor is not available, a faculty member may provide tutoring under certain conditions. Please consult with the Upper School Head, Department Chair, or teacher for more information about this.

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

Porter-Gaud Engage

Began in the 2017 – 2018 academic year with the Class of 2021, each Upper School student will participate in activities anchored in the Charleston community and continue each successive year through graduation. Students will be required to earn three credits per year by attending events in the community and/or completing activities in various themes based on grade-level requirements. Details of the Engage Program requirements for each grade can be found on the Porter-Gaud website. Program requirements and opportunities are also communicated throughout the year through study halls, morning meetings and announcements. Periodically throughout the school year, the Engage Program will sponsor "Marquee Events," with subsidized tickets and organized travel.

- Students will be required to complete 12 cultural credits (3 credits per year enrolled in P-G US) in order to graduate
- Student privileges will be tied to completion of required credits within specific school years
- Credit completion will be reflected on student transcripts

In order to receive credit for attending an approved event or completing an approved activity, students will provide to their advisor:

1. Proof of attendance in the form of a receipt or ticket stub if attending an event OR activity requirement as specified AND
2. A completed reflection form (provided on the Porter-Gaud website).

Advisors track student credits in Netclassroom, which can be accessed throughout the year to monitor progress. Credits also appear on student report cards and final transcripts. In addition, advisors keep the student's reflections on file for future reference. These reflections will help students reflect on their time at PG when they begin the college application process.

Events/activities **must**:

1. Appear on the approved list of events or be pre-approved by Engage Program coordinators
2. Occur in Charleston (students may not fulfill credits during travel)
3. **Not** be an event that qualifies for service hours or any other school credit.
4. **Not** be a P-G school wide activity other than the US Play or Musical (student participation in the play or musical does not count because students earn a fine arts credit)

General Upper School Policies

Porter-Gaud Acceptable Use Policy (AUP) 2019 - 2020: 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.

Violation of these guidelines may lead to disciplinary action as deemed appropriate by the Dean of Students and/or the Upper School Head.

Laptop Consequences

Consequences for Violation of Laptop Policy

While these materials are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or find ways to use provided hardware and software beyond its educational intent. For this reason, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to the Internet, e-mail, or other technology privileges. Violations may result in disciplinary action up to and including Disciplinary action may include, but is not limited to, the loss of computer/internet privileges, detention, suspension, or expulsion for students. When applicable, law enforcement agencies may be involved.

For each violation, the student and school personnel will conference about the incident. Severe or repeated infractions will be forwarded to the Principal for review. Depending on the severity of the infractions, the following steps may or may not be used in a progressive manner:

- 1st infraction – Upon teacher discretion, student may lose or have laptop privileges revoked for remainder of class or school day.
- 2nd infraction – Upon teacher discretion, student may lose or have laptop privileges revoked for remainder of class or school day and a parent will be contacted about the violation.
- 3rd infraction – Notification will be made to the Head of the Upper School for determination of a loss of privileges and the office will notify the parents.
- 4th infraction – Student will lose laptop privileges indefinitely as determined by the office.

Vandalizing, damaging, theft, or disabling property, of the student laptop or another individual laptop may result in a fine up to the cost of the device.

Serious infractions including, but not limited to hacking, by-passing District filters, and/or blatant misuse of the laptop, may result in immediate loss of privilege.

Laptop Care guide

This document is an important addendum to the Laptop User Agreement and the Acceptable Use Policy. "Device" refers to all hardware and software including but not limited to: laptop, power adapter, case, etc.

1. YOUR RESPONSIBILITIES

- Student issued Devices are for use solely by the student that they were issued to. Treat this Device with as much care as your own property.

- Bring the Device to school every day with a fully charged battery. If you forget your Device, a loaner device will not be provided. In the case of a low battery later in the day, please find an appropriate charging location.
- Keep your Device attended (within your sight) at all times or in a secure location.
- Avoid leaving your Device in public areas that are unattended.
- Do not let anyone use the Device other than yourself and parent or guardian.
- Adhere to policies outlined in the Laptop User Agreement and the Acceptable Use Policy.
- Back up your data at least weekly, but preferably nightly because your original data could get lost.

For more information on backup strategies please visit Porter-Gaud's technology page on the website.

2. HANDLING TECHNICAL ISSUES

- Should anything go wrong with your computer try restarting it, as this solves many issues that may come up
- If you have an issue that you are unable to resolve, please come to the Help Desk located in the Middle School library.

Should a problem arise after school hours or on the weekend, please email helpdesk at helpdesk@portergaud.edu

3. GENERAL CARE

- Do not remove or change the physical structure of the Device.
- Do not remove or damage any identification labels that are on the Device. If an identification label is damaged or comes off, please get it replaced in at the Tech Center.
- Do not apply stickers, skins, or additional labels to the Device.
- Do not eat or drink while using the Device and be sure to wash dirty hands before using the Device.
- If you need to clean the Device, shut the Device down and then use a lint-free cloth and dampen it slightly with water. iKlear or similar products are acceptable for cleaning screens and surfaces.

4. HANDLING

- Always completely close the lid of the Device and wait for the Device to go to sleep. You can check this by waiting until the light on the front of the Device starts to pulsate. Moving the Device before it goes to sleep can cause physical damage to internal parts, which may lead to potential data loss.
- Shutdown your Device if you will not be using it for a day or more.
- Always keep your device in its case. Do not over stuff your bag. The pressure can damage the screen of the Device.
- Never leave any objects on the keyboard. Items like pens and pencils that are left on the keyboard will damage the screen if the lid is closed to the Device.

5. POWER MANAGEMENT

- Plug your power adapter into the wall outlet first before connecting the other end to your laptop.
- A battery takes between 2 and 3 hours to fully charge. The battery in the laptop can last for up to 7 hours with careful use.
- Check the battery level indicator in the menu bar for the status of the battery.
- Battery conservation tips:
 - Close the lid of the laptop and allow it to enter sleep mode when not in use.
 - Reduce the brightness of the screen.
 - Turn off Bluetooth and Wifi when not in use.
 - Minimize processor intensive operations such as video editing, etc.
 - Disconnect USB or other external devices.
 - Do not let the battery completely drain. To keep the battery in optimal condition, it needs exercise, which means periodic battery usage and AC power usage.
- Arrive every day with a fully charged battery. Establish a routine at home where each night the battery is recharged.

6. PERSONAL HEALTH AND SAFETY

- Avoid extended use of the Device resting directly on your lap. The laptop can generate significant heat that can cause injury.
- Avoid using the Device for extensive amounts of time. Take frequent breaks and alter your physical position to minimize discomfort.

Attendance Policies

Since academic excellence is a top priority for Porter-Gaud, class attendance must be a top priority for its faculty, students, and parents. The school strongly believes that consistent attendance is essential to the successful completion of any class, not only for what the student will derive from being present in class, but also for what the student can contribute toward the enrichment of the class for other students. The interaction of the class members is a vital, but often immeasurable dimension of the educational value of a class. There is no substitute for being present for the laboratory experiment, for listening to the ideas and experiences of others, for learning from a teacher dedicated to his/her discipline and students. While circumstances may mandate that a student must miss a class, every effort should be made to minimize absences. We ask that parents, our most important partners in teaching our children, schedule appointments, outside obligations, and family trips when School is not in session so that valuable class time is not missed.

A record of absences from each class will be included on the student's report card. Additionally, class absences are kept on the student's OnCampus account

Tardies must be kept to an absolute minimum. It is the responsibility of the student to arrive at school and to attend each class on time. Promptness in itself is a desirable habit, and it is a sign of respect for fellow students and teachers to avoid unnecessary interruptions to the classroom environment. Students are expected to report to school in time to be in their advisory meeting at 8:00 a.m.

Absences

The school establishes the attendance policies and standards for its students. If a student is going to be absent, the parent is asked to call the Upper School Receptionist at **843-556-3620** before 9:00 a.m. on the day of the absence. In the case of a student missing two consecutive days without parent notification to the School, the School will seek verifiable proof of an illness. A student who returns to school without parental notification must receive administrative permission to attend class until parental notification has been provided.

Planned Absences

If the case of planned absences, a student must pick up a planned absence form in the Main Office, have it signed by parents, teachers and the Upper School Head, and return it to the Main Office at least the day before the absence. In the case of a student who has a planned absence scheduled the day before an announced test, a student will not be excused from taking the test.

The responsibility for classwork missed rests solely with the student and must be completed within the guidelines established for make-up work.

Leaving Campus

In order for a student to be allowed to leave School before the end of the day, the student must abide by the following:

- Requests for leaving campus must be made by either calling the School Receptionist or in writing by the parent or guardian, stating the express purpose for such dismissal, the time at which the student should be excused and the time when the student will return to school. Because these absences involve prior knowledge, parents or guardians are asked to contact the school or send in a parent's note to the office prior to or early on the day when the student must leave campus.
- The School strongly recommends that medical and dental appointments be made outside of the regular school day. However, if that is not possible, any off-campus medical / dental appointment requires verification signed by a doctor's office personnel at the time of the appointment.
- In the absence of specific permission from a parent or guardian, the Dean, Upper School Head, or Administrative Staff may authorize the student to leave the campus.
- Sign out on the Daily Log when leaving campus. If returning before the end of the School day, the student should sign in to the Daily Log.
- Students wishing to leave campus at any time during the school day must have parental permission to drive their own car or ride in another student's car.
- For information on Seniors, please see details on Senior Privileges further defined in this handbook.
- Should a student not receive appropriate permission and miss a class, an academic penalty may result.
- Leaving campus without permission is a serious offense and may result in a suspension.
- Students with prior parental permission who do not follow the school's protocol of signing in and out may face disciplinary consequences up to and including a possible suspension.

Illness During the School Day

- A student who becomes ill is expected to see the School nurse and then speak with the Upper School Receptionist who will contact a parent or guardian. The student may sign out and leave after a parent or guardian gives permission.
- If a parent or guardian cannot be contacted, the Dean, Upper School Head, or Administrative Staff may authorize a student to leave the campus.

Results of Excessive Absenteeism

Absences due to school sanctioned trips, athletic contests and religious holidays are not counted in the cumulative absence total.

1. When a student reaches five absences in a class for the semester, the parents and advisor will be notified by email from the Dean.
2. After eight absences in one semester in a class, the Upper School Head or Dean will schedule a parent / student / advisor meeting to discuss the issues surrounding the excessive absences, to determine what, if any, extenuating circumstances apply, to discuss the possibility of point deduction or loss of credit in the class, and to develop a plan to improve attendance.
3. After a review of total absences by the Upper School Dean and the Head of the Upper School, ten or more absences in one semester in a class will result in a deduction of three (3) points from the semester grade in question.
4. Should the student's attendance fail to improve and the student hits 15 absences in one semester in a class at any point in the year, after a review of total absences by the Upper School Dean and the Head of the Upper School Head, a deduction of three (3) additional points from the semester grade in question will occur. In addition, a faculty-administrator hearing will be held to discuss the possible loss of credit in the class in which case, the student will be withdrawn from the class. If so, the student places himself/herself in serious jeopardy regarding fulfilling graduation requirements. Subsequent adjustments to the student's course load may be required to satisfy course load and/or graduation requirements.

Long-term illness or Concussion

In the case of long-term illness, the parent is asked to contact the Upper School Dean or Upper School Head to discuss the situation and develop a plan for making up work. For long-term illness to be exempted from the excessive absenteeism policy, the school may request verifiable proof of an illness.

In the case of a concussion, the student and parents are required to work with the athletic trainer to coordinate the care and treatment. The athletic trainer may exempt the student from the excessive absenteeism policy and will work with the Upper School Dean to develop a plan for making up work.

Disciplinary Consequences

Disciplinary consequences may exist in the following cases: skipping a class, being excessively tardy (beyond 20 minutes) to a class, or failing to comply with the planned absence policy. The consequences will include a two point grade deduction in that course at the end of the respective semester marking period and may result in a loss of privileges for a senior. For example, if a student skips a class in a class where her/his semester daily average grade is an 86, the Academic Office will deduct 2 points, and the marking period grade will be an 84. Any assessed work, with the exception of daily homework, must be completed and submitted whether it be a quiz, a presentation, or a test.

Tardiness

Unless otherwise excused, a student is expected to report to school in time to be in his/her advisory meeting at 8:00 a.m. and to be on time for all other school commitments, such as assemblies, activities, study hall, detention, lunch and athletics. A tardy is assessed whenever a student arrives to a class after its scheduled starting time, beginning with advisory and including all classes. Tardies are cumulative for one semester. Students tardy to school at the beginning of the day must sign in with the receptionist to be admitted to class.

Penalties, per semester, for tardies are as follows:

After:

Seven unexcused tardies
Fourteen unexcused tardies
Twenty-one unexcused tardies
Twenty-eight unexcused tardies

Consequence:

One detention and parent notification, and advisor contact
Three detentions, parent notification, and advisor contact
Five detentions and required administrative-parent meeting
One-day suspension

Participation in After-School Activities

The School expects that students will be in attendance for the entire school day to participate in after-school activities such as athletics or performing arts. Any exception to that expectation must be approved by the Dean or Upper School Head in consultation with the athletic department or performing arts department. Circumstances may arise in the scheduling of athletic contests, in particular, where a student-athlete returns to school at a late hour. In that scenario, administrative discretion will be used to determine the consequences regarding the next day's after-school participation in rehearsals, practices or games.

Discipline

A significant purpose of Porter-Gaud is the development of those qualities of responsibility, morality and intellect that define good character. Individual freedom and independence are necessarily limited when large numbers of different people must live together in a small space. Each individual must exercise more self-control and more self-discipline for the common good. Each student must assume responsibility for his/her own actions and assume responsibility for the actions of others. The School and its faculty assume that each student is a gentleman/lady who seeks to acquire those qualities and habits that contribute to sound character. By using common sense, by taking pride in one's bearing and conduct, by adopting an enthusiastic outlook on life, students will enjoy Porter-Gaud all the more. The disciplinary objectives of Porter-Gaud point to a system of directive guidance leading to self-discipline and personal strength. A student should not force the school into a position where punishment is necessary for such things as not adhering to the dress code, lack of respect for faculty, staff, and classmates, and failing to attend class on time.

High expectations of conduct enable all members of the school family to live together cooperatively, honestly, harmoniously and with mutual respect. For this reason, students whose conduct or influence is injurious to others are subject to disciplinary action by the school. The school may conduct an investigation in making determinations or appropriate disciplinary action. The School expects the student and his/her family to fully cooperate in such investigation where a student is either directly involved or has information that may assist the school in completing such investigation. In the event a student or his/her family does not cooperate in such investigation, Porter-Gaud may elect to indefinitely suspend the student from school and/or school-related activities. It is impossible to define precisely all areas and degrees of misconduct and unacceptable behavior; however, a summary of behavioral offenses is included in an effort to guide students toward acceptable conduct.

General Behavioral Expectations and Personal Responsibility

Honesty, respect, and responsibility form the basic framework for Porter-Gaud's behavioral expectations. Our School expectations for conduct are designed to promote these principles, to help students learn to discipline themselves, and to provide consequences if/when they fall short. They also serve to provide a safe and secure environment which is intended to support all students.

If inappropriate behavior occurs, the student meets with teachers, the advisor, and/or the Dean, who take such action as the School deems appropriate. Matters of honesty will be referred to the Honor Council. The Upper School Head refers potential expulsion offenses to the Head of School's Committee of Review; these include, but are not limited to, all matters of "Honesty," "Respect" and "Responsibility" that follow. The Head of School's decision is final (for more details, see Head of School's Committee of Review further defined in this handbook).

We believe that with the proper support and guidance from both School and home, students can learn from their mistakes and the resulting consequences and move forward both wiser and stronger. If it becomes necessary to address student behavior through disciplinary measures, the School does not include disciplinary infractions on the student's transcript.

Honesty Breaches of the Honor Code are normally referred to the Honor Council as addressed in this handbook under the Honor System. Should a student be found guilty of a breach of the Honor Code, the Honor Council can recommend that the School invoke consequences ranging from Honor Probation up to and including expulsion.

Respect All School community members deserve respectful treatment at all times. Any form of racial, ethnic, sexual, or religious prejudice is totally unacceptable, as is any form of personal abuse or harassment of an individual, including the use of abusive or threatening language. Students are expected to respect the personal property of others, to consider others in their use of language, and to behave in classrooms in a manner indicating respect for everyone's right to learn. Any violent action directed toward a community member or vandalism toward the property of a community member is unacceptable. A single instance of any of these forms of disrespectful behavior towards another member of the School community, or the chronic demonstration of this kind of behavior, is grounds for immediate dismissal. (For more details, see School policies on Violent Behavior/Threats and on Harassment/Abuse further defined in this handbook).

Responsibility

- **Attendance** Students are expected to attend all classes, assemblies, and other meetings during the School day and to remain at School unless excused by the Dean, the Upper School Head, or one of their designees. Students are also expected to arrive for all classes and other appointments on time. Unauthorized departures from campus are unacceptable and considered a serious breach of the School's Disciplinary expectations (For more details, see [School policy on absences and lateness](#) further defined in this handbook.)
- **Residence** Students are expected to reside with a parent or legal guardian while in attendance at the School.
- **Tobacco & Nicotine** Students may not use tobacco including Juul,/vape/e-cigarette products or have any tobacco products in their personal possession at any time while on School premises, on School-sponsored activities, in School vehicles, or in School-approved vehicles.
- **Firearms** The possession of firearms, explosives, or any weapon is prohibited on campus at any time.

When Students turn 18 years old

Students who reach eighteen (18) years of age while enrolled in School are bound by all student and parent obligations in this Handbook. A student's continued enrollment after reaching 18 years of age evidences the student's agreement with this requirement. In addition, even after the student reaches 18 years of age, the School will continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardian throughout the student's enrollment at School. If a student has concerns about particular information being shared with their parents/legal guardians, the student should consult with the Upper School Head.

Potential Disciplinary Consequences

Students are expected to support in spirit and letter the faculty and administration in philosophy, rules, regulations, procedures, and other matters of dress, attendance, promptness, etc. The habits that we build in the small issues of daily life often serve to bend us in positive or negative directions. In order to help students build a positive respect for School rules and learn the habits of disciplining themselves, the Dean assigns logical consequence to daily offenses. The Upper School Administrative team meets regularly to discuss disciplinary issues and general School culture. It is our hope that if all students, teachers, administrators and parents work together and develop programming and consistent, meaningful responses to student behavioral issues, we will see less need for serious disciplinary action.

Disciplinary issues which go beyond those of daily habits, those which demonstrate a fundamental lack of respect for fellow students, faculty/staff members, or for the learning environment will be dealt with more stringently. At the discretion of the Dean, the Upper School Head, and/or Head of School, the initial disciplinary consequence may include any of the following: warnings, loss of privileges, counseling, detentions, suspensions, or expulsions.

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/or the Upper School Head to discuss those concerns. Any disciplinary penalty accompanying Disciplinary Warning is at the discretion of the Dean or the Upper School Head. Warning status is temporary, and the student's behavior and progress are reviewed by the Dean or the Upper School Head regularly for improvement. Failure to improve behavior can lead to probationary status.

Detentions may be assigned by individual teachers, the Dean, or the Upper School Head in response to a faculty referral for violations of classroom or school rules or may be initiated by the Dean or Upper School Head. Upon administrative review of a disciplinary incident, the Upper School Head may exercise discretion in determining consequences.

Because the best lessons are learned when a consequence follows rapidly on the heels of an infraction, the administration will make every effort to notify the student and parents on the day of the student's offense. Detention notifications indicate that a student has one week to serve her / his detention from the time the detention was issued. Students will need to consult the daily announcements for specific room locations. Detentions take priority over all other School obligations. . Examples of behaviors that would incur a detention could include:

- Disruption
- Lateness to class
- Disrespectful behavior
- Dress code violations

“Offenses” are cumulative for one semester. Any unserved or overdue detention will be doubled; overdue detentions may result in further disciplinary consequences. Seniors with unserved detentions will lose privileges.

Because students receive a week timeframe to serve detention (s), there will be no extensions of the original due date. Absences, unless five or more consecutive days, will not be considered as a justification for an extension. It is the responsibility of each student to plan his or her schedule in order to serve the detention (s) by the designated due date.

A student may serve a detention prior to receiving official notification. Faculty should inform a student of an impending detention. Once a student knows that a detention will be issued, he/she may serve that detention.

Seniors who have completed their graduation requirements still face disciplinary action by the school if they are not in compliance with the behavioral requirements in this handbook at any time prior to graduation. Disciplinary actions may range from school and/or community service during the summer, suspension, withholding transcript and grades and/or the diploma until the disciplinary action has been satisfied, to dismissal from school.

If a student receives detentions for repeatedly breaking the same rule (e.g., dress code violation), the following consequences will typically occur:

First offense	=	one- detention
Second offense	=	three detentions
Third offense	=	five detentions
Fourth offense	=	one-day suspension
Fifth offense	=	two-day suspension
Sixth offense	=	five-day suspension
Seventh offense	=	recommendation for dismissal

Serving Detention

Afternoon detentions for disciplinary offenses are held Monday, Tuesday and Thursday, from 3:25 p.m. – 3:55 p.m., in a room designated in the daily bulletin. Students must be in proper school attire. Food or drinks are not permitted. Students will be required to sit quietly for the entire period. Sleeping or resting one’s head on the desk will not be permitted. Detention is not a study hall period. Students may not make up tests during the detention. The serving of detentions takes precedence over athletic practices and events, and must be served within a one (1) week period of time.

Suspension is assigned for major violations of School rules (short of offenses referred to the Head of School’s Committee of Review for consideration of dismissal. 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 two-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. In case of a suspension at the very end of the academic year, the student will serve the suspension at the start of the following academic year.

Examples of behaviors that would incur a suspension could include:

- Violation of the school’s substance use policy
- Harassment-Bullying
- Violation of the Honor Code
- Unauthorized leaving from school
- Unexcused Absences
- Disrespectful behavior

Dismissal 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.

Disciplinary Probation is the means whereby the student, parent, teachers, Dean and the Upper 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 Upper 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.

Note

- Tuition insurance is necessary for any student who is to start the School year on Disciplinary Probation.
- Students on Disciplinary Probation may not hold elective office in the School. They may not be nominated for or elected to any office for the duration of the probation and are removed immediately from any office held if placed on probation.
- A student's probationary status is reviewed at the conclusion of the Probation, and this review determines whether the Probation is lifted. The student and parents are notified of the results of the review.
- Students who are placed on Probation do not have privileges as long as that status remains in effect.
- Probation is not noted on transcripts sent from the School.

Head of School's Committee of Review

The Committee of Review serves as an advisory group to consider cases involving a student's potential dismissal. The Committee includes the Heads of the Lower, Middle and Upper Schools, the Dean, the Upper School Faculty Representative, 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 dismissal, the Head of School's decision is final.

Disclosure Policy As a member of the National Association for College Admissions Counselors (NACAC), Porter-Gaud supports and complies with the ethical practices and policies outlined in NACAC's "Statement of Principles of Good Practice."

As college and university admission becomes more and more challenging, most college applications now request more detailed information from both students and high schools. In particular, the application requires on separate forms that both the applicant and a designated school official reveal a candidate's disciplinary record including suspension or dismissal. Therefore, please understand that the School will disclose student suspensions and disciplinary probation. At the same time Porter-Gaud will fully support such a student with an appropriate letter written by the Upper School Head to any respective college or university. The School, meanwhile, expects the student to honestly and honorably answer all questions regarding his/her disciplinary record. Failure to do so may jeopardize a student's application.

Obviously, should a student be dismissed from Porter-Gaud, the School would be obligated to report a change in the student's enrollment status to a college or university.

Summary of Behavioral Responses

Detention or Suspension

- unauthorized possession of food/gum
- violation of restricted areas
- possession of unauthorized articles at school
- unacceptable conduct during the school day, including lunch, chapel, activities, assemblies, athletics, field trips, study halls and classes or evening and weekend field trips, competitions, etc.
- unexcused dress code violation
- excessive tardiness
- swearing, obscene or threatening language or obscene gestures
- abuse of property of others, including school property
- disrespect for faculty, staff or fellow students
- careless driving
- parking in restricted area(s)
- gambling, card playing, possession of cards
- violation of off-campus trip guidelines
- plagiarism
- cheating on tests and/or quizzes
- lying / dishonesty
- possession and/or use of tobacco, matches, lighters
- possession and/or use of a Juul/vape/e-cigarette
- sexual harassment
- fighting
- failure to cooperate with school investigations
- inappropriate public or private display of sexual behavior
- leaving campus without permission
- vandalism
- theft
- harassment / bullying

Dismissible Offenses

- possession of a lethal weapon
- purchase, possession, selling and/or use of intoxicants, drugs, or alcohol
- sexual harassment
- theft
- severe vandalism
- cheating on tests and/or quizzes
- inappropriate public or private display of sexual behavior

Drug and Alcohol Policy

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 Upper School Dean, the Upper 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 Upper School administration as expeditiously as possible. The Upper 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.

Seniors who have completed their graduation requirements still face disciplinary action by the school if they are not in compliance with the behavioral requirements outlined in this handbook at any time prior to graduation. Disciplinary consequences may range from school and/or community service during the summer to dismissal from school in the school's sole discretion.

School Response

The Dean and/or the Upper 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 Upper School Head, the Upper School Dean, and the Upper 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.

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. Employees, students and visitors are expected to cooperate in the conducting of such searches.

Privilege and Responsibility

Senior Privileges

Seniors are generally responsible for planning and managing their unscheduled time during the School day. Each Senior privilege is subject to annual approval by the Upper School Head, Dean and Upper School faculty. **These are privileges, not a right, and not considered a Porter-Gaud tradition.**

In order for privileges for the class to go into effect, all members of the class must have

- completed a class activity agreed upon by the Director of Community Service and the Dean.
- Any senior who wants to be considered for senior privileges must submit a signed permission form from a parent or guardian to the Dean or the Upper School Head. This form must be signed by the student and a parent.
- Attended required senior class meetings, including college night and the senior leadership meeting

Senior Privileges will be granted in the following order:

1. Beginning in the first full week of September, seniors may sign out to leave campus for lunch on days when they have a free period immediately before or after the lunch block provided proper parental approval is on file in the Academic Office.
2. Beginning in the first full week of October, seniors may arrive after 8:00 but prior to the second class period of the day on class days when they have a free period as the first academic period of the day.
3. Beginning in the first week of November, seniors may sign out at the conclusion of their academic obligations for the day.
4. Senior Spring Dress may be approved beginning the 1st Monday of AP exams.

Privileges may be suspended for an individual if, in the opinion of the parent, faculty, Dean, and/or the Upper School Head, that student is not providing satisfactory academic and social leadership for the Porter-Gaud community. Privileges for the entire class may be suspended if, in the opinion of the faculty, Dean, and/or the Upper School Head, a significant number of the class members are not meeting their academic or social responsibility to the Porter-Gaud community.

- Seniors park in the front half of the stadium parking lot.
- Seniors may earn an exemption from final exams at the end of the spring semester by meeting academic and attendance criteria established by the faculty and described in this Handbook.
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2019 - 2020 Upper School Uniform Guidelines

All uniform items can be purchased online at Land's End School by visiting www.landsend.com/school using school code 900138413. The Sizing Guide is available http://landsend.com/pdfs/school/Sizing_Guide.pdf.

The School has guidelines for personal grooming since anything that distracts from or interferes with the learning process is unacceptable. Faculty members, the Dean, and/or the Upper School Head may assign penalties if the student has not met the intended guidelines for dress and personal grooming. Students need to meet appearance expectations upon arriving on campus every morning. If a student is out of uniform s/he may be sent home to change or his/her parents may be called and asked to bring uniform items. Any work missed because of uniform violations is to be made up within one school day and the student should expect academic consequences.

- All students' hair should be clean, neat and well groomed. Extreme colors and styles, etc., are not acceptable for School.
- Boys are expected to be clean shaven; earrings, or other adornments are not acceptable.
- Hats are not to be worn at any time during the school day.
- Body piercing (other than ears for girls) and tattoos are not appropriate.
- All School uniforms are to be neat, clean, pressed (when necessary), appropriately sized, and in good repair (no holes, ragged hems, or patches). Shorts and skirts should be no shorter than 3 inches above the knee. Shirts are to be tucked in during School hours.
- Closed toed shoes are required

Uniform dress remains in effect for all students on the campus from 7:45 AM to 3:15 PM unless specific permission is given by a faculty member, the Dean, and/or Upper School Head. 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 and what is not acceptable, even if the attire is not addressed in these guidelines.

Athletic Teams If an athletic team wishes to dress more formally on game days than the School's regular uniform, their coach or captain should clear their plan with the Upper School Dean at the beginning of their athletic season. The entire team must dress accordingly. No team jerseys may be worn Monday-Thursday.

Science Labs For all Science Labs (and in all situations where the supervising teacher decides that safety issues may be involved), students are to wear footwear with closed toes, heels, and covered insteps.

PE Uniforms: PE Uniforms will be distributed to Upper School students taking PE during the first week of school.

2019 - 2020 Senior Dress Guidelines

With an annual review and prior Upper School faculty approval, Senior Spring dress begins the Monday of the first week of AP exams in May. Faculty consider Senior Dress a privilege, and neither a right, nor a Porter-Gaud tradition.

All dress, under all circumstances, is to reflect the integrity that Porter-Gaud embodies. There is not to be, under any circumstances, any unacceptable or inappropriate graphic content on any item worn to school during Senior Spring Dress.

Ladies' Spring Dress

- No strapless dresses/ skirts
- No spaghetti straps / No "off" the shoulder shirts / No backless tops
- Appropriate length shorts, skirts, and dresses (must be mid-thigh length or longer)
- No leggings as pants
- No BLUE jeans or jean shorts
- White or colored jeans are acceptable
- No athletic shorts
- No flip flops
- Nice open-toed sandals are permitted
- No hoodies unless it's PG

Gentlemen's Spring Dress

Shirts

- Oxford button-down
- Polo / Collared shirts
- No t-shirts of any kind

Pants/Shorts

- Khaki pants / shorts
- Colored pants / shorts (blues, reds, yellows, greens, etc.)
- Seersucker pants/shorts
- Corduroys
- No Blue Jeans or pants with holes in them

Footwear

- No flip flops
- Nice open-toed sandals are permitted
- Athletic shoes
- Casual shoes
- Dress shoes

Outerwear

- Sweaters (including half-zips, cardigans)
- Sport coats/blazers
- No hoodies unless it's PG

Accessories

- Must wear a belt at all times
- Hats are not to be worn on campus during school hours.

Fridays

- College/University t-shirts may be worn instead of PG spirit gear.

UPPER SCHOOL GENERAL UNIFORM GUIDELINES

Items can be purchased online at Lands' End
www.landsend.com/school using school code: 900138413

CHAPEL DRESS

Chapel Days (Tuesdays) do not require different uniforms. Students will wear polo shirts on all schools days except for Spirit Day.

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.

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

Upper 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.

Upper 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)

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 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.

Co-Curricular Programs

Co-curricular activities support, enhance, and extend the activities of the School academic day and thereby enrich the entire School community. Porter-Gaud encourages our students to seek out those activities in which they can invest their time and energy in a manner that develops their curiosity, their talents, and their dreams. There are a variety of options available to Porter-Gaud students including academic clubs, athletic teams, community service projects, faith initiatives, and fine arts exhibitions and performances. Participation in these activities also mandates increased responsibility and commitment.

Academic Commitment Because academics are at the heart of Porter-Gaud's mission, a student is expected to be present for all scheduled classes on the day of a rehearsal, practice, performance, or game in order to participate. Students are also expected to be at School on time for the full day following late games or rehearsals. Any exception to those expectations must receive prior approval from the Dean or the Upper School Head in consultation with the Athletic Director or faculty sponsor of any performance.

Academic Eligibility To maintain academic eligibility, our athletic association, SCISA, requires all students to pass at least four full-time core courses each term. Under SCISA rules, "incompletes" do not count toward those four units. Ineligible students are not allowed to practice until they become eligible.

Activity Period The Activity Period in the Upper School (from 3:20 until 4:05) is reserved for academic extra help, Chorus, Chamber Singers, Debate, Polygon, and WATCH. Athletic practices are scheduled to begin at 4:15 so that student-athletes can meet their major academic or extracurricular obligations without conflict or penalty. However, when interscholastic games require teams to leave early, student-athletes should give priority to their team commitments. Any misunderstanding or conflict should be brought to the attention of the Athletic Director by the coach for discussion and resolution with the Dean or the Upper School Head.

Conflicts School holidays and vacation periods provide important breaks in the routine of the School year and give families time to spend together. Team practices and interscholastic games are scheduled accordingly whenever possible. However, there may be unavoidable conflicts between School holidays and scheduled games or post-season SCISA championship playoffs. In these situations, and in the case of practices and tournament games which are customarily scheduled during Christmas Vacation and Spring Break, student-athletes should give priority to their team commitments. Any conflicts or matters of interpretation with regard to these or similar circumstances should be brought to the attention of the Athletic Director by the coach as soon as possible for discussion and resolution with the Upper School Head.

Athletics

Academic and Co-Curricular Conflicts

The Athletic Department makes every effort to preclude conflicts between scheduled practices, interscholastic games/matches, and major academic or extracurricular events. However, on occasion such conflicts may occur, e.g. the annual Youth in Government conference, SCISA academic or co-curricular competitions, or academic field trips. Porter-Gaud's guiding principle is that School-sponsored academic activities take priority.

Consequently, no penalties (such as extra practice, or suspending or benching an athlete) are prescribed when a student-athlete chooses to participate in such an activity and informs his/her coach at the earliest opportunity and well in advance so that there is sufficient time for appropriate planning and resolution in the interests of all concerned. The coach should consult with the Athletic Director in the event of unanticipated circumstances or unclear interpretation of this policy.

[** Academic Status is explained here.](#)

Porter-Gaud Community Sportsmanship Guidelines

Students serving disciplinary and honor consequences assigned by the School can expect to face additional consequences assigned by the Athletic Department.

Porter-Gaud's teams are expected to conduct themselves in a spirit of good sportsmanship, particularly in relationship to other teams. 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, conduct of, and management of our sports programs at all levels.

The 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 from our coaches, student athletes, and spectators:

BE COURTEOUS TO ALL It is paramount that the Porter-Gaud community treat participants, coaches, officials, staff and opposing fans with respect. Applaud during introductions, shake hands with opponents, show concern for injured players, extend hospitality to visiting players, coaches, cheerleaders and fans.

KNOW THE RULES, ABIDE BY AND RESPECT THE OFFICIALS' DECISIONS Utilize every opportunity to promote understanding of the rules of the contest within the School and community; accept the officials' decisions without a display of temper, argument, or derogatory remarks.

WIN WITH DIGNITY, LOSE WITH CHARACTER Treat competition as a game, and a privilege to compete in a Porter-Gaud uniform. While the final result is important, it is more important how we respond to that result.

EXERCISE SELF CONTROL Present yourself, your team and Porter-Gaud School positively. Support the activity by displaying TOTAL UNITY as fans, as opposed to boasting or using antics which draw attention to you instead of to the contest.

PERMIT ONLY POSITIVE SPORTSMANSHIP Encourage those around you to display only positive sportsmanlike conduct. Likewise discourage use of profanity, taunting or other destructive mannerisms.

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

Porter-Gaud School Athletes' Code

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration. All athletes shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality or violations of law, tarnish the reputation of everyone associated with the athletic program and will not be tolerated.

1. The use of alcoholic beverages, un-prescribed drugs, narcotics, tobacco, or e-cigarettes is strictly forbidden. On-campus use may result in expulsion. Any athlete confirmed by a member of the staff using alcoholic beverages, un-prescribed drugs, narcotics, tobacco, or e-cigarettes off-campus may be suspended or dismissed from the team for that season and may face additional School consequences.
2. Each team member is responsible for notifying the coach in advance if they will miss a practice or a game, except when the student has been absent from school all day. Illness, unavoidable doctor's appointment, School activity, family emergency, or a wedding in the immediate family are the valid excuses for missing games or practices.

3. Because academics are at the heart of Porter-Gaud's mission, a student is expected to be present for all scheduled classes on the day of a practice or game in order to participate. Students are also expected to be at school on time and for the entire day following late games. Any exception to that expectation must be approved by the Dean and/or the Upper School Head in consultation with the Athletic Director.
4. To maintain extracurricular eligibility, SCISA requires all students to pass at least four full-time courses each term. Under SCISA rules, Incompletes do not count toward those four units until all work is made up.
5. 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. *This expectation includes appropriate use of technology and social media.*
6. 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.
7. Hazing, bullying, or harassment of any sort is expressly forbidden.
8. Team captains should use their leadership ability and influence to assist in the enforcement of these rules.
9. Should a violation of this code occur, the Dean, the Upper School Head, and the student's parents will be advised and consequences will be determined by the Upper School Head, Athletic Director and/or the coaching staff. Consequences may include temporary benching, suspension from the team, or expulsion from the team. ***Students serving disciplinary and honor consequences assigned by the School can expect to face additional consequences assigned by the Athletic Department.***

Wearing a Porter-Gaud uniform is a privilege. It connects you to your current teammates and coaches as well as those that have worn the uniform before you. Understand that the decisions you make will not only impact your life, but also your family, your team, and Porter-Gaud, as well.

Student Athletic Passes

All Porter-Gaud students who show their athletic passes are admitted free of charge to on-campus athletic events hosted by Porter-Gaud. Trident League Basketball Games, Tournament Games, and Playoff Games are not included. 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 is a violation of the Honor Code.

Team Travel

Athletes should travel with their team to and from any "away" contest for which school transportation is provided unless special permission is granted by the Head Coach, in consultation with the Dean or the Upper School Head. To receive that permission to travel to or from an away game in non-School transportation, the student athlete must provide the Coach with written permission from his/her parent, stating specifically with whom the student is allowed to travel.

School and Community Service

Service to our School and community is an integral part of student life at Porter-Gaud, helping us in our mission of recognizing the worth of the individual, and seeking to cultivate a School community that endows its citizens with a foundation of moral and ethical character and intellect. Service work at Porter-Gaud School is not mandatory, but every student is strongly encouraged to get involved with some aspect of service. Our Service Program focuses on service with the hands and from the heart; we avoid most fundraising projects.

The service program is administered through the office of the Director of School and Community Service and all of its programs are led by students, under the Director's supervision. In late spring, rising 11th and 12th graders have the opportunity to apply for leadership positions. Leaders are chosen by the outgoing Senior Service Leaders and the Director through an application and interview process.

Each fall, Service Leaders hold a Service Fair to inform students about service projects and invite participation. At the end of the Fair, students are given the opportunity to sign up for the service in assembly activities in which they are interested. Service Leaders then make announcements or place announcements in the Daily Notices about meetings or opportunities to serve, but it is the responsibility of each student to pursue this participation.

Students are responsible for turning in their service hours each semester on forms provided by the Director of School and Community Service. Students with fifteen hours or more receive recognition at the end-of-year Service Assembly celebration. A record of all service performed through the Porter-Gaud program is kept in the Director's office.

Students should keep a complete list of their service work on their student resumes. They should submit all summer and outside service hours to the Director of School and Community Service. These hours are to be submitted on letterhead from the place of service with the signature of the student's adult supervisor.

2019-2020 Service Projects

Charitable support programs (Race for a Cure, Reindeer Run, Race for Life, Bake Sales, Bikes for Humanity, and Clothing & Book Drives)

Children's Programs (Tutoring Programs, Head Start Mentoring, Toy Drive, and Miracle League)

Environmental & Animal Programs (Recycling, Pet Helpers, Beach Sweeps, and Adopt-a-Highway)

Programs for those in need (Habitat for Humanity, One80 Place, Water Mission International, and Food Programs)

Health & Senior Adult Programs (Bouquets of Cheer, Blood Drive, Ronald McDonald House, and Elderly Friendships)

Student Activities

As students consider their schedules each year, they should plan to pursue areas of interest outside the classroom. Not only do clubs and organizations focus on a variety of activities, they also differ significantly in requirements of time and involvement. Many co-curricular programs have an open enrollment and provide opportunities for students with shared interests to gather and engage in those interests. Porter-Gaud also offers co-curricular opportunities with selective enrollment. These activities will have additional conditions for enrollment and could include: an application, academic and or service requirements, good standing concerning honor and discipline matters, nomination by a faculty member or election by peers.

<u>Open</u>	<u>Selective</u>
Athletic Teams	Athletic Teams
Chorus (Class)	Chamber Singers (Class)
Community Service	French Honor Society
Latin Club	WATCH magazine
French Club	Honor Council
Handbell Choir (Class)	Musical/Drama
Jazz Ensemble (Class)	Peer Leaders
Model United Nations	Polygon (Class)
Musical/Drama	Spanish Honor Society
Quiz Bowl	Student Council
School Service	Student Ambassadors
Spirit Club	Youth in Government
Spanish Club	

General Information Students may organize new clubs by presenting a statement of purpose and the name of the faculty sponsor to the Student Council and the administration for approval. The Student Council monitors all club activities. Any club which is not active may be brought before the Student Council for review and may be placed on probation. If the club continues to be inactive, it may be officially disbanded. To be a member in good standing, members of clubs are expected to attend 75% of all meetings and activities. Meetings are scheduled so that each club has one regular meeting a month. No equipment, uniforms or promotional items of any type may be ordered by a Porter-Gaud club or group unless the order is signed by the faculty advisor and a School administrator. All funds are to be under the control of the club advisor. Each student organization is expected to

contribute 10% of any funds earned during the year to a charity of its choice. All treasury accounts are subject to spot checks and a formal account report is to be submitted in May of each school year.

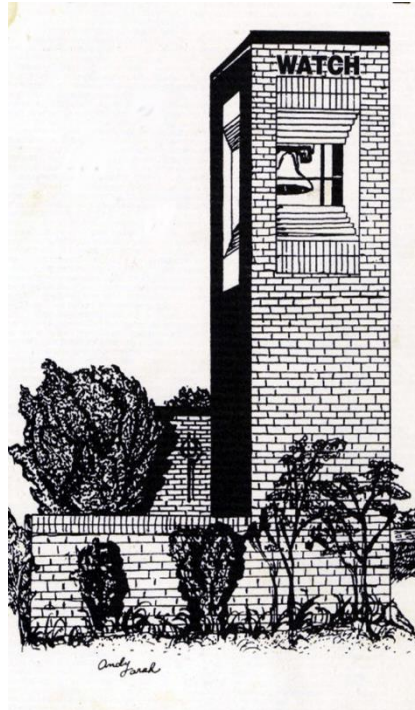
Fundraising Projects by Students: Any fundraising project must be approved in advance by the Faculty Advisor, the Dean, and the Development Office, respectively. Students may not use funds from class accounts for student parties that are not School-sponsored. All class and club accounts are subject to spot audits during the year and the treasurers are to submit an end-of-the-year formal financial statement to the Comptroller.

For reasons of safety, no Porter-Gaud student may 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.

Guidelines for School-Sponsored Student Social Events

- Established School policy prohibits the use of tobacco including Juul/vape/e-cigarette products, alcoholic beverages, marijuana, drugs or narcotics at School functions on or off campus.
- Faculty chaperones are to supervise all School-sponsored student functions. Prior to the scheduled event, the students or sponsors of the event must provide to the administration a list of the chaperones and the hours they will attend. At the option of the administration, parents may also be invited to assist the faculty chaperone.
- Chaperones or sponsors may ask any student who is unable to behave in a responsible manner to leave the function, and the student(s) are subject to disciplinary action. If necessary, the chaperones or sponsors will call the parents of the student(s).
- Students and/or their dates may not return to the function once they leave.
- Non-Porter-Gaud students may attend School-sponsored student functions provided they are invited by a member of the faculty or student body, attend and leave the functions with the person inviting them, and submit a completed guest permission to the Dean at least 48 hours before the event.
- The sponsoring group is to arrange adequate security for any approved function.
- The sponsoring group is to arrange post-event cleaning for any approved function.

Living Together...



The best way to find yourself is to lose yourself in the service of others. -Ghandi

2019 – 2020 Week A & Week B Rotating Block Schedule

US SCHEDULE WEEK A				
Mon. A	Tues. A	Wed. A	Thurs. A	Fri. A
CH. HANDBELLS 7:15-7:55 AM	HANDBELLS/JAZZ E. 7:15-7:55 AM		HANDBELLS/JAZZ E. 7:15-7:55 AM	CH. HANDBELLS 7:15-7:55 AM
ADV 8:00-8:05	ADV 8:00-8:05		ADV 8:00-8:05	ADV 8:00-8:05
A 8:10-8:55 AM	B 8:10-8:55 AM	AM MEETINGS 8:00-9:00 AM	F 8:10-9:35 AM	D 8:10-8:55 AM
B 9:00-9:45 AM	C 9:00-9:45 AM	ADV 9:00-9:05	BREAK 9:35-9:50 AM	E 9:00-9:45 AM
C 9:50-10:35 AM	BREAK 9:45-9:55 AM	C 9:10-10:35 AM	G 9:50-11:15 AM	F 9:50-10:35 AM
COMMUNITY 10:35-11:15 AM Morning Meeting	D 10:00-10:45 AM	COMMUNITY 10:40-11:25 AM	BREAK 11:15-11:30 AM	COMMUNITY 10:35-11:20 AM Meetings/Open
BREAK 11:15-11:20	E 11:25 AM-12:10 PM	D 11:30 AM-12:55 PM	A 11:35 AM-1:00 PM	G 11:25 AM-12:10 PM
E 12:15 -1:00 PM	F 12:15 -1:00 PM	LUNCH 1:00-1:45 PM	LUNCH 1:00-1:45 PM	A 12:15 -1:00 PM
LUNCH 1:00-1:35 PM	LUNCH 1:00-1:35 PM	E 1:50-3:15 PM	B 1:50-3:15 PM	LUNCH 1:00 -1:35 PM
F 1:40 -2:25 PM	G 1:40 -2:25 PM			B 1:40 -2:25 PM
G 2:30 -3:15 PM	A 2:30 -3:15 PM			C 2:30 -3:15 PM
US CHOIR/PE 3:20-4:05 pm	PE 3:20-4:05 pm	US CHOIR/PE 3:20-4:05 pm	PE 3:20-4:05 pm	US CHOIR/PE 3:20-4:05 pm

US SCHEDULE WEEK B				
Mon. B	Tues. B	Wed. B	Thurs. B	Fri. B
CH. HANDBELLS 7:15-7:55 AM	HANDBELLS/JAZZ E. 7:15-7:55 AM		HANDBELLS/JAZZ E. 7:15-7:55 AM	CH. HANDBELLS 7:15-7:55 AM
ADV 8:00-8:05	ADV 8:00-8:05		ADV 8:00-8:05	ADV 8:00-8:05
E 8:10-8:55 AM	F 8:10-8:55 AM	AM MEETINGS 8:00-9:00 AM	C 8:10-9:35 AM	A 8:10-8:55 AM
F 9:00-9:45 AM	G 9:00-9:45 AM	ADV 9:00-9:05	BREAK 9:35-9:50 AM	B 9:00-9:45 AM
G 9:50-10:35 AM	BREAK 9:45-9:55 AM	G 9:10-10:35 AM	D 9:50-11:15 AM	C 9:50-10:35 AM
COMMUNITY 10:35-11:15 AM Morning Meeting	A 10:00-10:45 AM	COMMUNITY 10:40-11:25 AM	BREAK 11:15-11:30 AM	COMMUNITY 10:35-11:20 AM Meetings/Open
BREAK 11:15-11:20	B 11:25 AM-12:10 PM	A 11:30 AM-12:55 PM	E 11:35 AM-1:00 PM	D 11:25 AM-12:10 PM
B 12:15-1:00 PM	C 12:15-1:00 PM	LUNCH 1:00-1:45 PM	LUNCH 1:00-1:45 PM	E 12:15-1:00 PM
LUNCH 1:00-1:35 PM	LUNCH 1:00-1:35 PM	B 1:50-3:15 PM	F 1:50-3:15 PM	LUNCH 1:00-1:35 PM
C 1:40 -2:25 PM	D 1:40 -2:25 PM			F 1:40 -2:25 PM
D 2:30 -3:15 PM	E 2:30 -3:15 PM			G 2:30 -3:15 PM
US CHOIR/PE 3:20-4:05 pm	PE 3:20-4:05 pm	US CHOIR/PE 3:20-4:05 pm	PE 3:20-4:05 pm	US CHOIR/PE 3:20-4:05 pm

The Advisory Program

The advisory program is designed to ensure that each student has the necessary support to take advantage of the many opportunities for growth and development here at Porter-Gaud. A student's faculty advisor can become a guide, friend, and advocate throughout the Upper School career. S/he is often called upon to help the student with academic counseling, personal adjustment, and behavior concerns that the student may have. The advisor is a first resource for the student and parent, and may direct them to other resource personnel within the school as needed—the Upper School counselor, Dean, chaplain, or Upper School Head. Students and parents alike should make every effort to get to know the student's advisor, so that they develop a relationship of trust in which the student can thrive. An individual Student/Parent/Advisor Conference day is scheduled each fall so that the family can schedule time to talk about the student's progress through the Upper School and each spring for the purpose of scheduling courses for the following academic year.

To facilitate this relationship, the advisor meets with the advisee regularly to discuss academic progress and curricular choices. Students may wish to change advisors at the end of the year; they must list five different faculty at the time of spring selection. They may also want to talk with the chaplain, counselor, Dean or Upper School Head to discuss the reason(s) for the desired change.

In the spring of each year, returning students may select five Upper School teachers with whom they feel they have good rapport. These selections are collated by the Upper School administrative team, with every effort made to assign a student to one of his or her top choices. It is confirmation of the diversity of the faculty and the student body that so many students are assigned one of their top choices. In most cases, a student is allowed to continue with his/her advisor from the previous year if that advisor is a member of the Upper School faculty.

During the year, it may become obvious to either the advisor or the advisee that they cannot maintain an effective relationship. When this occurs, it should be brought to the attention of the Upper School Head or Dean so that an adjustment can be made, if possible.

As the advisor and advisee come to know one another, the advisor becomes the recipient of much information—grades, academic concerns, extra-curricular activities of a routine nature—but may inform the appropriate School official of anything about a student that is of concern. To discuss issues or concerns of any nature, the student and parents may want to contact the Upper School counselor. The standard, sensible limits of confidentiality apply; all counselors, while making reasonable efforts to preserve privacy, may act to preserve the safety, security, health, and well-being of our community.

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 Upper School counselor.

Student Protection

Code of Conduct Guidelines

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.

Code of Conduct Guidelines for Protecting Our Students

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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.

Bullying Behavior

Definition of Bullying: Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. Bullying occurs when a child or group of children keep taking advantage of the power they have to hurt or reject someone else. Some of the ways children bully another child include: Calling them names, or saying or writing nasty comments about them, leaving them out of activities or not talking to them, threatening them, or making them feel uncomfortable or scared, stealing or damaging their things, hitting or kicking them, or making them do things they don't want to do.

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 and are repeated over time.

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 Division Head and/or Head of School will comply with applicable laws regarding the disclosure of confidential information when informing students and parents. Please note specific disciplinary consequences will not be shared with the parents of the targeted student.
- The counselor, dean, Division Head or Head of School 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.

Why do some children bully?

There are a lot of reasons why children bully. They may see it as a way of being popular, showing off, or making themselves look tough. Some children bully to get attention, and some just like making other people feel afraid of them. Others might be jealous of the person they are bullying, or might be being bullied themselves. They may not even realize that what they are doing is wrong and how it makes their victims feel.

Types of Bullying

Some young people are bullied for no particular reason, but usually it's because they are different in some way – perhaps it's the color of their skin, the way they talk, their size or their name. Sometimes young people are bullied because they look like they won't stand up for themselves.

Direct bullying involves a direct confrontation with a person and can include pushing, hitting, name calling, and taunting.

- 1 Verbal bullying is any type of communication that causes harm to another (taunting, teasing, name-calling, extortion, threat).
- 2 Physical bullying is harming a person or property (shoving, hitting, tripping, damaging a person's property).

Indirect bullying is a more subtle and covert act such as social isolation, spreading rumors, or exclusion.

- 3 Relational aggression is harm to someone's self-esteem or group acceptance (rumor spreading, intentionally excluding someone).

Why is bullying harmful?

Some people think bullying is just part of growing up and a way for children to learn to stick up for themselves. But bullying can make children feel lonely, unhappy, frightened, unsafe and think that there must be something wrong with them.

Porter-Gaud Cyberbullying Policy

Cyberbullying involves the use of technology to harass, make fun of, or intimidate another person (posting derogatory comments, using technology to spread rumors or make threatening comments). Porter-Gaud School provides computers and iPads as tools to enhance our students' education. The school's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment of any kind. All forms of harassment over the Internet, commonly referred to as cyberbullying, are unacceptable and viewed as a violation of this policy and Porter-Gaud's acceptable use policy and procedures.

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

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

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

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

Student Consequences for Bullying and/or Harassing Behavior

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

Violent Behaviors / Threats

School violence, whether actual or threatened, is a problem which cannot be ignored. Both Porter-Gaud policy and philosophy prohibit 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, the Upper School Dean, Upper School Head 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, s/he is expected to communicate this information to the Head of School or the Upper School Head immediately for further investigation. Reports are treated as 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 him/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 community, return to Porter-Gaud may be conditional based upon an 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 that evaluation is sent to the School so that a decision can be made regarding the student's return to Porter-Gaud. 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 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.

(Additional details can be found in Appendix C.)

School Day Procedures and Expectations

Advisory Homeroom Attendance

Start of School Day The school day begins at 8:00 a.m. Students are expected to be in their Advisory meeting by that time. Students who arrive after 8:00 a.m. will be considered tardy and must sign in at the Academic Office with the Receptionist. When on campus, students are expected to attend all required School programs. Please review the information regarding lateness and absences as well as School policies regarding class attendance and missed academic work further defined in this handbook.

Food

Lunchtime A nutritious lunch is provided for all students. Students are encouraged to avoid waste by taking only as much as they think they will eat. They may return to the food service lines if they would like additional food. Further, every student is responsible for returning trays, dishes, and utensils

to the dishwasher station, and to dispose of any trash properly. Unless expressly approved by the Dean or the Upper School Head, dining hall utensils and dishes are not to leave Washington Hall. Seniors with privileges in good academic standing may leave campus for lunch during the week.

Snacks Food of any sort **is not permitted** on the second and third floors of the Upper School building as well as in other Upper School classrooms located in other campus buildings. The exception to this policy would be for the student who might need food or juice for a documented medical condition. Chewing gum is not permitted on campus. Glass beverage containers may not be kept in student lockers.

Food Delivery

Students may not order food to be delivered to the campus from any vendor including UberEats. A faculty member in charge of a School organization may order food from an approved list or from FLIK for that organization.

The Porter-Gaud Allergy Policy

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 or monitor students and their food intake, 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 heads and deans.

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;
- outside restaurants approved by the Upper School Head or Dean. 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, and East Bay Deli.

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:
 - 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):

- 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. 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.

Medication Policy

All prescription and over-the-counter medications will be given only per parental consent, a physician's prescription, and previously supplied medications. The School Nurse can assist with the distribution process as instructed by the physician's orders relative to the complaint, and only for sports-related activities. For sports-related and all other instances and activities, the School Nurse is authorized to distribute medications under the same guidelines. The certified Athletic Trainer and Nurse reserve the right to refuse the distribution of, assistance with, or access to any medications, at their discretion and/or based on complaint.

Prescription Medications Any prescription medication to be administered at school will require a *Prescription Medication Physician's Order* to be completed and on file with the School. Medication must have been provided in the original and properly labeled container and given to the Athletic Trainer or Nurse during school hours. A written record of the drug, dosage, and date given will be recorded in the student's health record.

Over-the-Counter Medications Any over-the-counter medications to be administered during school or sports-related activities require an *Over-the-Counter Medication Physician's Order* to be completed and on file with the School. The medication must be in the original and properly labeled container. A written record of the drug, dosage, and date given will be recorded in the student's record. The certified Athletic Trainer or Nurse may assist with distribution following the *Over-the-Counter Medication Physician's Order* form and/or manufacturer's guidelines per the athlete's complaint and need.

Emergency Medications The use and need of emergency medications (i.e., inhalers, Epi-Pens, diabetic drugs) must be documented and on file with the School and noted on the student's *Pre-Participation History and Health Assessment Form* prior to any school-sponsored athletic participation. A student must have a completed *Prescription Medication Physician's Order* and *Individualized Emergency Healthcare Plan* on file with the School in order to be cleared for "self-medicating" and have the ability to carry medications in his or her personal/athletic bag prior to beginning any athletic season. Due to the fact that athletic events occur at different venues and not always on the Porter-Gaud School campus, the student-athlete is required to have a second set of emergency medication(s) that is always located in his or her personal/athletic bag. It is the responsibility of the athlete and parent to ensure that these medications are always readily available. Coaches are trained to assist with the administration of medications in emergency situations.

- Ointments: Triple Antibiotic Ointment (Bacitracin Zinc), Zinc Oxide, Hydrocortisone, After-Bite, Sting Swabs
- Antiseptics: Hydrogen Peroxide, Betadine, Hibiclens
- Supplements: Medi-Lyte (Potassium, Calcium, Magnesium Supplement)
- Emergency Response Medications: Glucose gels/tablets, Antihistamine (Benadryl tablets)

Stocked Items Some ointments, antiseptics, supplements, and emergency response medications are available in the Athletic Training Room and Nurse's Office.

Student Insurance

Each student is currently covered by supplemental accident insurance carried 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 student who incurs head or neck injuries and/or who is injured to the degree that a doctor's attention is needed may not return to 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.

Chapels and Assemblies

Chapels are scheduled on Tuesday and assemblies are typically scheduled on Monday, Wednesday, and Friday. When Chapel is scheduled, Jewish students may choose the option of attending Jewish Life rather than Chapel. Students are expected to listen attentively and to participate when it is appropriate. Notes, books, notebooks, food and drink are not permitted in Chapel services or assemblies.

After-school Activity Period

The afternoon Activity Period in the Upper School is scheduled each day from 3:20 p.m. – 4:05 p.m. Chorus meets Monday, Wednesday, and Friday. Chamber Singers meet Friday. Watch and Polygon meet Tuesday and Thursday. Students participating in these activities are expected to be present from the beginning to the end of the Activity Period. Athletic team practices are scheduled accordingly so that students may be full participants in both activities and interscholastic sports.

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. The campus is electronically protected and buildings may not be entered after 5:00 p.m.

Student Visitors or Guests

State law prohibits students not enrolled in the school from being on the campus of any school during the class day without administrative permission. Students or parents must make arrangements with the Dean or the Upper School Head before an invitation is issued to a guest student. All visitors or 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.

Communicating with Students or Teachers

During School Hours In order to create an environment conducive to learning and to building community, students are expected to have their cell phones silenced during the School day. Parents who need to contact their student may call the Upper School Receptionist who will post a message for the student. If there is an urgent need to contact the student, please do not leave a voice mail or e-mail message, but speak directly to the Upper School Receptionist, the Upper School Administrative Assistant, the Dean, or the Upper School Head.

Parents or students may contact faculty members and administrators directly either by phone or e-mail (see School Directory). Because of the demands of the day, it is common for a call to go into voicemail. Calls or e-mails will be returned promptly, usually within 24 hours. If there is an urgent need to speak with a member of the faculty or administration, please speak directly with the Upper School Receptionist, the Upper School Administrative Assistant, or the Upper School Head.

Outside School Hours Messages for faculty members and administrators may be left on voice mail or sent via e-mail.

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

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

When an important issuer 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.

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.

Cars on Campus

1. Students will be required to register their cars and post a 2019 - 2020 parking permit on their vehicles by August 23rd, 2019. Due to space constraints, the number of issued parking permits will be limited based upon grade level. Registration forms and parking permits will be available at the time students pick up their schedules in early August or from the Upper School Receptionist. Students must park in the appropriate designated lot (stadium lot for seniors & juniors and gravel lot for sophomores).
2. All students driving to School are to have a sticker on their vehicles by the end of the first week of school. The sticker should be placed at the bottom driver's side of the front windshield.
3. Parking is not allowed along any campus roadway or driveway used for car pool drop-off or pick-up at any time. These roadways and driveways must be kept clear for deliveries and for emergency vehicles should the need arise.
4. Members of the Class of 2023 will not be given driving privileges during the year. Limits exist on the number of issued parking permits based upon grade level because of student safety and available student parking spaces.
5. Parents and volunteers making deliveries to the gymnasiums or Upper School may park in front of the Science and Technology Building on the side of the drive farthest away from the building for no longer than thirty minutes after 8:30 a.m. and before 2:00 p.m. Parking in the fire lane or on curves is not permitted.
6. Park only in parking lot spaces. Parking along any roadway, drive, or grass is not permitted. This applies at all times including after School hours, during special events, and on weekends. Automobiles are to be parked in single rows in the lined parking spaces. Student parking in the stadium lot nearest the Science and Technology building and new Upper School building is reserved for seniors' and juniors' automobiles.
7. The student parking lots and automobiles are off-limits during School hours (including lunch) for all students unless specific class privilege or individual permission is obtained from the office and are carrying the cone obtained from the front desk. Drivers and riders are not to loiter in any of the parking lots before, during, or after School hours.
8. Students are to observe the one-way, counter-clockwise traffic patterns on the gym road, in the student parking lot, and in the front circle.
9. Albemarle Road moving from the railroad tracks up is considered a school zone and the State Highway Department posted speed limit is to be observed. Be aware of the no passing zones and the pedestrian crossing from the parking lot and field areas.
10. Students who drive on or near campus are expected to drive responsibly. The Dean or the Upper School Head will notify parents if students are driving recklessly or otherwise endangering others through a misuse of automobiles. Appropriate disciplinary action may follow at the discretion of the Dean or the Upper School Head. The only authorized crossing area for the drive passing in front of the Science & Technology Building is the crosswalk immediately in front of the building. Students may not cross this drive at any other location.

Gym Guidelines

1. Students may not use gym facilities without permission from the Athletic Department.
2. Students are not allowed in the gym during lunch or free periods unless a coach gives permission.
3. No students are allowed in the gym while P.E. classes or team practices are in progress.
4. After 3:00 p.m., during basketball and volleyball seasons, the courts are off limits to all students not participating in regular team practice.
5. Students may not move the bleachers or goals.
6. Students may not wear street shoes on the gym floor.
7. Students may not bring food or drinks into the gym or locker rooms.

Miscellaneous Policies and Procedures

IN ORDER TO CREATE A SAFE ENVIRONMENT CONDUCIVE TO LEARNING AND TO BUILDING COMMUNITY, PLEASE MAKE NOTE OF THE FOLLOWING:

Books in Lockers

Students should place books in their lockers or carry them in their book bags, being certain that the hallways are clear so that others may walk safely.

Smartphones, Smartwatches, and other Devices

While Porter-Gaud acknowledges that many parents provide their children with cell phones as safety measures and as facilitators of communication and many students wear other smart devices, these devices can be disruptive to the academic routine. Students observed using their phone, watch or other device for calls or texting in the halls or classrooms during the academic day (8:00 a.m. - 3:15 p.m.) will lose their device for the day. Faculty may ask students to place devices in a designated area when in the classroom. Repeated violations will result in detentions. Students may use their phones outside the S & T and Upper School buildings. Confiscated devices may be returned at the end of the School day at the discretion of the Dean or Upper School Head.

Daily Announcements & Checking Email/Messages

Daily Announcements are read in Advisory meetings each day and are available on the Porter-Gaud website. Students are responsible for all information contained in the Daily Announcements. Students are expected to check their school email account on a daily basis.

Items to be included in the Daily Announcements should be submitted to the Upper School Receptionist by **12 noon** the day before they are to appear. All notices are to have the signed approval of a Faculty member.

Field Trips

Educational trips are sometimes planned for classes during the year both to enhance material presented in the classroom and to build class unity. The chaperones will send a letter to parents which will provide them with pertinent information about the trip. Unless otherwise indicated, School attire is expected for field trips. If a permission slip signed by the parent or guardian is not returned to the School, the student may not go with the group. 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 overnight field trips.

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. In general, a ratio of 6 students for every one faculty chaperone should be followed on overnight and international trips.

Library

The library is available to students throughout the day for research, reading, and browsing. Because the library is primarily a place for students to read and study, it is important to maintain a quiet atmosphere, and therefore, the library does not allow group study except in designated study rooms.

Off-Limits Areas

Unless accompanied by or with the specific permission of a member of the faculty or staff, the Lower School, the Lower School playground, any marsh area, maintenance yard, faculty and administrative offices and residences, the student parking lots (during the school day), all faculty and visitor parking lots, the faculty lounge (at all times), the roofs of buildings and walkways, other students' lockers, gym locker rooms, and Gwynette Auditorium are off limits to students.

Posters and Bulletin Boards

All posters or advertisements are to be approved by the administration before being displayed anywhere on campus, and should only be placed on bulletin boards.

Skateboards, Scooters and Bicycles

For reasons of safety for the riders and other students and pedestrians, skateboards, scooters, roller blades, and roller shoes are prohibited on campus. Students riding bicycles are 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, shrubs, sign posts, light poles, or other structure except for a bicycle storage rack.

School Property

Students are responsible for the safekeeping and return of all School property issued to them. All textbooks must be returned to the classroom teacher, library materials to the librarian, and athletic uniforms to the coach or Athletic Director by the end of the academic year. A student's report card and/or transcript will be held if any items are not returned. Families will be billed for fines not paid; any books not returned are billed at cost.

Texting

Students must not use their personal cell phones for interactions with teachers and coaches, as per the School's Code of Conduct. It is preferable to communicate with teachers and coaches via e-mail or another communications method such as the Messaging feature in the OnCampus system that offers the School more access to and control over communications.

Use of Ride-Sharing Services

For the safety of students, Porter-Gaud does not allow students to be picked up from school by ride-sharing services such as Uber and Lyft.

School Emergency Procedures

Emergency Cancellation of School In case of bad weather or emergency conditions, turn to local ABC, CBS, FOX, or NBC TV channels 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 Upper School Head, 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 Porter-Gaud 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 announced by 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: When the fire alarm sounds, 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. Teachers are to take their Attendance Record. 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

- The fire alarm is the sound of a loud horn with strobe lights.
- Evacuate building (automatic if fire alarm sounds).
- 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 alarm is announced by 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. They are to be seated with their backs to the corridor walls or glass area. Any available wraps should be used to cover head, arms, and legs. The main floor areas of the gym, auditorium, and Washington Hall are not considered safe shelter areas, and students should be moved 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 Tornadoes, Remember

- The alarm is a long intermittent ringing of the School bell system.
- Move to best available shelter.
- Be seated with back to corridor walls or glass area.
- Stay in place until all clear is sounded.

Earthquake An earthquake alarm is announced by a long, continuous ringing of the school bell system. 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

- The earthquake alarm is a long continuous ringing of the School bell system.
- Duck, cover and hold.
- After earthquake stops, faculty will assess injuries and damage to buildings and report that information to the appropriate School office.
- 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.

Lightning The school has the Thor Guard Lightning warning system to warn of threats of lightning strikes. The air horns and strobe lights are located on the roof of the Science and Technology building and the Press Box in the stadium. A lightning warning is indicated by one 15 second blast of the air horns and activation of the strobe lights. The 15 second air horn blast only sounds at the beginning of the alert, but the strobe lights will remain active throughout the alert. The "all clear" is indicated by three 5 second blasts of the air horn with a 5 second pause in between (5 on, 5 off, 5 on, 5 off, 5 on) and the strobe lights turning off.

For Lightning, Remember

- During an alert, people outside should seek shelter until the "all clear" sounds. Suitable shelter is not on an open porch, dugout, or under an overhang. Individuals should go inside when possible or in a vehicle.

Code Yellow and Red

Code Yellow

A Code Yellow means there is a situation near or on the campus and that faculty, staff, and students should take actions to minimize the possibility of harm. A Code Yellow signal is a "Code Yellow" announcement over the telephone/PA system or by other means available.

Code Red

A Code Red or full lockdown means there is a situation near or on the campus, such as an armed intruder, with an imminent threat to Porter-Gaud personnel which requires faculty, staff, and students to take immediate action to shelter and stop all movement. The Code Red lockdown signal is a "lockdown" or "Code Red" announcement, and/or the emergency sounding (½ sec on, ½ sec off, ½ on, ½ off, pattern repeating for 1 minute with a slight pause every 10 seconds) of the exterior warning horn system.

For Code Yellow or Red, Remember

- Students and parents should immediately seek shelter and enter the closest building/classroom and follow the specific directions from the faculty/staff. If a student or parent is in their car on campus, do not remain in the vehicle. If a student or parent receives notice of a Code Yellow or Code Red while off campus, they should remain off campus and not come to the campus until the all clear is given.

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 and Abuse Policy Summary

Because honor and respect for others are essential expectations here at Porter-Gaud, the School does not tolerate intimidation, humiliation, or degradation of any member of its community by any other individual on the basis of gender, age, race, color, religion, national origin, or disability.

All forms of sexual harassment, other prohibited harassment and abuse in or affecting the School environment to the extent that it acts to unreasonably interfere with academic/school related performance or create a hostile or harassing environment will constitute gross misconduct and will result in disciplinary action.

Sexual Harassment is unwanted sexual advances and other verbal, visual, or physical conduct of a sexual nature that is intimidating, hostile, degrading, or offensive. While healthy social and personal relationships among students may include some acceptable flirting behavior as a way to compliment or convey respect, any sexual comments, gestures, or other forms of expression that are intimidating or offensive is not tolerated.

Racial Harassment is intimidation, humiliation, or degradation of an individual or group on the basis of race. Racial harassment includes both easily identified acts of written, oral, or physical harassment, and less overt forms of harassment such as graffiti, epithets, and racially offensive remarks or jokes. Such harassment is not tolerated.

Religious or Ethnic Harassment includes intimidating, humiliating, or degrading remarks, jokes, gestures or other forms of behavior or expression that demean or trivialize the religion or national origin of an individual or a group. Such harassment is not tolerated.

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 includes:

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

Retaliation against any student or employee for filing a complaint, participating in or cooperating with an investigation is strictly prohibited.

This is only a summary. Please refer to and carefully review Porter-Gaud School's Harassment/Abuse Policy, Appendix "D," for a more detailed policy statement; in case of conflict, the Appendix is the School's policy.

Summary of Reporting Responsibilities, Investigation and Complaint Resolution Policy for Protected Status Discrimination and/or Harassment/Abuse

Any student who believes that s/he has been the subject of any prohibited harassment or abuse by a fellow student or any member of the faculty or staff should report the situation immediately to the Head of School, the Upper School Head, Dean, Counselor, or a faculty member. Parents or guardians are welcomed to assist with this responsibility by reporting with their student, as appropriate. Any faculty member who receives a report of harassment passes this report on to the Head of School or the Upper School Head.

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.

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

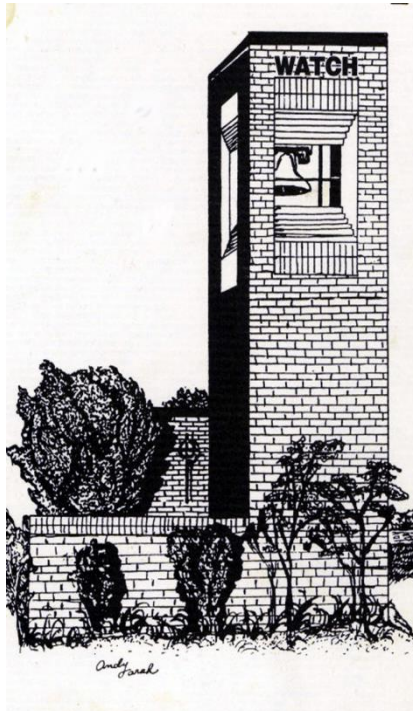
Porter-Gaud understands that such reporting may be embarrassing and makes every effort to handle the matter with sensitivity and discretion. Timeliness of reporting is extremely important since it may allow for a more complete investigation and better resolution and/or preventive measures. All complaints of harassment will be handled as confidentially as possible in an investigation that is as thorough as the School determines necessary and appropriate to the charge.

If an investigation determines that a person has harassed another, the School takes disciplinary, corrective and /or responsive action as it determines appropriate, which may include suspension or expulsion from School. Disciplinary action may be taken on the basis of any conduct, on or off campus that poses a threat to persons or property within the School community.

Retaliation against any student, employee or other participant for filing a complaint, participating in or cooperating with an investigation is strictly prohibited.

This is only a summary. Please refer to and carefully review Porter-Gaud School's Reporting Responsibilities, Investigation and Complaint Resolution Policy, Appendix "E," for a more detailed policy statement; in case of conflict, the Appendix is the School's policy.

Appendix



"Remember upon the conduct of each depends the fate of all."

—Alexander the Great

Appendix A: 2019 – 2020 Upper School Scope & Sequence

Porter-Gaud Four Year Academic Planner: 2019 – 2020



UPPER SCHOOL CURRICULUM

19-20 SCHOOL YEAR
UPDATED 3/6/19

	ENGLISH	HISTORY	MATH	SCIENCE	WORLD LANGUAGES	FINE & PERFORMING ARTS	COMPUTER SCIENCE	PHYSICAL EDUCATION	RELIGION	CO-CURRICULAR
GRADUATION REQUIREMENTS	4 CREDITS ENGLISH I ENGLISH II ENGLISH III ENGLISH IV	3 CREDITS WORLD HISTORY I WORLD HISTORY II US HISTORY	4 CREDITS CHOSEN FROM ALGEBRA I AND BEYOND	3 CREDITS BIOLOGY CHEMISTRY PHYSICS	3 CREDITS IN ONE WORLD LANGUAGE	1 CREDIT PUBLIC SPEAKING (1/2 CREDIT) AND ONE ADDITIONAL ELECTIVE	1/2 CREDIT COMPUTER SCIENCE I	1 CREDIT PE/HEALTH 9	1/2 CREDIT NEW TESTAMENT / ETHICS	-ACADEMIC TEAM -CHARACTER & WELLNESS EDUCATION -CLASS TRIPS -CYBERSECURITY COMPETITION -DEBATE TEAM -ENGAGE PROGRAM -FOREIGN TRAVEL OPPORTUNITIES -FRESHMEN EXPERIENCE
9 TH GRADE	-ENGLISH I: INTRO TO GENRES	-WORLD HISTORY I -HON WORLD HISTORY I	-ALGEBRA I -GEOMETRY -HON GEOMETRY -ALGEBRA II -HON ALG II/ TRIG	-BIOLOGY -HON BIOLOGY	-FRENCH I, II -HON FRENCH II -SPANISH I, II -HON SPANISH II -LATIN I, II -CHINESE I, II	-JAZZ BAND -CHOIR	-COMPUTER SCIENCE I (REQUIRED)	-PE/HEALTH 9 (REQUIRED)		
10 TH GRADE	-ENGLISH II: HON ENG II: BRITISH LITERATURE ELECTIVES: -YEARBOOK -WATCH	-WORLD HIST II *AP Options: -WORLD HISTORY	-GEOMETRY -HON GEO -ALGEBRA II -HON ALG II/ TRIG -FST -PRECALCULUS -HON PRECALCULUS	-CHEMISTRY -HON CHEMISTRY *AP Option: -CHEMISTRY	-FRENCH II, III, IV -HON FRENCH II, III, IV -SPANISH II, III, IV -HON SPANISH II, III, IV -LATIN II, III, IV -HON LATIN IV -CHINESE II, III -HON CHINESE IV *AP Options: -SPANISH LANG -CHINESE	-PUBLIC SPEAKING (REQUIRED) -DEBATE -JAZZ BAND -CHOIR -HANDBELLS -COSTUME DESIGN -HON MUSIC THEORY -HON ART HISTORY -ART ELECTIVES -MUSIC ELECTIVES -THEATER ELECTIVES -DANCE ELECTIVES	-ACCELERATED COMPUTER SCIENCE II	-LIFETIME FITNESS -STRENGTH & CONDITIONING		
11 TH GRADE	-ENGLISH III: AMERICAN ROMANTICISM & 19 TH CENTURY AMERICAN LIT *AP Options: -ENGLISH LANGUAGE ELECTIVES: -YEARBOOK -WATCH	US HISTORY *AP Options: -US HISTORY ELECTIVES: -ECONOMICS -US GOVERNMENT -AP Comp Gov -HON HISTORY OF WORLD RELIGIONS	-ALGEBRA II -HON ALG II / TRIG -FST -COLLEGE ALG / DISCRETE MATH -PRE-CALC -HON PRE-CALC *AP Options: -AB CALC -BC CALC -STATISTICS *ADVANCED MATH Options: -MULTI-VARIABLE CALC & LINEAR ALGEBRA	-PHYSICS -OCEANOGRAPHY -HUMAN BIOLOGY -WILDLIFE ZOOLOGY *AP Options: -BIOLOGY -CHEMISTRY -PHYSICS I -ENVIRONMENTAL SCIENCE	-FRENCH III, IV -HON FRENCH III, IV -SPANISH III, IV -HON SPANISH III, IV -LATIN III, IV -HON LATIN IV -CHINESE III, IV -HON CHINESE IV *AP Options: -FRENCH LANG -SPANISH LANG -CHINESE	-DEBATE -JAZZ BAND -CHOIR -HANDBELLS -COSTUME DESIGN -HON MUSIC THEORY -HON ART HISTORY -ART ELECTIVES -MUSIC ELECTIVES -THEATER ELECTIVES -DANCE ELECTIVES *AP Options: -STUDIO ART	-ACCELERATED COMPUTER SCIENCE III -HONORS INDEPENDENT PROJECT IN COMP SCIENCE	-LIFETIME FITNESS -STRENGTH & CONDITIONING	-NEW TESTAMENT & ETHICS (REQUIRED) -C.S. LEWIS	-JEWISH LIFE -MATH TEAM -MODEL UN -POETRY OUT LOUD -SCIENCE COMPETITIONS
12 TH GRADE	-ENGLISH IV: APPROACHES TO WORLD LITERATURE *AP Options: -ENGLISH LITERATURE ELECTIVES: -YEARBOOK -WATCH	*AP Options: -COMPARATIVE GOV -US GOVERNMENT -MICROECONOMICS -MACROECONOMICS -WORLD HISTORY ELECTIVES: -ECONOMICS -US GOVERNMENT -HON HISTORY OF WORLD RELIGIONS	-FST -COLLEGE ALG / DISCRETE MATH -PRE-CALC -HON PRE-CALC -COLLEGE ALG / PROBABILITY & STATS *AP Options: -AB CALC -BC CALC -STATISTICS *ADVANCED MATH Options: -MULTI-VARIABLE CALC & LINEAR ALGEBRA	-PHYSICS -APPLIED PHYSICS -OCEANOGRAPHY -HUMAN BIOLOGY -WILDLIFE ZOOLOGY -FORENSIC SCIENCE -PSYCHOLOGY *AP Options: -BIOLOGY -CHEMISTRY -PHYSICS I, 2 -ENVIRONMENTAL SCIENCE	-FRENCH III, IV, V -HON FRENCH III, IV -SPANISH III, IV, V -HON SPANISH III, IV -LATIN III, IV -HON LATIN V -CHINESE III -HON CHINESE IV *AP Options: -FRENCH LANG -SPANISH LANG -LATIN -CHINESE	-DEBATE -JAZZ BAND -CHOIR -HANDBELLS -COSTUME DESIGN -HON MUSIC THEORY -HON ART HISTORY -ART ELECTIVES -MUSIC ELECTIVES -THEATER ELECTIVES -DANCE ELECTIVES *AP Options: -STUDIO ART -MUSIC THEORY	-HONORS COMPUTER SCIENCE IV -HONORS INDEPENDENT PROJECT IN COMP SCIENCE	-LIFETIME FITNESS -STRENGTH & CONDITIONING	-NEW TESTAMENT & ETHICS -C.S. LEWIS	-SERVICE LEARNING -WATCH MAGAZINE -WEEKLY CHAPEL -WRITING COMPETITIONS -YEARBOOK -YOUTH IN GOVERNMENT

Appendix B: Upper School Code of Conduct

Code of Conduct Guidelines for Protecting Our Students: 2019 - 2020

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.
- Viewing pornography or involving students in pornography
- Showing intimate, romantic, or sexual displays of affection towards any student.

Appendix C: 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

1. 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.

A. Harassment Based on Legally Protected Status

- (1) 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 semester 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.
- (2) 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.
- (3) 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.

B. 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.

C. 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 semester "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 subdivided into three areas:

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

2. 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, non-employee'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, Division Head[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 Appendix entitled "Reporting Responsibilities, Investigation and Complaint Resolution for Protected Status Discrimination and/or Harassment/Abuse."

3. 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, Principal, assistant Principal, 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 Principal, 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.

4. 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.

5. 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.

6. 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, Division Head[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 the Handbook Appendix in the section entitled "Reporting Responsibilities, Investigation and Complaint Resolution for Protected Status Discrimination and/or Harassment/Abuse."

7. 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" Appendix "E".

8. 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.

Appendix D: 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, non-employee'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, Principal[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 Deans, counselors, Division Heads, 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 Division Head of the complaint so that any pattern might be better recognized.

Complaint and Investigation:

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.

Appendix E: 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 is 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. 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.
- L. Parking lots are available for school events only.
- M. Parking is available only for regular sized vehicles to include cars, pickups, vans, and SUVs. Parking for oversized vehicles such as RVs, vehicles pulling trailers, and trucks larger than pickup size, is not available except by special permission from the School Administration.
- N. All vehicles 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 plan 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.

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, 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, courts or track. 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.