

DISCLAIMER

****NOTICE****

****PLEASE READ THE DISCLAIMER AND THE LOWER SCHOOL STUDENT-PARENT HANDBOOK 2017-2018 CAREFULLY. ****

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

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

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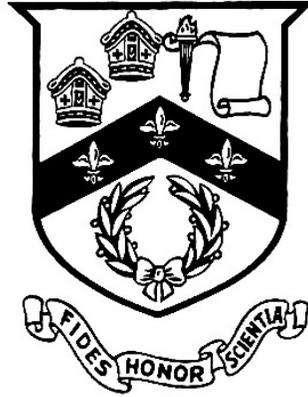
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PHILOSOPHY, ORGANIZATION & OVERALL EXPECTATIONS

THE PORTER-GAUD SCHOOL CREST



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

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

PORTER-GAUD ALMA MATER

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

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

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

Steven Chao '88
CYCLONES

School Colors: Garnet and
Grey

School Mascot: Cyclone

MISSION

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.

HONESTY AND THE HONOR SYSTEM

Porter-Gaud School affirms the importance of honor in a civilized society. Being honest with oneself and with all others is essential in building the relationships of trust that are the core of a healthy school community. The Honor Code of the Porter-Gaud School seeks to instill in students an active regard for the standards of **personal integrity, trust and responsibility to both community and self**. WATCH, (words, actions, thoughts, character, habits) is an essential part of the Porter-Gaud community.

The Honor System is reprinted here from the Upper School Handbook **for informational purposes only. In the Lower School, the principles, but not the specific regulations, of the Honor System are emphasized, encouraged and enforced at an age appropriate level.**

HONOR

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 as 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 Head of the Division. 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 similar 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 to

- warn a student to discontinue an activity which may violate the Honor Code, or
- advise an adult in the school that an Honor code violation may have occurred, or
- report the possible violation to the Honor Council Chair immediately.

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.

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 Head of the Upper School 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 Head of the Upper School 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 Head of the Upper School 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.

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

The growth in electronic communication 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. Our e-mail, internet, and other electronic resources systems are intended solely for appropriate educational purposes here at Porter-Gaud. As a condition of providing e-mail and internet access to its students, Porter-Gaud expects responsible behavior and places certain guidelines and restrictions on School use of the internet and e-mail.

Students should expect to be held accountable for their online behavior, just as they are responsible for interactions that occur in person. Conduct that would violate the School's expectations for how students interact with their peers and other members of the School community, how they represent the school, and how they use School time, networks, and other property. These standards may apply to student behavior regardless of whether it occurs on or off campus during or outside of school hours, via the Schools property/networks or through other property. At issue is not where or how conduct by students occurs, but whether conduct reflects poorly on the school; is bullying, discriminatory, or harassing in nature; or in any way violates the standards for conduct established by the School. Students should not expect that their communications via School accounts, networks, or using School property will be private from the School.

In order to assure its computer equipment and technology is used by students for appropriate purposes, the School exercises its right to monitor and oversee communications, including internet, network, and e-mail use. The School prohibits any attempts to disable the internet filter. All information and messages that are created, sent, received or stored on Porter-Gaud systems are the sole property of Porter-Gaud. While good judgment and personal responsibility are always expected, following are some guidelines for acceptable use, unacceptable use and legal, practical and safe use of School technology:

Acceptable Use

- E-mail is to be used only for exchange of appropriate School-related information. (Students may not access non Porter-Gaud e-mail accounts.)
- The internet is to be used for academic research and as a means of obtaining needed information. The internet offers access to information that may be inappropriate; the School makes every effort to block or regulate access to such information. This does not, however, preclude students from attempting to access inappropriate information on their own, which, of course, is unacceptable.
- Although 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.
- Computers designated for faculty or staff may be used by a student only with specific permissions and supervision of the faculty or staff member.
- Computer settings may be changed only with the consent and supervision of the Computer Science Department.
- 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.

Unacceptable (prohibited) use

- Computer/internet games
- Use of computers, personal devices and digital equipment for recording of any material without the consent of all who are being recorded
- Accessing, possessing, or downloading inappropriate or objectionable material
- Sending, soliciting, or intentionally viewing sexually-oriented messages or images
- Writing, soliciting, sending, possessing, printing, saving, or forwarding offensive or harassing statements to external or internal recipients
- Installing or using unauthorized applications, software, or hardware on Porter-Gaud computer systems.
- Hacking
- Accessing another's files or using another's password
- The inappropriate use of any electronic device, including digital and electronic devices which are on the Porter-Gaud campus, regardless of ownership
- Dissemination or printing of copyrighted materials (including articles and software) in violation of copyright laws
- Operating a business or soliciting money
- Gambling or engaging in any other activity in violation of local, state or federal law
- Forgery of messages
- 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
- Any activity that significantly prevents or inhibits the conduct of Porter-Gaud School academic work
- 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

- Develop and use good judgment.
- 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.
- Be careful not to access, transmit, or possess material that is profane, abusive, harassing or otherwise questionable.
- 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.
- Porter-Gaud resources are not for use in any commercial activities, gambling or political lobbying.
- 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.
- 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.
- Always be polite and respectful to people with whom you are communicating. Take pride in correctness of your grammar and spelling and the clarity of your phrasing.

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

ACADEMIC POLICIES & REQUIREMENTS

Academic Expectations

Materials used in all courses at Porter-Gaud School are on or above grade level beginning in First Grade. Each student is expected to complete classroom and homework assignments in a timely manner and maintain an acceptable level of achievement.

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

Porter-Gaud expects its students to

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

Learning Services

Porter-Gaud offers a Learning Services Program to students who have been granted accommodations by the School for a specific Learning Disability and/or ADHD. The goal of the Learning Services Program is to complement the academic support given to our students by their teachers and advisors. Admission to the program is based on a psychoeducational evaluation, including a specific diagnosis, using DSM-IV criteria. The Learning Specialist remediates learning interferences, teaches academic strategies, and monitors organizational skills of students in the program. In doing this, we help students maximize their academic potential and keep pace with demands of Porter-Gaud's rigorous curriculum. A psychoeducational evaluation must be on file with the Learning Specialist in order for the student to be considered for services. Accommodations must not fundamentally alter the nature of the academic program (including graduation requirements) of Porter-Gaud School or present an undue burden. Accommodations are facilitated by the Learning Specialist; however, as the School determines appropriate, it may recommend or require placement elsewhere. [7/08]

Educational Evaluations

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

Tests

Students do not have more than TWO ANNOUNCED TESTS ON THE SAME DAY. Tests will be announced or posted at least one week prior to the test date.

Homework

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

NOTE: As a general rule, students are not permitted to call home to have homework, notebooks, supplies, etc. brought to them.

Homework Assignments For Absent Students

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

Extra Help

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

Tutoring

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

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

Parent Conferences

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

Mid-Term Reports and Report Cards

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

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

DAILY PROCEDURES AND POLICIES

Behavior and Discipline

Recognizing that the process of education is enhanced by a safe and orderly environment, Porter-Gaud Lower School has a high standard for student behavior. A Porter-Gaud student is courteous, polite, treats others with dignity and respect, and shows a respect for property. Students who show physical aggression toward others will receive serious disciplinary action. This may take the form of detention(s), suspension, or other appropriate consequences.

Discipline is considered a part of the growth process and is basic to the development of character. Students should understand the need for rules, the part they play in maintaining order, and the necessity of observing them. Each grade level team creates its own specific rules to meet the needs of that particular grade level. The rules and age appropriate consequences are posted in the classrooms and discussed by teachers and students. Faculty and staff members work with students to help them learn the importance of these behaviors. The responsibility for implementing the behavior expectations in Lower School has been delegated to the Lower School faculty, Lower School Dean, and the Head of Lower School.

The development of appropriate behavior at school is a responsibility shared between home and school. Teachers will communicate with parents concerning student behavior both positive and negative. Support from home in the form of praise, encouragement, and in some cases additional consequences is helpful in molding the behaviors of our children. While each student's actions in his/her daily life reflect in some measure on the School, the School cannot be responsible for the consequences of behavior off campus related to social and non-school activities. To the extent, however, non-school related and/or social activity of a student impacts negatively on Porter-Gaud School, the School reserves the right to take such steps as it deems appropriate up to and including the power to dismiss, i.e., remove from enrollment, at any time.

Inappropriate Language

Movies, television, music, and other forms of entertainment are exposing our students at a very early age to some language and behaviors which the School considers unacceptable.

Please take time to talk with your children and remind them that just because they hear something in a movie, on TV, or in a song does not mean that they can report it in public. Students who use inappropriate language will receive serious disciplinary action. This may take the form of detention(s), suspension, or other appropriate consequences.

Respect for School Property

A student who willfully destroys school property is expected to pay for the damage. Defacing of bulletin boards, writing on walls, etc. results in disciplinary action.

Dress Expectations and Guidelines

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

EARLY MORNING DROP OFF AND AFTER SCHOOL PICK UP

Morning Drop Off

1. All Lower School carpool traffic is to go through the stadium lot to access Albemarle Road.
2. All carpool traffic must enter via the access road between the grass field and the parking lot.
3. Drive all the way to the first available spot in carpool loop (or all the way to the end of the car pool loop if you are the first person to arrive) and THEN unload. Unloading begins when teachers arrive at carpool at 7:30am.
4. If you must park and walk in with your child, enter the parking lot by staying on Albemarle Road, then turn left into the parking lot.
5. Always exit the parking lot by turning right onto Albemarle Road. Never exit during carpool by turning left out of the parking lot onto the access road. This interferes with the carpool flow.
6. "Cue" your carpool riders to have book bags packed and ready to unload.

Afternoon Pick Up

1. All afternoon pick-up information must be communicated with school through the School Dismissal Manager.
 2. All Lower School carpool traffic is to go through the stadium lot to access Albemarle Road.
 3. All carpool traffic must enter the access road between the grass field and parking lot.
 4. Have your carpool sign visible from the time you enter the access road until the time you leave the access road in the **FRONT** window of your car.
 5. Drive all the way to the first available spot in the carpool loop.
 6. Students may be picked up at the Upper/ Middle school carpool area in front of the Science and Technology building.
 7. **At approximately 3:10 p.m. (3:30 for those in Upper/Middle school carpool)** all remaining students will be placed in the Extended Day program, and payment will be due at pickup.
- ❖ Any parent who is unable to wait in the carpool line but needs to get their child before 3:10 must pickup their child before 2:45. This parent must park in the Lower School parking lot and come into the Lower School office to sign their child out. Any early pick-ups must be communicated to school through School Dismissal Manager.
 - ❖ Any child not picked up by 3:10 will be placed in the Extended Day program and payment will be due at pick-up.

Students are expected to observe the following rules:

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

Extended Day Program

Porter-Gaud offers an Extended Day program for students in grades 1-4. This service is available Monday through Friday 2:55-5:45 pm when school is in session for a full day. Drop-ins are welcome, but parents are asked to send a check to cover the cost. If a student is participating in the Porter-Gaud

After School Program, special rates for Extended Day are available if payment is made in advance or provided the day of service. For further information, call Director of Auxiliary Programs at 843-402-4679.

Attendance

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

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

Once a student arrives on the school grounds, he/she may not leave before dismissal time unless s(he) checks out through the office.

Anticipated Absences

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

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

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

Excessive Absences

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

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

Tardiness: Parents should be sure that students are on campus by 7:45 each morning. School begins promptly at 7:50am, and a student who arrives after that time is considered late. A student who arrives late is to sign in at the Lower School office to have his/her name removed from the absentee list. It is not necessary for a parent to accompany the child to the office.

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

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

Supervision of Students

Teachers are officially on duty from 7:30 am until 3:10 pm. If a child has not been picked up by 3:10pm (note: 3:30pm for students riding with Middle and/or Upper School carpools), he/she is placed in the Extended Day program and parents are billed accordingly. Remember also that there is no teacher or staff supervision of students during athletic contests, plays, concerts, etc.

Visitors On Campus

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

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

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

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

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

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

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

Accident Insurance

An outside insurance agency currently provides each student with school time coverage. The premium is included in school fees. This coverage should be considered supplemental to your personal insurance coverage. In the event of an injury, written notice is to be submitted within 90 days from date of injury. Claims first should be filed with your insurance carrier prior to filing under this policy. Parents have the responsibility for obtaining the proper forms from the Business Office.

Medication

Over-the-counter medications are not stocked and/or administered at school without a doctor's order. If your child requires any medication administered during the school day, prescription or over-the-counter, must have the proper form on file with the school nurse.

Selling on School Grounds

Students may not bring to school any items to sell to fellow classmates or to teachers even though the proceeds may go to a worthy cause.

Prohibited Items

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

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

Requests For Teachers

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

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

Respect For Faculty

Any disrespectful conduct toward a member of the faculty or staff whether written, spoken or gestured may result in serious disciplinary action. This may take the form of detention(s), suspension, or other appropriate consequences.

Substitute Teachers

A substitute teacher forms his/her opinion of Porter-Gaud school by the students with whom (s)he works; therefore, it is very important for each student to strive to cooperate with the substitute. Students who fail to cooperate are appropriately disciplined. Let's all take pride in our school and strive to make a good impression.

Cell Phones/Smart Watches

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

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

Guidelines For Lunch (1-4):

1. No student may leave the dining hall without permission from the person(s) on duty.
2. Students at each table are responsible for making certain their table and the areas around and under the table are free of trash (napkins, bags, straw wrappers, etc.) before being excused from the dining hall.

Guidelines For Recess (1-4): Recess should be a fun break from classroom activities. To ensure the safety of all students it is important for all students to follow these guidelines.

1. Students may not play any game which results in another student's being tackled or ending up on the ground.
2. Students are expected to remember that dirt, rocks, sticks, pine cones, and most objects are not for throwing and can injure a fellow student. Balls may be thrown to, not at one another.
3. Students are to stay off the hill near the Chapel. If a ball is kicked or thrown up there, one student should retrieve it.
4. Students should stay away from the buildings when classes are in session.
5. Don't climb the trees, stay out of the marsh, and be aware of poison oak and poison ivy.
6. Observe the following rules when playing on the playground equipment:
 - A. Use only the ladders or steps when getting on or off a structure.

- B. Don't sit, stand, or climb through any of the rails or rope.
- C. Use the poles on the lighthouse and the crow's nest for descending only. There should be no more than 4 people on the decks.
- D. Don't sit or stand on the top of the wheel house on the shrimp trawler.
- E. The swing sets are limited to one person per seat. No standing on and no jumping from moving swings.
- F. Don't pull on any of the ropes that are attached to the equipment.
- G. The rope ladder is for climbing only; no shaking of the rope ladder.
- H. Don't use any of the structures for tag games.
- I. Walk in the area covered with bark.
- J. HAVE FUN!

Library

The Lower School Library is open daily from 7:45am until 3:30pm. Each class has one assigned library period a week; however, with permission of their teachers, students may go to the library at any time.

Checkouts: Students may check out two books at a time unless, of course, they need extra books for a special assignment. Grades one, two and three may keep their books for one week with the privilege of renewal. Grades four and five may keep their books for two weeks with privilege of renewal.

End of the Year: The last day to have out a book at the end of the year in May is the Friday before the last full week of school.

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.

Chapel Services

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

Student Conduct at Assembly Programs:

1. Enter the auditorium (or the assembly place) quietly and go directly to your seat. Please don't bring anything into the auditorium unless you are asked to do so.
2. Sit up straight. Don't put your feet in the seat or on the back of the seat in front of you.
3. Be attentive.
4. Don't talk or play with those beside you.
5. When you stand, hold the seat so that it does not make noise as it folds.
6. Show your appreciation for the program by applauding. Yelling, whistling, or making any other kinds of noise is inappropriate.
7. If you are asked to respond to a question by a show of hands, put your hand down when the speaker resumes talking.
8. If you are invited to ask or answer questions, raise your hand. When a student is called upon, all other hands should be lowered. **THE PERSON ASKING THE QUESTION OR ANSWERING SHOULD STAND UP AND SPEAK LOUDLY AND CLEARLY.**
9. If you find it absolutely necessary to leave the auditorium, choose your time carefully. Try not to leave when someone is speaking (praying included) or performing. Please leave quietly and re-enter quietly.
10. If you are given handouts, take them with you when you leave.
11. At the conclusion of a program, remain quiet until dismissed.

Snack Machines

Snack machines are reserved for Middle School and Upper Students only.

Skateboards/Scooter, Roller Blades, Roller Shoes and Bicycles

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

Lost and Found

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

Non-School Parties

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

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

birthday gifts to school for your child to take to the party unless you are sure every child has been invited.

Extra Curricular Activities/Privileges

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

Choirs

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

Athletic Events

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

Parents are reminded that the school does not have teachers or staff on duty to supervise students at events which take place after regular school hours. Parents are not to "drop off" children for football and basketball games or even for plays and concerts in Gwynette Hall. All Lower School students are to be with an individual who is responsible for that child's safety and security. [8/04]

Spectator Conduct at Athletic Events

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

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

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

- A. By making any degrading remark about any official, coach, or athlete during or after a game, either on or off the field/floor of play
- B. By arguing with an official(s) or going through motions indicating dislike/disdain for a decision
- C. By making any degrading remarks or criticism of any official, coach, athlete, or school to any news media
- D. By using any foul, abusive, or profane language at any time
- E. By hitting, shoving, or striking any official, coach, athlete, or fan at any time (or attempting to do so)
- F. By being ejected from any contest

- G. By the use and/or display of alcoholic beverages, tobacco (including smokeless types), or other controlled substances at any SCISAA event
- H. By detaining an official following the contest to request a ruling of explanation of actions taken by the official

Field Trips

Educational trips are planned for classes during the year. Parents receive a notice which indicates the destination, departure time and return time, method of transportation, and other pertinent information. For **most** field trips school uniform is acceptable: **physical education attire is not acceptable** unless teachers have specifically instructed students to wear it; for some field trips, the dress uniform may be expected. Porter-Gaud School 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.

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

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

Student Insurance

Each student is currently covered by supplemental insurance carried by the School through an outside insurance agency.

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.

Student Fundraising

Porter-Gaud Lower School does not promote outside fund raising.

EMERGENCY PROCEDURES

Emergency School Closing

Before students have arrived: In case of bad weather or emergency conditions, turn on TV Channels 2, 4 or 5, or tune to local radio stations for an official announcement about the closing of Porter-Gaud. The automated voice message service and emails will also be utilized whenever possible. Please do not call the office, the Head of School, the Head of Lower School, Lower School Dean, or the faculty at their homes. Leave school phone lines free for emergency use. When possible, the School uses its automatic “Telephony” system or emails to notify families of any emergency closing or delayed openings. Additional information can also be found on the school’s webpage.

After students have arrived: If it should become necessary to dismiss school after students have arrived, the following procedure will be in effect:

1. All students return to homeroom.
2. Major television stations are notified and asked to announce that parents may **PICK UP THEIR CHILDREN FROM THEIR HOMEROOM CLASS. The automated voice messaging service and/or email is used.**
3. Students who ride bicycles or walk to school are allowed to call home to determine if parents want them to return home by the same method of transportation.
4. Each homeroom teacher uses a roster to keep a record of students in his/her homeroom who have been instructed by parents to leave school with someone other than parents or regular carpool.
5. One or more faculty remains at school to supervise any student remaining on campus.

Notification of School Re-opening: For information regarding re-opening of school, check the website or call the Main School number (556-3620).

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.

Crisis Management Plan

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

Fire: The fire alarm is the sound of a loud horn and strobe lights. Should electricity be out and the school phone system not working, the school uses any available means of communication.

Evacuation Procedures: With the sounding of the fire alarm, those students closest to the windows are to close the windows and the class is to file out in a quiet, orderly fashion following the evacuation plan

posted in each classroom. Teachers are to take their Attendance Book. 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 Warning: A tornado warning indicates a tornado has been sighted. The tornado warning is a long intermittent ringing of the school bell system. All students, faculty and staff should move to what are designated "best available shelter" areas - interior corridors (but away from glass doors), storage rooms, and interior bathrooms. Be seated with your back to the corridor walls or glass area. Any available wraps should be used to cover head, arms, and legs. 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 TORNADOS, REMEMBER:

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

FOR EARTHQUAKES, REMEMBER:

- The earthquake warning 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.

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.

IMPORTANT SCHOOL POLICIES AND PROGRAMS

Porter-Gaud school Program for Students Assistance/School Counselor

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

Equal Opportunity

Porter-Gaud strives to provide its students equal opportunity without discrimination 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.

Bullying Policy

Porter-Gaud has a zero tolerance policy for bullying. We define bullying as a conscious, willful, deliberate activity intended to harm where the perpetrator(s) gets pleasure from the targeted child's pain/and or misery. It can be verbal, physical, and/or relational; have as it's overlay race, ethnicity, religion, gender (including sexual orientation), physical, or mental ability; includes all forms of hazing and cyberbullying. It can be and often is continuous and repeated over time, but does not have to be.

Through the counseling department and specially designed programming, students will be given tools to help targeted students communicate with caring adults.

The school will respond and investigate all reports of bullying. Please speak with the Head of the Lower School, Lower School Dean, Counselor, or other administrator with any complaint or concern you may have related to bullying.

The School may use any method of disciplinary actions set out in the Porter-Gaud School Harassment/Abuse Policy and/or other action as deemed appropriate to deal with bullying behavior.

Cyberbullying Policy

Porter-Gaud School provides computers 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 computer 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 antisocial 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 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.

The administration shall fully investigate all reports of cyberbullying.

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.

Harassment Policy

Because honor and respect for others are essential expectations here at Porter-Gaud, the School will not tolerate the 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 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 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 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.

Reporting Responsibilities, Investigation and Complaint Resolution

Any student who believes that s/he has been the subject of any prohibited harassment by a fellow student or any member of the faculty or staff should report the situation immediately to the Head of School, Head of the Lower School, Lower School 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 must pass this report on to the Head of School or Head of Lower School.

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, appropriate disciplinary action will be taken 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. The School will not tolerate threats of retaliation or retaliation resulting from a report of harassment.

Violent Behavior/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, Head of the Lower School or the Head of School of any suspicious activity or problematic incident they observe or are aware of involving students, guests, third parties, other faculty/staff members and/or former faculty/staff/students. Should a faculty or staff member receive such a report from students or others, s/he is expected to communicate this information to the Head of School or the Head of the Lower School 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 conditioned upon evaluation by an appropriate professional outside of the Porter-Gaud community who is acceptable to Porter-Gaud, trained in child or adolescent behavior, and finds that the student poses no harm to him/herself or to our School community. A written copy of 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.

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.

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. Parking lots are available for school events only.
- L. 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.
- M. All vehicles operated on Porter-Gaud School property are to be properly insured and licensed as required by applicable state law.
- N. 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 should not be crossing this drive at any other location.
- O. Copies of the Asbestos Management Plan, three year reinspection 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.

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 and Release Hold Harmless and Indemnity Agreement (distributed separately) may be permitted limited access to campus grounds for recreational use at their own risk under this policy only when such use (1) does not conflict with student use or facility/grounds maintenance activities, (2) is consistent with Facilities Use Policy and (3) is approved by the Facilities Use Committee.
 - F. Porter-Gaud contributing alumni may be permitted limited access to campus grounds for recreational use at their own risk only when such use (1) does not conflict with student use or facility/grounds maintenance activities, and when (2) the contributing alumnus has properly requested permission from Porter-Gaud School, received permission and signed Porter-Gaud's Release, Hold Harmless and Indemnity Agreement.

- G. No all-terrain vehicles, skates, roller blades, skateboards or scooters are allowed on campus (the only exception is carts used by the school staff). All vehicles (including motorcycles) entering the campus are to be legally registered and should only be operated on roadways, driveways, and parking lots. Vehicles are only to be parked in designated parking areas; vehicles are not to be parked along yellow curbs or in designated fire lanes. In no instance are vehicles to be taken onto any athletic field/area except by authorized school staff when absolutely necessary to accomplish required maintenance or prepare for athletic events.
- H. No pets are allowed on the athletic fields. Any pets on campus are to be leashed at all times. Anyone having a pet on campus must have materials with them and immediately clean up after their pet. No Porter-Gaud grounds are considered “pet relief” areas.
- I. No bikes are allowed on the track, athletic fields, courts or campus interior walkways and grounds.
- J. Play is limited to one hour if others are waiting to use a court.
- P. 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.

Drug and Alcohol Policy

Porter-Gaud believes that the use of alcohol, cigarettes or illegal drugs by students interferes with healthy adolescent development. The School also has an obligation to abide by state and federal laws and to expect its students and parents to do the same. Therefore, the School expects its students to be free from illegal drugs, alcohol, or the abuse of prescribed or “over the counter” medication while attending or participating in any School-sponsored events.

Porter-Gaud students will not use, consume, deliver, purchase, sell, have in their possession, or be under the influence of illegal drugs, drug look-alikes, misused prescription or over-the-counter medication, alcohol, or drug-related paraphernalia while on School property or while participating in any School-sponsored activity whether on or off campus, in School vehicles or School-approved vehicles, at any time whether before, during, or after the School year.

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 clearly engaged in one of the activities described in the paragraph above may also be considered in violation of this policy, unless s/he is clearly intervening to prevent a problem, to assist the person in difficulty, or to get adult assistance.

Any medication legally prescribed for an individual student that must be brought to School will be kept in its original container, deposited with the front office staff at the beginning of the School day, dispensed by the office staff to the student as prescribed, and retrieved by the student at the end of the School day.

If a student (who is not under the influence of alcohol or other drugs, and who is not under investigation for a violation of P-G 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,

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.

Penalties

The Dean of Students and/or the Head of the Division will promptly investigate and review any alleged violation of the Drug and Alcohol Policy. If the student is found to be in violation of the policy, the student's parents will be informed immediately of the charge. One of the following courses of action will be taken:

1. The student may be dismissed from the School.
2. The student may be suspended from the School and from all School activities, and be placed on Disciplinary Probation. If the student has been charged with a criminal offense, the student will remain suspended and may not return to School until there is 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 elsewhere in this handbook). The Porter-Gaud Athletes' Code also applies.

All students who violate the P-G Drug and Alcohol Policy must have, as a condition of their return to School and/or their probation, an assessment by a qualified professional to determine the student's risk of chemical dependency. 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. The School may at its sole discretion require random drug testing of any student.

Substantiated improper behavior by a student during non-School activities, holidays, or vacations, including violation of state laws concerning drug and alcohol use and possession, may, if circumstances warrant be considered grounds for serious disciplinary measures, including Disciplinary Probation, suspension, and/or dismissal (for more details, see General Behavioral Expectations further defined in this handbook).

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.

If a student is in violation of the Porter-Gaud Drug and Alcohol Policy is allowed to continue at Porter-Gaud, a second violation or a violation of conditions of the first offense will almost certainly result in permanent dismissal from the School.

Responsibilities of Parents/Guardians

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:

*"In such rare cases as parents or grandparents are found by the School not to be supportive of the School's goals and policies or otherwise uncooperative with the School, they may be required to withdraw their children if a constructive relationship cannot be re-established with such reasonable effort as determined at the sole discretion of the School. The School is willing to accept only those who feel they can support and live by the rules and policies of the School. Parental/guardian behavior should be supportive of the School's core goals, requirements, and expectations. **Porter-Gaud reserves the right and discretion to dismiss, i.e. remove from***

enrollment, any student at any time during the School year should it be determined that circumstances warrant.”

As a matter of policy, Porter-Gaud also expects parents to understand and uphold S.C. 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, 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.

Porter-Gaud Food Allergy Guidelines

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

Given the number of allergens, as well as the differing levels of risk relating to each student’s allergic reaction, we need to make clear Porter Gaud cannot and does not guarantee an allergen-free environment. In addition, we cannot make any guarantee that food or other items coming into the school contains no allergens or were not processed in a facility that produces food containing the allergens. Although, we cannot anticipate every possible scenario, we will follow all medication and emergency plans as provided to the school and we will continue to keep outside food to a minimum. With education and proper planning, we strive to reasonably accommodate our students’ needs. If you have any questions relating to these guidelines, please contact the School Nurse or division heads and deans.

Lower School Guidelines

- We encourage fruit and/or items from approved snack lists during school hours. This includes food items for snacks during morning snack time.
- No food can be brought in by parents for birthday celebrations. Each homeroom class has special ways of recognizing students on their birthday.
- All food brought into the classroom for class, grade level, and holiday parties will be coordinated by homeroom teachers and room parents. Lists of items needed for each party will be developed and shared with parents.
- Sunbutter sandwiches will replace peanut butter sandwiches available in Washington Hall for the 2017-18 school year.

Parent Responsibilities (for parents of students with allergies):

- 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.

**PORTER-GAUD SCHOOL
PLANNED ABSENCE REQUEST FORM**

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

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

Parent Signature: _____

*Please return the completed form to the front office.
The homeroom teacher will prepare the work to be completed by the student during his/her absence.*

2017-2018 Lower School Uniform Guidelines

*All uniform items must be purchased online at Land's End School by visiting www.landsend.com/school using school code:
900138413 or purchased through the Used Uniform Sale on August 3, 2017

* Items previously purchased from Educational Outfitters or T&T Sportsman Shop are acceptable.

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

LOWER SCHOOL TECHNOLOGY ACCEPTABLE USE POLICY

Technology enhances our learning experience on a daily basis. It is crucial for students to develop responsible habits while using these educational tools. In Lower School we work to instill these habits to keep students safe. In order to create this environment, we have established the following policy.

1. I will treat my iPad responsibly.
 - a. Never out at lunch, on playground, or at carpool
 - b. No eating and drinking; use clean hands
 - c. Arrive at school with iPad charged to at least 75%; this applies to 4th grade only
 - d. Put to sleep when not in use
 - e. Stored when not in use
2. I will use my iPad as directed by my teachers for assignments.
 - a. Use only approved school apps
 - b. Use only apps and websites permitted for the task at hand
 - c. Videos and photos need teacher permission
3. I will not touch another student's iPad without permission.
4. I promise to tell an adult if I read or see something inappropriate or that makes me feel uncomfortable.
5. I will use school email for school purposes only and as directed by the teacher
 - a. No emailing for social purposes
 - b. No emailing to addresses outside of PG

If a student does not follow any part of the above policy, the teacher will determine the consequence. Behavior reflections will be issued by the teacher when necessary.

Cost of materials: Please note that the iPads, cases and chargers are leased and are the property of Porter-Gaud School. Damage or loss of materials will result in a fee (\$500 for lost iPad, \$50 for damaged iPad, \$35 for lost or damaged charger, \$30 for lost or damaged case).

GUIDELINES FOR VOLUNTEER CHAPERONES

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

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