



PORTER-GAUD

Middle School Handbook



2023-2024

Student-Parent/Guardian Handbook

Porter-Gaud Middle School

2023-2024

Dear Middle School Families,

On behalf of the Middle School Faculty and Staff, I welcome you to the 2023-2024 School Year.

We look forward to another year of academic, artistic, and athletic achievement. Throughout this school year, Middle School students will engage in rigorous curricula of depth and breadth within the humanities, mathematics, the sciences, computer sciences, world languages, fine & performing arts, physical education, religion, and more. Our students will participate in Life 101 and develop the self-advocacy and executive functioning skills that will be necessary to achieve success not only in school but in life. Middle School is a time of growth wherein students learn to cultivate the practice of self-care and wellness. Students will experience the lessons and satisfactions of competition on a personal and collective level.

This Handbook is designed to answer many commonly asked questions parents, guardians, and students may have during the school year. The Handbook also contains information about student's rights and responsibilities; therefore, parents/guardians and students are responsible for knowing its contents. We hope this Handbook provides routine information and describes our core beliefs, goals, expectations, and the procedures necessary to understand as a student in the Middle School. Please take the time to become familiar with the information within. It is a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise.

Note that some sections have been updated, and it is important to be aware of changes. Recent changes and updates include information about the uniform, discipline, and communication procedures. Each student and one parent or guardian from each household is asked to sign an acknowledgment that the handbook has been reviewed.

Porter-Gaud is more than a school; it is a community. Our school's high expectations for faculty, staff, students, and caregivers require individual responsibility for actions and consequences. We work alongside students as they develop a standard of excellence for how they lead their lives long after graduation.

As you walk through the hallways of Porter-Gaud, you are surrounded by professionals who deeply care about their students and are guided by a passion for their discipline. At Porter-Gaud, you are seen, you are heard, and you are known. I encourage you to fully invest in your family's role in defining Porter-Gaud, not only as an outstanding academic institution with high-achieving students, artists, and athletes but also as a community with a clear ethos of care using our words, actions, thoughts, character, and habits to guide all things.

Sincerely,



Dr. Michael Wright
Head of Middle School



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Porter-Gaud Middle School
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Disclaimer

Being a part of the Porter-Gaud community is a privilege, not a right. The guidelines and policies outlined in this handbook are not part of the enrollment contract and do not confer any contractual rights on any party. The policies and procedures set forth in this handbook replace all prior inconsistent policies, written and oral. From time to time it will be necessary for Porter-Gaud School to change, delete, or add to this handbook. Nothing in this handbook binds Porter-Gaud School to any specific procedures, policies, or privileges. 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.

Additionally, in this document, Porter-Gaud School is also referenced as Porter-Gaud and the School. Any references to Porter-Gaud, the School, or a school in general are intended to mean Porter-Gaud School and should be interpreted as such.

Non-Discrimination Statement

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

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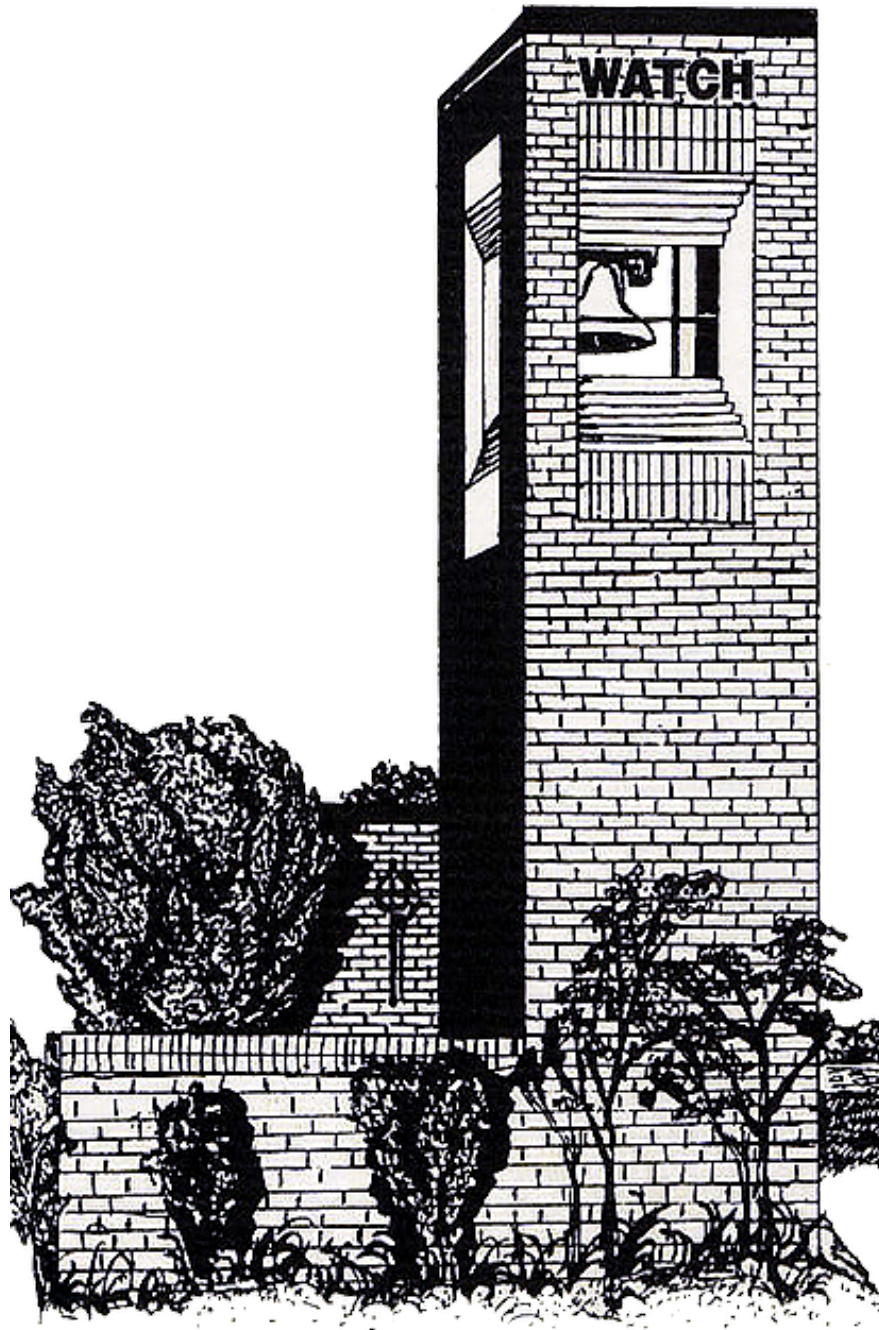
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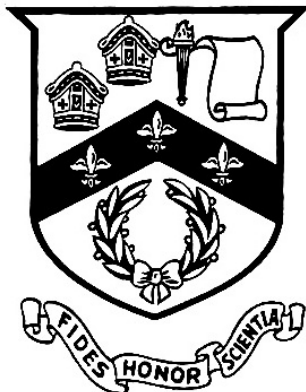
Philosophy, Organization, & Overall Expectations



Andy Jarab

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

Porter-Gaud Alma Mater

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

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

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

Steven Chao '88
Scott Atwood '90

School Colors

Garnet and Gray

School Mascot

Cyclone

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Porter-Gaud Mission Statement

To inspire lives of purpose, learning, and service through cultivating each student’s God-given potential.

Vision

To serve as a leader in Faith, Honor, and Knowledge in our community and the world.

A History of W.A.T.C.H.

WORDS

ACTIONS

THOUGHTS

CHARACTER

HABITS

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

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

W.A.T.C.H. 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, so that our school family may grow in FAITH, HONOR, and KNOWLEDGE as we W.A.T.C.H. together in all things.

Statement on Diversity, Equity, and Inclusion

Porter-Gaud is committed to creating an inclusive and equitable community in which all individuals can contribute to school life and develop a sense of belonging. In accordance with our Episcopal identity, we seek to honor the God-given dignity of every human being in our words, actions, thoughts, character, and habits. We actively work to gain a deeper understanding of difference through openness, curiosity, and empathy, and we embrace diverse cultures, backgrounds, and ideas to broaden and enrich who we are.

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Community Engagement And Belonging Terminology

To understand the School's approach to diversity, equity, and inclusion, we adopted the following terminology:

Community Engagement

Community engagement is the process of identifying and addressing issues affecting the well-being of all members of the community, as well as celebrating the joy of coming together as one. (Romans 12:3-5)

Belonging

Belonging is an outcome. It means different things to different people and implies the feeling of security, appreciation, support, fair treatment, and acceptance as a beloved member of the community. (Ephesians 2:13-22)

Diversity

The intentional development of school communities where people of different backgrounds, identities, and points of view come together as a body. Diversity is both a source of strength and a primary means of enhancing the intellectual, social, spiritual, and moral life of the school. (Rev. 7:9-10)

Inclusion

Beyond the sheer presence of a diverse group of people, inclusion is the process by which members of the community honor one another's inherent dignity, welcome many voices (especially those from underrepresented and historically marginalized communities), and work toward the ongoing broadening of the community's horizons. (Romans 15: 5-7)

Equity

Equity is the condition where fairness and faithfulness thrive, and all members of the community are respected for their inherent dignity as human beings and capacity to contribute to the building up of the life of the school. Toward that end, we at Porter-Gaud intentionally seek to identify barriers to creating a more equitable community. (Psalm 33:5)

Justice

The courageous and continual attention to and advocacy on behalf of those most vulnerable in the community (Proverbs 31:8; Isaiah 1:17a)

Dignity

Dignity speaks to the inherent and unconditional worth of all human beings and the primary lens through which we view each community member. (Gal. 3:28)

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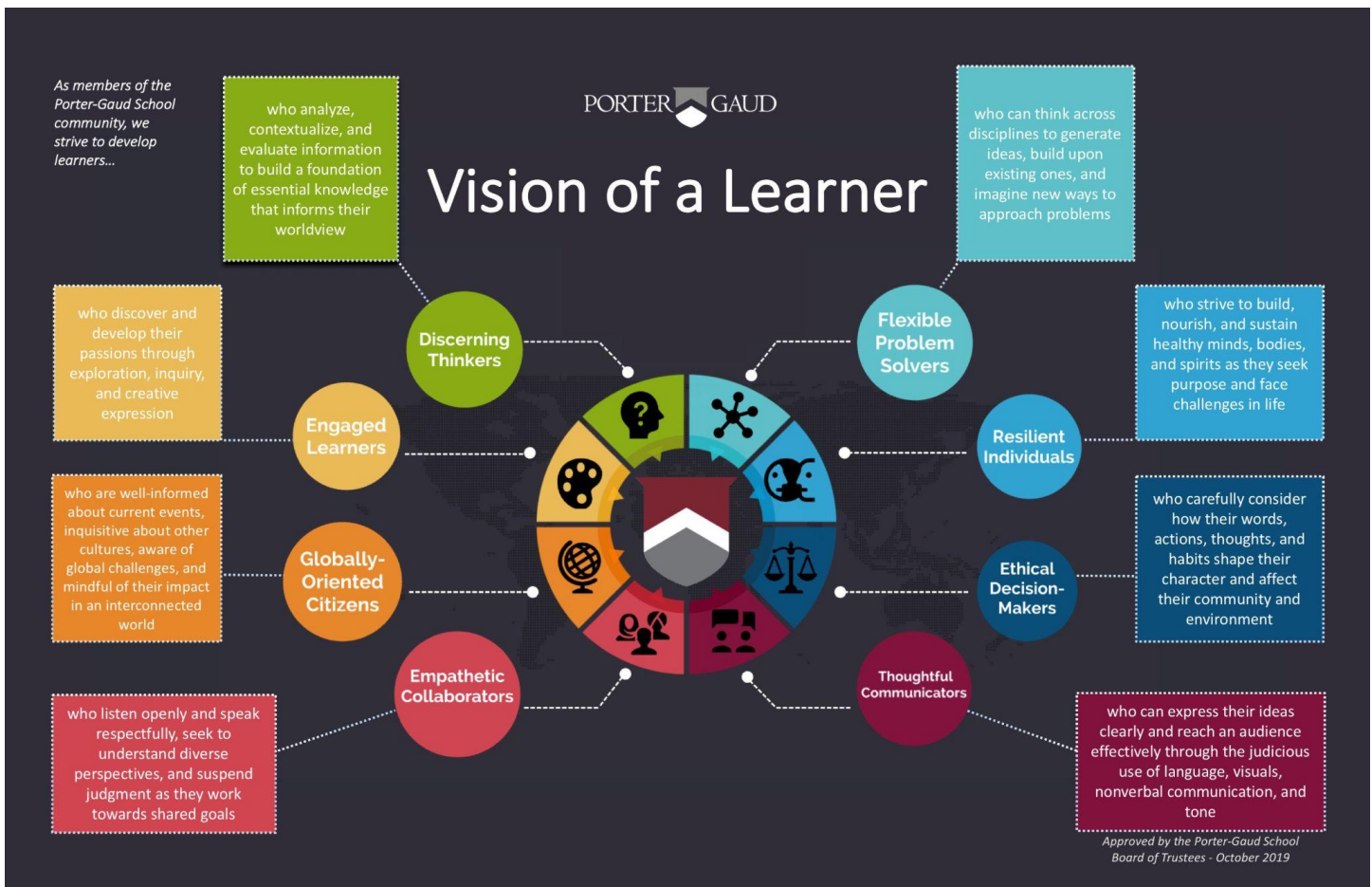
Social Justice

The integration of the ideals and concepts of equity, justice, and a fair society throughout the life of the school; the embracing and honoring of diversity; and the integral inclusion of community service and service-learning. (Isaiah 1:17; I Corinthians 12:26; Philippians 2:3-4)

Vision of a Learner

All Porter-Gaud students should have an educational experience that prepares them to be effective lifelong learners and contributors to our global community. Now more than ever, the Porter-Gaud experience must not only provide for the acquisition of rigorous academic content, but it must also be more intentional about fostering critical thinking, communication, collaboration, creativity, and other forward-looking skills our young people need to thrive in this complex, rapidly changing world.

Approved by the Board of Trustees in 2019, the collective vision shared below articulates our community's aspirations for all our students.



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Statement of DEI Philosophy for Curriculum & Programming

In conjunction with our Vision of a Learner and the school mission, Porter-Gaud will consider the following diversity, equity, and inclusion learning goals as we continue to develop and implement our academic curriculum as well as our co-curricular programming choices. Doing so will help create a more empathetic, inclusive, and equitable student community to better prepare our students for an increasingly diverse and globally-connected world.

We will strive to develop learners who...

- understand how their identities, perspectives, and relationships with others are shaped by their membership in multiple groups in society.
- appreciate the diverse perspectives and experiences of a wide range of ethnic groups, cultures, and people through studying their history, language, literature, art, music, and contributions to math and science.
- have the ability to lean into and learn from the discomfort and uncertainty that may result from having discussions about identity, diversity, and racism with confidence, trust, and grace for one another.
- engage in productive civil discourse and collaborate effectively with individuals from increasingly diverse backgrounds in their future school and work lives.
- understand the harm created by racism, exclusion, prejudice, and other forms of injustice.
- work towards creating a more equitable and just society.

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Father Palmer Kennedy
Religion & Philosophy Chair.....843.402.4689

Aaron Lehman
English Chair.....843.402.4693

Jessica Schenkel
Mathematics Chair.....843.402.4840

Caitlin Adelson
Science Chair.....843.402.4802

Ashley Stock
Fine & Performing Arts Chair.....843.402.4786

Emma Greenwell
World Languages Chair.....843.402.4814

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Physical Education Chair.....843.402.4678

Middle School School Teaching Faculty

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Ms. Megan Crouch
Ms. Leah Howard
Mr. Kenneth Lynch
Ms. Meghan Robinson
Mr. Robbie Robinson

Physical Education

Ms. Hope Walters
Mr. Brad Bowles
Mr. Chris Evans

Religion

Rev. Kennedy Palmer
Rev. David Rowe

Computers

Ms. Lara Brooksbank

English

Ms. Eliza Chandler
Ms. Maureen Daily
Ms. Melissa Field
Ms. Olivia Nallin
Ms. Felicity Rhode

World Languages

Mr. Stephen Barnes
Ms. Madeline Briner
Ms. Kelly Campbell
Mr. Angel Carzola
Mr. Jamison Smith
Ms. Ting Yu Trice

Fine Arts

Ms. Fatma Dogan
Ms. Andrea White

Science

Ms. Jennifer Clair
Ms. Amy F. Flynn
Mr. Jason Fricker
Ms. Lindsey Garcia
Mr. Jon Malgradi

History

Ms. Roberta Copenhagen
Mr. Ted Harries
Mr. Daniel Jordan
Ms. Jenifer Locklair
Mr. William Schmeiding

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The Essentials at Porter-Gaud

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

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

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

- **Make observing the Honor Code a daily priority.** Respect yourself and others in every situation. Show kindness and understanding in the way you treat others, and do not involve yourself in actions that are demeaning to you or anyone else.
- **Model courteous and respectful behavior in all areas of school life.** Our behavior in all venues including the classroom, athletics, and the assembly and chapel programs should reflect the best of our School.
- **Drive carefully on campus and respect carpool and parking rules.** Regardless of how busy or behind schedule you are, remember to obey the rules that enable us to function safely and efficiently in this area.
- **Respect the rules about technology use on campus.** Don’t use computers, cell phones, iPods, iPads, or other digital devices in violation of School policies.

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

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

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The Honor Code

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 official Porter-Gaud Honor Code is a simple promise that all students at Porter-Gaud make:

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

The idea that no one should lie, cheat, or steal is an essential expectation of this school and the individuals who attend it.

Honor Code Violations

Defining honesty and honor are challenging tasks, but outlining behaviors and actions that are prohibited by the Porter-Gaud Honor Code is not. Violations of the honor code include, but are not limited to, the following:

Lying/Deceiving/Omission

- Intentionally deceiving, omitting, or lying to instructors, staff members, or administrators about any school business;
- Not turning in your phone as you enter each school day.

Cheating

- 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;
- 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;
- 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;
- During a quiz, test or examination, the use or possession of unauthorized material;
- 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.

Stealing

- 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;

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- 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;
- Stealing while representing Porter-Gaud in any official capacity.

What a Student Should Do If They Witness Honor Code Violations

Middle School students who witness others committing Honor Code violation may choose to:

- warn the violator to discontinue the prohibited activity
- report the violator to the Dean of Middle School or Head of Middle School
- advise a teacher that cheating or other prohibited behaviors are going on in the class with or without giving a specific name.

Dealing with Honor Code Violations

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 Code shall be directed to the Head of Middle School. Attendance at Porter-Gaud indicates willingness to comply with the Honor Code. Potential consequences for violations of the Honor Code are outlined in the General Behavior Expectation portion of this handbook.

Academic Policies & Requirements



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Academic Expectations

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

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

Porter-Gaud expects its students to:

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

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Course Enrollment and Requirements

Fifth Grade Courses

Reading 5
Writing 5
Math 5
Classical World History
Science
Physical Education
French
Latin
Spanish
Chinese
Visual Arts
Music
Leadership

Seventh Grade Courses

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

Sixth Grade Courses

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

Eighth Grade Courses

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

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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.

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 a fine arts, religion, computer, or PE class, it is possible for that student to have three tests on one day.

Grading System

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

| | | |
|-------------|------------|------------------|
| 97-100 = A+ | 77-79 = C+ | 59 and below = F |
| 93-96 = A | 73-76 = C | I = Incomplete |
| 90-92 = A- | 70-72 = C- | P = Pass |
| 87-89 = B+ | 67-69 = D+ | F = Fail |
| 83-86 = B | 63-66 = D | |
| 80-82 = B- | 60-62 = D- | |

Missing Work

Each teacher has specific criteria about missing work stated in their syllabus. Missing work can be made up only in the Quarter in which it was given.

Report Cards

Mid-term and semester report cards are posted in the PG Portal.

High Honor Roll and Honor Roll

Middle School students having an overall average of 93 or above with no grade under 87 earn High Honor Roll. Students having an overall average of 87 or above with no grade lower than 83 earn Honor Roll. High Honor Roll and Honor Roll are compiled using all academic courses, although a student may not fail any non-academic course. Students are notified of High Honor Roll and Honor Roll on their report cards.

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Middle School Clark Principal Award

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

- **Academic:** At the end of a student's first semester of eighth grade, he/she must have an overall average of 93 or above with no grade under 90 for three consecutive semesters.
- **Student life:** Students must participate in at least one of the following Porter-Gaud extra-curricular activities: clubs, organizations, fine arts, or athletics.
- **Community Service:** Students must complete 15 hours of community service during their eighth-grade year. Students will be required to submit signed service hour forms by March 8, 2024.
- **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 their eighth-grade year.

Academic Progress

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

Tutoring

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

- **Seek extra help from the teacher.** While this may seem an obvious first step, it is too often overlooked. Each Middle School teacher is available for extra help during the School day; all are here by 7:45, but many are in their classrooms even earlier. All are here until 3:45, but many stay later. Not only does a one-to-one session provide valuable information for the student about material in the class, but it also allows the teacher to understand the problem that the student is having and to gain a sense of how s/he is processing information. We know that a strong relationship established between the student and teacher encourages effective learning.
- **Seek extra help from peers.** Forming a study group or study relationship with a peer is a great way of helping to reprocess the information. Because a peer is in a similar place on the learning curve, s/he may be able to present the material with just the right twist necessary to make the

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light bulb shine. Peer tutors are available for academic help as well. Students should contact the Learning Specialist or the Dean for help in setting up peer tutoring.

- **Lyceum.** A learning center for tutoring is available to all Upper School students in the Olsen Library throughout the day, after school, and before school on mornings when classes start at 9:00a.m. The Lyceum will offer subject tutoring, SAT/ACT Prep, and executive functioning skills support. All services are fee-based.

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

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

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

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

Learning Services Program

Porter-Gaud School offers a Learning Services Program to support students with diagnosed learning differences achieve success at Porter-Gaud. Students are considered for eligibility in the program following a formal psycho-educational evaluation and diagnosis based on DSM-V criteria. Porter-Gaud School requires that this process be completed with a neurologist or a certified school psychologist. Students with learning plans and accommodations will be required to have an evaluation every three years in lower and middle school in order to continue with accommodations. Once the student is in Upper School, an evaluation will be required only every five years. Students in the program follow the academic curriculum and requirements of Porter-Gaud School. A Learning Plan is created to meet the needs of each student. This plan may not fundamentally alter the nature of the academic curriculum. The Learning Specialist coordinates accommodations plans, applies for accommodations on standardized tests, and offers academic coaching during study hall/free periods. With the support of academic coaching and educational accommodations, the goal of the Learning Services program is for students to realize their full academic potential and continue on their path to become lifelong learners.

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End of Semester Exams/Assessments

Each semester will end with modified schedules, with dismissal at 12:00 each day. Two classes will meet each day, and students will complete a combination of cumulative tests and projects. Details will be shared in advance and included in grading scales on a class-by-class basis.

Students have no tests the day prior to exams.

Dress Code regulations during exams will be normal Porter-Gaud dress. Students out of dress code will not be permitted to take exams and must report on the make-up day.

All Porter-Gaud textbooks and library books should be returned and fines paid before exams. Grades are withheld until fines are paid and/or 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 at the discretion of the department chair and administration. Summer work consists of meeting with an approved tutor to relearn the course material, complete a packet made by the original teacher, and review for a new (but similar) final examination. If the student attends summer work, passes the summer course work, and earns above a 70 on the department approved exam, then the grade in the course is raised to 70. In order to be promoted to the next grade level, no more than 2 failures may be made up by summer work. Additionally, multiple grades in the 60-69 range may result in rescinding enrollment for the following year. Any student earning a grade below 70 in Algebra will be required to repeat the course. Any students earning between a 70 and a 75 in Algebra will be recommended to repeat the course.

If the tutor for summer work is a Porter-Gaud teacher, it must be a teacher other than the original course instructor unless the Head of Middle School, the Department Chair, and the parents/guardians 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.

The student's tutoring should be completed by July 31, and the student must earn a grade of 70 on a department approved exam by soon thereafter. If the student does not pass the examination, he or she is to have 3 more hours of tutoring and sit for another exam.

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If summer tutoring is with a Porter-Gaud teacher, it is expected to take place at Porter-Gaud School during normal summer hours. The payment for a faculty tutor is paid to Porter-Gaud School and not directly to the tutor.

Academic Status

A student's academic status is determined at the end of each quarter. While most students will end each quarter in good academic standing, it is possible that some students may find themselves placed on Academic Warning or Academic Probation. Both of these statuses are described below.

Academic Warning

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

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

Academic Probation

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

- The student may be assigned to study hall at community life
- The student's advisor and the Head of Middle School meet with the student and that student's parents/guardians to discuss strategies necessary for improved academic performance. The student's performance will be reviewed at specified intervals in order to best support the student's efforts to improve.
- Students on Academic Probation risk not being permitted to practice or play with interscholastic teams, may be required to resign any positions in clubs and organizations, and withdraw from major extracurricular activities. Exceptions may be considered by the Dean and Middle School Head in extraordinary circumstances.
- Students on Academic Probation for the first and second quarters who fail to raise their grades at the third quarter or fourth quarter will have their re-enrollment rescinded for the following academic year.

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Middle School Character Education, Wellness Programs, & Class Trips

Life 101

Life 101 is the middle school's component of the larger school wide Student Wellness Program. The Porter-Gaud Student Wellness Program is driven by the school's core values of W.A.T.C.H.; Words, Actions, Thoughts, Character and Habits. Wellness is an active, ongoing process which involves becoming aware of and taking steps toward a healthier, happier, more successful life.

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

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

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

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

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

Winterim for 2023-24

The Porter-Gaud Middle School Winterim program this year will take place during the first school days in January and possibly the following weekend. It will consist of local experiences, on-campus activities and out of town trips. We will not finalize the specific dates and costs of some of the Winterim options until sometime in October. However, Winterim introduction and sign-up will happen in September.

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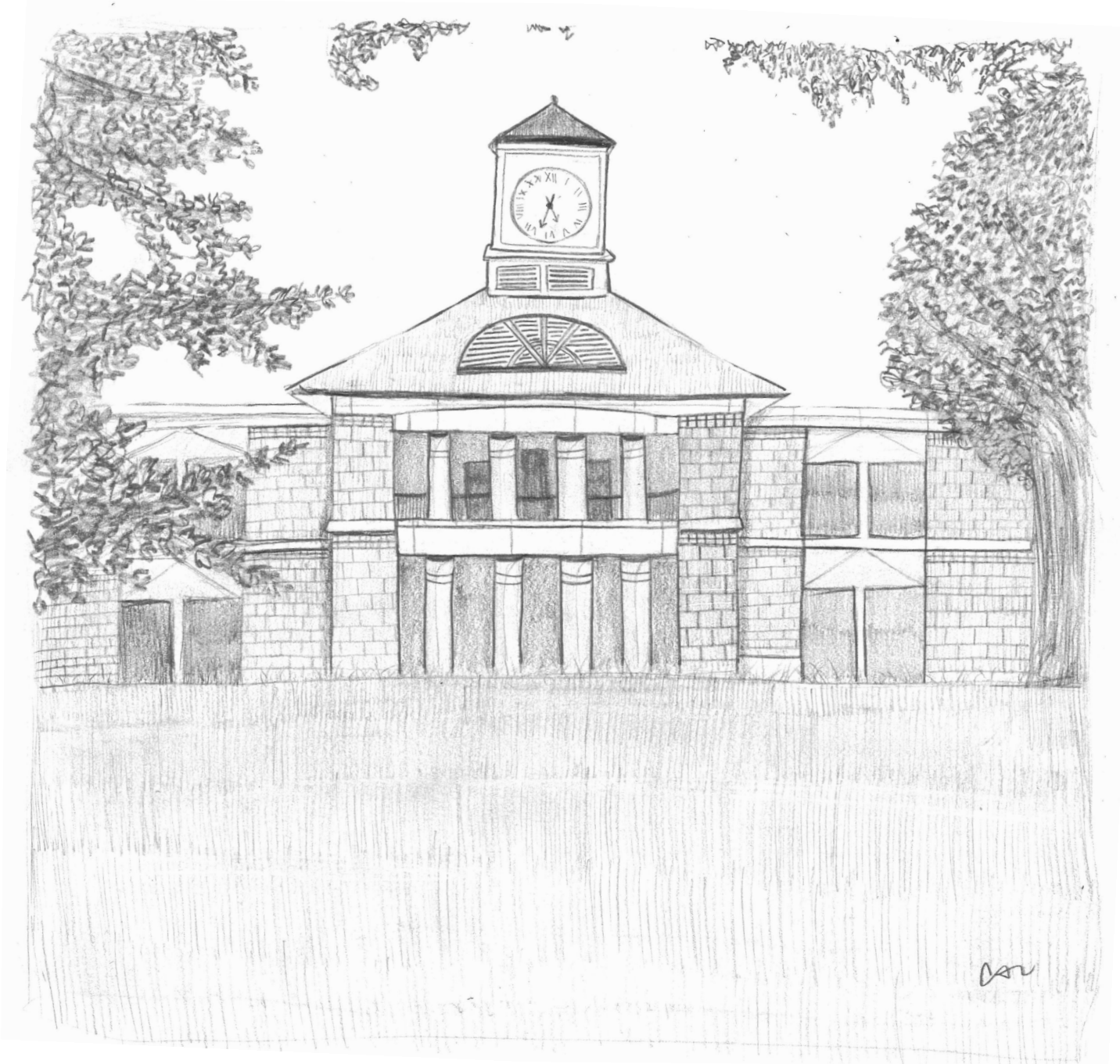
Grade Level Class Trips for 2023-24

All class trips are subsidized in Porter-Gaud tuition. Detailed information on each trip will be sent out in February, 2024. If you have any questions, please contact Chris Tate at: ctate@portergaud.edu

- 5th Grade - April 30th – May 3rd - Green River Preserve, NC (Tentative)
- 6th Grade - May 7th – 10th - Colonial Williamsburg, VA
- 7th Grade - May 7th – 10th - TBD
- 8th Grade - May 7th – 10th - TBD

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Daily Expectations, Procedures, & Policies



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General Behavioral Expectations and Personal Responsibilities

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 daily life reflect in some measure on the School, Porter-Gaud 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:
 - I. taking books or any other material from another person's locker
 - II. copying homework
 - III. revealing information about a test to someone who has not yet taken the test
 - IV. 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.

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Middle School Behavior Expectation Matrix

In Middle School, we endeavor to have all students be safe, kind, and responsible in order to create the best learning environment possible. Below we share some general expectations for students during the school day.

| | Safe | Kind | Responsible |
|---|---|--|--|
| In our classrooms we... | <p>Turn in our cellphones to our Advisory teacher or the front office at the beginning of the day.</p> <p>Keep all four chair legs on the floor.</p> <p>Throw away our own trash and any trash left behind by others.</p> | <p>Help others.</p> <p>Participate.</p> <p>Use school-appropriate volume and language.</p> | <p>Ask for help when we need it.</p> <p>Are on time and on task.</p> <p>Have the materials we need.</p> |
| In our Hallways & Stairs we... | <p>Walk.</p> <p>Pay attention to where we are going.</p> <p>Keep to the right to make room for others.</p> <p>Keep our hands, feet, and other objects to ourselves.</p> <p>Listen to and follow directions from school staff.</p> | <p>Use school-appropriate language and volume.</p> | <p>Arrive early to class, ready to learn.</p> <p>Are only here during the passing period or with a pass.</p> |
| In our Bathroom and Locker Rooms, we... ...go in, do business, clean up, get out | <p>Wash our hands with soap.</p> <p>Keep conversations with others in the bathroom short and positive.</p> | <p>Throw away our own trash and any trash left behind by others.</p> <p>Keep private things private.</p> | <p>Keep our electronics put away.</p> |
| While going to and from separate buildings, we... | <p>Keep our hands, feet, and other objects to ourselves.</p> <p>Keep to the right to make room for others when entering or exiting the building.</p> <p>Listen to and follow directions from school staff.</p> | <p>Use school-appropriate volume and language.</p> | <p>Throw away our own trash and any trash left behind by others.</p> |

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| | Safe | Kind | Responsible |
|---|---|--|---|
| In our Lunchroom, we... | <p>Walk.</p> <p>Line up in the serving line orderly.</p> <p>Stay in the Cafeteria.</p> <p>Listen to and follow directions from school staff.</p> | <p>Listen to what adults are asking us to do.</p> | <p>Throw away our own trash and any trash left behind by others.</p> |
| While using Porter-Gaud devices and other technology, we... | <p>Stay on teacher/school approved sites.</p> <p>Take good care of the device and keep it in a safe place.</p> <p>Only use the device that is assigned to us.</p> | <p>Use school-appropriate language in emails and messages.</p> <p>Keep our hands away from other people's computers.</p> | <p>Bring our computers charged each day.</p> <p>Bring our computers to each class.</p> <p>Use Google Suite and school-approved apps to keep up to date on our schoolwork.</p> |

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, Grade Level Deans, the Dean of Middle School, and Head of Middle School.

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

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

Example Infractions

- classroom disturbance
- chewing gum
- taking books, notebooks, or food to assembly, chapel, or cafeteria
- entering "off-limits" areas

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

Possible Consequences

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

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More Detail on Possible Consequences

Detention

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

Because the best lessons are learned when a consequence follows rapidly on the heels of an infraction, the administration will make every effort to notify the student and parents on the day of the student's offense. Detention notifications indicate that a student has five school days to serve her / his detention from the time the detention was issued. Detentions take priority over all other school obligations, such as sports practices, games, or Fine Arts rehearsals or performances. Examples of behaviors that would incur a detention could include:

- Lateness to class
- Disrespectful behavior
- Dress code violations
- Failure to follow procedures and protocols

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

Offenses are cumulative for one semester. Any unserved or overdue detention will be doubled; overdue detentions may result in further disciplinary consequences.

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

If a student receives detentions repeatedly for breaking the same rule (e.g. dress code violation), the student may be moved to Disciplinary Warning status.

Afternoon detentions for disciplinary offenses are held Monday and Thursday from 3:15 p.m. – 3:45 p.m. in the S&T building. Students must be in proper school attire. Food or drinks are not permitted. Students will be required to sit quietly for the entire period. Sleeping or resting one's head on the desk will not be permitted. Detention is not a study hall period. Students may not make up tests during the detention. The serving of detentions takes precedence over athletic practices and events and must be served within a one (1) week period of time.

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Disciplinary Warning

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

Disciplinary Probation

Disciplinary Probation is the means whereby the student, parent, teachers, Dean, and Middle School Head are all advised that a serious behavior problem has developed -- one that bears scrutiny on a day-by-day basis. A student is assigned Probation by the Middle School Head, usually after consultation with the faculty and/or administration. The details and duration of the Probation are explained in a conference with the student and parents and in a letter. The Athletic Department and Fine Arts Department will be notified, and the student will not be allowed to participate in practices, games, rehearsals, or performances for seven [7] school days. After seven [7] school days, the administration, the Athletic Department, and the Fine Arts Department will re-evaluate the student's ability to participate in athletics and Fine Arts after school. A student on Probation must return to good standing or face withdrawal from the school. Probation may be assigned at any time for a portion of a semester, a semester, an entire school year, or longer. At the end of the probationary period, the student's behavior will be reviewed, and a determination will be made by the school to extend or end the probationary period.

Suspension

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

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

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Students who have served an in-school or out-of-school suspension will be moved to a Disciplinary Warning status.

Expulsion

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

Head of School's Committee of Review

The Committee of Review serves as an advisory group to consider cases involving a student's potential expulsion. The Committee includes the Heads of the Lower, Middle, and Upper Schools, the Dean, the Faculty Representative to the Head of the School's Council, and the student's faculty advisor. The appropriate division Head chairs the Committee. The Committee meets and reports to the Head of School, who makes the final decision about disciplinary consequences for the case in question. In any case involving expulsion, the Head of School's decision is final.

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Alcohol, Tobacco, and Other Drug Policy

Enrollment at Porter-Gaud School is a privilege and not a right. While enrolled as a student of Porter-Gaud, students are expected to comply with school policies and procedures. In order to fulfill its mission, Porter-Gaud strives to provide and promote a safe, secure, and vibrant academic community of learners free from disruptive distractions. The health and well-being of our students is essential to the learning environment. Porter-Gaud believes that the use of alcohol, tobacco of any sort or in any form, or illegal drugs, or the abuse or misuse of legal drugs or medications by students at any time interferes with healthy adolescent development.

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

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

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

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

The purchase, sale, possession or use of certain substances which are "legal" under the laws of South Carolina when possessed or used by an adult (e.g., alcoholic beverages, nicotine, e-cigarettes, prescription narcotics) or when used consistent with their intended commercial retail purpose (e.g., inhalants, synthetics, solvents, glues) are viewed by the school as inappropriate for use as intoxicants by students and are considered violations of this policy. The sale, purchase, possession, or use of such "legal" substances in violation of this policy shall result in an immediate indefinite suspension of the

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offending student from the school. Provided that the student cooperates in the school investigation of the violation, the student shall be suspended from school for a period of time determined by the Head of School's Committee of Review recommendation to the Head of School and subject to the student completing psychological counseling and/or a substance abuse program prior to being allowed to return for regular school attendance.

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

Off-Campus

Porter-Gaud cannot assume responsibility for the off-campus and non-School-sponsored activities of its students, nor does it wish to, for that responsibility belongs to the students and to their families. However, if, in the School's judgment, improper behavior by a student in non-School activities is damaging to the welfare of Porter-Gaud students or the reputation of the School, Porter-Gaud will take appropriate disciplinary action with sole discretion.

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

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

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

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

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

School Response

The Head, Assistant Head, or Dean of Students of the appropriate Division will investigate and review any alleged violation of the Drug and Alcohol Policy as expeditiously as possible. If the student is found to be in violation of the policy, the School will undertake an investigation. As part of any disciplinary process, we reserve the right to speak with students during the investigation at any time. The School may not always be able to notify parents/guardians prior to speaking with students due to the need to take immediate action when the School deems this appropriate. Additionally, the following courses of action may be taken:

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

Any student, who violates the Porter-Gaud Alcohol, Tobacco, and other Drug Policy, if allowed to return, must have, as a condition of return to school, an assessment by a professional selected by the School to determine the student's readiness to return to Porter-Gaud. The sole and exclusive decision as to the return of the student is at the discretion of the Head of School. If a drug/alcohol problem is determined, the School will require, as a condition of return, that the student participate in the treatment program as determined by the assessing professional. A second violation or a violation of conditions of the first offense will be addressed accordingly up to and including immediate dismissal.

Porter-Gaud reserves the right to test any student for intoxicants, drugs, or alcohol when a student is suspected of being under the influence while attending a school or school-related event or when a student is placed on academic or disciplinary probation and such screenings or testing are conditions of

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the probation. Any student in possession of an electronic cigarette or vaporizer or any student who chooses to remain in the company of another person who is using such a device, may be tested. In these instances, the student will be required to undergo appropriate drug testing either on campus or at a certified testing facility approved by the School. The method of testing will be determined by the School. The cost of the initial screening will be covered by the School.

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

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

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

Responsibilities of Parents, Guardians, and Affiliated Individuals

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

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

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

Searches

In the interest of a safe and drug-free school community or to safeguard property, Porter-Gaud may question and search at any time, at its discretion and without notice, for illegal drugs, alcohol, weapons, and/or personal property of Porter-Gaud or others, in its facilities or on or about a student while the student is at Porter-Gaud engaged in school activities. The search may include any property which belongs to Porter-Gaud even though it may be loaned to the employee or student. In this connection, please know that all equipment and storage areas including, but not limited to, computers, data storage devices, 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, automobiles, 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 their person and effects. Therefore, school administrators or their designees may conduct reasonable searches of the person and property of visitors on School premises. S.C. Code §§59-63-1110, 1120, 1130.

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

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.

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The Porter-Gaud iPad Code of Conduct for Middle School

iPads will be issued to the 5th, 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 5, 6, 7, and 8 will use these iPads and the school network to which they are connected in a responsible, ethical, and legal manner at all times.

iPad User Agreement

- 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.
- 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.
- I will treat my iPad responsibly.
- I will not eat or drink near my iPad.
- I will not duplicate or download any copyrighted software to my iPad.
- I will use my iPad as directed by my teachers in class for homework and any other required use.

Additionally, I understand the following behaviors are not allowed:

- Sending or displaying unkind, obscene, or offensive messages or pictures.
- Using another person's password.
- Trespassing in another person's folder, work, or files.
- Wasting limited resources such as printing multiple copies unnecessarily.
- Downloading viruses or hacking programs that can cause problems with our system software.
- using electronic resources without giving credit to the source of the material.

More iPad Rules

- When entering class, all iPads are to be taken out but remain closed until instructed by the teacher to open them for use.
- iPads are not allowed in the cafeteria during lunch
- All iPads are to arrive at school fully charged and ready for use.
- No playing of games will be allowed at school unless specifically approved by a teacher.
- Passwords will be required and are to be CONFIDENTIAL, except to be shared with teachers.
- iPads will always be kept in a protective case made for that purpose.
- No photos or videos will be taken without specific permission from a teacher.

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- *iPads are to remain in backpack or locker when not being used in class unless the student is working on school-related apps.*

Dress Expectations and Guidelines

Porter-Gaud School is a 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. As a member of the Porter-Gaud community, students and their families are responsible for ensuring they comply with the school's dress code. The dress code is intended to promote the school's Episcopal identity, a learning environment free of distractions, an appropriate amount of uniformity and modesty while allowing for personal taste, and a culture of respect for different cultures and generations. Students need to meet appearance expectations upon arriving on campus every morning. The School expects Porter-Gaud students and parents to respect the school's learning environment through appropriate dress and grooming.

The Dress Code

Students at Porter-Gaud have a mandatory uniform that they are required to wear most days of the school year. This uniform has several allowed variations (see Porter-Gaud Middle School Uniform Guidelines Chart below), but all consist of a Porter-Gaud labeled top and appropriately tailored and colored pants, shorts, or skirts. In the fall and spring the most common outfit seen on campus is a polo shirt embroidered with a Porter-Gaud logo paired with khaki shorts or a garnet and gray plaid skirt. Friday's are Spirit Days with slightly different rules and PE days for 5th and 6th graders are also different.

On top of the mandatory uniform pieces, the Middle School of Porter-Gaud has additional expectations of student dress and grooming that are equally considered part of the dress code. Some of these additional guidelines are as follows:

- All school uniforms are to be neat, clean, pressed (when necessary), appropriately sized, and in good repair (no holes, ragged hems, or patches).
- Shorts and skirts should be no shorter than 3 inches above the knee.
- Students may not modify the school uniform.
- Students must wear closed-toe shoes at all times.
- No headwear (hoods, hats, visors, bandanas, earbuds, headphones, etc.) may be worn during the school day unless for a specific assignment in class. Headwear is only allowed for approved religious, cultural, or medical purposes.
- All students' hair should be well groomed. Students may dye their hair as long as it is within the spectrum of naturally-occurring colors. Highlights with synthetic hair colors (e.g., blue, green, pink) are allowed as an accent but not for the full head.
- Body piercings are not allowed, with the exception of earrings in earlobes.

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- Tattoos are not allowed.
- Clothing must cover all undergarments.
- Shoulders, stomachs, lower backs, and bottoms should be covered at all times.

PE Uniforms

- PE Uniforms for all grades 5-6 should be purchased on the French Toast website.
- Grades 5 & 6 will wear their PE uniforms for the entire school day on their designated PE days.
- Grades 7 & 8 PE uniforms will be distributed on the first day of PE classes by the school and can only be worn during class.
- All students are required to wear tennis or athletic shoes to PE class.

Outerwear

At the discretion of the 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, that student must remove such items and be in the dress code as outlined in our uniform guideline policy. Failure to do so may result in disciplinary consequences.

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Porter-Gaud Middle School Uniform Guidelines Chart

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| Tops (all tops must have a Porter-Gaud logo) |
| <p>Polo:</p> <ul style="list-style-type: none"> → White, black, garnet, or gray → Long or short sleeve → Athletic polos are only permitted on Fridays as part of spirit dress. <p>As long as the student is wearing official Porter-Gaud outerwear, they are not required to wear a polo. However, if a student wishes to remove their outerwear at any point throughout the day, they should be wearing the required polo underneath.</p> |

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| Bottoms | |
| <p>Pants</p> <ul style="list-style-type: none"> → Khaki → Black <p>Shorts</p> <ul style="list-style-type: none"> → Khaki | <p>Pants and shorts do not have to be purchased from French Toast.</p> <p>Cargo pants, work pants, and khaki/black colored jeans are not appropriate.</p> |
| <p>Skirt</p> <ul style="list-style-type: none"> → Plaid, gray, or khaki → Plaid purchased through French Toast; gray or khaki can be purchased elsewhere <p>Skort</p> <ul style="list-style-type: none"> → Plaid, khaki → Plaid purchased through French Toast; khaki can be purchased elsewhere | |

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|--|
| Dresses |
| <p>Tennis Dress</p> <ul style="list-style-type: none"> → Garnet (with Porter-Gaud logo) → Purchased through French Toast |

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| PE Uniforms |
| <ul style="list-style-type: none"> → PE Uniforms PE uniforms for all grades 5-6 should be purchased on the French Toast website. → Grades 5 & 6 will wear their PE uniforms for the entire school day on their designated PE days. → Grades 7 & 8 PE uniforms will be distributed on the first day of PE classes by the school and can be worn only during PE class. |

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→ All students are required to wear tennis shoes to PE classes

Outerwear

Sweater

→ Solid colored pullover, vest, or cardigan in black, gray, or white

Jacket

→ Solid colored black or gray, or white fleece
 → Official Porter-Gaud jackets (letterman, etc.)

Sweatshirts

→ Solid colored black or gray or white crewneck
 → Solid colored black or gray or white quarter-zip pullover
 → Official Porter-Gaud sweatshirts (hoodie, pullover, quarter-zip)

Any outerwear that is not official Porter-Gaud gear should be solid colored in gray, white, or black.

Non-Porter-Gaud hoodies or sweatshirts are not permitted.

Logos on outerwear that are not official Porter-Gaud gear are not permitted.

Leggings and Tights

Leggings and tights may be worn under skirts, shorts, and dresses if desired. They must be solid black, white, or gray.

Footwear

Shoes should be closed-toe or athletic shoes. Sandals, flip-flops, crocs, slides, or any similar shoe styles are not permitted.

Hats

Hats may not be worn on campus. Headwear is only allowed for approved religious, cultural, or medical purposes.

Spirit Days

Every Friday is Porter-Gaud Spirit Day. All students may choose to wear official Porter-Gaud gear: jerseys, polos, 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 with uniform bottoms. Spirit wear can be ordered through the online Spirit Store run by PGPA or at PGPA merchandise sales throughout the year.

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All uniform items can be purchased online at French Toast by following the [link](#) on the school homepage and using school code QS611DI. Items may also be purchased at the school-run used uniform sale.

Additional Rules Concerning Dress Code

- The Dress Code remains in effect for all students on campus between 7:45 a.m. and 3:30 p.m. unless specific permission is given by a faculty member, the Grade Level Dean, the Middle School Dean, and/or the Head of Middle School.
- Occasional dress-down days are awarded to students. Dress-down days excuse students from the mandatory parts of the school uniform, but they do not excuse students from the rest of the dress code. Rules concerning length, coverage, repair, etc. still pertain on dress-down days. All logos and writing on clothing must be appropriate for the school setting.
- The school will consider medical, cultural, and religious exemptions to the dress code policy on a case-by-case basis.
- The guidelines listed in this handbook are by no means comprehensive or all-inclusive. The 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.

Enforcement of Dress Code

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. During the homeroom period each morning, the Advisor determines adherence to the Dress Code. An email is sent to the Dean, by the Advisor, with the names of any students who do not meet the Dress Code. If a student is out of code in a way that cannot be corrected immediately, their parents/guardians 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.

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. Detentions may be given to students who are out of dress code and cannot remedy the situation immediately. In addition, the Middle School maintains records of violations, and repeated dress code violations may result in more serious consequences.

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Student Protection

Porter-Gaud Bullying Policy and Protocol

Definition of Bullying

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

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

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

Definition of Retaliation

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

Why Do Some Children Bully?

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

Types of Bullying

Remembering that bullying is aggressive, repetitive, and includes an imbalance of power, there are still several types of bullying, including:

- Direct bullying involves a direct confrontation with a person and can include pushing, hitting, name calling, and taunting.
- Verbal bullying is any type of communication that causes harm to another (taunting, teasing, name-calling, extortion, threat).
- Physical bullying is harming a person or property (shoving, hitting, tripping, damaging a person's property).
- Indirect bullying is a more subtle and covert act such as social isolation, spreading rumors, or exclusion.

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

Why is bullying harmful?

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

Prevention

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

Reports

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

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

Responding to a Report

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

1. **Notification to Parents:** The family of any student who is a potential target and the family of any student who may have been accused of engaging in bullying behavior will be contacted promptly after a complaint has been made.
2. **Investigation:** All reports will be studied further, which may include observations and interviews with the person who made the complaint, with the student who may have been the target, with

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the student against whom the complaint was made, and with any students, faculty, staff, or other persons who may otherwise have relevant information.

3. Resolution, Notification, and Follow up:

- If the allegation of bullying has been substantiated, disciplinary consequences will be assigned. In addition to disciplinary consequences, students may be required to attend counseling. The goal of the process is to correct the situation, avoid repetition of the behavior, and prevent retaliation for reporting.
- The families of both the target and the student against whom the complaint was made are notified of the findings of the investigation. The Division Head and/or Head of School will comply with applicable laws regarding the disclosure of confidential information when informing students and families. Please note specific disciplinary consequences will not be shared with the families of the targeted student.
- The counselor, Assistant Head of Upper School, Division Head or Head of School will conduct follow up conversations with students to inquire as to whether there have been any further incidents.
- The Division Head will keep a file on all reports of bullying or retaliation, the investigation, and any actions taken in response to a finding of bullying or retaliation.

Porter-Gaud Cyberbullying Policy

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

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

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

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

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interrupts or severely impedes the day-to-day operations of the school. Porter-Gaud cannot assume responsibility for how students choose to engage and participate on private social media accounts nor does it wish to, for that responsibility belongs to the students and to their parents/guardians. However, if, in the School's judgment, improper behavior by a student in social media activities is damaging to the welfare of Porter-Gaud students, or the reputation of the School, Porter-Gaud may take appropriate disciplinary action with sole discretion.

Disciplinary action for any form of cyber bullying, on school devices or not, may include: the loss of computer privileges, administrative detention, suspension, or expulsion for verified perpetrators of cyberbullying.

Hate Speech

Hate Speech is defined by the Cambridge Dictionary as "public speech that expresses hate or encourages violence towards a person or group based on something such as race, religion, sex, or sexual orientation." Hate speech is usually thought to include communications of animosity or disparagement of an individual or group on account of a group characteristic such as race, color, national origin, sex, disability, religion or sexual orientation. At Porter-Gaud School, hate speech of any kind is not tolerated and will lead to immediate consequences, as detailed below:

- Suspension and or recommendation for expulsion
- Restorative Justice Practices
- Required meetings with Community Engagement and Belonging Leadership
- Meeting with US Administration
- Automatic Disciplinary Warning or Probation
- At the school's discretion, any method of disciplinary actions set out in the Upper School Student Handbook
- Harassment/Abuse policy and/or other actions deemed appropriate.

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Chart of Consequences for Bullying and/or Harassing Behavior

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 ▪ Potential violation of the Harassment/Abuse Policy | <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 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 | <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 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. |

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Violent Behaviors/Threats

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

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

The School expects all members of the School community to warn or advise a teacher/supervisor, the Assistant Head of Upper School, the Head of Upper 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, that person is expected to communicate this information to the Head of School or the Head of the Upper School immediately for further investigation. Reports are treated as confidentially as practicable in keeping with a thorough investigation. The School does not condone any form of retaliation against anyone who reports under this Policy.

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

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

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

(Additional details can be found in Appendix C.)

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School Day Procedures and Expectations

Start of Class Day

On Mondays, Tuesdays, Thursdays, and Fridays, all students are expected to be in homeroom by the 8:00 am bell (A preliminary bell will ring at 7:55 am). On late start Wednesdays, all students are expected to be in homeroom by the 8:55 am bell.

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.

Excessive Absences

Students are expected to attend all classes on a regular basis. Students missing more than 16 class meetings per academic class in the school year (excluding field trips) jeopardize their promotion to the next grade level. The Student Support Team (SST), a group consisting of the Middle School Counselor, the Middle School Learning Specialist, and the rest of the Middle School administrative team will review each student's academic status should a student approach the 16-day absence mark. The team may recommend or require tutoring or remedial work or may require the student to repeat their current grade level. Extenuating circumstances considered by the Student Support 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 the student has made every reasonable attempt to keep up with the class work, the student remains eligible for credit.

Results of Excessive Absenteeism

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

- When a student reaches eight absences in a class in the first semester, the parents and advisor will be notified by email or letter from the Dean.
- After 12 absences in a class, a notification will come from the Middle School Head in a letter that reviews the policy. In addition, the Middle School Head or Dean will schedule a meeting with the student, along with his/her advisor and parents/guardians, to discuss the absences, to determine what, if any, extenuating circumstances apply, to discuss the possibility of a loss of credit in the class, especially if those absences are in the first semester, and to develop a plan to improve attendance.

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- Should the student's attendance fail to improve and the student hits 16 absences in a class at any point in the year, the Head of Middle School may likely decide that the student is not eligible for credit for the course(s). Students may be required to repeat the course or complete summer work at the discretion of the Middle School Head.

Lateness

All who arrive late are expected to sign in at the Middle School Office before going to class. The office issues a late slip that should be signed by each missed teacher and returned to the student's advisor. Medical appointments and sickness are valid excuses if a doctor's appointment note or a parental note comes in with the student.

- Middle School students are assigned an Administrative Detention after **four unexcused tardies** in a given quarter.
- After **eight tardies** for any reason in a term, a parent/Dean/Advisor conference is held to discuss a plan to prevent tardiness.

What To Do in the Event of an Absence

The school establishes the attendance policies and standards for its students. If a student is going to be absent from classes, the parent is to use the School Pass app to let the school know of the absence. In the case of a student missing two consecutive days without parent notification to the School, the School will seek verifiable proof of an illness. A student who returns to school without parental notification must receive administrative permission to attend class until parental notification has been provided.

- 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 is notified of missed assignments and deadlines established for making up the work.

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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:

- Present a note to the 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 "E").
- Present approved note and Planned Absence Form to instructors for signature, at which time the student should obtain assignments for work to be missed. Serious reservations noted by the faculty are passed on to parents.
- Return the signed note to the office before leaving school.

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.

Illness During The School Day

A student who becomes ill during the school day 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. Once their approved ride arrives on campus, the student should then sign out at the Middle School office.

The Head of Middle School or administrative staff are the only ones who may give students permission to leave campus.

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:

1. Present a parent's note to the Middle School Office for approval upon arriving at school.
2. Have instructors whose classes will be missed initial the approved note.
3. Obtain assignments from those instructors before leaving school..
4. Present the approved note and sign out on the iPad in the Middle School Office when leaving campus.
5. Sign back in on the iPad in the Middle School Office if returning before the end of the school day.

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Lunch, Snacks, & Other Foods

A nutritious lunch is provided for all students. Students are encouraged to avoid waste by taking only as much as they think they will eat. They may return to the food service lines if they would like additional food. Further, every student is responsible for returning trays, dishes, and utensils to the dishwasher station, and to dispose of any trash properly. Unless expressly approved by the Dean of Middle School or the Head of Middle School, dining hall utensils and dishes are not to leave Washington Hall.

Lunchtime Procedures

- 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 the administration.
- For the safety of students and staff, no more than 10 chairs are permitted around a table.
- Students may be assigned lunch tables if they are unable to meet lunchroom expectations.
- Students should not interrupt faculty members while dining.

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.

Snacks

As Porter-Gaud strives to be an allergy aware campus, students should only bring snacks listed in the snack list in the Allergy policy section of this handbook. Chewing gum is not permitted on campus. Glass beverage containers may not be kept in student lockers. (See the official snack policy later in the handbook.)

Food Delivery

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

Off-Limit 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.

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.

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- 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 work on school tasks.
- Students are expected to work on their own. Study hall is not a time for collaborative study or group projects.
- Students may be excused for extra help from a teacher. Students should return to the study hall when finished with the extra help session prior to the bell ringing.

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.

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 by advisory during Chapel.

Departure at the End of School Day

Parents/guardians of Middle School students should make arrangements to have them picked up as soon as possible after the end of their school day. If students are not attending extra help, team practices, working in the library or computer lab, or participating in an extracurricular activity, they should be picked up at 3:15. After the carpool lines disperse, students are not allowed to roam the campus freely.

For middle school students who can not regularly be picked up at 3:15, Porter-Gaud offers a Cyclone Club Extended Day Program for students in grades 5-8. This service is available Monday through Friday, 3:15-5:45 p.m., when school is in session for a full day. The same expectations of behavior are expected of students as if they were in school during regular school hours. Pre-registration is necessary to participate. For further information, call the Director of Auxiliary Programming 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.

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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.

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.

Communicating With Students And Teachers

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 voicemail message may be left. Also, a message may be sent via email; 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.

After School Hours

Messages for faculty members and administrators may be left on voicemail or sent via email.

Communication with Non-Custodial Parents and Guardians

Porter-Gaud's first obligation is to its students. Regardless of the relationship of parents/guardians to each other, we believe that a healthy partnership among the school and both parents is in the students' best interest. In cases of separation or divorce, we continue to communicate with both parents/guardians unless we are presented with a court order barring one parent/guardian from associating with their child. This means that each parent/guardian will have access to report cards, interim reports, and general mailings, regardless of who is paying the bills. Each parent/guardian is granted access to the child(ren), to teachers, and to administrators. Such access is provided without notification to other parties.

It is the parents'/guardians' responsibility to provide to the Head of School's office all records of court decisions and up-to-date contact information. Given the unique legal situation of each family, the school

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may make exceptions to this policy (e.g. to comply with a court order). The School may at any time require parents to seek a court order pertaining to any school matter as a condition of continued enrollment. If a family has a court order in place, including but not limited to, a divorce decree that includes custodial arrangements, a custody order, or a restraining order, the School must be provided with a complete and official file-stamped copy of the court order. Porter-Gaud requires parents and guardians to abide by any court order applicable to their child(ren). If a situation arises in which the custody or possession of a child is in question, a School representative will call 911 to request an officer arrive at the School to resolve the dispute.

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

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

Book and Backpack Storage

Students are assigned lockers for personal storage. Students should not leave books, backpacks, and other personal belongings on the hallway floors where they can be a hazard to passage; items left on the floor may be retrieved from the office. In Tyler Hall and the S&T Building, book bags are to be hung rather than left on the floor. Students are reminded that it is an Honor Code violation to remove books or any other items from another person's locker for any reason.

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 are paid for abuse of school items.

Posters And Bulletin Boards

All posters or advertisements are to be approved by the office before being displayed anywhere on campus.

Smartphones, Smartwatches, and other Devices

While Porter-Gaud acknowledges that many parents provide their children with cell phones as safety measures and as facilitators of communication and many students wear other smart devices, these devices can be disruptive to the academic routine. Students observed using their phone, watch, or other device for calls or texting in the classrooms during the academic day (8:20 a.m. - 3:20 p.m.) will lose their

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device for the day. Faculty may ask students to place devices in a designated area when in the classroom. Repeated violations will result in detentions. Students may use their phones outside the S&T and Upper School buildings. Confiscated devices may be returned at the end of the School day at the discretion of the Assistant Head of Upper School or Head of Upper School.

Skateboards, Scooters, Roller Blades, Roller Shoes, and Bicycles

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

Cell Phone/Device Policy

While Porter-Gaud acknowledges that many parents provide their children with cell phones as safety measures and as facilitators of communication and many students wear other smart devices, these devices can be disruptive to the academic routine. While we respect the carrying of cell phones to and from school, their use is strictly prohibited and can be used only before 8:00 a.m. and after 3:10 p.m. unless special, pre-approved provisions have been granted.

To protect the safety of our students and to provide support to their focus on academics, cell phones will be turned in to Advisors in homeroom each morning and retrieved at the end of the day at 3:10 p.m. If a student arrives late to school, cellphones are to be deposited at the front office before heading to class.

Violations of these rules will involve disciplinary consequences. Failure to turn in a phone is a breach of our Honor Code. We understand that, at times, students need to get in touch with parents/guardians and vice versa. In these situations, it is appropriate to call to and from the Middle School office in the S&T Building. The Middle School Administrative Assistant can locate your child and also allow your child to use the school phones.

Texting

Students must not use their personal cell phones for interactions with teachers and coaches, as per the School's Code of Conduct. It is preferable to communicate with teachers and coaches via e-mail or another communications method such as the Remind App.

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Social Media

Students are not permitted to direct message, be friends with, or follow any adult member of the PG community on any personal social media networking sites.

Students are not permitted to establish social media accounts that use the school's name or branding without permission of the Communications Office.

Use of Ride-Sharing Services

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

Extracurricular Activities/Privileges



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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. The Academic Requirements for eligibility are as follows:

- 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 the student 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.)

Middle School students may participate in the following sports:

- | | |
|-----------------|-------------------|
| ● Football | ● Track and Field |
| ● Volleyball | ● Golf |
| ● Cross Country | ● Swimming |
| ● Tennis | ● Baseball |
| ● Basketball | ● Lacrosse |
| ● Soccer | ● Cheerlead |

All students are expected to know the SCISA conference rules concerning behavior at athletic contests. All athletes are also 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.

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Section II

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

- 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.
- By arguing with an official(s) or going through motions indicating dislike/disdain for a decision.
- By making any degrading remarks or criticism of any official, coach, athlete, or school to any news media.
- By using any foul, abusive, or profane language at any time.
- By hitting, shoving, or striking any official, coach, athlete, or fan at any time (or attempting to do so).
- By being ejected from any contest.
- By using and/or displaying alcoholic beverages, tobacco (including smokeless types), or other controlled substances (strictly prohibited at any SCISAA event).
- 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 their own fine. The School will not pay fines for either students or coaches.

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Porter-Gaud School Athlete's Code

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

- The use of alcoholic beverages, unprescribed drugs, narcotics, or tobacco is strictly forbidden. Use of banned substances or being under the influence of banned substances while under the supervision of Porter-Gaud School, whether on campus or at away games, 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.
- Being a part of a Cyclone team is a privilege and comes with the responsibility to make the team a priority. Student-athletes are expected to attend all scheduled practices and contests. 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 appointments, family emergencies, weddings in the immediate family, and religious holidays are the only valid excuses for missing games or practices.
- Students are expected to be present for all classes of the school day to either practice or play. The possibility exists for an exception to be made if a student has a legitimate excuse (for example, a doctor's appointment), but those exceptions will be determined by the Dean and/or Head of Middle School in consultation with the Athletic Department, preferably in advance. A parent phone call does not automatically constitute an excused absence.
- **Academic and Extracurricular Conflicts:** The Athletic Department makes every effort to preclude conflicts between scheduled practices, interscholastic games/matches, and major academic or extracurricular events. However, on occasion, such conflicts may occur, e.g., the annual Youth in Government conference, SCISA academic or extracurricular competitions, or academic field trips. Porter-Gaud's guiding principle is that School-sponsored academic activities take priority. Consequently, no penalties (such as extra practice or suspending or benching an athlete) are prescribed when a student-athlete chooses to participate in such an activity and informs his/her coach at the earliest opportunity and well in advance so that there is sufficient time for appropriate planning and resolution in the interests of all concerned. The coach should consult with the Athletic Director in the event of unanticipated circumstances or unclear interpretation of this policy.

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- **Athletics, the Arts, and Student Life:** One of the advantages Porter-Gaud offers over many schools is the opportunity for our students to excel in both athletics and the arts. There are very few circumstances in which it is impossible to balance the two due to simultaneous obligations. However, in most cases, the Fine and Performing Arts Department and the Athletic Department work extremely well together to allow our students to participate in multiple areas of campus life. It is the responsibility of the student involved in multiple school activities to be proactive in communicating with both departments to minimize conflicts.
- **Club and Travel Sports:** Porter-Gaud athletics are *education-based*. Our mission and aims are different from those of most pay-to-play teams. While we applaud the efforts of our students to develop their athletic skills, we believe that specialization in a single sport, particularly at an early age, is not in the best interest of most young athletes. Participation on a pay-for-play team is never a requirement for playing a Porter-Gaud sport. As a general rule, Porter-Gaud coaches are not expected to make the same sorts of accommodations to balance athletes' outside-of-school activities with their Cyclone team responsibilities as they would for other school-related activities (whether athletics, arts, service, or spiritual). Any adjustments made to accommodate outside sports team play are at the discretion of the Porter-Gaud team's coach and may vary based on individual circumstances.
- To maintain extracurricular eligibility, Porter-Gaud School expects a player to be in good academic standing. This means the player must have passed all academic courses during the previous term and currently be passing all academic courses. A student may have an exception for 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 the Department Chair, Head of School, Head of Middle School, and coach or activity sponsor.
- 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.
- 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.
- Team captains shall use their leadership ability and influence to assist in the enforcement of these rules.
- Final responsibility for the interpretation and enforcement of these rules rests with the head coach, the Athletic Director, and his/her staff.
- 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 the Middle School, the Athletic Director, and the coaching staff.
- Enforcement may include temporary benching, suspension from 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.

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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 Community Sportsmanship Guidelines

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

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

Be Courteous to All

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

Know the Rules, Abide by and Respect the Officials' Decisions

Utilize every opportunity to promote understanding of the rules of the contest within the School and community; accept the officials' decisions without a display of temper, argument, or derogatory remarks.

Win with Dignity, Lose with Character

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

Exercise Self-control

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

Permit Only Positive Sportsmanship

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

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

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Porter-Gaud Student Passes

Middle and Upper School Porter Gaud students have the ability to obtain an athletics season pass via the online ticketing site which can be accessed via the school's website. Each student will be given a code in the first weeks of school to be used to purchase the pass. That pass will grant them free admission to all 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, also via e-ticket. 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, that student is not permitted to return. Lower school students are admitted free with a parent.

Team Travel

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

Field Trips/ Field Day/ Winterims/ Grade Level Class Trips

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

If a permission slip signed by the parent or guardian is not returned to the school, the student cannot be permitted to go with the group. **DUE TO MIDDLE SCHOOL ATHLETES OCCASIONALLY PARTICIPATING ON UPPER SCHOOL ATHLETIC TEAMS, THERE MAY BE SCHEDULING CONFLICTS** (ie. State championship games or matches, extended practice or game schedules). *In the event that there is conflict, previous commitments of payment for Winterim or class trips must still be met, as costs are incurred by the school in advance of these trips.*

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Student Insurance

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

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

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

Gym Rules

- No students are allowed in the gym while P.E. classes or team practices are in progress.
- Students may not wear street shoes on the gym floor.
- Students are not allowed to participate in P.E. class unless properly dressed in physical education apparel.
- Students are not allowed in the gym during community life or recess unless scheduled by the Dean of Middle School
- Students may not use gym facilities without the supervision of a member of the faculty.
- After 3:00 p.m., during basketball and volleyball seasons, the courts are off limits to all students not participating in regular team practice.
- 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.
- Students may not move the bleachers or goals.
- Students may not bring food or drinks into the gym or locker rooms.
- 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

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encouraged to participate in as many of these projects as time permits based on their own interests and to also participate in projects sponsored by non-school community organizations, churches, or synagogues. Because Porter-Gaud students do not earn service hours for vestry, choir, or serving as a chapel acolyte at school, all similar tasks at religious organizations will not count toward student service hours at Porter-Gaud. Service projects organized by a religious organization to help the needy or the environment may count toward student service hours. Students should fill out a Porter-Gaud Middle School Service Form for each project and have it signed by a sponsor of the activity. The Middle School Service Form is available online. All 5th, 6th, 7th, and 8th graders are encouraged to submit service hours. Service will be recognized at quarterly receptions. Fifteen service hours are required for consideration for the Clark Principal Award given in the 8th grade.

Student Activities

Fundraising Projects By Students

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

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

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Middle School Clubs & Organizations

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

- MS Service Club
- Minecraft Club
- Girls In
- Battle of the Books
- Art Club
- Vestry, Jr. Vestry, Bible Study
- World Language Clubs (French, Latin, Chinese, Spanish)
- Global Union
- Math Counts, Quiz Bowl, Spelling Bee
- Drama Club
- Social Justice Book Club

Student Council

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

Boys' And Girls' Choirs

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

Middle School Socials

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

Important School-Wide Policies and Programs



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Code of Conduct - Guidelines for Protecting our Students

Our Code of Conduct outlines appropriate standards of behavior for all adults towards our students. The Code strives to protect students, reduce opportunities for abuse or harm to occur, and promote student safety and welfare in the Porter-Gaud School environment. The following expectations of behaviors and boundaries are for all adults interacting with students within our School community. This includes all full-time and part-time employees, volunteer coaches, substitute teachers, Flik Dining personnel, student athletic trainers, tutors, bus drivers, chaperones for overnight field trips, after-school or summer camp program staff, parent/guardian volunteers, and any others who may be in close contact with our students at the School's behest.

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

Appropriate Interactions

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

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Inappropriate Interactions

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

Prohibited Interactions

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

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Porter-Gaud Acceptable Use Policy (AUP) 2023-2024

The growth in technology has changed our lives in many positive ways, and Porter-Gaud has been a leader in taking advantage of all that these changes offer in furthering our mission of academic excellence. In order to successfully and appropriately use technology at Porter-Gaud, every student and parent/guardian should read and fully understand our Acceptable Use Policy (AUP). This AUP outlines the acceptable use of all Porter-Gaud technology, including but not limited to computers, iPads, digital equipment, the school's network, and the internet. Please note that in this AUP the term "device" refers to any electronic device that is on campus.

General

- Technology at Porter-Gaud School is a privilege, not a right.
- Passwords are not to be shared.
- Our e-mail, internet, devices, and other electronic resources are intended solely for appropriate educational purposes here at Porter-Gaud.
- In order to ensure its computer equipment and technology is used by students for appropriate purpose; the School exercises its right to monitor and oversee communications, including on and off campus internet use, network, and e-mail use.
- All information and emails that are created, sent, received or stored on Porter-Gaud systems are the sole property of Porter-Gaud.
- 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.
- Devices designated for faculty or staff may be used by a student only with specific permissions and supervision of the faculty or staff member.
- Students are not permitted to use their personal devices at school. These cannot be locked down, monitored or trust that it is being used for academic purposes.

Network

- Porter-Gaud provides wired and 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.
- 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.
- 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.

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- 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.
- The School prohibits any attempts to disable or bypass the internet filter on or off campus.

Email

- E-mail is to be used only for exchange of appropriate School-related information. (Students may not access non Porter-Gaud email accounts.)
- 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

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

Hardware

- Device settings may be changed only with the consent and supervision of the Technology Department.
- No food or drink is allowed near a device.
- No student should try and fix a device without the consent and supervision of the Technology Department.
- Cases must stay on devices at all times. If your case is damaged or broken, please see the helpdesk to get it fixed. No stickers or defacing of cases is permitted.
- In the event of virtual learning, please keep the device on a stable table to prevent it from falling and getting damaged. Plug device into surge protector when charging
- Lost or damaged equipment could result in a repair or replacement fee. Please handle and store your school technology in a safe place and appropriate manner. This is important on campus and off campus. These fees range from \$10-\$50 for accessories, \$50-\$75 for device repair and \$300-\$1000 to replace the entire device.

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Remote Learning

Porter-Gaud's AUP is valid both in school and for remote learning. In the event of hybrid and/or remote learning, device cameras will be used in the classroom to support our remote learners.

Parents/guardians must assume the role of assuring all AUP guidelines are followed. Additionally:

- Please be aware that students can be seen by other students who are remote learners.
- Parents/guardians may help their students with troubleshooting technology problems or connecting to synchronous classes but should not sit in on classes conducted via videoconferencing for the privacy protection of the other students in the classroom.
- Students, parents, and guardians are not permitted to record virtual class meetings or take screenshots of meetings or class materials shared in a videoconferencing format.

To protect community members' privacy, students and parents/guardians may not post materials to any social media platform from a Porter-Gaud class. This includes screenshots, photos, videos, or files of any type.

Unacceptable (Prohibited) Use

While good judgment and personal responsibility are always expected, the following are some guidelines for unacceptable use of School technology.

- Computer/iPad/internet games (unless specifically requested by a teacher)
- Use of computers, iPads, personal devices, and digital equipment for recording of any material without the consent of all who are being recorded
- Accessing, possessing, or downloading inappropriate or objectionable material
- Sending, soliciting, or intentionally viewing sexually-oriented messages or images
- Writing, soliciting, sending, possessing, printing, saving, or forwarding offensive, bullying, or harassing statements to external or internal recipients
- Installing or using unauthorized applications, software, or hardware on Porter-Gaud computer or iPad systems
- Hacking
- Accessing another's files or using another's password
- The inappropriate use of any electronic device, including digital and electronic devices which are on the Porter-Gaud campus, regardless of ownership
- Dissemination or printing of copyrighted materials (including articles and software) in violation of copyright laws
- Operating a business or soliciting money
- Gambling or engaging in any other activity in violation of local, state or federal law
- Forgery of messages
- Originating or forwarding "chain letters", i.e. letter sent to several persons with a request that each send copies to several persons with the same or similar request

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- Any activity that significantly prevents or inhibits academic work
- Any illegal or potentially illegal use or activity related to computer or personal device use. If in doubt, always ask a teacher or the Technology Department.
- Students are not permitted to direct message, be friends with, or follow any adult member of the PG community on any personal social media networking sites.
- Students are not permitted to establish social media accounts that use the school's name or branding without permission of the Communications Office.

Legal, Practical, and Safe Practices

In contrast to the above mentioned unacceptable use guidelines, below are some guidelines for legal, practical, and safe use of School technology

- Develop and use good judgment. (no food or drink near devices; follow all teacher rules; use as directed for school assignments; no defacing of devices)
- Inform a teacher immediately if somebody makes an inappropriate comment to you via the Internet or network. Never answer messages from strangers who contact you over the Internet, and never offer information of any kind about you or your family. Never arrange to meet with strangers who have or may attempt to contact you via the Internet.
- Be careful not to access, transmit, or possess material that is profane, abusive, harassing or otherwise questionable.
- Properly identify the source of material incorporated in your own work; do not plagiarize. Dissemination or printing of copyrighted materials (including articles and software) is a violation of copyright laws.
- Porter-Gaud resources are not for use in any commercial activities, gambling or political lobbying.
- The computer lab is a very busy place; when sitting at a computer, you should be using it. Courtesy dictates that you not tie up the use of Porter-Gaud computers, network, printers, etc with tasks that are unrelated to Porter-Gaud academic and extracurricular obligations.
- Maintain your privacy. Users are responsible for their own actions and words as well as for their own account. Never share passwords, use another student's School network account, or use the password belonging to someone else.
- Always be polite and respectful to people with whom you are communicating. Take pride in the 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 Divisional Heads.

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The Porter-Gaud Food Allergy Guidelines

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

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

These guidelines are for Porter-Gaud campus during normal school hours. These guidelines cannot be guaranteed for any extracurriculars, athletics, extended day, camps, field trips, events, concessions, etc. outside of normal school operating hours.

The Porter-Gaud School Administration Responsibilities

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

Lower School Responsibilities

- Prohibit bake sales and outside food sales as a source of fundraising.
- Encourage items from approved snack lists during school hours. This includes food items for snacks during morning snack time.
- No food can be brought in by parents for birthday celebrations. Each homeroom class has special ways of recognizing students on their birthday.

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- All food brought into the classroom for class, grade level, and holiday parties will be coordinated by homeroom teachers and room parents. All food provided by faculty should come from the approved snack list, the Dining Hall, or be approved by division heads.

Middle School Responsibilities

- Prohibit bake sales and outside food sales as a source of fundraising.
- Encourage fruit, approved snack list items, and food prepared by the dining hall during school hours. This includes food items for snacks during Community, exams, ERBs, or advisory meetings.
- No outside food for birthday and holiday parties. Encourage non-food items to celebrate special days or program events, so all students may participate.
- On certain occasions, faculty may provide snacks to students during class or advisory. All food provided by faculty should come from the approved snack list, the Dining Hall, or be approved by division heads.

Upper School Responsibilities

- Encourage items from approved snack lists during school hours.
- On certain occasions, faculty may provide snacks to students during class or advisory. All food provided by faculty should come from the approved snack list, the Dining Hall, or be approved by division heads.
- Outside food is often used for special events and meetings. Commonly used outside companies include but are not limited to: Papa John's Pizza, Paisano's Pizza, Chick-fil-A, Verde, Jersey Mike's Deli, Marco's Pizza, Chipotle, Moe's, Jason's Deli, East Bay Deli.
- Students may bring outside food to campus for consumption. Porter-Gaud is unable to monitor or police what is brought to campus. Therefore, students should not share food and self-advocate for themselves regarding any potential allergen.

Faculty & Staff Responsibilities

- Be aware of which students in their care are known to be at risk of allergic reactions.
- Know the signs and symptoms of an allergic reaction as provided in the student's individual health plan.
- Treat allergy information confidentially unless necessary to share for the safety of the student
- Be aware of and implement the emergency plan, in accordance with the student's individual health plan if a reaction is suspected.
- Promptly contact and inform the school nurses of any allergy-related incident, but do not delay intervention in an emergency when attempting to contact a nurse.
- Provide substitute teachers with relevant, specific allergy information pertinent to individual student allergies.

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- Reduce the likelihood of accidental allergen ingestion by exercising due diligence in monitoring food policies, including no sharing of food.
- Reinforce safe health measures such as hand washing before eating, washing desk/table surfaces before and after eating.
- Use approved lists for class parties and events. On certain occasions, faculty may provide snacks to students during class or advisory. All food provided by faculty should come from the approved snack list, the Dining Hall, or be approved by division heads.

Parent/Guardian Responsibilities

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

Student's Responsibilities (developmentally appropriate)

- Should bring only items from approved snack lists for consumption during school hours.
- Should not trade or share food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.

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- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if she or he eats something that may have exposed him or her to an allergen.
- Wash hands before and after ingesting food.
- Upper and Middle School students are required to have access to their prescribed emergency medication on campus at all times. If emergency medication is needed and/or administered, please notify the school nurses or an athletic trainer (during a sporting event) immediately.

Communication Guidelines

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

Education Guidelines

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

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Flik Dining Responsibilities

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

School Nurse Responsibilities

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

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- Encourage students who require emergency medications as part of their individual health plan to carry the medication in their backpack or on their person at all times including field trips, athletic events, and overnight trips.
- Coordinate with staff responsible for overnight trips and ensure the student's emergency action plan is available and accessible to responsible faculty. Stocked epinephrine auto-injector(s) will be provided as deemed appropriate for each trip.

Student Brought Snacks

As Porter-Gaud strives to provide an inclusive and safe environment that is “allergy aware,” we ask that students and parents do everything in their power to provide snacks that are nut-free. Please always consult packaging for allergen warnings, and when in doubt, do not send an item to school. In order to better facilitate nut-free snacking, we have outlined many specifically excluded snacks and provided an approved nut-free snack list. All student-brought snacks should come from the below list.

Approved Nut-Free Snack List

- Fresh Fruit/Vegetables
- Raisins/Dried Fruit
- Cheese (stick, cube, sliced, round)
- Roasted Chickpeas
- Beef Jerky/Turkey Jerky
- Applesauce/Fruit Pouches
- Popcorn (no popcorn mixes containing nuts) - Smartfood, PopCorners
- Pretzels (no peanut butter filled)
- Chips (not fried in peanut oil) - SunChips, Cheetos, Pringles, Doritos
- Vegetable-based Snacks - Veggie Straws, Pirate’s Booty
- Crackers – saltines, Ritz (plain), Wheat Thins, Triscuits, Goldfish, Cheez-Its, Annie’s Organic Bunnies, Annie’s Organic Cheddar Squares, (nothing by Keebler)
- Cookies – ginger snaps, sugar wafers, Biscoff, Lorna Doone, Barnum’s Animal Crackers, Nilla Wafers, Oreos (original flavor only)
- Graham Crackers - Teddy Grahams
- Fruit-filled Bars - Nutri-Grain, Nature’s Bakery, Fig Newtons
- Fruit Snacks/Bars - Welch’s Fruit Snacks, ZEGO, That’s It, BEAR, Pure Organic
- Bare fruit and veggie chips
- Fruit-Based Candy - Gummy Bears, Twizzlers, Starbursts, Skittles, LifeSavers, Swedish Fish
- Quaker Rice Cakes
- Entenmann’s Little Bites Muffins
- Chex Mix (original flavor only)
- Nature Valley Granola Bars (Oats & Honey flavor only)
- belVita Breakfast Biscuits (not the nut butter filled sandwiches)

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- Anything made by Made Good, Enjoy Life, Yum Earth, and Zee Zee's

For those with food allergies or sensitivities, please be aware that ingredients are subject to change, so caution is advised before purchasing and consuming the products listed above.

Specifically Excluded Snack Foods

- Peanuts
- Any form of tree nuts - almonds, cashews, walnuts, pistachios, hazelnuts, macadamia nuts, pine nuts, etc.
- Peanut Butter in any form - peanut butter crackers, Nutter Butters, Uncrustables, etc.
- Other Nut Butters in any form - almond butter, cashew butter, etc.
- Nutella in any form
- Candy or Trail Mixes that contain peanuts or peanut butter - Snickers, Reeses anything, Peanut M&Ms, Butterfinger, PayDay, etc.
- Baked goods (as these can often be made in a facility with nuts or contain nuts)

Health Care School Exclusion Criteria

Porter-Gaud follows guidelines set by the South Carolina Department of Health and Environmental Control (DHEC) for communicable and contagious illnesses. For the full list of conditions that exclude students, faculty, staff and volunteers/guests from campus due to illness, please reference [this document](#).

Students, faculty and staff are required to ensure that they do not unintentionally jeopardize the health or safety of the school community by spreading contagions to students or faculty/staff.

Therefore, a student should stay home from school if they have the following:

- A student running a 100-degree temperature or higher should not be sent to school.
- Parents/guardians should evaluate students with other signs of illness, such as unexplained rash, vomiting, diarrhea or any concerning health issues.
- Students must be symptom-free and have a temperature less than 100 degrees without medication during the 24-hour period prior to their scheduled arrival at school.

Should a student become ill during the school day, the parents/guardians will be contacted. The nurse's office does not permit extended care of a sick child, and parents/guardians are expected to make every effort to pick up the student as soon as possible.

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Medication Administration Policy

This policy governs Porter-Gaud School's administration of medications to students. The availability of medications is strictly limited to those students who follow school procedures as outlined below.

General

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

Emergency Medications

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

Prescription Medications

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

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Over-the-Counter Medications

Faculty and staff may not distribute over-the-counter medications to students unless it is deemed emergent. Students should be referred to the athletic trainers or the school nurses. Porter-Gaud School is not obligated to provide over-the-counter medications; however, commonly used over-the-counter medications will be stocked in the nurses' office. Over-the-counter medications may not be administered by a school nurse or an athletic trainer without parental consent. The online medical enrollment form allows parents/guardians to provide consent for the administration of common, over-the-counter medications that may be needed during school hours.

Stocked Items

Common over-the-counter medications typically stocked in the Nurse's Office include, but are not limited to:

- Pain Relievers: Acetaminophen, Ibuprofen
- Topical Creams/Ointments: Triple Antibiotic Ointment (Bacitracin Zinc), Zinc Oxide, Hydrocortisone, After-Bite relief (topical Benadryl), Sting Swabs (benzocaine/menthol), Vaseline
- Antiseptics: Hydrogen Peroxide, Betadine, Hibiclens
- Antacid: Chewable tums (calcium carbonate)
- Antihistamines: Benadryl, Claritin and Zyrtec tablets
- Emergency Response Medications: Glucose gels/tablets, Antihistamine (Benadryl)

If a student has any contraindication to any of the above stocked items, parents/guardians need to make this clear during the medical enrollment process.

Medications on Field Trips

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

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Student Insurance

Each student is currently covered by supplemental accident insurance carried by the School. Questions about the limitations of this policy should be addressed to the Business Office. Students and parents are responsible for obtaining claim forms from a school nurse, athletic trainer, or divisional admin team immediately following an accident. Any delay in submitting a claim could jeopardize payment.

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

Porter-Gaud School Challenged Materials Procedure

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

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

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School Emergency Procedures

Emergency Cancellation of School

In case of bad weather or emergency conditions, turn to local ABC, CBS, FOX, or NBC TV channels or tune in local radio stations for an official announcement about the closing of Porter-Gaud. The automated voice message service is also used whenever possible. Please do not call the office, the Head of School, the Head of Upper 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 Porter-Gaud website at its Homepage. The School also uses email for students and Finals site for the external community to further notify 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 and are crisis specific.

Fire

The fire alarm is announced by a loud horn and strobe lights. Should electricity be out and the School phone system not working, the School uses any available means of communication.

When the fire alarm sounds, those students closest to the windows are to close the windows and the class is to file out in a quiet, orderly fashion following the evacuation plan posted in each classroom. Teachers are to take their Attendance Record. The first students to reach the building's outer doors are to stay and hold them until the classes have filed out. Once outside at the rally point (staff parking or the practice field), students are to line up by class, and the faculty members account for all of their class members. From the sounding of the alarm until the end of the drill or emergency, absolute silence is to be maintained so emergency instructions can be heard and attendance can be taken.

In case of fire, remember

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

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Tornado

A tornado warning indicates a tornado has been sighted. The tornado warning alarm is announced by a long intermittent ringing of the school bell system. All students, faculty and staff should move to what are designated "best available shelter" areas - interior corridors (but away from glass doors), storage rooms, and interior bathrooms. They are to be seated with their backs to the corridor walls staying away from exterior windows. Any available wraps should be used to cover head, arms, and legs. The main floor areas of the gym, auditorium, and Washington Hall are not considered safe shelter areas, and students should be moved to interior walls of locker rooms and the storage rooms. People on both floors of the Fine Arts Building are to move to the interior offices and practice rooms.

In case of tornados, remember

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

Earthquake

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

In case of earthquakes, remember

- The earthquake alarm is a long continuous ringing of the School bell system.
- Duck, cover, and hold.
- After earthquake stops, faculty will assess injuries and damage to buildings and report that information to the appropriate School office.
- If the building you are in is damaged, evacuate the 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. Listen for faculty/staff instructions before moving.

Lightning

The school has the Thor Guard Lightning warning system to warn of threats of lightning strikes. The air horns and strobe lights are located on the roof of the Science and Technology building and the Press Box

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in the stadium. A lightning warning is indicated by one 15 second blast of the air horns and activation of the strobe lights. The 15 second air horn blast only sounds at the beginning of the alert, but the strobe lights will remain active throughout the alert. The “all clear” is indicated by three 5-second blasts of the air horn with a 5-second pause in between (5 on, 5 off, 5 on, 5 off, 5 on) and the strobe lights turning off.

In case of lightning, remember

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

ALICE Lockdown/Shelter in Place

A Shelter in Place means there is a situation near or on the campus and that faculty, staff, and students should take actions to minimize the possibility of harm. Students and staff can continue with normal activities, but must come or remain inside until the threat has passed. A Shelter in Place signal is an announcement over the telephone/PA system or by other means available.

An ALICE/Lockdown means there is a situation near or on the campus, such as an armed intruder, with an imminent threat to Porter-Gaud personnel which requires faculty, staff, and students to take immediate action to shelter and stop all movement. ALICE/Lockdown signal is a “ALICE/Lockdown” announcement, and/or the emergency sounding (½ sec on, ½ sec off, ½ on, ½ off, pattern repeating for 1 minute with a slight pause every 10 seconds) of the exterior warning horn system. In these situations students need to follow the instructions of teachers or staff instructions.

In case of a Shelter in Place or ALICE/Lockdown, remember

- Students and parents/guardians should immediately seek shelter and enter the closest building/classroom and follow the specific directions from the faculty/staff.
- If a student or parent/guardian is in their car on campus, they should leave campus.
- If a student or parent/guardian receives notice of a Shelter in Place or ALICE/Lockdown while off campus, they should remain off campus and not come to the campus until the all clear is given.

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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/guardians, 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 843-402-4683.

Equal Opportunity Statement

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.

Student Name Usage Policy

Legal Name Changes

School records, including report cards and transcripts, require the student's legal name. Porter-Gaud will change a student's official records to reflect a change in legal name upon receipt of documentation, such as a court order or an amendment to identification issued by the state or federal government. In order to initiate this process, please contact the School Registrar. We will follow a protocol designed to respect and honor the student, which may include the involvement of the Director of Community Engagement and Belonging, the Counseling Office, or Division Heads.

Preferred Names

In situations where there is a desire to use a preferred name that is different from a student's first name, please contact the School Registrar. To the extent that Porter-Gaud is not legally required to use a student's legal name on school records or documents, the School will use the student's preferred name with parent/guardian approval.

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Harassment and Abuse Policy Summary

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

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

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

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

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

Abuse can manifest in many forms, including physical, sexual, or psychological abuse. Porter-Gaud prohibits and is committed to the prevention of all types of abuse. For Porter-Gaud purposes, the term "abuse" can refer to any incident where any individual, adult or child, engages in conduct that harms or substantially threatens the physical, sexual or psychological well-being of any student. Such abuse includes:

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

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

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

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

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

While the initial complaint may be made verbally, Porter-Gaud may request a signed written complaint/report to follow. Although failure to immediately receive the complaint in writing does not prevent investigation, delay or lack of substantiated detail may hamper the investigation and appropriate resolution.

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

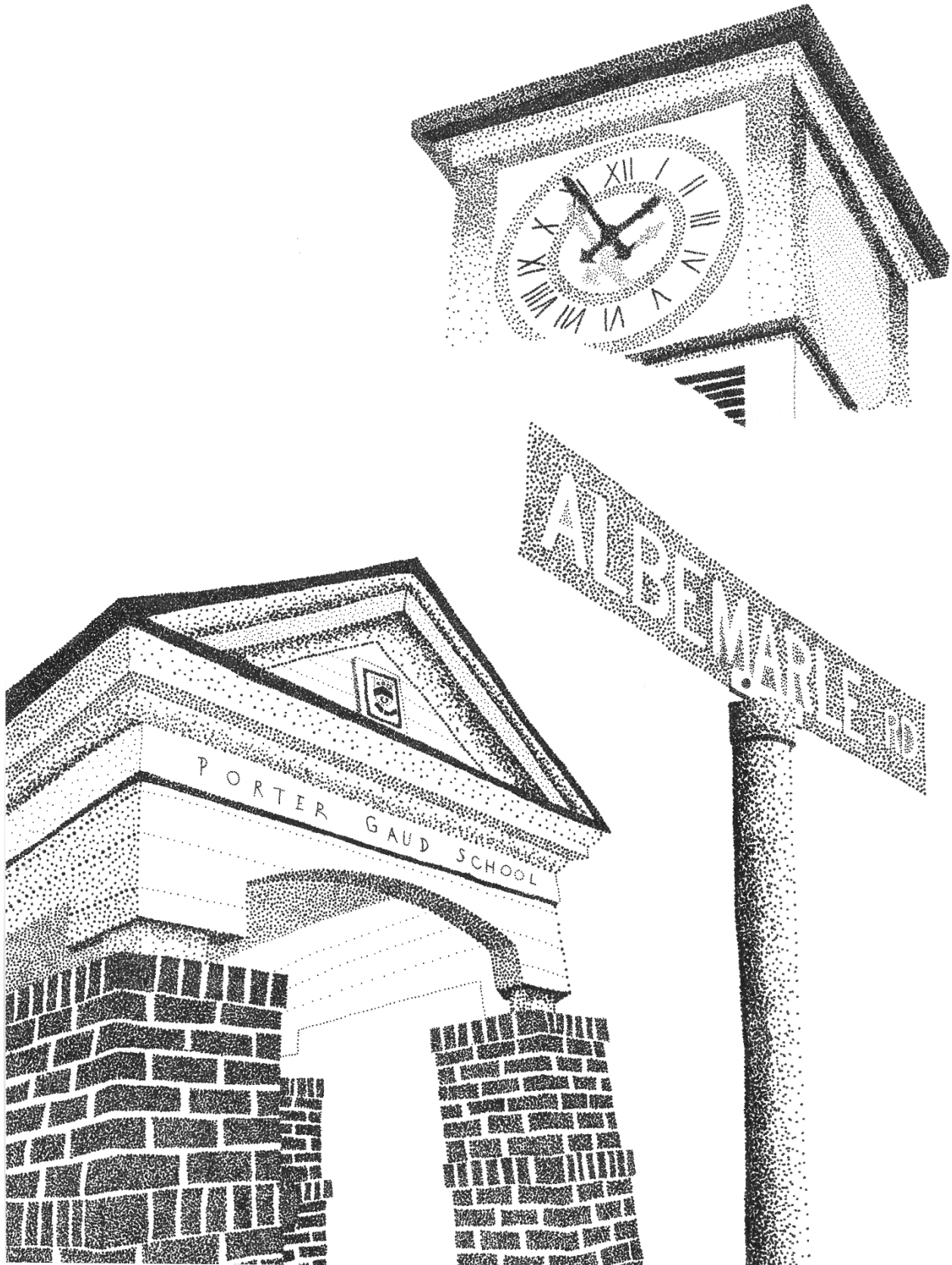
Porter-Gaud understands that such reporting may be embarrassing and makes every effort to handle the matter with sensitivity and discretion. Timeliness of reporting is extremely important since it may allow for a more complete investigation and better resolution and/or preventive measures. All complaints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

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

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

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

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Appendix A: Challenged Materials: Request for Reconsideration

Item Description:

Title_____ Author_____

Publisher_____

Date of Publication_____

Type of Material (book, video, periodical, etc.)_____

Division(s)/Department/Course in which item is used_____

Request Initiated by:

Name_____

Telephone #_____ Address_____

City_____ State_____ Zip_____ E-mail_____

Complainant represents:

Self_____ or Group/Organization_____

Name of Group/Organization_____

Address of Group/Organization_____

(more questions on page 2)

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Please type your answers to the following questions and submit them with the first page of this document.

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

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Appendix B: Harassment/Abuse Policy

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, and other forms of 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.

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.

- Harassment is defined consistent with the law to include conduct which has the purpose or effect of unreasonably interfering with a person's academic/school related or job performance or of creating or, for the School's purposes, tending to create, an intimidating, hostile, or offensive school or work environment on the basis of a person's legally protected status other than sex or gender, i.e. race, age, color, religion, national origin, disability and/or military service or obligation.
- Non-Protected Status Harassment: For Porter-Gaud's purposes, prohibited harassment in the academic environment not necessarily based 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.
- Abuse: Porter-Gaud prohibits and is committed to the prevention of any form of abuse, including physical, sexual, or psychological abuse. For Porter-Gaud purposes, the semester "abuse" can

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refer to any incident where any individual, adult or child, engages in conduct that harms or substantially threatens the physical, sexual or psychological well-being of any student. Such abuse can be subdivided into three areas:

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

Reporting Duties for All Types of Harassment and/or Abuse

Any student or employee who believes that a faculty member's, administrator's, school employee's, non-employee's or fellow student's actions or words constitute illegal discrimination, harassment, or abuse toward themselves 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 a School Counselor, a Division Head, or any 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, the reporter may be asked to submit a written description to the Head of School. Reporting responsibilities are detailed in Appendix D entitled "Reporting Responsibilities, Investigation, and Complaint Resolution for Protected Status Discrimination and/or Harassment/Abuse."

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 or Christian Science practitioner, religious healer, school teacher, counselor, principal, assistant principal, social or public assistance worker, substance abuse treatment staff, or child care worker in any daycare center or foster care facility, police or law enforcement officer, undertaker, funeral home director or employee of a funeral home or persons responsible for processing of films 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, a Dean, a School Counselor, or any Head of Division who will assist in determining its duty and, if determined appropriate, assist in contacting the proper authorities.

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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.

Cooperation

All school employees, students, and 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.

No Retaliation

Retaliation against any student or employee for filing a complaint, participating in an investigation, 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.

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

A complaint of alleged harassment, student, abuse 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 a Dean, a School Counselor, a Division Head, 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 instead 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 Appendix C in the section entitled "Reporting Responsibilities, Investigation, and Complaint Resolution for Protected Status Discrimination and/or Harassment/Abuse."

Confidentiality/Reporting

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

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Discipline and/or Corrective/Responsive Action for Harassment and/or School Related Abuse

Complaints Involving Students

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

Complaints Involving School Employees

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

Appendix C: Reporting Responsibilities, Investigation, and Complaint Resolution for Protected Status Discrimination and/or Harassment/Abuse

Reporting Duties for Discrimination, Harassment, and/or Abuse

Any students or employees who believe that a faculty member's, administrator's, school employee's, non-employee's, or fellow student's actions or words constitute discrimination, harassment, or abuse toward themselves or toward others has a responsibility to report the situation immediately to the Head of School, or in the Head's absence, unavailability, or in case of other concern, to a Dean, a School Counselor, a Head of Division, 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, the reporter may be asked to submit a written description to the Head of School or a Board designee, as applicable.

This reporting responsibility specifically includes the Deans, counselors, Division Heads, the Chaplain, teachers, staff, and any other administrator, supervisor, or person 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 their absence or a conflict to the Board Chair.

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

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

Complaint and Investigation

A complaint or report of discrimination, harassment, and/or abuse may be made by anyone involved, including a student, parents/guardians, faculty, staff, administration, or eyewitnesses including teachers, staff, administration, parents/guardians, 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 discrimination and/or

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harassment (including sexual/gender harassment) or student abuse, 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/guardians, 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 discrimination, school related abuse, harassment of a similarly offensive nature based on including 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 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 it has been determined 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 will follow.

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

Appendix D: Use of Facilities

General Guidelines

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

- Porter-Gaud property is posted “PRIVATE PROPERTY; NO TRESPASSING”.
- All facilities are unavailable for public use without prior written approval from the Facilities Use Committee or without a fully executed Agreement for Use of Porter-Gaud Facilities/Release, Hold Harmless, and Indemnity Agreement for faculty/staff members or students/parents/guardians intending to use the facilities for personal recreational use. Approval of requests for use is solely at the discretion of the School to include, without limitation, consideration of the requesting party’s affiliation with Porter-Gaud and consistency with school philosophy and school-related activities.
- With the exception of current faculty, staff, students, and parents/guardians 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.
- Other than faculty, staff, parents/guardians, 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 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/guardians, 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.
- No regular and continuing use of the facilities is permitted except as specifically approved by the Facilities Use Committee.
- All maintenance, labor, security, and utility costs incurred by a group are 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.

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- 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.
- 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.
- 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.
- 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.
- Copies of the Asbestos Management Plan, three year re-inspection results, and six month periodic surveillance inspection reports are located in the Upper School Reception Office and the Plant Manager's Office. These documents are available for review during normal working hours. All identified asbestos-containing materials are in good condition and present no hazard to students, faculty, staff, or other occupants. No response actions are required or planned at the present time. Any questions on this information should be directed to the Porter-Gaud School Plant Manager, Mr. Deryl Farr, at (843) 402-4748.
- Parking lots are available for school events only.
- Parking is available only for regular-sized vehicles to include cars, pickups, vans, and SUVs. Parking for oversized vehicles, such as RVs, vehicles pulling trailers, and trucks larger than pickup size, is not available except by special permission from the School Administration.
- All vehicles operated on Porter-Gaud School property are to be properly insured and licensed as required by applicable state law.

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

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

Buildings

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

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- Porter-Gaud classes, educational requirements, or other school-sponsored activities take precedence over all other needs.
- No food service is available from the school for any function. The approval to use a facility does not include approval to bring in food or beverages. Any plan to have food or beverages in any facility is to be specifically included in the facility usage request.
- 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.
- Only non-skid athletic shoes are to be allowed on the gym floors.

Athletic Fields, Courts, and other Outside Areas

Under the General Guidelines above, limited use may be available under the following additional guidelines:

- Porter-Gaud athletic facilities, tracks, courts, and fields are for the use of Porter-Gaud students.
- 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.
- For all other outside facilities, Porter-Gaud physical education classes and athletic team practices and games always take precedence over any other use.
- Porter-Gaud students have priority for vacant courts for instructional and recreational use.
- Current Porter-Gaud students, parents, faculty and administrative staff who have executed the Agreement for Use of Porter-Gaud Facilities/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.
- 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 Agreement for Use of Porter-Gaud Facilities/Release, Hold Harmless, and Indemnity Agreement.
- 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.

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- No pets are allowed on the athletic fields, courts, or track. Any pets on campus are to be leashed at all times. Anyone having a pet on campus must have materials with them and immediately clean up after their pet. No Porter-Gaud grounds are considered “pet relief” areas.
- No bikes are allowed on the track, athletic fields, courts, or campus interior walkways and grounds.
- Play is limited to one hour if others are waiting to use a court.
- 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.
- Special requirements for using the rubber running track are:
 - All the gates around the track have been modified so they cannot open into the track, so do not try and force them in that direction. They can only open away from the track, but will open 180 degrees so they can fold back against the fence and not obstruct the walkway.
 - No one should operate any wheeled vehicles, carts, or equipment (golf carts, utility carts, bicycles, skateboards, scooters, trucks, cars, mowers, tractors, etc.) directly on the track surface. When it is necessary to cross the track with any type of authorized school equipment, a protective tarp must be placed over the rubber surface before driving across it.
 - Team benches should not be placed directly onto the track surface; the track surface must first be covered by a protective tarp and then the benches placed onto the tarp. If no protective tarp is down, the benches should be either on the grass or the asphalt surface along the outside of the track.
 - If there is going to be concentrated heavy foot traffic across the track to the field in one area (such as to or from the locker rooms), the crossing area should be covered with a protective tarp.
 - Spikes can be used, but only the 1/8” pyramid spikes. Longer pyramid or needle spikes cannot be used on the track.

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Appendix E: Porter-Gaud Middle School Planned Absence Form

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

PLANNED ABSENCE DETAILS *Completed by a Parent*

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

Student: _____

Date(s): _____

Reason: _____

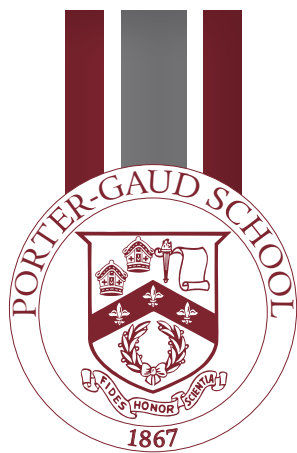
Parent Signature: _____

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

Michael Wright, Head of Middle School: _____

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

| SUBJECT | COMMENT | TEACHER'S INITIALS |
|----------|---------|--------------------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
| 4. _____ | _____ | _____ |
| 5. _____ | _____ | _____ |
| 6. _____ | _____ | _____ |



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