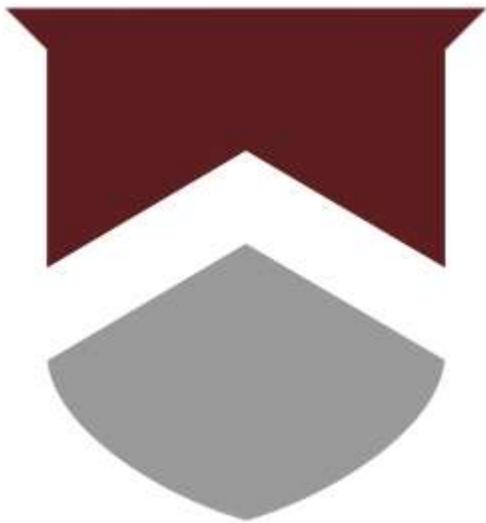


2016 - 2017

PORTER-GAUD MIDDLE SCHOOL
Student Handbook



STUDENT/PARENT HANDBOOK
2016-17

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THIS HANDBOOK REPLACES ALL PREVIOUS HANDBOOKS.

PORTER-GAUD MIDDLE SCHOOL ADMINISTRATION

Head of the Middle School – Ms. Maureen T. Daily
Dean of the Middle School – Mr. Christopher J. Tate
Administrative Assistant – Ms. Sheila M. Smith

PORTER-GAUD SCHOOL DEPARTMENT HEADS

English – Dr. Aaron Lehman
Computer – Mr. Douglas “Doug” M. Bergman
Fine Arts – Ms. Ashley Stock
Foreign Language – Ms. Allyn Bruce
History – Mr. Paul M. Baran
Mathematics – Ms. Jessica Schenkel
Physical Education – Mr. Ricky Tillman
Religion – Rev. Brian McGreevy
Science – Mr. Kael Martin
Middle School Athletic Director – Mr. Al Wilson

PORTER-GAUD MIDDLE SCHOOL FACULTY AND STAFF

English

Ms. Eliza Chandler
Ms. Mary Loretta “Retta” Hawkins
Ms. Elizabeth Stribling
Ms. Courtney Snell

Computer

Mr. Robert Irving

Fine Arts

Ms. Jane Best
Ms. Fatma Dogan

World Languages

Mr. Stephen Barnes
Ms. Sandra Cipriani
Mr. David O’Donnell
Ms. Hannah Van Syckel
Ms. Ting Yu Trice
Ms. Allyn Bruce

History

Mr. Roscoe Bolton
Ms. Roberta Copenhaver
Mr. Daniel Jordan

Mathematics

Mr. Kenneth Lynch
Ms. Megan Crouch
Ms. Susie Rieder

Physical Education

Ms. Ragan Wood
Mr. Al Wilson

Religion

Mr. Hutson Dodds

Science

Mrs. Amy F. Flynn
Mr. Jason Fricker
Ms. Jane Settle

Counseling

Ms. Flo Sanders

Learning Services

Ms. Denise Jiminez

PHILOSOPHY, ORGANIZATION AND OVERALL EXPECTATIONS

THE PORTER-GAUD SCHOOL CREST



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

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

PORTER-GAUD ALMA MATER

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

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

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

Steven Chao '88
Scott Atwood '90

School Colors: Garnet and Gray

School Mascot: Cyclone

PORTER-GAUD MISSION STATEMENT

(Revised by Board of Trustees, 2007)

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

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

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

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

**WORDS
ACTIONS
THOUGHTS
CHARACTER
HABITS**

A History of WATCH

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

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

The WATCH Prayer

May our words be full of truth and kindness, our actions gracious and honorable, our thoughts unselfish and charitable, our character noble and upright, and our habits virtuous, that our school family may grow in faith knowledge and honor as we watch together in all things.
AMEN

DISCLAIMER

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

THE HONOR SYSTEM

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

I. LYING/DECEIVING

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

II. CHEATING

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

III. STEALING

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

STUDENT OPTIONS

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

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

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

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

ACADEMIC EXPECTATIONS

Materials used in all courses at Porter-Gaud School are on or above grade level beginning in First Grade. Each student is expected to complete classroom and homework assignments in a timely manner and to maintain an acceptable level of achievement. Porter-Gaud School has no special education program to meet the needs of the student who deviates markedly from the norm. It is not a special needs school and is not equipped for students with substantial learning disabilities or behavioral disorders. Where accommodation is requested in an effort to meet the learning needs of a student and the School has on file a current and appropriate educational evaluation, the School is willing to consider and make such reasonable modification of policies, practices, and procedures as would not fundamentally alter the nature of the academic program provided by Porter-Gaud School or present an undue burden. Such modifications may be provided by the Learning Services Department and the learning specialists. Students are, however, required to take and successfully complete specific courses in order to graduate. Given the above, if the School determines it cannot successfully meet the needs of any student or recognizes that Porter-Gaud School is not the appropriate educational situation for the student, it may recommend or require placement elsewhere.

ACADEMIC POLICIES AND REQUIREMENTS

COURSE ENROLLMENT AND REQUIREMENTS

Sixth Grade Courses

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

Seventh Grade Courses

English 7
Pre-Algebra
Honors Pre-Algebra
Honors Algebra
Spanish
Chinese
U.S. History 1865-Present
Earth Science
Physical Education/Health & Wellness
Fine Arts (Visual Arts/Music)
Computer Science

Eighth Grade Courses

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

Test Days

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

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

School Year

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

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

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

Report Cards

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

Honor Roll and Faculty List

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

Middle School Clark Scholars

Eighth grade students with the following requirements qualify as Middle School Clark Scholars:

- Academic: At the end of a student's first semester of eighth grade, he/she must have an overall average of 93 or above with no grade under 90 for three consecutive semesters.
- Student life: Students must participate in at least one of the following Porter-Gaud extra-curricular activities: clubs, organizations, fine arts, or athletics.
- Community Service: Students must complete 15 hours of community service during their eighth grade year. Students will be required to submit signed service hour forms by March 1, 2015.
- Student Character: A student must be in compliance with the policies in the student handbook and cannot have honor violations, suspensions, or administrative detentions during his/her eighth grade year.

Exams

For 6th grade students, first semester exams are counted as one major test grade, and second semester exams count as two major test grades. For 7th and 8th grade students, both semester exams count as 15% of the semester averages.

Exam Information

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

Dress Code regulations during exams will be normal Porter-Gaud dress. Students have no tests the day prior to exams. **All P-G library books should be returned and fines paid before exams. Grades are withheld until fines are paid and all texts are returned in usable conditions. Examination grades, project grades, semester averages, and end of year grades are not given to students until the last exam of that semester has been administered.**

Middle School Policy For Summer Classes

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

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

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

Extra Help

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

LIFE 101

On a weekly basis, Life 101 delivers curriculum pertaining to life skills, character education, ethics, and leadership. Just as students need to develop academic content and skills as they progress through the middle school, non-cognitive skills are essential to success and well-being beyond the classroom. Life 101 provides middle school students with a curriculum focused on these non-cognitive skills. Life 101 utilizes a variety of instructional methods to develop these skills in our middle school students. Student competencies in these areas will be measured through the Mission Skills Assessment program, which includes teacher evaluations of students and student self-evaluations throughout the school year.

Students in Life 101 will participate in the following:

- Study Skills & Time Management
- Health & Nutrition
- Teamwork
- Creativity
- Resiliency
- Curiosity
- Digital Citizenship
- Character Education
- Ethics
- Conflict Resolution
- Life Purpose
- Boys & Girls Leadership
- Mindfulness

As an additional component of Life 101, assemblies and advisory reinforce the six character traits as measured by Mission Skills. A team of Porter-Gaud faculty and staff, including Learning Services, Physical Education, Technology/Computer Science, the Chaplain, MS/US Administration, design and implement the programming. We also draw from professionals in our community to enhance this important curriculum.

WINTERIM

The Porter-Gaud Middle School Winterim program is a series of experiences and trips to introduce students to enrichment activities and topics and culture outside of the standard curriculum. Winterim allows our students to choose their course of study and discover new talents and passions. This experiential learning creates students who are invested in discovering the world around them. Whether it's in our local community or abroad, Winterim is invaluable to the social and emotional development of our students. The student code of conduct will apply during all Winterim experiences.

DAILY PROCEDURES

GENERAL BEHAVIORIAL EXPECTATIONS

Porter-Gaud has a high standard for student behavior. A Porter-Gaud student is courteous and polite and treats others with dignity and respect. All rules apply at all times when the student is on campus and/or otherwise representing the School. While each student's actions in his/her daily life reflect in some measure on the School, the School cannot be responsible for the consequences of behavior off campus related to social and non-school activities. To the extent, however, non-school related and/or social activity of a student impacts negatively on Porter-Gaud School, the School reserves the right to take such steps as it deems appropriate up to and including the power to dismiss or remove from enrollment, at any time.

BEHAVIORAL EXPECTATIONS

RESPECT FOR INDIVIDUALS

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

RESPECT FOR PROPERTY

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

RESPECT FOR HONOR

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

RESPECT FOR LAW

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

DISCIPLINARY PROCEDURES

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

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

Advisors distribute notification of Administrative Detentions. These notices require a parent signature and are expected to be returned to the Middle School Dean.

THIS IS NOT A CONTRACT.

2016-17

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

POSSIBLE CONSEQUENCES

- Verbal Warning
- Detention served for a classroom teacher or an Administrative Detention with the Dean of Middle School. Classroom detention is served at the discretion of the teacher. Administrative detention is served throughout the day combining break, community life and recess as well as after school from 3:15 – 3:45. NOTE: A warning does not have to precede a detention. Lateness to detention or failure to report for a detention leads to a student serving two consecutive detentions. A missed detention because of an excused absence is made up the next scheduled detention day. Excessive detentions may lead to re-enrollment being withheld for the next school year, suspension, or expulsion from school.
- Restorative Justice- based on the violations of the students that prompt an administrative detention, a student may also receive a reflective assignment and or restorative objective if a relationship between student and teacher, or student and student was damaged. These reflective assignments are intended to correct behavior through reflection and action.
- Mandatory Parent/Head of Middle School/Dean /Teacher Conference to discuss behavior problems and consequences if a student's pattern of behavior is not changed.
- Suspension – The Head of Middle School and the Dean of Middle School make the determination whether a suspension is warranted.
- Expulsion – The Head of Middle School and the Head of School determine if a student is permanently separated from the school for the rest of the school year. If a student is expelled from school, the family is not released from its financial obligation.

EXAMPLES OF INFRACTIONS:

- failing to turn in homework
- classroom disturbance
- inattention in class
- failing to return work or forms with requested parent signature
- tardy (4 times to school per quarter)
- chewing gum- automatic detention
- taking books, notebooks, or food to assembly or chapel
- dress code violations- automatic detention
- entering “off-limits” areas
- inappropriate behavior in chapel or assembly
- lingering outside classrooms during class periods
- assembly or class cut, including required extra help attendance
- bullying, harassing, verbal or physical abuse
- inappropriate language, spoken or written
- defacing property of others
- throwing any objects (e.g. pine cones, sticks, stones)
- bringing weapons (or any facsimile), pocket knives, matches, or lighters on campus
- threats or acts of violence
- violation of Porter-Gaud School's Alcohol, Cigarettes and Illegal Drugs policy, Harassment/Abuse policy and/or Violent Behavior/Threats policy
- computer/technology/cell phone/ device code violation
- violation of Athlete's Code
- violation of the Honor System
- violation of any other academic or behavioral expectation or policy
- actions within or outside the School's curriculum that impact negatively on Porter-Gaud School

BULLYING BEHAVIOR

What is bullying?

Bullying is when a child or group of children keep taking advantage of the power they have to hurt or reject someone else. Some of the ways children bully another child include: Calling them names, or saying or writing nasty comments about them, leaving them out of activities or not talking to them, threatening them, or making them feel uncomfortable or scared, stealing or damaging their things. Hitting or kicking them, or making them do things they don't want to do.

Why is bullying harmful?

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

Why are some children bullied?

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

Why do some children bully?

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

DISCIPLINARY CONSEQUENCES

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

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

PORTER-GAUD CYBERBULLYING POLICY

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

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

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

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

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

DRESS EXPECTATIONS AND GUIDELINES

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

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

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

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

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

The Dress Code remains in effect for all students on the campus between 7:45 a.m. and 3:15 p.m. The following guidelines are by no means comprehensive or all inclusive. Final judgment of acceptable attire and personal appearance is at the discretion of the School. The School reserves the right to be the final authority as to what is acceptable, even if the appearance expectation is not addressed in these guidelines.

IMPLEMENTATION

During the homeroom period each morning, the teacher determines adherence to the Dress Code. Students who do not meet the code are dismissed to the office for consultation with the Middle School Dean (boys) or the Middle School Counselor (girls) or their appointed substitutes. Students found to be in violation of the Dress Code are expected to be in compliance before entering class or consequences may be given.

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

2016-2017 Middle School Uniform Guidelines

BOYS	GIRLS
<p><u>Tops</u> Polo: White, Black, Gray, or Cardinal with School Name Logo Button Down Collar: White - Long or Short Sleeve</p> <p><u>Pants and Shorts</u> Pants: Khaki Shorts: Khaki</p> <p style="text-align: center;"><i>Khaki pants and shorts must be classic cut cotton or poly/cotton, plain front or pleated front. Cargo pants/shorts, work pants/shorts, fishing pants/shorts and khaki colored jeans are not allowed</i></p> <p><u>Outerwear</u> Sweater: V-Neck Pullover with School Name Logo V-Neck Vest with School Name Logo Drifter V-Neck Pullover with School Name Logo Jacket/Fleece/Vest: Fleece Jacket with School Name Logo Fleece Half-zip Pullover with School Name Logo Fleece Vest with School Name Logo Down Vest with School Name Logo Sweatshirts: Official Porter-Gaud Sweatshirts only <u><i>NON-PG HOODIES and NON-PG Sweatshirts (pullover or zip-up) are not allowed</i></u></p> <p><u>Shoes</u> Shoes: Closed Toe Shoes (Including tennis shoes) **Sandals are not permitted**</p> <p><u>Dress Uniform (Chapel Day Wednesdays)</u> White Button Down, Collared Shirt Khaki Pants or Khaki Shorts Porter-Gaud School Tie (Must be Purchased in Middle School Office) Closed Toe Shoes - (Including tennis shoes) Belt (Boys must wear a belt on Chapel Days)</p>	<p><u>Tops</u> Polo: White, Black, Gray, or Cardinal with School Name Logo Button Down Collar: White - Long or Short Sleeve</p> <p><u>Skirt, Pants & Shorts</u> Skirt: Khaki, Gray or Plaid Skirt Shorts: Khaki Pants: Khaki Long Pants</p> <p style="text-align: center;"><i>Khaki pants and shorts must be classic cut cotton or poly/cotton. Cargo pants/shorts, work pants/shorts, fishing pants/shorts and khaki colored jeans are not allowed</i></p> <p><u>Outerwear</u> Sweater: Performance Fine Gauge Cardigan with School Name Logo Fine Gauge Cardigan Sweater with School Name Logo Drifter V-Neck Sweater with School Name Logo Jacket/Fleece/Vest: Fleece Jacket with School Name Logo Fleece Half-zip Pullover with School Name Logo Fleece Vest with School Name Logo Down Vest with School Name Logo Sweatshirts: Official Porter-Gaud Sweatshirts only <u><i>NON-PG HOODIES and NON-PG Sweatshirts (pullover or zip-up) are not allowed</i></u></p> <p><u>Shoes, Tights/ Leggings</u> Shoes: Closed Toe Shoes (Including tennis shoes) **Sandals are not permitted** Tights: Tights/ Leggings (Must be solid black or grey)</p> <p><u>Dress Uniform (Chapel Day Wednesdays)</u> White Button Down, Collared Shirt Plaid Skirt Closed Toe Shoes - (Including tennis shoes)</p>

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

*

PE Uniforms- Are provided by Porter-Gaud on the first day of PE class.

Spirit Day: Each *Friday* is Porter-Gaud Spirit Day. All students may choose to wear Official Porter-Gaud Gear: jerseys, sweatshirts, t-shirts, etc. which represent an athletic team, academic organization, community service project, or fine arts event to show their Porter-Gaud Spirit. These are worn over uniform skirts or pants/shorts.

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

LOGOS: At the discretion of administration, clothing or accessories like belts or hats that have inappropriate logos, slogans, or symbols are not allowed at any time. Such a list would reference, for example, alcohol, drugs, or tobacco, as well as symbols and imagery that are offensive in any way.

MIDDLE SCHOOL DAILY SCHEDULE

2016-2017

MS SCHEDULE WEEK A					MS SCHEDULE WEEK B				
Mon A <small>Homeschool 8:00-8:45</small>	Tues A <small>Homeschool 8:00-8:45</small>	Wed A <small>Homeschool 8:00-8:45</small>	Thurs A <small>Homeschool 8:00-8:45</small>	Fri A <small>Homeschool 8:00-8:45</small>	Mon B <small>Homeschool 8:00-8:45</small>	Tues B <small>Homeschool 8:00-8:45</small>	Wed B <small>Homeschool 8:00-8:45</small>	Thurs B <small>Homeschool 8:00-8:45</small>	Fri B <small>Homeschool 8:00-8:45</small>
A 8:10-8:55 AM	B 8:10-8:55 AM	LIFE 101 8:10-9:05 AM	F 8:10-9:35 AM	D 8:10-8:55 AM	E 8:10-8:55 AM	F 8:10-8:55 AM	LIFE 101 8:10-9:05 AM	C 8:10-9:35 AM	A 8:10-8:55 AM
B 9:00-9:45 AM	C 9:00-9:45 AM	C 9:10-10:35 AM	G 9:40-11:05 AM	E 9:00-9:45 AM	F STUDY HALL 9:00-9:45 AM	G 9:00-9:45 AM	G 9:10-10:35 AM	D 9:40-11:05 AM	B 9:00-9:45 AM
C 9:50-10:35 AM	COMMUNITY 9:45-10:20 AM			BREAK 9:45-9:55 AM	F 10:00-10:45 AM	COMMUNITY 9:45-10:20 AM			BREAK 9:45-9:55 AM
COMMUNITY 10:35-11:15 AM	D 10:25-11:10 AM	COMMUNITY 10:40-11:25 AM <small>MS Chapel</small>	COMMUNITY 11:05-11:35 AM	COMMUNITY 10:45-11:20 AM <small>MORNING MEETING</small>	COMMUNITY 10:35-11:20 AM	A 10:25-11:10 AM	COMMUNITY 10:40-11:25 AM <small>MS Chapel</small>	COMMUNITY 11:05-11:35 AM	COMMUNITY 10:45-11:20 AM <small>MORNING MEETING</small>
D 11:25 AM -12:10 PM	E 11:25 AM -12:10 PM	E P1 11:30 AM-12:10 PM	A P1 11:40-12:00 PM	G 11:25 AM -12:10 PM	A 11:25 AM -12:10 PM	B 11:25 AM -12:10 PM	A P1 11:30 AM-12:10 PM	E P1 11:40-12:20 PM	D 11:25 AM -12:10 PM
LUNCH 12:10-12:45 PM	LUNCH 12:10-12:45 PM	LUNCH 12:10-12:55 PM	LUNCH 12:20-12:55 PM	A 12:15-1:00 PM	B 12:15-1:00 PM	C 12:15-1:00 PM	LUNCH 12:10-12:55 PM	LUNCH 12:30-12:55 PM	LUNCH 12:10-12:45 PM
E 12:50-1:35 PM	F 12:50-1:35 PM	E P2 1:00-1:45 PM	A P2 1:00-1:45 PM	LUNCH 1:00-1:35 PM	LUNCH 1:00-1:35 PM	LUNCH 1:00-1:35 PM	A P2 1:00-1:45 PM	E P2 1:00-1:45 PM	E 12:50-1:35 PM
F 1:40-2:25 PM	G 1:40-2:25 PM	D 1:50-3:15 PM	B 1:50-3:15 PM	B 1:40-2:25 PM	C 1:40-2:25 PM	D 1:40-2:25 PM	B 1:50-3:15 PM	F 1:50-3:15 PM	F 1:40-2:25 PM
G 2:30-3:15 PM	A 2:30-3:15 PM			C 2:30-3:15 PM	D 2:30-3:15 PM	E 2:30-3:15 PM	B 1:50-3:15 PM	F 1:50-3:15 PM	G 2:30-3:15 PM
	MS Choir - Boys 3:15-4:00		MS Choir - Girls 3:15-4:00			MS Choir - Boys 3:15-4:00		MS Choir - Girls 3:15-4:00	

SCHOOL PROCEDURES

1. **Start of Class Day:** All students are expected to be in homeroom by the **8:00 a.m. bell**. (A preliminary bell will ring at 7:55.)
2. **Attendance:** Since academic excellence is a top priority for Porter-Gaud, attendance must be a top priority for its faculty, students and parents. Students are expected to attend all classes, assemblies, chapels/Jewish life, Life 101, and other meetings during the school day and to remain unless excused by the office. Students are also expected to arrive for all classes and other appointments on time. While circumstances may mandate that a student must miss classes, every effort should be made to minimize absences. We ask that parents, our most important partners in teaching our students, schedule appointments, outside obligations, and family trips when school is not in session so that valuable class time is not missed.
3. **Excessive Absences:** Students are expected to attend all classes on a regular basis. Students may not be permitted to miss more than 20 days in the school year (excluding field trips) without jeopardizing their promotion to the next grade level. Extenuating circumstances considered by the Head of Middle School and Child Study Team in reviewing excessive class absences include but are not limited to; treatment by a physician for chronic or prolonged illness and school sponsored activities that require students to miss class (e.g. sports, class trips, special assemblies or events). If such are the reasons for a student's excessive absences and he/she has made every reasonable attempt to keep up with the class work, the student remains eligible for credit. The Child Study Team will review each student's academic status should a student approach the 20-day absence mark. The team may recommend or require tutoring, remedial work, or may require the student to repeat their current grade level.

If a student accrues an excessive number of absences during the school year, a meeting is scheduled with the parents, teacher, and Head of Middle School to determine to develop a plan to improve attendance.

4. **Absences:** An excused absence is one due to illness, a death in the family, family emergency, graduation or wedding of family members, medical appointment, school sports event, or school trip.
 - Middle School students are responsible for checking the class website, or contacting a friend to collect assignments.
 - Books may be picked up from the student's locker by a parent or friend.
 - When a Middle School student has an excused absence of two or more days, it is the student's responsibility to arrange a schedule for completing missed work.
 - Unless prevented by illness, students should return to class prepared. Students whose illnesses are severe enough to prevent them from studying should consult with their teachers upon their return to school, arranging to complete the work they have missed.
 - Students missing a test because of illness should make it up within two class days of returning to school. It is the student's responsibility to arrange this with the instructor. In case of a prolonged illness, see the Head of Middle School for special arrangements.
 - Students missing class because of team or other school sponsored activities are responsible for making up all missed work.
 - **Returning After An Absence:** A student returning to school after an absence **is expected to check in at the Middle School Office** before the start of classes with a note signed by the parents for the absence. The student then is expected to show the note to each of his/her teachers whose class was missed. The student is notified of missed assignments and deadlines established for making up the work. This information should be written by student in the Student's daily assignment book for each class.

5. **Planned Absences:** In order for an anticipated absence to be considered an excused absence, parents should make arrangements with the Head of Middle School at least two days in advance of the absence according to the following procedure:

- a. Present note to Head of Middle School's Office for approval before school begins; the Head of Middle School attaches the note to a PLANNED ABSENCE FORM (Appendix "B").
- b. Present approved note and Planned Absence Form to instructors for signature, at which time student should obtain assignments for work to be missed. Serious reservations noted by the faculty are passed on to parents.
- c. Return signed note to the office before leaving school.

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

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

6. **Lateness:** All who arrive late are expected to sign in at the Middle School Office before going to class. The office issues a late slip to go to class. Medical appointments and sickness are valid excuses if a doctor's appointment note or a parental note comes in with the student.

Middle School students are assigned an Administrative Detention after 4 unexcused tardies in a given quarter.

After 8 tardies for any reason in a semester, a parent/Head of Middle School/Advisor conference is held to discuss a plan to prevent tardiness.

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

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

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

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

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

9. **School Property:** Students are responsible for the return and safekeeping of all school property (books, uniforms, etc.) issued to them. Grades are withheld until materials are returned or fines paid for abuse to school items.
10. **Posters and Bulletin Boards:** All posters or advertisements are to be approved by the office before being displayed anywhere on campus.
- II. **Lunchtime Procedures:**
 - A. All students should report to the cafeteria at the beginning of the lunch period. Students will remain in the cafeteria for at least 20 minutes from the beginning of lunch and will then be dismissed for recess by administration. Self-dismissal will be earned throughout the year by grade.
 - B. Students should not interrupt faculty members while dining.
 - a. Off-limits areas during lunch/Recess are Maintenance Yard, Newton Courtyard, Gwynette Auditorium, the Fine Arts Building, the breezeways, the Library, and Tyler Hall UNLESS weather prohibits our ability to be outside.
12. **Off-Limits Areas:** Off limits (unless accompanied by or with the permission of faculty or staff) are the Lower School, the Lower School playground, any marsh area, faculty and administrative offices and residences, the student parking lots, the faculty lounge, the roofs of buildings and walkways, other students' lockers, Gwynette Auditorium, and the Maintenance Yard.
13. **Study Hall Protocol:** Study hall contributes to Porter-Gaud's educational program by providing a sanctuary for concentrated focus on academic work. Students maintain quiet and order so that all members of the study hall can work undisturbed.
 - A. All members of the study hall come prepared to work: no one will be released to a locker after the bell has rung. Supervisors require that study hall members be working on school tasks.
 - B. Students are expected to work on their own. Study hall is not a time for collaborative study or group projects.
 - C. Students may be excused for extra help with a teacher. The student should be given a pass by the extra help teacher before the start of study hall. This pass should be presented to the study hall teacher and signed before going for extra help. Students should return to study hall when finished with the extra help session prior to the bell ringing.
14. **Library Expectations:** Because the library is a place for reading and concentration, students should remain quiet at all times. Talking, group discussion, and group study, which require talking, are all strictly controlled. The librarian maintains an atmosphere of quiet by dismissing anybody not using the library for study. The Head of Middle School is notified if a student is dismissed from the library. The library is open until 4:00 p.m.
15. **Chapel:** Chapels and assemblies are scheduled throughout the year. Students are expected to show proper behavior in chapels and assemblies and to show respect for all participants in the program. Students showing improper behavior are asked to leave and are disciplined accordingly. **Students are not to take notes, books, notebooks, food or drink to Chapel services or assemblies. Students must sit in their assigned rows during Chapel.**

16. **Porter-Gaud Students on Campus After School Hours:** For students' protection as well as that of the School, students are not to be on campus after regular school hours except for specifically scheduled school events under adult supervision; this particularly includes nights and weekends. The campus is electronically protected and buildings may not be entered after 5:00 p.m.
17. **Parents of Middle School students should make arrangements to have them picked up as soon as possible after the end of their school day.** If students are not attending extra help or team practices, working in the library or computer lab, or participating in an extracurricular activity, they should be picked up at 3:15. After the car pool lines disperse, students are not allowed to freely roam the campus.
18. **Extended Day Program:** Porter-Gaud offers an extended day program for students in grades K-8. This service is available Monday through Friday 2:45-5:45 PM when school is in session for a full day. **Pre-registration is necessary to participate.** For further information, call extended day at 402-4679.
- Parents should also arrange for pick-up of students in a timely manner from school-sponsored trips, dances, and other after-hours activities. Expected times of return are furnished to parents before these events, and parents should arrive at school at the anticipated time rather than having the student call for pick-up after getting back to Porter-Gaud.
19. **Guests on Campus or Student Visitors:** State law prohibits students not enrolled in the school from being on the campus of any school during the class day without the expressed permission of the Head of Middle School. Arrangements are to be made with the Head of Middle School before an invitation is issued to a guest student. A guest may accompany a parent on campus for middle school assemblies or to attend a school program to which parents are invited. All parents and their guests must check in at the Upper School office before entering campus where they will receive a visitor's badge to wear while on campus. All guests must be accompanied by their host parents at all times while on campus.
20. **Communicating with Students and Teachers:**
- A. DURING SCHOOL HOURS: Students and teachers cannot normally be contacted directly by phone during the school day. If an urgent message cannot await the return home of a student, a phone message may be left at the office. Faculty members and administrators may be called directly; if they are not available, a voice mail message may be left. Also a message may be sent via e-mail; faculty, administrator, and office phone numbers and e-mail addresses are listed in the School Directory. Teachers and administrators will respond to parent communications within a 24-hour timeframe. Urgent messages ought to be left (in person or via phone) in the appropriate office.
- B. AFTER SCHOOL HOURS: Messages for faculty members and administrators may be left by telephone, voice mail or e-mail.
22. **Books in Lockers:** Students should not leave books on the hallway floors where they can be a hazard to passage; books left on the floor may be retrieved from the office. In Tyler Hall, bookbags are to be hung rather than left on the floor. **Students are reminded that it is an Honor code violation to remove books or any other items from another person's locker for any reason.**
23. **Skateboards and Bicycles:** For reasons of safety for the riders and for the other students and pedestrians, skateboards, scooters, roller blades, and roller shoes are prohibited on campus. Students riding bicycles to school are to walk them once they are on the main campus and when in a crosswalk. All roadway crossings should be made at designated areas as identified by the crosswalk locations. At no time, should bicycles be ridden inside the stadium complex or on any athletic field. When stored, bicycles should be placed in one of the bicycle racks located around the campus. At no time, should bicycles be chained or locked to fences, trees, sign posts, light poles, or other structure except for a bicycle storage rack.

24. **Cell Phone/Device Policy:**

Cell phones have become a common device in today's culture. While we respect the carrying of cell phones to and from school, their use is strictly prohibited and can only be used before 8:00am and after 3:15pm.

To protect the safety of our students and to support their focus on academics cell phones will be turned in to homeroom teachers at 8:00am and retrieved at the end of the day at 3:15pm. Violations to this rule will involve disciplinary actions. We understand that at times you need to get in touch with your child immediately. In these situations, please contact Sheila Smith, the Middle School Administrative Assistant, who can locate your child and communicate any message required. iPads (mp3 players), and any other devices are subject to the same policy as above.

25. **Vending Machines/Food Delivery:**

- A. Students may not order food to be delivered to the campus. A Faculty member in charge of a school organization may order food for that organization.
- B. Vending machines are not to be rocked or shaken to get snacks. **Porter-Gaud is not responsible for any lost money in the vending machines. Any lost monies in vending machines must be addressed with the company contact information on the vending machines for refund considerations.**
- C. Snacks or any type of food are not to be eaten in Tyler Hall at any time unless distributed by a teacher in a classroom for a specific purpose or event.

EMERGENCY PROCEDURES

Emergency Cancellation Of School

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

Emergency Drills

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

Crisis Management Plan

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

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

IN CASE OF FIRE, REMEMBER:

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

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

FOR TORNADOS, REMEMBER:

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

C. Be seated with back to corridor walls or glass area.

D. Stay in place until all clear is sounded.

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

FOR EARTHQUAKES, REMEMBER:

A. The earthquake warning is a long continuous ringing of the school bell system.

B. Duck, cover and hold.

C. After earthquake stops, faculty will assess injuries and damage to buildings and report that information to the appropriate school office.

D. If building damaged, evacuate building following evacuation procedures outlined in the Fire section.

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

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

EXTRA CURRICULAR ACTIVITIES/PRIVILEGES

EXTRACURRICULAR ELIGIBILITY

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

Academic Requirements:

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

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

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

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

ATHLETICS AND PHYSICAL EDUCATION

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

Sports in which Middle School students participate include:

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

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

SCISA CODE OF CONDUCT

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

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

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

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

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

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

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

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

PORTER-GAUD SCHOOL ATHLETES' CODE

1. The use of alcoholic beverages, unprescribed drugs, narcotics, or tobacco is strictly forbidden. On campus use may result in expulsion. Any athlete who is seen by a member of the staff using alcoholic beverages, unprescribed drugs, narcotics, or tobacco off campus may be dropped from the team for that season.
2. Each team member is responsible for notifying the coach in advance if a practice or a game is to be missed, except when the student has been absent from school all day. Illness, unavoidable doctor's appointment, family emergency, and wedding in the immediate family are the valid excuses for missing games or practices.
3. If a student is not present at least the four last class periods of the school day (i.e., the student signs in no later than 11:00 a.m. and attends all scheduled classes through 6th period), he or she may not participate in that day's practice or game. Lateness due to college interviews and physicals is an exception.
4. To maintain extracurricular eligibility, Porter-Gaud School expects a player to be passing for the year and for the previous term all academic courses with the exception of one course, which must not have a grade lower than 65. If highly unusual circumstances exist, a student with a single term or cumulative grade of 60-64 may request a review and waiver from a committee of Department Chair, Head of School, Head of Middle School, and coach or activity sponsor.
5. All athletes should display high standards of social behavior off the field and high standards of sportsmanship on the field, particularly in respecting other athletes, cheerleaders, officials, spectators, and those in authority.
6. All athletes should be cooperative with their coaches, teachers, and peers, maintain a good appearance, and use language that reflects well upon themselves, family and school.
7. Team captains shall use their leadership ability and influence to assist in the enforcement of these rules.
8. Final responsibility for the interpretation and enforcement of these rules rests with the head coach, the Athletic Director, and his/her staff.
9. The Head of Middle School normally is advised of any abuse of this code. A student's parents are also advised of violations and of penalties arrived at by the Head of Middle School, the Athletic Director, and the coaching staff.
10. Enforcement may include temporary benching, suspension for the team, or expulsion from the team. Refer to the Student Handbook for penalties concerning the violation of general school rules and of the Honor Code as they relate to students who represent the school as members of an athletic team.

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

PORTER-GAUD SPORTSMANSHIP GUIDELINES

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

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

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

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

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

PORTER-GAUD STUDENT PASSES

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

TEAM TRAVEL

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

FIELD TRIPS/FIELD DAY/WINTERIMS

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

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

STUDENT INSURANCE

Each student is currently automatically covered by supplemental insurance carried by the School through Sadler Insurance Company.

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

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

GYM RULES

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

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

STUDENT SERVICE

Student service at Porter-Gaud is done on a volunteer basis. Opportunities are scheduled throughout the year under the supervision of various faculty and staff members. Events are announced in homerooms and publicized on campus. Most of these projects are done during scheduled times in the normal school day. Some require time after school or on Saturdays. Middle School students are encouraged to participate in as many of these projects as time permits based on their own interests and to also participate in projects sponsored by non-school community organizations, churches, or synagogues. Students should fill out a P-G Middle School Service Form for each project and have it signed by a sponsor of the activity. The Middle School Service Form is available from the Middle School Dean.

The completed forms are to be returned to Peyton Sasnett. A notice is included in the daily announcements once each term to remind students to complete these forms and turn them in for that term.

Fifteen service hours are required for consideration for the Clark Merit Awards given in the 8th grade. All 6th, 7th, and 8th graders are encouraged to submit service hours. Service awards will be given at the 6th and 7th Awards Assembly and 8th grade graduation.

STUDENT ACTIVITIES

Fund Raising Projects By Students: Any fund raising project is to be approved in advance by the Faculty Advisor, the Middle School Dean, the Head of Middle School, and the Head of School, respectively. Students may not use funds from class accounts for student parties that are not school sponsored. All class and club accounts are subject to spot audits during the year and are to submit an end of the year formal financial statement to the Business Manager. Students may not use dress down days for fund raising projects without permission by administration.

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

STUDENT COUNCIL

Each homeroom will have a student council representative and an alternate representative, which will be voted on at the beginning of the year. Additionally, five positions will be voted on and will comprise the STUCO (Student Council) Executive Committee. Any student who is interested must complete a petition from the SCA advisor. Each candidate will deliver a speech to his or her grade, and then an election will be held. Voting students will choose and rank their top choices, and the students who receive the most votes will become that class's representatives. A MS President, Vice-President, Secretary/Treasurer, and Social Chair will be elected to form the STUCO Executive Committee members. All meetings are open to every MS student.

BOYS' AND GIRLS' CHOIRS

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

CLUBS

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

- MS Service Club
- Science & Environmental Club
- Latin Club
- Minecraft Club
- Battle of the Books
- Art Club
- Junior Youth in Government
- Vestry
- Spanish Club
- Daze Between
- Global Union
- Math Counts

MIDDLE SCHOOL SOCIALS

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

IMPORTANT SCHOOL POLICIES

PORTER-GAUD SCHOOL PROGRAM FOR STUDENT ASSISTANCE/ SCHOOL COUNSELOR

Porter-Gaud has implemented a non-disciplinary assistance program to provide prevention, early identification, intervention and referral services for students who are having emotional, academic or family difficulties, as well as those with alcohol or other drug abuse problems or eating disorders. Services include education, support groups, health assessments, consultations for students, parents, and faculty, and referral to appropriate professional services. Students may seek consultation or make inquiries about available services by contacting the Middle School Counselor, Flo Sanders at 402-4683.

EQUAL OPPORTUNITY

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

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

HARASSMENT/ABUSE

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

Sexual Harassment, Other Prohibited Harassment and Abuse

A. Definitions

The definitions are interpreted and applied by the School consistent with applicable law as well as accepted standards of mature behavior. While protected status protections may not be available to Porter-Gaud students under current applicable law, Porter-Gaud also prohibits sexual/gender and non-sexual harassment of its students and employees using the definitions below.

B. Harassment Based on Legally Protected Status

- a) Sexual/Gender Harassment (Protected Status): Sexual/gender harassment is defined to include unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, whether or not such conduct is legally actionable. Undesired physical contact, repeated, unwelcomed requests for social engagements, and questions or comments about sexual behavior or preference are included in this definition. Additionally, sexual harassment is behavior directed at an employee (whether faculty, staff or administration) or

student because of his or her sex/gender when (i) submission to such conduct is made either explicitly or implicitly a term or condition of academic or other school related benefits or employment; (ii) educational or other school related opportunities/academic benefits, job benefits or other decisions affecting an individual's employment or such opportunities/benefits are explicitly or implicitly granted or withheld based on submission to, or rejection of, unwelcome requests or conduct, based on sex/gender; or (iii) the academic, school related and/or work environment is hostile, in other words, oppressive and/or has the purpose or effect of unreasonably interfering with a student's academic performance or an employee's job performance by creating a sexually intimidating, hostile, or offensive educational or work environment. Such harassment may also be based upon gender alone, despite lack of sexual advances.

b) Other Protected Status Harassment (non-sexual): Harassment based on other protected status is defined consistent with the law to include conduct which has the purpose or effect of unreasonably interfering with a person's academic/school related or job performance or of creating or, for the School's purposes, tending to create, an intimidating, hostile, or offensive school or work environment on the basis of a person's legally protected status other than sex or gender, i.e. race, age, color, religion, national origin, disability and/or military service or obligation.

c) Examples of Protected Status Harassment: For purposes of this policy, the following are examples of prohibited Sexual/Gender Harassment and other protected status harassment as defined above. Harassing or offensive conduct in the school/academic environment or workplace, whether committed by regular members of Porter-Gaud's community (including students, faculty, staff, administrators) or third parties (e.g., parents, guests, vendors) in school related settings may include, but is not limited to:

- Unwelcome sexual advances or requests for sexual favors or other favors based upon stereotypes of race, color, religion, sex, gender, national origin, protected age, disability and/or military service/obligation;
- Unwanted physical contact, including touching, pinching or brushing the body;
- Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats; epithets; slurs; negative stereotyping (including "jokes"); or threatening, intimidating or hostile acts which relate to race, color, religion, gender, national origin, protected age, disability and/or military service/obligation;
- Non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures; written or graphic material (including communications by computers) that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, protected age, disability and/or military service/obligation and that is placed on walls, bulletin boards, or elsewhere on Porter-Gaud's premises, or that is circulated in and affects the school community via e-mail, internet posting or otherwise; and
- Acts of physical aggression, intimidation, hostility, threats, or unequal treatment based on sex (*even if not sexual in nature*) or upon race, color, religion, gender, national origin, protected age or disability and/or military service/obligation.

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

D. Abuse: Porter-Gaud prohibits and is committed to the prevention of any form of abuse, including physical, sexual, or psychological abuse. For Porter-Gaud purposes, the term "abuse" can refer to any incident where any individual, adult or child, engages in conduct that harms or substantially threatens the physical, sexual or psychological well-being of any student. Such abuse can be sub-divided into three areas:

- a physical abuse: non-accidental physical injury and/or extreme and/or repeated failure on the part of the caretaker to meet the child's physical needs;

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

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

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

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

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

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

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

H. No Retaliation: **Retaliation against any student or employee for filing a complaint, participating in or cooperating with an investigation is strictly prohibited.** Porter-Gaud does not tolerate adverse treatment of employees or students because they report any harassment or abuse or provide information related to such complaints. After a report, Porter-Gaud may make follow up inquiries to determine that any prohibited activity has in fact ended and retaliation has not occurred.

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

J. Confidentiality/Reporting

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

K. Discipline and/or Corrective/Responsive Action for All Types of Harassment and/or School Related Abuse:

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

Complaints Involving School Employees: At any time following notice of a complaint, Porter-Gaud, at its sole discretion, may suspend with or without pay any school employee accused or suspected of abuse or harassment as defined herein. The circumstances may be promptly investigated by the Head of School and/or appropriate law enforcement agencies. Any school employee determined by its investigation and at the sole discretion of Porter-Gaud to have participated in any form of abuse, harassment, or otherwise inappropriate behavior is subject to discipline, up to and including immediate termination. Other disciplinary and/or corrective/responsive action may include, but is not limited to, training, referral to counseling and/or corrective action such as a warning, reprimand, suspension, transfer, demotion, removal of responsibility and related pay, community service and/or other requirements and/or penalties. Ongoing civil or criminal charges, pleas or other court related action will not impede Porter-Gaud from making an independent determination to the extent it determines it has sufficient information to take such action as it deems appropriate.

REPORTING RESPONSIBILITIES, INVESTIGATION AND COMPLAINT RESOLUTION FOR PROTECTED STATUS DISCRIMINATION AND/OR HARASSMENT/ABUSE

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

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

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

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

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

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

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

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

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

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

Confidentiality/Reporting

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

About Using This Process

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

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

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

VIOLENT BEHAVIOR/THREATS

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

Any student who displays a tendency to engage in these prohibited behaviors, or who otherwise engages in behavior that Porter-Gaud, in its sole discretion, deems offensive or inappropriate may be referred to the School Counselor for

counseling or appropriate referral. The availability of such referral/counseling does not prevent Porter-Gaud School from taking appropriate corrective/disciplinary action (up to and including expulsion) for violation of school policy.

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

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

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

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

SEARCHES

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

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

Consistent with law, any person entering the premises of any school in this state is deemed to have consented to a reasonable search of his/her person and effects. School administrators or their designees may also conduct reasonable searches of the person and property of visitors on school premises. S.C. Code §§59-63-110, 1120, 1130.

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

USE OF FACILITIES

I. General Guidelines. Limited use of Porter-Gaud School buildings and grounds (hereafter referred to as “facilities”) may be available under the following guidelines:

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

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

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

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

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

- A. Porter-Gaud classes, educational requirements, or other school-sponsored activities take precedence over all other needs.
- B. No food service is available from the school for any function. The approval to use a facility does not include approval to bring in food or beverages. Any plans to have food or beverages in any facility is to be specifically included in the facility usage request.
- C. Permissions for weddings, receptions, or meetings of any kind are discouraged because of the number of sanctioned school functions, lack of support staff, cost of utilities, and insurance requirements in place.
- D. Only non-skid athletic shoes are to be allowed on the gym floors.
- E. **Asbestos**: Copies of the Asbestos Management Plan, three year 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.

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

- A. Porter-Gaud athletic facilities, tracks, courts, and fields are for the use of Porter-Gaud students.
- B. To allow regularly prescribed maintenance and a vital annual period of dormancy, all athletic fields are to be used by Porter-Gaud classes and teams only.
- C. For all other outside facilities, Porter-Gaud physical education classes and athletic team practices and games always take precedence over any other use.
- D. Porter-Gaud students have priority for vacant courts for instructional and recreational use.
- E. Current Porter-Gaud students, parents, faculty and administrative staff who have executed the Facilities Use Acknowledgement and Release Hold Harmless and Indemnity Agreement (distributed separately) may be permitted limited access to campus grounds for recreational use at their own risk

under this policy only when such use (1) does not conflict with student use or facility/grounds maintenance activities, (2) is consistent with Facilities Use Policy and (3) is approved by the Facilities Use Committee.

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

POLICY FOR STUDENTS REGARDING ALCOHOL, CIGARETTES, AND ILLEGAL DRUGS

General

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

Policy for Drug and Alcohol Use

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

- Except by valid prescription, no student may possess, use, transmit, conspire to transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as designated by state or Federal law or any alcoholic beverage, including, but not limited to, beer, wine or intoxicating liquor. Any prescription medication that must be brought to school is to be kept in its original container and left with the Front Office Staff at the beginning of the school day to be retrieved at the end of the school day.

- No student may possess, use, transmit, or conspire to transmit drug paraphernalia or counterfeit (“look alike”) drugs. Nor may a student possess, use, transmit, conspire to transmit, or be under the influence of any other chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the students mood or behavior.

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

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

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

Policy for Tobacco and Cigarette/ e-Cigarette Smoking

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

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

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

Self-Initiated Counseling

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

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

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

Investigation

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

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

It is Porter-Gaud’s policy to conduct a prompt investigation of any allegations of violation of this Policy.

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

Consequences of Violation

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

ADDITIONALLY FOR FIRST OFFENSE:

For use or possession of alcoholic beverages:

1. Parent(s)/guardian(s) are notified as possible. School officials are expected to release the student only to parents or guardians except under exceptional circumstances. The School cannot be responsible for actions of any police department or police officer.
2. Students who are judged to be under the influence of alcohol at a school event or official function, on or off campus, will be suspended.
3. Students who are suspended for alcohol violations may also be required to meet with the Counseling Department and to have evaluation and counseling by a professional outside the School and approved by the School at the student's expense.
4. As a condition of returning to the School from evaluation, counseling, or leave of absence for any necessary alcohol/drug abuse treatment or rehabilitation, the School may make the following requirements:
 - *Affirmation to the Counseling Department by the outside professional that the student has successfully completed appropriate counseling and any additional treatment/rehabilitation program.
 - *Recommendation to the Counseling Department by the outside professional that the student is released for return to school.
5. If a program of treatment or rehabilitation extends beyond the end of the school year, Porter-Gaud School does not guarantee that there will be a place available in the class to which the student would return.

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

Suspension for alcohol or drug violations is reported to colleges to which students apply or to which they have been admitted.

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

- Suspension and immediate referral to the Head of School's Committee of Review, which considers expulsion.
- The decision of the Head of School is final.
- Expulsion for a second offense or violation of first offense is reported to colleges to which students have applied or to which they have been admitted.

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

- Suspension and immediate referral to the Head of School's Committee of Review, which considers expulsion.
- The decision of the Head of School is final.
- Expulsion for a second offense or violation of first offense is reported to colleges to which students have applied or to which they have been admitted.

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

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

General

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

Network

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

Internet

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

Email

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

Software

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

Hardware

1. Device settings may be changed only with the consent and supervision of the Technology Department.
2. No food or drink is allowed near a device.
3. No student should try and fix a device without the consent and supervision of the Technology Department.

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

UNACCEPTABLE (PROHIBITED) USE

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

LEGAL, PRACTICAL AND SAFE PRACTICES

1. Develop and use good judgment.
2. Inform a teacher immediately if somebody makes an inappropriate comment to you via the Internet or network. Never answer messages from strangers who contact you over the Internet, and never offer information of any kind about you or your family. Never arrange to meet with strangers who have or may attempt to contact you via the Internet.
3. Be careful not to access, transmit, or possess material that is profane, abusive, harassing or otherwise questionable.
4. Properly identify the source of material incorporated in your own work; do not plagiarize. Dissemination or printing of copyrighted materials (including articles and software) is a violation of copyright laws.
5. Porter-Gaud resources are not for use in any commercial activities, gambling or political lobbying.
6. The computer lab is a very busy place; when sitting at a computer, you should be using it. Courtesy dictates that you not tie up the use of Porter-Gaud computers, network, printers, etc with tasks that are unrelated to Porter-Gaud academic and extracurricular obligations.
7. Maintain your privacy. Users are responsible for their own actions and words as well as for their own account. Never share passwords, use another student's School network account, or use the password belonging to someone else.
8. Always be polite and respectful to people with whom you are communicating. Take pride in correctness of your grammar and spelling and the clarity of your phrasing.

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

THE PORTER-GAUD IPAD CODE OF CONDUCT for MIDDLE SCHOOL

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

iPad Use Agreement

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

I understand the following are not allowed:

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

BASIC RULES

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

Repeated iPad violations may result in revoking the iPad privilege or other disciplinary consequences in keeping with our behavioral code of conduct.

**PORTER-GAUD SCHOOL
2016-2017 MASTER CALENDAR**

AUGUST

4	Thursday	Gently Used Uniform Sale, Washington Hall, 8:00 am – 12:00pm
10	Wednesday	LS New Family Orientation, Washington Hall, 5:30 pm
11-12	Thurs-Fri	New Faculty/Staff Orientation
15	Monday	6 th Grade Orientation, Gwynette Auditorium, 4:30-6:00 pm 7 th and 8 th Grade New Student Orientation, Upper School Library, 5:30-6:00 pm US 9 th Grade and New Student Orientation, 10:30am-3:30 pm MS Back to School Evening, Wendell Center, 6:00-7:30 pm US New Parent and 9 th Grade Parent Orientation, Gwynette Auditorium, 6:00-7:00pm
15-17	Mon-Wed	All Faculty/Staff Orientation
18	Thursday	LS Opening Day, Full Day of Classes, 1st Grade Dismissal 11:30am MS/US Opening Day of School, Full Day of Classes
18-19, 22-23	Thurs-Fri, Mon-Tues	1st Grade Half Days, 1st Grade 11:30 am Dismissal
24	Wednesday	LS Parents Night, Gwynette Auditorium, 6:30pm
26	Friday	Back to School Kickoff, Stadium Parking Lot, 6:00pm

SEPTEMBER

1	Thursday	MS Parents Night, Gwynette Auditorium, 6:30 pm
5	Monday	Labor Day, School Closed
7	Wednesday	US Parents Night, Gwynette Auditorium, 6:30 pm
23	Friday	Homecoming

OCTOBER

5	Wednesday	Faculty/Staff Work Day, No Classes
14	Friday	END OF QTR. 1 , Half Day, LS Dismissal 11:30am, MS/US Dismissal 12:00pm
17	Monday	Fall Break, School Closed
24	Monday	Founders Day Concert, Wendell Center, 7:00 pm
28	Friday	Halloween Carnival, The Green, 12:30 pm – 3:30 pm

NOVEMBER

1	Tuesday	LS Parent/Teacher Conferences, No Classes MS/US Student Led Conferences (Parents/Students), No Classes
5-6	Sat-Sun	US Fall Play, Gwynette Auditorium, 7:00 pm, 3:00 pm
7-11	Mon-Fri	Philanthropy Week
18	Friday	1 st Gr. Thanksgiving Play, Gwynette Auditorium, 9:00 am
21-25	Mon-Fri	Thanksgiving Break, School Closed
30	Wednesday	Holiday Market, Wendell Center

DECEMBER

1-2	Thurs-Fri	Santa's Stage, Gwynette Auditorium
3	Saturday	Lessons & Carols, Church of the Holy Communion, 7:00pm
9	Friday	All School Holiday Assembly, Wendell Center
14-16	Wed - Fri	MS/US Exams, Dismissal after exam completion
19	Monday	MS/US Exams, Dismissal after exam completion
20	Tuesday	LS Last Day of Classes Sem 1, Dismissal 11:30 2 nd Gr. Christmas Play, Gwynette Auditorium, 9:00 am MS/US Exams, Dismissal after exam completion
21- Jan. 4		END OF SEMESTER Christmas Holiday, School Closed

JANUARY

3	Tuesday	Faculty/Staff Work Day, No Classes
4	Wednesday	Classes Resume, 8:00 am
4-6	Wed-Fri	LS Beyond the Books

16	Monday	MS Winterim
20-21	Fri- Sat	MLK Holiday, <i>School Closed</i> MS Musical, Gwynette Auditorium, 7:00 pm
<u>FEBRUARY</u>		
17	Friday	LS Grandparents Day
20-21	Mon-Tues	Winter Break, <i>School Closed</i>
<u>MARCH</u>		
2-5	Thurs-Sun	US Musical, Gwynette Auditorium, 7:00 pm, 7:00 pm, 7:00 pm, 3:00 pm
10	Friday	END OF QTR. 3 , Half Day, <i>LS Dismissal 11:30am, MS/US Dismissal 12:00pm</i>
20-24	Mon-Fri	Spring Break, <i>School Closed</i>
<u>APRIL</u>		
4	Tuesday	LS Parent-Teacher Conferences, <i>No Classes</i> MS/US Student-Led Conferences (Parents and Students), <i>No Classes</i>
6	Thursday	LS Musical, Gwynette Auditorium, 7:00 pm
14	Friday	Good Friday, <i>School Closed</i>
17	Monday	Easter Monday, <i>School Closed</i>
23	Sunday	PG Arts Festival
28-30	Fri-Sun	Reunion Weekend
<u>MAY</u>		
1-5	Mon-Fri	AP Exams
8-12	Mon-Fri	AP Exams
15-17	Mon-Wed	Senior Exams
23	Tuesday	8 th Gr. Celebration, Washington Hall LS Final Chapel, Gwynette Auditorium, 8:15am
24	Wednesday	Senior Breakfast/Graduation Rehearsal, Washington Hall, 8:00 am
26	Friday	3 rd Gr. Carolina in the Morning, Gwynette Auditorium, 8:15 am
25-26, 30-31	Thurs-Fri, Tues-Wed	MS/US Exams, <i>Dismissal after exam completion</i>
27	Saturday	Graduation, The Green, 6:00 pm
29	Monday	Memorial Day, <i>School Closed</i>
31	Wednesday	LS Gr. 1-3 Last Day of School, <i>Gr. 1-3 Dismissal 11:30 am</i> MS/US Exams, <i>Dismissal after exam completion</i>
<u>JUNE</u>		
1	Thursday	End of Semester LS Closing Exercises, Gr. 4-5, Gwynette Auditorium, 8:15 am Faculty/Staff Work Day

PORTER-GAUD MIDDLE SCHOOL PLANNED ABSENCE FORM

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

STEP 1 - PLANNED ABSENCE DETAILS *Completed by a Parent*

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

Student: _____

Date(s): _____

Reason: _____

Parent Signature: _____

STEP 2 - HEAD OF MIDDLE SCHOOL APPROVAL- *Completed by the Head of Middle School or Office.*

This form must be signed by the Head of Middle School prior to receiving academic arrangements.

Maureen Daily, Head of Middle School: _____

STEP 3 - ACADEMIC ARRANGEMENTS *Completed by Faculty only after Steps 1 and 2 are completed.*

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

**PORTER-GAUD SCHOOL-PERMISSION FOR TRIP/PLANNED ACTIVITY
RELEASE, HOLD HARMLESS AND INDEMNITY AGREEMENT**

I/We, _____ and _____ parent(s)/ guardian(s) of (Student's Name) _____ Grades 6,7, 8 agree for my/our child to participate in the Porter-Gaud Middle School Class Trip May 3 through 6, 2017, exact times TBD 6th Grade -Williamsburg, 7th Grade-Washington, DC, 8th Grade- Outward Bound, NC. The Porter-Gaud School Faculty Sponsor(s) and/or Chaperone(s) for this trip/planned activity are: Middle School teachers and administration to be determined. Drivers for the trip/planned activity are: Charter Bus Company-TBD.

* * * *

In consideration of the benefits of my child's inclusion in the above, I/we agree on behalf of my/our self, family, spouse, heirs, assigns and personal representatives, if any, (hereafter "I/We") to hold harmless, release and/or indemnify Porter-Gaud School and any of its faculty, parents or guardians, chaperones, agents, employees, their heirs, and/or their estates (all hereafter collectively called "Porter-Gaud") from any and all claims, demands and/or causes of action arising from any unintentional act causing damages, death, injury, loss, accident, delay, irregularity, or expense to person or property incurred at any time during the above field trip/planned activity. I/We acknowledge the inherent risk in travel, accommodations, and any or all other activities planned, discretionary or unplanned which may take place on this trip/activity. I/We also agree to indemnify, hold harmless and release Porter-Gaud from any financial obligations or liabilities that I/we or my/our child may incur or any damage or injury to the person or property of others caused while participating in this Porter-Gaud School trip/planned activity.

I/We understand that for any trip/planned activity for which Porter-Gaud School provides a bus or other vehicle for student transportation, Porter-Gaud School is not responsible for students who use independent means of transportation to or from the trip/planned activity including, but not limited to, student drivers, any student's parent or other permitted driver or car pool drivers. Independent transportation may only be used by a student upon Porter-Gaud School's receipt of an appropriate "Request and Consent to Allow Independent Transportation" form completed and signed by the parent or guardian. Such request and consent must be provided to the Porter-Gaud faculty sponsor prior to the trip/planned activity. I/We understand that in no case may a student transport any other student to, from or during any trip/planned activity. In further consideration, I/We further agree to hold harmless, release and/or indemnify Porter-Gaud School for any and all claims, demands and/or causes of action arising from any unintentional act causing damages, death, injury, loss, accident, delay, irregularity, or expense to person or property incurred in travel to or from any trip/planned activity.

Should my/our child sustain or incur any accident or illness while involved in this field trip/planned activity, I/we grant to Porter-Gaud School's faculty sponsors and chaperones the full authority to take whatever action they feel is warranted under the circumstances in regard to my/our child's health and safety. The faculty sponsors and chaperones at their discretion may place my/our child, at my/our expense, in a hospital at any point for medical services and treatment. I/we understand that effort will be made to contact me/us. In the event that I/we are not accessible, I/we hereby authorize Porter-Gaud to execute any and all documents, including any necessary releases, which might be required by any medical facility to perform any emergency care on my/our behalf. I/We further hold harmless, release and indemnify Porter-Gaud from any liability for such decisions or actions, which may be taken on my/our or my/our child's behalf.

Finally, I/we understand that this is a supervised program, and that appropriate standards of conduct must be observed. I/We therefore agree in further consideration of the above that my/our child will maintain any such group standards as the faculty sponsor and chaperones set forth, and further to hold harmless, release and indemnify them and Porter-Gaud from any liability for such decisions or actions, including, but not limited to disciplinary measures, which may be taken on my/our or my/our child's behalf. I/We agree further to hold harmless, release and indemnify Porter-Gaud against any consequences, which may ensue as a result of my/our or my/our child's refusal to comply with such regulations. In such case, I/we agree that my/our child may be sent home at my/our expense with no refund from Porter-Gaud.

Phones where Parent(s)/Guardian(s) can be reached: _____

Student Medical Insurance Company (Complete only if changed recently): _____

ID Number _____ Subscriber _____

Signed by Parent(s) or Guardian(s): _____ Date: _____

Signed by Student: _____ Date: _____

ACKNOWLEDGMENT

We have read and understand the contents of the 2016-17 Porter-Gaud Middle School Student-Parent Handbook. We understand that students and families must respect the policies and adhere to the procedures and routines of the School in order for the School to pursue its mission and fulfill its goal of excellence in education to its community. We have signed the disclaimer in duplicate and understand and agree that a signed duplicate will have the same force and effect as a signed original.

We acknowledge and affirm the Honor Code as a fundamental value of Porter-Gaud School. We understand that all students, parents, faculty and staff members are expected to adhere to Honor Code Policy as stated in the Handbook and to endeavor to model honorable behavior and to respect one's words, the property of others, and the integrity of all academic work.

We acknowledge the detailed academic and behavioral expectations and the reporting responsibilities described herein. We recognize the strategies written in support of these policies as necessary to the orderly and effective operation and growth of the School.

We consent to Porter-Gaud's audit, disclosure, inspection, review and otherwise monitoring all communications on its systems as set forth in the Acceptable Use Policy in this Handbook.

We have read the Handbook and Disclaimer and acknowledge that this Handbook is a guideline and is not a contract with Porter-Gaud School.

Signed:

NAME OF STUDENT (PLEASE PRINT): _____

STUDENT'S SIGNATURE: _____

DATE: _____

PARENT/
CAREGIVER SIGNATURE: _____

DATE: _____