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Foreword

Welcome to Portledge School! We look forward to a stimulating year as teachers, parents and students work together to take full advantage of the school’s resources. Whether you are a family new to the Middle School or one with experience in each of our divisions, we encourage you to read this Handbook thoroughly. It addresses both general expectations and practical considerations.

As a small school, we are able to encourage individuality and independence in our students at the same time as we stress each student’s responsibility and commitment to Portledge. Our diversity builds a spirit of community that complements and reinforces the skills and experience of the faculty. Our beautiful campus provides a stimulating setting for learning: we count on everyone to maintain as well as appreciate it.

Parents are encouraged to telephone the Division Head to initiate communication, to share information, or to let the school know if there are certain at-home dynamics that might be affecting a child’s performance. Further, parents should feel free to contact the Division Head to ask for information or to request that a conference be set up. A constructive and open dialogue between parents and school can only help to strengthen the educational process for the child. Our goal is to foster the academic and personal growth of each student. We are excited to be working with you!

Susan Edwards-Bourdrez
Middle School Division Head
(516) 750-3216
sebourdrez@portledge.org

Simon Owen-Williams
Head of School
(516) 750-3201
sowenwilliams@portledge.org
Portledge School Mission Statement
Portledge School offers a competitive college preparatory experience in a warm and inclusive community. Students are inspired to realize their individual potential by developing the critical thinking skills and moral courage necessary for life-long learning in an increasingly complex world.

Philosophy (Updated 2019)
The Portledge School educational philosophy addresses a child’s personal, emotional, social, physical, and intellectual development. This integrative approach empowers students to develop self-awareness through reflection and introspection while recognizing the vital role of guidance and instruction provided by the teacher. A careful balance of support and challenge encourages students to engage with rigorous academics while developing a love of learning and appreciation for knowledge. Students are expected to be self-motivated and collaborative in the learning process, inside and outside the classroom. We aspire for students to develop the ability to think critically about themselves, what they are learning, and the world around them.

In accordance with these principles, Portledge School aspires to:

- develop in students a strong foundation of academic skills across the humanities, social sciences, and quantitative and life sciences, encouraging them to continually seek out and engage with increasing challenges as they progress through the curriculum;

- support students’ social and emotional development by promoting moral courage and the Portledge pillars of kindness, honor, purpose, respect;

- provide a strong sense of community with trusting partnerships among students, families, teachers, and administrators;

- foster aesthetic appreciation and individual talent with robust programming, facilities, and academic courses in a wide range of visual and performing arts;

- promote physical fitness, athletic excellence, sportsmanship, teamwork, and leadership through programs in physical education and interscholastic athletics;

- demonstrate a commitment to diversity, equity, and inclusivity through purposeful curricular and extracurricular programming and intentional hiring practices;

- offer a wide range of extracurricular activities that promote character development, enhance leadership opportunities, and encourage and maximize student participation within every division.

- guide students to make appropriate and healthy decisions in all areas of their lives, and especially when confronted with difficult situations and ethical dilemmas, through well-crafted and age-appropriate health and wellness education;

- promote faculty excellence by continually evaluating and reflecting on current teaching practices and pursuing education and professional development in current pedagogy and methods

To these ends, Portledge encourages in each student the lifelong fascination for learning and the development of character, intellectual courage, and global awareness which are the hallmarks of a truly educated citizen.
The History of Portledge School
In May 1965, the trustees of the Alice K. Coffin Fund, Inc. gave 63 acres of the Alice S. Coffin estate, Portledge, and all the buildings on this land, to the adjoining Miss Stoddart’s School for Very Little People for the purpose of establishing a coeducational college preparatory day school.

Portledge found its early mission aiming at “providing an atmosphere of warmth and friendliness where the joy of learning and excitement of discovery are encouraged, shared and emphasized equally with the acquisition of knowledge, academic skills and the rigor of intellectual discipline.” The main residence was renovated during the summer, and Portledge School opened in September under the guidance of Headmistress Mary F. Jonathan with 100 children in nursery, kindergarten, first and second grades. A grade was added each year until the first senior class graduated in 1976.

The next two decades marked an era where Portledge established strong foundations, as the school expanded enrollment and facilities, broadened the academic programs, and identified educational leaders who would direct the school during the formative years.

By 1970, the Lower School had been completed with a library, dining facilities, a gymnasium/auditorium, and additional classrooms. At the same time, the original Miss Stoddart’s School building had been transformed into the headmaster’s residence, Stoddart House. Also, in that same year, David S. Staples, who taught at Exeter and had been the assistant headmaster at the Key School, became the school’s headmaster. Mr. Staples was instrumental in seeing the school through its early expansion, as he oversaw the creation of both the Middle and Upper School divisions, and their respective buildings that provided classrooms, a library, science laboratories, and gymnasium. While the campus was growing in its physical plant during the 1970s, the latter part of the decade was highlighted by the hiring of Huson R. Gregory as the school’s third Head of School.

In 1977, Huson R. Gregory, who had been Director of Guidance and an English teacher at Princeton Day School in Princeton, New Jersey, joined the Portledge community. His leadership would span almost three decades, leaving an imprint on the school that will be forever felt. Mr. Gregory’s first charge handed down by the school’s Board of Trustees was to take his prior experience in private schools and help build a college preparatory curriculum at Portledge. Mr. Gregory’s effort to create a rigorous academic program that was vertically integrated through all divisions was a shared venture with two of his early hires. David Hoyler was named the Director of Middle and Upper School in 1980, serving in that post until 2010, and Lisa Cermak was appointed Director of Lower School in the same decade. The three would collaborate in the construction of Portledge’s academic “blueprint” that focused on preparing students for entrance into the elite colleges and universities of the nation while maintaining the community feel that Mary Jonathan established during the school’s inception.

Curt Sawyer was added to the faculty in the early 1980s, taking on the responsibility of Director of Athletics. Mr. Sawyer was instrumental in building an athletic program that provided Portledge students with competitive interscholastic sports. He was critical to the creation and maintenance of the school’s athletic fields and facilities which would grow to include a Lower School gym, Middle and Upper School gym, three full-scale fields, and five tennis courts. This core administrative group was supported by the faculty who worked at the school during the late 20th century, further establishing the school as a competitive college preparatory school and allowing the name and recognition of Portledge to expand throughout the independent school and collegiate communities.

The more recent history of Portledge has witnessed continued institutional growth as the school celebrated its 50th anniversary. The trustees of the late 1990s focused on raising capital for the school endowment and campus restorations. The school invested the raised capital into the Middle School building and in summer of 2000
completed Phase I of the Carriage House expansion that included new classrooms and Bahnik Hall, an all-purpose auditorium. The groundbreaking for Phase II of the Carriage House expansion occurred in August 2002, and the construction was completed by early fall 2003. The expansion provided outstanding facilities for the Middle School, including eight new classrooms and two new science labs, as well as dedicated space for instruction in music, studio arts, and computer science. The new building, dedicated as the Huson R. Gregory Carriage House in recognition of the 29 years of service that Headmaster Gregory gave to Portledge, would also have a new leader.

Susan Edwards-Bourdrez came to Portledge in 1983 and helped to shape the foreign language department serving as both teacher and later department head. She was appointed as the Middle School Division Head in 2005 and in that capacity has worked to strengthen the intellectual and social atmosphere while nurturing and challenging students as they transition from childhood to young adulthood. In that same year, Mr. Gregory was succeeded by Steven L. Hahn, who had served for 19 years as the head of Lawrence Academy in Groton, Massachusetts. Under Mr. Hahn’s first year of stewardship, the community undertook a review of the school’s strategic plan and collaborated on the creation of a new mission statement that helped to highlight key institutional qualities as well as establish both long and short-term goals. Mr. Hahn worked closely with the trustees, helping them to fully understand the scope of their leadership and what makes good independent school governance. The cooperative endeavor has allowed for critical growth in the past several years focusing on the expansion of Upper School enrollment, curricular development at the Lower School level, a strengthening of athletics and identifying “next generation” divisional leaders.

On July 1, 2012, Simon Owen-Williams officially became Portledge’s fifth Head of School. Prior to Portledge, Simon was Head of the Carlisle School in Martinsville, Virginia. Since his arrival, Mr. Owen-Williams has overseen a re-evaluation of our educational goals as we prepare our students for college and life in the 21st century; and he has sought to align all three divisions behind a set of guiding principles and teaching models to bring Portledge to the forefront of modern education. Mr. Owen-Williams also guided the school through a successful three-year strategic plan, 2014-2017, and has collaborated with members of key Portledge constituencies in the creation of 20/20: A Clear Vision, Portledge School’s next three-year strategic plan. Under the guidance of Mr. Owen-Williams, Portledge School has been accredited as an International Baccalaureate Diploma Programme School, further cementing the school’s commitment to providing a first-class college preparatory education to our students.

At the beginning of the 2017-2018 school year, Portledge School opened our latest capital project - the Portledge Commons. This 28,000+ sq. ft building provides Portledge with an enlarged dining hall, black box theatre, and additional classroom space.

At present, Portledge is a community of more than 500 students in pre-nursery through twelfth grade. Through all three divisions, Portledge prides itself on strong student-teacher relationships, awareness of the development of young children and adolescents, and the structure and support that enable students to take risks and build confidence to meet high expectations of scholarship and citizenship. Against this backdrop, we are continually re-examining and refining our programs to meet the needs of our families.

Portledge is a member of the National Association of Independent Schools, the New York State Association of Independent Schools, the Green Schools Alliance, and the College Board. Portledge has its absolute charter granted by the Board of Regents of the University of the State of New York, is accredited by the New York State Association of Independent Schools, and is registered as an approved, accredited secondary school by the Board of Regents of the University of the State of New York.
Correspondence and Inquiries
Inquiries should be directed as listed below.

| Mailing Address: | Portledge School  
| | 355 Duck Pond Road  
| | Locust Valley, NY 11560-2499  
| | 516.750.3100  |
| Head of School: | Simon Owen-Williams  
| | Patricia Rooney - Administrative Assistant  
| | 516.750.3201  |
| Upper School: | Harry Grzelewski - Director of Upper School  
| | Susan Simon - Associate Director of Upper School, Registrar, Yearbook Advisor  
| | 516.750.3206  
| | 516.750.3204  |
| Middle School: | Susan Edwards-Bourdrez - Director of Middle School  
| | Albert Intreglia - Faculty Administrative Dean  
| | 516.750.3216  
| | 516.750.3214  |
| Lower School: | Saralyn Lawn - Director of Lower School  
| | Leigh DeMaria - Director of Early Childhood  
| | Fay Martin - Lower School Administrative Assistant, Attendance, Bus Coordinator  
| | Lauren Domaradzki - Assistant Dean of Students for Lower School/Hiring Coordinator  
| | 516.750.3134  
| | 516.750.3224  
| | 516.750.3225  
| | 516.750.3195  |
| Dean of Students: | Jon Sandos ’03 - Dean of Students  
| | 516.750.3165  |

| Departments |
| Admissions: | Michael Coope - Director of Admissions  
| | Leigh DeMaria - Assistant Director of Admissions, Director of Early Childhood  
| | Kim Baratoff - Assistant Director of Admissions/International  
| | Amanda Slinger - Assistant Director of Admissions, Director of Financial Aid  
| | Caryl Shapiro - Admissions Assistant  
| | 516.750.3202  
| | 516.750.3224  
| | 516.750.3203  
| | 516.750.3253  
| | 516.750.3239  |
| Athletics: | Michael O'Donoghue - Interim Director of Athletics  
| | Ceci Mulry ’13 - Assistant Athletic Director  
| | Jane Larkin - Assistant Athletic Director  
| | 516.750.3211  
| | 516.750.3212  
| | 516.750.3192  |
| Business Office: | Richard Fleck - Chief Financial Officer  
| | Zoe Schwam - Director of Human Resources  
| | Carol Luzynski - Accounts Receivable  
| | 516.750.3251  
| | 516.750.3223  
| | 516.750.3231  |
| College Counseling: | Karen Crowley - Director of College Counseling  
| | Daniel Naftalis - Assistant Director of College Counseling  
| | 516.750.3215  
| | 516.750.3166  |
### School Closings

During the winter months, school closings due to unsafe driving conditions are announced on the school website (www.portledge.org), by email, and on the phone answering machine (516) 750-3100. If you live in Nassau or Suffolk County, you will also be able to see school closings on News Channel 12. If you live outside of Nassau or Suffolk County, you can access News 12 on the internet, and check for Portledge School. SMS (short messaging system) is used to text message families on their cell phones in the event of an unanticipated school closing as well. Should parents have any doubts about the advisability of driving, do not hesitate to keep children at home, even if school is open. In the event of a school closure, or a national or local emergency where the school is forced to close or make alternate plans to operate, tuition will not be refunded and will remain due in full.
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<th>August 2019</th>
<th>Mon 19</th>
<th>US Boys/Girls Soccer Pre-Season Practices Begin</th>
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<td></td>
<td>Mon 26</td>
<td>US Girls Tennis Pre-Season Practices Begin</td>
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<td>September 2019</td>
<td>Mon 2</td>
<td>School Closed - Labor Day</td>
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<td></td>
<td>Tue 3</td>
<td>Orientation Day</td>
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<td></td>
<td>Wed 4</td>
<td>School Begins (PK - 12)</td>
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<td></td>
<td>Thu 5</td>
<td>(PN &amp; Nursery Meet the Teacher - 10:00 a.m.)</td>
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<td>Sat 21</td>
<td>First Day of School for Pre-Nursery &amp; Nursery</td>
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<td>Mon 30</td>
<td>School Closed - Rosh Hashanah</td>
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<td>October 2019</td>
<td>Tue 1</td>
<td>School Closed - Rosh Hashanah</td>
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<td></td>
<td>Wed 9</td>
<td>School Closed - Yom Kippur</td>
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<td></td>
<td>Mon 14</td>
<td>School Closed - Columbus Day</td>
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<td>November 2019</td>
<td>Wed 6</td>
<td>NO Classes - Middle/Lower School - Parent/Teacher Mtgs</td>
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<td></td>
<td>Mon 11</td>
<td>School Closed - Veterans Day</td>
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<td>Wed 27 - Fri 29</td>
<td>School Closed - Thanksgiving Holiday</td>
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<td>December 2019/January 2020</td>
<td>Mon 2</td>
<td>NO Classes - Professional Development Day</td>
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<td>Mon 23 - Fri 3</td>
<td>School Closed - Winter Break*</td>
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<td>January 2020</td>
<td>Mon 6</td>
<td>School Resumes</td>
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<td></td>
<td>Mon 20</td>
<td>School Closed - Martin Luther King, Jr. Day</td>
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<td>February 2020</td>
<td>Wed 5</td>
<td>NO Classes - Parent/Teacher Meetings</td>
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<td></td>
<td>Fri 14</td>
<td>NO Classes - Professional Development Day</td>
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<td></td>
<td>Mon 17 - Tue 18</td>
<td>School Closed - Presidents Day</td>
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<td>March 2020</td>
<td>Mon 16 - Fri 27</td>
<td>School Closed - Spring Break*</td>
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<td></td>
<td>Mon 30</td>
<td>School Resumes</td>
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<tr>
<td>April 2020</td>
<td>Fri 10</td>
<td>School Closed - Good Friday</td>
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<td>May 2020</td>
<td>Mon 25 - Tues 26</td>
<td>School Closed - Memorial Day</td>
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<td></td>
<td>Fri 5</td>
<td>Blue/White Day</td>
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<td></td>
<td>Mon 8</td>
<td>Upper School Athletics Awards (evening)</td>
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<td></td>
<td>Tue 9</td>
<td>Middle School End of Year Assembly - 9:30 a.m.</td>
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<td>Last Day of Middle School - Regular Dismissal</td>
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<td>Senior Dinner &amp; Ring Ceremony (evening)</td>
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<td>Wed 10</td>
<td>Upper School Awards Ceremony - 9:00 a.m.</td>
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<td>Fifth Grade Moving Up Ceremony - 1:30 p.m.</td>
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<td>Last Day of Upper/Lower School - Regular Dismissal</td>
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<td>Upper School Prom (evening)</td>
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<td></td>
<td>Thu 11</td>
<td>School Closed - Faculty on campus</td>
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<td></td>
<td>Fri 12</td>
<td>Graduation - 10:00 a.m.</td>
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*Winter & spring varsity athletes should confer with coaches about practices & games prior to making vacation plans
**The School Day**

**8:00 a.m.**
All students are encouraged to be on campus, unless arriving by bus.

**8:15 a.m.**
First period classes begin. After first period classes comes a ten minute advisor meeting. This time provides an opportunity for students to listen to announcements, to interact with their advisors, and to prepare for the rest of the day. On the first and third Tuesday of the month, students check in with their advisor at the general Middle School meeting in Bahnik Hall.

**8:15 a.m. - 3:30 p.m.**
Academic day - Students who arrive late must sign in with Mr. Intreglia upon arrival.

**2:15 a.m. - 3:20 p.m.**
Middle School sports Monday, Tuesday, Thursday and Friday; electives on Wednesday

**3:40 p.m.**
Buses depart from the Upper School. Car pick-up in front of the Middle School.

**5:15 p.m.**
Late Bus (as scheduled by district) departs from the Upper School.

**Off Limits**
During the school day, Middle School students must remain in the immediate and visible grass vicinity of the Carriage House unless a class requires them to meet elsewhere or they are in the Gilmour Library.

**Departure from School**
Students who are not participating in after-school sports, or other activities, are dismissed at 3:20 p.m. Students must leave for home rather than “hanging out” on campus. We ask that parents pick up their children promptly at the completion of school obligations. If a student remains after school for a meeting, game, or extra help, s/he must not leave campus until a bus or ride arrives. Students who have stayed after school and are waiting for rides must be supervised. Therefore, they must remain in the atrium or the Powers Courtyard.

**Driving on Campus**
Parents are reminded that the speed limit for the entire campus is 15 mph. Please do not talk on a cell phone or text while driving and always yield to pedestrians.

**Life-threatening Allergies**
For the protection of the growing number of Port ledge students with serious peanut/tree-nut allergies, we do not serve peanut butter or nut products in our cafeterias. While other foods - for example, dairy products or seafood - can also cause life-threatening allergic reactions, nuts present a special problem for two reasons: they are the most common culprit in severe food allergies, and they are an oily substance. **To ensure the safety of our students, every effort should be made to ensure that all outside food must be nut-free.** Baked goods containing nuts or processed in a plant with nuts may not be brought on campus, including birthday or celebration treats. All food items brought to school should have an ingredient label attached.

The elimination of nut products from the school is one part of a broader school-wide program that includes teacher and staff education in responding to allergy emergencies, written medical treatment protocols for highly allergic students at Portledge, and availability of emergency information throughout the campus. All teachers are informed before the start of the school year when a child in their classroom is allergic. While we strive to do all we can to protect our students with allergies, all eventualities cannot be covered. **We are therefore a nut aware, not nut free campus.**
School Attendance
In the event of a national or local emergency, if the school is forced to close or make alternate plans to operate, tuition will not be refunded and will remain due in full.

Lateness and Absence
Students are encouraged to arrive at Portledge by 8:00 a.m. in order to have time to go to their lockers and to socialize. Students who arrive at school later than 8:15 a.m. must go to the office. At the office the student will be given a late slip to admit him or her to class. If a student arrives late to school and misses a scheduled test, he or she must find the teacher and make arrangements to take the test at the earliest time possible. Unexcused or repeated lateness to school could result in detention.

If a student is going to be absent, a parent must call Albert Intreglia, the Middle School Administrative Assistant at (516) 750-3214, or email aintreglia@portledge.org by 8:30 a.m. If a student is absent on a test day, make-up privileges can be denied, with the test scored at a 50, if there is no communication from a parent. After an absence, it is the responsibility of the student to make up missed work as quickly as possible, usually within a week. Teachers and advisors are always ready to extend extra help to students who miss school due to illness or injury. Parents are encouraged to call the Middle School office to make arrangements to obtain assignments and books, although most assignments are posted on the Portledge web site (www.portledge.org) through the Portledge Learning Management System.

Truancy Policy
Truancy from school, defined as excessive, unverified absences (no doctor’s note or prior permission from a school administrator) will not be tolerated. Truancy is:

• Unexcused absences of more than ten days
• Missing multiple individual classes that when combined, add up to 10 days of instructional time in that course
• Establishing a pattern of missing classes, specifically when assessments are scheduled, or assignments are due

Although parents may excuse their children from school, once a student is excessively absent, all absences must be verified by a medical professional or other appropriate third party. Students who miss 10 days (or the equivalent) will be notified of their situation, asked to provide verification for absences, and required to speak to the Division Head regarding the situation.

Since excessive absences can negatively affect lessons planned and collaborative work with classmates, as well as provide an unfair study advantage, students who are truant may be subject to a disciplinary response, such as:

• detention to make up missed work
• monitoring of unscheduled periods
• the reporting of such behavior to future schools during the application process
• academic probation
• suspension or worse

Students who are truant will not be eligible for school awards or to run for leadership positions.

Students whose unexcused absences total more than 16 days (10% of school), or its equivalent in terms of lost instructional time (repeatedly missing part of a day or consistently missing a class), face the possibility of being
denied academic credit for the entire school year in one course or multiple courses. Students in this unusual situation will be required to meet with the Head of School and/or other school administrators to address the situation or appear before the Administrative Disciplinary Committee to have the attendance record reviewed.

**Planned Absences**

If for some reason (e.g. a tournament, a wedding) a family knows that a student will be absent from school, a parent or the student should notify the Middle School Administrative Assistant at least four days BEFORE the student will be absent, specifying the dates of the absence and the reason for the absence. The student will then be given a form to present to teachers and obtain from them assignments for the planned absence period. A student may be asked to take tests or quizzes before the planned absence, or upon return.

**Extending Vacation Policy (Unexcused Absence)**

Please do not extend vacations beyond the scheduled school vacation periods. Portledge does not consider this a valid reason for missing school and cannot accept responsibility for helping students make up work missed due to such absences. Missed work or tests will be marked as failures at the 50% level. The days just prior to vacation periods are often very important because teachers try to tie up loose ends and bring lesson units to logical conclusions. Right after vacation teachers usually begin new units. We value the time we have at school and do not want to undermine the academic tone and the purposeful work scheduled.

An exception to the vacation policy may be made for extenuating circumstances if a request from home is submitted to and approved by the Division Head at least two weeks prior to the date of the absence.

**Meeting Responsibilities**

Each student is expected to attend every meeting of his or her classes, co-curricular programs, assigned study halls, athletic obligations, and meetings unless ill or excused for some other compelling reason. Students must be on time for all classes, with completed homework and the necessary books and materials. Teachers will keep track of classroom lateness and may assign detentions to those students who are not prompt or who are poorly prepared for class.

Cutting school or a scheduled class is a serious offense. If a student cuts a class, s/he will earn a zero on all work due that day in class and will not be afforded makeup privileges or extra help sessions. Additionally, the student will be liable to further disciplinary action from the Division Head, Dean of Students and the Assistant to the Dean.

School trips are considered mandatory. Please notify the Business Office if there are financial hardships caused by the trip. Students who do not participate in overnight trips must come to school on those days. They may not participate in any varsity sports during that time period.

**Permission to Leave School**

Because of the value placed upon participation in academic and extracurricular programs at school, students are not permitted to leave the campus during the school day until all school obligations are completed. There are two exceptions:

I. For unavoidable appointments, students should bring a note from home to the Middle School office before school begins. The note should specify the reason for the early dismissal and the time the student is to be picked up. The administrative assistant will notify appropriate teachers and/or coaches in advance about the early departure. Students must sign out in the Middle School office at the time of departure.
Whenever possible, parents should schedule appointments at times when they will not interfere with school.

II. In case of emergency or sudden sickness:
   a. students should report to the Middle School office and speak with the Division Head or Middle School Administrative Assistant;
   b. the Administrative Assistant will notify the school nurse, who, if necessary, will call home and make arrangements for early dismissal;
   c. The student should sign out upon departure.

Guests at School
A Middle School student who wishes to bring a friend to Portledge should check with the Division Head to receive permission the day before the visit and be sure the guest knows and adheres to the Portledge standards of dress and behavior. On the day of the visit, guests should be introduced to the Division Head and the Administrative Assistant, as well as to classroom teachers.

It is expected that students who serve as Admissions Office guides will be friendly and respectful. Visiting students should not be left on their own, as this might be uncomfortable for the visitor. Every effort should be made to include the student in daily activities.

Dress Regulations
The Portledge Pillars of Kindness, Purpose, Respect and Honor provide the framework for student conduct expectations. As such, students are expected to dress each day in clothing that respects and supports the purposeful work of a serious academic community. Clothing should be neat, clean and in good repair. It is important to note that acceptable attire outside of school can differ from what is deemed appropriate for the school environment.

Students may wear:
- Collared dress shirts, blouses, tunics, sweaters, sweater vests and ¼ zipper pullovers or fleeces.
- For students who identify as male, a belt and tie are required
- Dress pants or casual pants, defined as pants that are fastened by a button or clasp and/or that have functional pockets
- Skirts or dresses of an appropriate length and fit
- Neat, clean, and appropriate footwear in good repair must be worn.

Students may not wear:
- Flip flops intended for the beach or pool
- Denim (jeans, shirts, skirts or shorts) of any color
- Cargo or jogger style pants, skin tight and other similarly relaxed pants
- Clothes that reveal or mimic under-garments (including spaghetti straps), clothes that expose the stomach, chest, or back (for example: strapless, low-cut, or sheer tops), that are skin tight or ripped in any location, or that contain a camouflage pattern or suggestive or inappropriate topics (such as drugs and alcohol)
- Athletic attire including sweatpants, mesh shorts or yoga pants designed for use in a gym setting or in athletic or recreational activity or competition
- Pajamas or other loungewear-style attire
• Hats, visors, or any type of headgear, unless given permission by the Dean of Students for religious purposes
• Sweatshirts, hooded or crew neck
• Leggings (Leggings are not permitted, even under tunics, skirts or dresses.)
• Excessive or distracting jewelry
• Facial hair, unless given permission by the Dean of Students for religious reasons

The school reserves the right to use judgement in individual cases based on the needs of the student or special circumstances.

In September, October, May and June the following are also considered to be in Dress Code:
• Ties are not required
• Bermuda-length shorts are permitted
• Polo shirts tucked in with a belt

In December, January, February and March the following are also considered to be in Dress Code:
• Snow or other weather specific boots are permitted

Monthly Dress Down:
Occasionally the school allows for dress-down days. The dress code is relaxed on dress-down days to permit Portledge athletic gear and other more casual attire. Clothing, however, must be in good repair as well as reflect a positive regard for the school therefore no hats or otherwise inappropriate clothing is permitted. Girls may wear leggings under long sweaters and shirts.

Advisors check students daily for correct wear and submit any dress code infractions to the faculty members who are the final arbiters of appropriateness. Students who fail to abide by the dress regulations will be given the following consequences:
• First offense: Verbal warning, loaned clothes if necessary
• Second offense: FYI slip, loaned clothes, email or phone call home
• Third offense: Detention slip and loaned clothes
• Fourth offense: Immediate Friday and loaned clothes. Loss of dress-down privileges for one month.

Advisory Program
The Middle School Advisory Program is a forum to help each student develop a connection with a faculty member and a small peer group by pursuing the shared goals of cultivating academic and social skills, addressing topical and community issues, and engaging in authentic reflection on the school experience. The role of the advisor is to counsel the student in academic and social matters, to serve as a liaison between home and school, and also to be the liaison between the student and other members of the school community. Students meet daily with their advisors and have one class period together per six-day cycle. Advisors contact each of their advisees’ parents or guardians early in the school year to introduce themselves and to inaugurate easy and open communication with the families. In November there will be scheduled student-led parent/advisor conferences. Of course, parents may initiate communication at any time.

Direct Contact
To contact most faculty members directly by email, use the first letter of the first name and then the last name, followed by @portledge.org. For example, Silvia Arrascue: sarrascue@portledge.org. (Exception: to contact Susan
Academics

Academic Standards for Middle School
Portledge recognizes that Middle School students are in a period of rapid change and transition. The academic curriculum, presented in the supportive environment of the Middle School, is designed to be both academically demanding and richly stimulating in order to foster the best aspects of scholarship in each student. Further, the curriculum provides each Portledge student with the foundations of knowledge, concepts, and skills that are necessary for Upper School.

Students are expected to maintain passing grades throughout Middle School. The faculty reviews the progress of each student at the end of each marking period. A course might have to be made up either by summer work or by the assistance of a qualified tutor if failed. Courses passed at the “D” level may also require summer work, especially if the course is a sequential one (e.g. a world language). If a student has a failing mark in English, math, history, science or a world language, the student may be denied re-enrollment.

Completion of the eighth grade does not mean automatic acceptance into the Portledge Upper School. Final decisions will be made at the end of the school year, based on faculty review of student records.

Technology Use
Laptops and similar devices have become essential tools in many Middle School classrooms. Protocols concerning appropriate home and school use of laptops, hand-held devices and the Internet are sent out before the school year begins. Students and parents sign statements in which they agree to uphold the school’s Technology Acceptable Use Policy. (See Appendix) To encourage social interactions and decrease screen time, students may not play video games on any devices during the school day.

Middle School Cell Phone Policy
Cell phones must stay out of sight and may not be used at any time during the school day (exception: for academic reasons with permission of the classroom teacher). In an emergency, a student may ask an adult for permission to contact a parent or guardian. Otherwise, if a student is seen using a cell phone, or if it is a distraction (buzzing in class), it will be confiscated for the remainder of the day. The student, parent or guardian may pick up the cell phone at the end of the day in the Division Head’s office. To foster student independence and to avoid distractions, parents are asked not to have phone contact students during the school day. If necessary, students may ask to use the phone on the Middle School reception area counter. Phone conversations must be brief, and communication must be respectful. If a parent needs to speak to a child during the day, s/he can contact the school directly and ask that the child call home.

Technology is to be used responsibly in keeping with educational purposes. The integrity of a laptop computer is the individual responsibility of the student. Compromising anyone’s laptop in any way, and this includes violating any use of the Internet, will result in disciplinary action which may include forfeiture of one’s laptop for a given period of time. Laptops must be used with good judgment, common sense and integrity. Laptops must remain with students or be in lockers.

Courses of Study
The curriculum of the Middle School is similar for all students. The general Middle School program consists of: English, mathematics, science, history, French, Mandarin or Spanish, technology/digital citizenship, health,
various visual arts, music and dance offerings, and athletics. Electives are pass/fail courses such as Theatre Arts, World Celebrations, Equestrian, Coding, and “Life Lessons.” Additionally, there are clubs that change from trimester to trimester, and offer opportunities to explore what is not traditionally offered within our regular program. 6th graders take a Perspectives course and 8th graders a “Great Thinkers” course.

Performance Arts
Classes in the Performing Arts are a requirement for Middle School students. Sixth graders follow a general music curriculum: sing, study a band or orchestra instrument and perform in winter and spring concerts. Seventh and eighth graders choose two areas of study from Chorus, Band, Jazz Band, Orchestra, Interdisciplinary Arts and Introduction to Dance. Chorus, Band, Jazz Band and Orchestra focus on performance and ensemble skills and participate in winter and spring concerts. The Interdisciplinary Arts course allows students to explore music’s relationship to other disciplines, including the visual arts and literature, with examples of music from different historical periods and cultures. Students work both independently and collaboratively on projects and written assignments while making use of the school’s Mac lab. Intro to Dance introduces students to dances from different time periods and cultures and teaches them the fundamental steps of each dance.

Instrumental students in grades 6, 7, and 8 attend weekly small-group lessons during part of a lunch period or during break. Instruments used by students may be rented or purchased from outside vendors. Middle School concert dates are announced at the beginning of the school year and student attendance is required. Portledge participates in NYSSMA activities, including Solo Evaluation and All-County festivals.

Books and Supplies
Students obtain textbooks at the start of each school year. There are two options:

- Students may purchase all their books outright; in which case the student owns these books and may make markings in them.
- Students may elect to be loaned available BOCES books and be charged for textbooks not available through BOCES. Books on loan must be returned at the end of the school year in reusable condition, not marked or overly worn. Students will be billed for lost or seriously damaged texts.

In either case, students should be sure to put their name in each of their texts. All students are responsible for providing their own pens, pencils, paper and notebooks, many of which are available in the Portledge bookstore. Students use a color-coding system to aid with organization, which is outlined in a supply list that is posted on the website during the summer.

Special Fees
In certain courses a fee may be charged if a student wishes to do a special project that requires materials beyond the scope of the course. Likewise, there may be fees assessed for certain programs. Fees may also be charged to help underwrite field trips. Again, school trips are considered mandatory. Please notify the Business Office if there are financial hardships caused by a trip.

Gilmour Library/Pleasure Reading
The Gilmour Library provides students with an ever-growing collection of books, periodicals, and audiovisual materials which are available for student research and pleasure-reading. Research is aided through the availability of a computerized card catalog, online search services and Internet accessibility.
The library serves as a reading, research and study center. When using the library, students are expected to work
quietly. All students are free to use the library during lunch periods and after school. The librarian instructs students how to use the library resources, aids them with research, and provides reading guidance. In addition to the Gilmour Library, there are many books and textbooks available to middle schoolers in the atrium. Students are encouraged to “read and return” the books.

Conferences and Reports
Parents may request conferences by calling for an appointment with a teacher, the child’s advisor, and/or the Division Head. Student-led Parent/Advisor conferences are scheduled in November and student-led Parent/Teacher conferences are scheduled in February.

An Interim Report with written comments about a student’s progress is sent in the middle of the first and second trimesters. Further Interim Reports may be sent at a teacher’s discretion (or upon parent request) during the school year in order to keep parents informed.

Grade Reports are sent home three times a year, at the end of each trimester. These reports include an academic achievement grade and a numerical effort grade for each subject and may include a written comment. Cumulative exams in science take place at the end of the second trimester, and in math at the end of every trimester. Other departments have varied major assessments rather than cumulative exams. Academic records are not released under any circumstances if a family has not met its financial obligations to the School.

Academic Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Implied Range of Score</th>
<th>Implied Quality of Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>Exemplary performance in all areas of the course. Student has shown a strong grasp of fundamental facts and concepts as well as insight into many nuances of the material. Thoroughness of understanding is most evident. (Portledge does not award A+ as a grade.)</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>88-89</td>
<td>Above average work. There is a solid grasp of fundamental facts and concepts with a demonstrated ability to apply them critically.</td>
</tr>
<tr>
<td>B</td>
<td>83-87</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>78-79</td>
<td>Average work. The student is meeting expectations adequately and has a reasonably firm grasp of fundamental concepts and facts.</td>
</tr>
<tr>
<td>C</td>
<td>73-77</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>65-69</td>
<td>Below average work. The minimal requirements of the course are being barely met. (Portledge does not give grades of D+ or D-.)</td>
</tr>
<tr>
<td>F</td>
<td>Below 65</td>
<td>Failing work. Grasp of course is not sufficient for credit.</td>
</tr>
<tr>
<td>I</td>
<td>Work Incomplete</td>
<td>Under unusual circumstances (e.g. prolonged illness), a student may receive an Incomplete at the end of a trimester as not all work had yet been completed. The student must correct this situation within a specified time after the end of the marking period or a failing grade could result.</td>
</tr>
</tbody>
</table>
Effort Grades
Grade Interpretation
1. Outstanding effort. The student shows consistent devotion to meeting or exceeding the expectations of the course.
2. Good effort. The student meets general classroom requirements, and usually demonstrates academic initiative.
3. Uneven effort. The student sometimes neglects academic responsibilities. Motivation occurs in fits and starts.
4. Poor effort. The student is generally indifferent about meeting academic expectations.

Grading Policy
The assessment of student work and the assignment of grades are responsibilities entrusted to the Portledge School faculty. Faculty members endeavor to be fair and consistent in their assessment of student work and to provide students with sufficient opportunities to demonstrate learning and progress. Parents are welcome to discuss student learning and progress with teachers, but we encourage conversations about grades to take place between students and their teachers. Should a question or concern remain unresolved, parents may then consult with the teacher and, if they still have questions, the appropriate Department Head. Parents should understand, however, that in all cases, the teacher retains the sole right to assign grades to the teacher’s students. Under no circumstances should students or parents endeavor to have a grade changed.

When a teacher anticipates a student earning a failing trimester grade, the teacher apprises the student’s parents and advisor of the student’s academic difficulty prior to the end of the trimester. This communication takes the form of an email, phone or in-person conversation with the above parties at a time when the student still has the opportunity to improve the standing for the trimester.

Academic Honor Roll
Recognition for outstanding academic achievement is earned at the end of the year in the Middle School. A student earns a position on the Academic Honor Roll by earning end of year grades of ‘A-’ or above in all Middle School courses.

Effort Honor Roll
At the conclusion of the school year, students who have earned an effort grade of 1 at least once during the year in every Middle School course will earn a place on the Effort Honor Roll. This criterion encourages growth and gives students the opportunity to learn from mistakes.

Academic Warning
A Middle School student deemed by the Division Head to be in poor academic standing may be placed on Academic Warning at the end of a trimester. The terms of the Warning will be defined in person to the student and in writing to the parents. Regular reports on the performance of this student may be desirable to reinforce efforts to improve. If a student does not maintain good academic standing, that student may be denied re-enrollment at the end of the year.

Homework
Homework serves an important function in the instructional process. There is a direct correlation between thoroughness of nightly preparation and long-term academic success. Each student should have a place that is comfortable, quiet, well-lit and free from normal household distractions such as electronic devices and other
diversions. The School depends on parents to help foster good study habits in their children. The length of time a student takes to complete homework assignments varies from grade to grade and from individual to individual. In general, a Middle School student should spend about 10 - 20 minutes on each homework assignment. The School expects all students to have and utilize word-processing skills. Teachers expect students to complete homework independently of other students’ aid and undue parental assistance. Copying someone else’s homework or allowing one’s own to be copied is considered to be cheating. Similarly, using corner-cutting “aids” like Cliff Notes or on-line translators as more than a dictionary is also considered to be cheating.

The prime responsibility for completing homework rests with the student, who is expected to budget her or his time wisely. Teachers want to know when a student has difficulty completing assignments in order to give individualized help with the learning process. Assignments are online through the MyPortledge learning platform. In addition to nightly homework, longer-term projects may be assigned. Usually homework is not assigned on specified religious holidays or during school vacations. Vacation homework assignments may be given, however, to students who are having academic difficulty, in order to help them catch up.

Getting Assignments in on Time
The faculty expects that students will submit all assigned work on time. Work is late if a student (who has not been absent or specifically excused) does not submit an assignment when a teacher calls for it. Unexcused late work will earn a lower grade than if it had been completed on time. Students must print assignments BEFORE class begins. Assignments may not be printed at the beginning of class. Students who consistently miss homework may be assigned to make homework up before or after eating lunch at the teacher’s discretion.

Tests and Cumulative Exams
It is expected that students will not miss scheduled tests. If a student is ill on a test day, a parent must notify the Middle School office first thing in the morning. Without this notification makeup privileges can be denied, and the test will be scored as a 50, or less. Athletes who know that a conflict with a scheduled test will be caused by an early dismissal for a game must notify the teacher a day in advance. The teacher may ask the athlete to take the test before leaving.

Teachers avoid scheduling more than two major tests or papers on the same day for any one student. Occasionally conflicts occur. These are best resolved by the student bringing the conflict to the attention of the teachers involved.

At the end of the second trimester, a time is set aside for longer cumulative examinations in math and science. Students are informed about the relative “weight” of the examination as determined by the individual departments. Separate schedules for these examinations are issued in advance of the examination period. The School believes these examinations to be very important. It is expected that students will not be absent from any scheduled examination. If an illness precludes a student’s attendance at an examination, a parent or guardian must call the school by 8:30 a.m.; upon return the student should be prepared to take a makeup examination on the date specified.

Extra Help
Teachers make every reasonable effort to give students extra help as needed, provided the student has been demonstrating consistent effort and attitudes in class. For this reason, and to encourage independence and responsibility, outside tutoring is discouraged. Extra help may be scheduled before school, during break or a lunch period, or after school. Extra help may be mandated after an absence. Students should seek extra help when
they first experience difficulty rather than waiting until there is a test or quiz.
If a student is having a problem which requires tutoring on a regular basis, or if tutoring is necessary as the result of an extended absence, the tutor’s fees are the responsibility of the family. The tutor should contact the school so we can provide additional guidance about areas that need attention. It is very important that the tutor foster independence, and help students learn how to complete work themselves. Students must also understand that tutoring does not replace classroom instruction; students need to remain actively engaged in class.

**Extra Credit Work**
Portledge encourages students to follow their intellectual curiosity and welcomes extra work that students submit. The faculty will be happy to discuss such projects with students to help them further develop their skills and interests. A teacher, at his or her discretion, may take work of this sort under consideration when computing a student’s grade. A student who is struggling is not encouraged to do extra credit work, but to spend time instead mastering the fundamentals of the course.

**Teacher Absence**
If for some reason a teacher or substitute is delayed to class, students should notify the Division Head or the Middle School Administrative Assistant.

**Standardized Testing**
The aptitude tests of the Educational Records Bureau (ERB) for independent schools are taken in grades 6-8. The school uses the results as one indicator of a student’s academic promise in mathematics and English.

**Middle School End of Year Assembly**
The entire Middle School gathers at a final assembly designed to recognize departing eighth graders individually and to recognize exceptional achievement in academics and the arts, exemplary citizenship and outstanding progress in all grades. The most prestigious award is The Middle School Award, which recognizes that eighth grade student who best exemplifies the ideals of a Portledge Middle School student: Scholarship, Character, and Citizenship. It is determined by vote of the faculty.
Student attendance is required; every student participates in the musical interlude. Eighth grade boys must wear blazers and ties and all students should dress more formally than for a regular school day. Parents, relatives and friends are encouraged to attend this assembly.

**Summer Reading**
All students have a summer reading assignment to be completed during the summer recess. To access the assignment, go to the Portledge website (www.portledge.org) and click on Summer Reading under the Academics tab.

**Athletics and Physical Education**
What follows is a synopsis of the Portledge and Middle School Athletic program. For more information on policies please refer to the Athletic Department Student Parent Handbook.

**Athletic Policy**
Athletic programs in Middle School are a required and important part of the student experience at Portledge School. They occur every Monday, Tuesday, Thursday, and Friday from 2:15 pm - 3:20 pm. Athletic competitions (games) occur after school beginning anytime between 3:30 pm and 4:00 pm, normally on Tuesdays or Thursdays. All students in grades 6 - 8 must participate in an athletic program to fulfill the NY State mandated PE requirement. The policies and choices for each grade are listed below:
6th grade:
Portledge believes 6th grade students should be exposed to team sports, as the experience develops many valuable life skills, such as cooperation and teamwork while enhancing skills such as resilience and leadership, valuable in the classroom and beyond. Team participation also develops good sportsmanship, which builds character. To this end, the school strongly encourages all students to choose a team sport in their 6th grade year with the understanding that an emphasis is not placed on the specific outcome of contests. The goal of being a student-athlete in the 6th grade is learning to be a positive member of a team and to work alongside others.

The following team sports are offered for 6th grade students:
- Fall Season (September through the end of November) - Coed Cross Country, Boys Soccer, Girls Soccer
- Winter Season (end of November through the end of February) - Boys Basketball, Girls Basketball, Coed Ice Hockey*
- Spring Season (beginning of March through June) - Boys Lacrosse, Girls Lacrosse

*Denotes a charge for facility rental

If a student or family strongly opposes choosing a team sport listed, a physical education class is available to students. Along with promoting an active and healthy lifestyle, the physical education class will teach the students enrolled the necessary skills to feel more comfortable participating in the sports offered during that particular season. Students who are unable to commit to attending at least 50% of the team games in a sport should choose Physical Education for that particular season as well.

Academic Exemptions: In limited cases, student-athletes may apply for an academic exemption from participating in an athletic season due to a significant athletic commitment outside of school that would impede students from completing their homework and preparing for assessments. Most students who receive such exemptions dedicate ten or more hours per week to their training program (not including commuting time) in an athletic pursuit that is competitive in nature, at a significant or elite level, and that takes place under the supervision of a professional instructor or coach. Normally, exemptions are granted for only one athletic season per year, typically the season in which the student’s athletic endeavor creates the greatest time restraints. However, multiple season exemptions may be granted on a case by case basis at the discretion of the Division Head. Students wishing to apply for an exemption must complete and submit the Portledge School Academic Exemption Form, with proper documentation and signatures, by the beginning of the season. The process might also require a consultation with the Academic Exemption Committee, which consists of the Division Head, the Dean of Students, and the student’s advisor. Students who are approved for an exemption attend a faculty proctored study hall during each sports period.

7th and 8th grades:
The Portledge School Athletic program continues to provide students with the opportunity to learn about and live a more active and healthier lifestyle. 7th and 8th graders will work to enhance skills such as leadership, resilience, and teamwork through athletics. Team participation also develops good sportsmanship, which builds character. Seventh and eighth grade team coaches are expected to make every effort to provide each player with an opportunity to play in every game or to develop a rotation that will ensure meaningful playing time for each team member. As students move into seventh and eighth grade, there is more of an emphasis placed on competition than there was in fifth and sixth grade. Coaches may adjust playing time towards the end of games to try to ensure positive outcomes for those contests. These adjustments could result in less equal playing time for individual players.
• Fall Season (September through the end of November) - Coed Cross Country, Boys Soccer, Girls Soccer, Coed Tennis
• Winter Season (end of November through the end of February) - Boys Basketball, Girls Basketball, Coed Ice Hockey*, Coed Intramural Squash*
• Spring Season (beginning of March through June) - Boys Baseball, Coed Intramural Golf, Boys Lacrosse, Girls Lacrosse, Girls Softball

*Denotes a charge for facility rental

If a student or family strongly opposes choosing a team sport listed, a physical education class is available to students. Along with promoting an active and healthy lifestyle, the physical education class will teach the students enrolled the necessary skills to feel more comfortable participating in the sports offered during that particular season. Students who are unable to commit to attending at least 50% of the team games in a sport should choose Physical Education for that particular season as well.

**Academic Exemptions:** In limited cases, student-athletes may apply for an academic exemption from participating in an athletic season due to a significant athletic commitment outside of school that would impede students from completing their homework and preparing for assessments. Most students who receive such exemptions dedicate ten or more hours per week to their training program (not including commuting time) in an athletic pursuit that is competitive in nature, at a significant or elite level, and that takes place under the supervision of a professional instructor or coach. Normally, exemptions are granted for only one athletic season per year, typically the season in which the student’s athletic endeavor creates the greatest time restraints. However, multiple season exemptions may be granted on a case by case basis at the discretion of the Division Head. Students wishing to apply for an exemption must complete and submit the Portledge School Academic Exemption Form, with proper documentation and signatures, by the beginning of the season. The process might also require a consultation with the Academic Exemption Committee, which consists of the Middle School Division Head, the Dean of Students, and the child’s advisor. Students who are approved for an exemption usually attend a faculty proctored study hall during each sports period.

**ALL STUDENTS MUST HAVE AN UP TO DATE PHYSICAL EXAM FORM ON FILE WITH THE SCHOOL.** This means that each student must have a current physical exam each school year. Students who do not have this form on file will be ineligible to participate in athletic activities and in Physical Education classes, thus resulting in not meeting the NYS mandated requirement for promotion. Any student participating in an interscholastic sport must also submit the Sports Health Update Form prior to each new athletic season. These two forms can be found on the Athletics page of our website (www.portledge.org/athletics). AGAIN, NO STUDENT WILL BE ALLOWED TO PARTICIPATE WITHOUT THESE FORMS ON FILE.

**One and One policy (Apparel and Equipment):**
For all practices, students must wear Portledge apparel. This apparel is available in the Panther Den located in The Commons. As part of the whole child educational philosophy that Portledge employs, the Athletic Department holds firm to a one and one policy regarding a student who does not have the proper apparel or equipment for sports period. In order to teach the principles of responsibility and accountability students are allowed to purchase an item (provided the Athletic Department carries it) once per season and are allowed to borrow an item (provided the Athletic Department has a used piece) once per season. After these two times, a student who forgets or does not have the proper apparel or equipment will sit and watch their team in that day’s practice or game.
We encourage you to make use of the athletic section of the Portledge website (www.portledge.org/athletics), as well as myPortledge. These will both provide you with location, game time and estimated pickup time for all athletic events on a particular day. Please keep in mind factors such as delayed start times, elongated games, and traffic all factor into an adjustment of pick up times and are not known ahead of time. In the case of inclement weather, an email will be sent out as soon as information is available (usually between noon and 1:00 pm). Any changes or updates will also be noted on our website, Facebook page (Portledge Panther), and via Twitter (@portledgesports), so please follow us!

Note: **Gym lockers should be locked at all times** since they are highly trafficked areas. No belongings should ever be left outside of lockers.

**Student Life**

**Lockers and Belongings**

Each student is assigned a locker, and if requested, a combination lock. Laptops are never to be left out unattended, nor are they permitted in the gymnasium. Unattended laptops must be in the student’s locker. Book bags, etc. are not to be left on the corridor floors, nor are they to be stowed over the lockers. The student’s name should be on all books and clothing. The School cannot take responsibility for lost, stolen, or missing belongings. Students should avoid bringing large sums of money or valuables to school. If this is unavoidable, valuables should be given to the Middle School Administrative Assistant for safekeeping. Athletic lockers are assigned to all students, and combination locks will be available from the athletic department. Only school-issued locks are to be used on the hallway and athletic lockers.

**Food/Dining Hall**

Fruit and pretzels are put out in the atrium at 10:10 a.m. for students to eat during break or take to class with their teacher’s permission. Students may bring in food for celebrations with their advisor group or a class, but then the leftovers should be given to a teacher or the Middle School Administrative Assistant for safekeeping until the end of the day.

The dining hall provides a daily selection of nutritious lunch choices. Lunches can be eaten there and in good weather, on the patio and courtyards. In certain cases, a teacher may request that a student bring lunch to an extra help session. Even then, lunchroom plates, glasses, trays, and silverware should never be removed from the dining hall. (Students should carry out the lunch in a disposable container and choose plastic utensils.) Dining hall food may not be brought back and consumed in the atrium and hallways. When students have finished their lunches, they may use the library, the gymnasium, or the playing fields around the Middle School, or chat in the atrium and hallways.

Unsealed food is not permitted in classrooms or in the lockers. Students are expected to keep those areas clean. No food or drink is permitted on the Wellington Gym floor, in the Gilmour Library, or Bahnik Hall.

Students may not arrange for deliveries or “take-out” orders.

**The Wellington Gymnasium**

Careful attention to safety is expected at all times. During lunch periods, the Wellington Gym may be used only if the activity is supervised by an assigned member of the faculty. The use of any equipment in the gym, except during a supervised practice, is not permitted. The T-area of the gym may not be used as a play area. Cleats and street shoes are not allowed on the gym floor, nor are socks, stockings, or athletic shoes with black soles, which leave marks. Sneakers are required on the gym floor. Students are expected to remind fellow players.
Student Body Government: Student Council
The Upper School Student Council is comprised of a president, vice-president, secretary and treasurer, elected by students in grades 6-12. Membership also includes an elected class president and vice-president from grades 9-12. The council officers serve as the leadership for students in the Middle and Upper Schools. Among other things, the council coordinates school spirit activities and community service activities. The president communicates regularly with the Middle School Student Council, and also acts as a mentor to the younger student officers. The Middle School Student Council is comprised of a president and vice-president/secretary, elected by the Middle School, and an elected class president and vice-president from grades six through eight. Under the guidance of the Division Head, the council generally meets weekly to consider middle school issues, plan social activities and coordinate community service events. The council sometimes determines how the council might “give back” to the Middle School.

Middle School Newspaper
Middle Schoolers are invited to contribute to the Panther Paw Print, the Middle School newspaper. Students write articles, submit photos, drawings and cartoons, and create special features. Staff meetings take place at the beginning of the school day or during club time.

Middle School Play
Middle Schoolers are invited to participate in the Middle School play. Students may participate by acting, helping out with set production and staging, and/or creating the program. Auditions are announced well ahead of the scheduled times, and most rehearsals take place after school. As the performance date approaches, there are also a few weekend rehearsals. All students who want to participate will be able to be involved.

Middle School “STAR” Program
Middle Schoolers who want to help out with the daily activities of the school should let the Division Head know and volunteer to become a Middle School “STAR” (Student Taking Additional Responsibilities). In the past, students have watered atrium plants, organized atrium bookshelves and the Lost and Found, and delivered packages.

Special Events
All special events (bake sales, raffles, dances, etc.) must be approved by the Division Head. A reminder: No peanut products.

Chaperones
Functions sponsored by, or held at the school for students, are under the rules and regulations of Portledge School. Such functions must have teachers present as chaperones, who assure that the activity occurs within the constraints of school regulations. Chaperones may require that a student leave a school function if that student is not adhering to the school rules. Under such circumstances a student may also be liable to further action from the Division Head. The Student Council has adopted the following set of rules for dances at school:
There will be designated only one entrance and exit to the dance. Other exits, however, are to be used in the event of an emergency, and thus legally cannot be blocked.
   • Students are expected to remain until the end of a dance. Students who leave early must be picked up by parents. A student or guest who leaves the dance must leave campus and may not return to the dance later.
   • Smoking in school buildings or on school grounds is illegal. The school prohibits tobacco use and vaping. Students who are found under the influence of alcohol or using or possessing alcohol (or any other illegal or controlled substance) will be subject to the full disciplinary measure of the school.
• Students are expected to adhere to all other rules of Portledge, both explicit and implied, that deal with appropriate behavior.
• During the dance, the students sponsoring the dance and the chaperones will work in conjunction to make sure no one is breaking the established rules. Students who pose discipline problems will have their parents called to pick them up from the dance.
• The students giving the dance must clean up the area immediately following the end of the dance.

Off Campus Party Policy
Any off-campus party not organized by the school (both during the school year and after closing exercises) is therefore not school sanctioned or school supervised in any way. The school does not take responsibility for the parties or sponsor them. Attendance at such parties is the sole responsibility and right of the individual participant as these are not school events.

Suggested Guidelines for Social Activities
The Parent Association has developed and adopted the following guidelines for social activities that are held outside the school. Portledge endorses the efforts of the Parent Association and asks that all parents support and adhere to these guidelines. Portledge also subscribes to the tenets of the Long Island “Community of Concern” and regularly distributes to parents the booklet entitled, A Parent’s Guide for the Prevention of Alcohol, Tobacco, and other Drug Use. The tenets are:

• When a student party is planned in my home, there will be no beer, wine, liquor or other drugs served or brought in.
• I will be home and visible throughout the party and will ask additional adults to be present when hosting a large party.
• If a person does bring alcohol or other drugs to the party, or arrives at the party showing the effects of alcohol or other drugs, I will discuss it with that person and then decide either to call his or her parent and/or see that the student reaches home.
• I will welcome calls from other parents who are concerned about what is happening when my child has a party: what will be served, who will be there, and what time the party is over.
• If my child is going to a party, I will not hesitate to call the host’s parents for information about the party.
• If I go out of town overnight, or away for the evening, and my child will be home, I will make the necessary arrangements to insure that my home will not be used for a student party.
• I will discuss these guidelines in detail with my child.

Disciplinary Policies: Maintaining Integrity
The Portledge Pillars are Kindness, Purpose, Honor, and Respect. All members of the school community are expected to treat one another with kindness and respect, and to be honest in their communication.

Minor breaches of discipline are resolved by counseling the student. Their repetition may result in detention or other punishment. Persistence of minor infractions may result in Disciplinary Warning.

The most serious forms of academic dishonesty are plagiarism and cheating. Plagiarism is defined in Random House Webster’s Seventh New Collegiate Dictionary (2000) as: “The unauthorized use of the language or thoughts of another author and the representation of them as one’s own.” Footnoting or otherwise giving credit to the source of material is an essential requirement of scholarship. When in doubt about the necessity of footnoting, the student should always consult a teacher. Students are reminded that even if plagiarism is discovered long after an assignment is submitted, disciplinary consequences still will be invoked. Cheating most
frequently refers to collaboration on homework assignments, on tests or to the use of unauthorized help during an examination. The fact that some teachers encourage students to work together or allow “open book examinations” does not constitute permission to do so in other instances. When in doubt, the student should always consult his or her teacher. In testing situations, a student should never have potential unauthorized aids nearby. Items like texts, notes, or flashcards must be out-of-reach. Teachers in each discipline define what is acceptable and unacceptable behaviors regarding tests, homework, labs, and in-class work. For example, using translation aids, other than a dictionary, is never permitted in world language classes. Further, using references like Cliff Notes, Encarta (or the like) downloads and translators (as more than dictionaries) are also considered to be acts of academic dishonesty. At minimum, a student earns a zero for the assignment; the School can respond further by invoking suspension or expulsion. A record of breaches becomes part of a student’s file.

Detention
Middle School detentions are usually held on Friday afternoons from 3:30 - 4:30 p.m. Students may be assigned a detention notice for any of the following reasons:

- inappropriate or irresponsible behavior in or around school or on a school trip;
- chronic lack of homework or superficiality of preparation;
- lateness to school or to class;
- careless use of school supplied materials, school property, or personal property;
- lack of observance of the dress code;
- gum chewing.

Students earn a detention by earning two detention slips within a period of seven school days. Under more serious circumstances, students may earn an “immediate” Friday detention, and will be notified of such when the detention is assigned. If a student earns two consecutive detentions, the student will complete a writing assignment during the second detention. A third consecutive detention will be served on a Saturday, from 9:30 a.m. - 11:00 a.m. in dress code. In the event of a fourth consecutive detention, suspension may be invoked. Students are required to arrive promptly and to bring sufficient schoolwork to keep them fully engaged during the entire detention period. A student who fails to attend detention (or who is not on time, in dress code or studiously engaged) faces the risk of being suspended from school for one day at the beginning of the next week. Because detention is serious, there are almost no acceptable reasons for a detention to be missed or postponed. Students who earn regular detentions place themselves at risk for additional disciplinary action and may be denied re-enrollment. Note: If a student cannot attend for religious reasons, a special Sunday detention will be scheduled.

Disciplinary Warning, Contracts
A student may be placed on Disciplinary Warning after he or she has been involved in a breach of a school rule or in a series of ongoing, small behavioral problems. The school expects that a student on Disciplinary Warning will demonstrate responsible actions that indicate not only that the breach itself was out-of-character for that student, but also that the student can maintain consistently good behavior. The Division Head reviews the student’s status after a set period of time (usually 4-8 weeks). If improvement has been noted, the Warning will be lifted. If, however, a student is involved in other breaches of conduct while on Disciplinary Warning, he or she will be liable to more stringent action (including suspension or expulsion) from the Division Head or the Head of School. Students who do not maintain good conduct may be denied re-enrollment. All contracts are for one year only and may not be renewed for any reason (disciplinary or otherwise).
Suspension
Suspension is the gravest consequence, short of expulsion, that the school may invoke. In effect, suspension serves as a short-term expulsion in order to drive home to the student what it is like not to be a member of the Portledge community. The School hopes that the student will respond to the “wake-up call” of the suspension and more positively redirect his/her behaviors. A student who does not heed the warning of a suspension, however, faces expulsion as the next logical response to a continued lack of good citizenship.
Notice of the suspension, or other disciplinary actions, is put in the student’s file. Students who are suspended are not given extra-help privileges for missed school time. If, during the suspension, a student should miss a test or a quiz, the student will have to arrange for a make-up to be taken outside of class time. Students who are suspended are not permitted to attend extracurricular activities, including games and practices.

Administrative Discipline Committee (ADC)
The Administrative Discipline Committee is made up of a select group of school administrators including all Division Heads, the Dean of Students, the Assistant Head of School, and at least two other administrators. The Head of School sits on the ADC as a non-voting member. A quorum of at least 7 administrators is required for an official ADC meeting to take place. This committee is chaired by the Dean of Students and is called into session whenever there is a case where the outcome includes a possible expulsion from school. The ADC may also hear cases that are deemed too serious or too sensitive for the SFRB or Honor Council. The Head of School will hear any appeal related to the ADC’s findings. All appeals must be made within two business days of the decision.
Serious infractions include, but are not limited to:
- Repeated academic dishonesty of any kind,
- Insolence or insubordination toward faculty or staff,
- Contempt or disregard for the school, for other people, or for their possessions,
- Fighting or physical abuse,
- Sexual misconduct,
- Rude behavior or profanity, verbal or written abuse of or toward another in person or via social media, including prank phone calls, e-mail or internet postings, cyber bullying, inappropriate sexting,
- Destruction or defacing school property,
- Gambling,
- Excessive cutting of classes or unexcused absence from school (including leaving campus without permission or falsifying excused absences),
- Distribution, use, possession, or being under the influence of alcohol or drugs at school or school functions and use or possession of tobacco (including vaping or Juuling) at school or school functions.

Involvement with alcohol or drugs or drug paraphernalia may be grounds for immediate dismissal. At their discretion, the Head of School, Division Head, or Dean of Students may require that a student undergo an alcohol/drug assessment at a school-approved facility at the parent’s expense, with the expectation that results will be shared with the School. Firearms and other weapons are not allowed on school property unless authorized before the fact by the Head of School. A student may be questioned about a disciplinary matter without his or her parents being present. Similarly, student lockers, book bags, pockets, etc. may be searched. Once any property or belongings are on school grounds, they are subject to a search by the Head of School, Division Head, or Dean of Students. Portledge has a school-wide policy concerning harassment in person and online. A copy of that policy is on the website.

Further, Portledge students always are expected to exercise personal responsibility and to show helpful concern for others. The school expects each of its students to behave in appropriate ways as good school citizens. Thus, the
school may discipline, or even expel, a student who, for example, is arrested, or behaves in an unbecoming manner on the internet or outside of school grounds.

Additional Information

Bahnik Hall Meetings
On the first and third Tuesday of the month, Middle School students and faculty gather in Bahnik Hall during advisor time. Students check in with advisors there for attendance and dress code purposes. Announcements are made, upcoming events are discussed, and sometimes there are special performances.

Blue/White/Yearbook Day
Blue/White/Yearbook Day occurs in late May each year. Color-competition games involve all students from grades 1 through 12 and are a wonderful bonding experience for the students. It is mandatory that all students participate and that each student wear athletic clothing in the designated colors. Students must wear t-shirts; no shirts with straps or bare midriffs are appropriate. “Short-shorts” are also not appropriate. In the afternoon, the yearbook dedication is announced, and yearbooks are distributed. Dismissal is at 2:30 p.m. and there is regular bus service.

Community Service Drives/Projects
Any student wishing to initiate a community service drive must write a proposal and give it to the Division Head, who will then present it to the Student Council. If the proposal is approved, the Middle School will undertake the drive or project. We try to limit our drives so that we do not overwhelm our community members.

“Good Egg” Awards
Anyone may submit nominations for the “Good Egg” Award to the Division Head. At Tuesday Bahnik Hall meetings, the names of students and adults who have gone out of their way to help others and have earned a “Good Egg” Award are announced.

Fire, Bus, Emergency Drills
Emergency drills are held periodically during the school year. During a fire drill, students silently cross the driveway and assemble with their teacher on the field, following instructions. By state mandate, students have a bus drill early in the fall. Portledge also has contingency procedures for various other emergency situations.

Lost and Found
First thing every morning articles left on top of lockers (with the exception of instruments and large sports equipment) and around the building are brought to the Lost and Found, located in an armoire around the corner from the reception area. Valuables (e.g. phones, pocketbooks, and iPads) are usually given directly to the Middle School Administrative Assistant. Students and parents are encouraged to check the Lost and Found regularly. Unclaimed items are donated at regular intervals throughout the year to prevent the armoire from overflowing.

“Open Door Policy”
The Division Head’s office door is usually open. If it is closed, students should knock and wait for permission to enter.

Photocopier/Printer
There is a machine available in the atrium for student use. Work must be printed before class time, rather than at the start of class. Students should always try to conserve paper.
Posters and Flyers
Anyone who wishes to post something in the Middle School needs permission from the Division Head. Long term notices go on the atrium bulletin board, everything else goes up in moderation, and only with blue tape (obtained from the Administrative Assistant), on the walls. Nothing is to be posted outside the building or on the main entrance doors.

Prohibitions
IPods and ear buds (in both ears) are not to be used during the school day, along with video games and cell phones, to encourage face-to-face communication. Student use of alcohol and tobacco is banned, as are Juuling and vaping. Chewing gum is not allowed at any time during the school day. Skateboards and hoverboards are not permitted on campus.

Sustainability and Environmental Procedures
Portledge is committed to programs that protect and provide a healthy respect for the environment. The School has pledged to reduce our carbon footprint. To those ends, students, parents, faculty and staff are asked to join in efforts to decrease wasteful use of utilities and to recycle newsprint, white paper, and bottles and cans. Blue bins, receptacles for WHITE paper to be recycled, are located in each classroom and in the atrium. Bins for recycling EMPTY bottles and cans are located on each floor of the building. Please adhere to our “no idling” policy.
Appendix
Physical Examination

Annual physical examinations are required for all students who attend Portledge School.

NEW STUDENTS: All new students must provide a completed physical examination form and immunization record before the start of the new academic year.

RETURNING STUDENTS: Physicals for returning students are valid for one calendar year from the day the exam was performed (for example, a physical exam completed on 11/1/18 will expire on 11/1/19). All returning students must submit an updated physical exam form and immunization record before the expiration date of their current physical exam (this date may not coincide with the start of the school year and a copy is not necessary as all current physical exam forms are kept on file in the Health Office.)

No student will be permitted to attend class or practice on an interscholastic team or participate in physical education unless the school has received the completed health certificate.

Immunization

Portledge School follows the New York State immunization requirements for school entrance/attendance.

New York State (NYS) Public Health Law Section 2164 and New York Codes, Rules and Regulations (NYCRR) Title 10, Subpart 66-1 require every student entering or attending public, private or parochial school in New York State (NYS) to be immune to diphtheria, tetanus, pertussis, measles, mumps, rubella, poliomyelitis, hepatitis B, varicella and meningococcal in accordance with Advisory Committee on Immunization Practices (ACIP) recommendations. As of the 2019-20 school year, meningococcal immunization is also required for grades 7, 8, 9 and 12.

Additionally, every child in nursery school or pre-kindergarten in NYS must be immune to diphtheria, tetanus, pertussis, measles, mumps, rubella, poliomyelitis, hepatitis B, varicella, Haemophilus influenzae type b (Hib), and pneumococcal disease.

Public Health Law Section 2164 provides for medical exemptions to immunization.

Full details on immunization requirements are available at New York State Immunization Requirements for School Entrance/Attendance (PDF).

As a result of this law, no child will be admitted to school or allowed to attend school more than fourteen days without appropriate certification of immunization against the aforementioned communicable diseases unless otherwise medically exempt.

Parents will need to demonstrate that their children have received the first dose of vaccines required for their age group before their children can attend school. Moreover, parents must present documentation that their children have age appropriate appointments scheduled to complete the immunization series.

Please be sure the necessary documentation is received by the Health Office prior to your child beginning their new school year.
During the first trimester, students may be asked to visit the nurse for state-mandated vision and scoliosis testing. Parents will be notified if any follow up is necessary.

The New York State Department of Health has amended the regulations regarding immunization requirements for school attendance for the 2019 - 2020 school year.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Immunization</th>
<th>Number of Doses Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten, 1, 2, 3, 4,</td>
<td>Polio&lt;br&gt;Hepatitis B&lt;br&gt;Diphtheria/Tetanus/Pertussis&lt;br&gt;Measles/Mumps/Rubella&lt;br&gt;Varicella (Chicken Pox)</td>
<td>3-4 doses&lt;br&gt;3 doses appropriately spaced&lt;br&gt;4-5 doses&lt;br&gt;2 doses&lt;br&gt;2 doses</td>
</tr>
<tr>
<td>6</td>
<td>Polio&lt;br&gt;Diphtheria/Tetanus/Pertussis&lt;br&gt;Varicella (Chicken Pox)</td>
<td>3-4 doses&lt;br&gt;Booster&lt;br&gt;2 doses</td>
</tr>
<tr>
<td>7</td>
<td>Meningococcal</td>
<td>1 dose (They will also be required to get a booster immunization of meningococcal vaccine at age 16.)</td>
</tr>
<tr>
<td>12</td>
<td>Meningococcal</td>
<td>2 doses with the second (booster dose) given on or after age 16, or 1 dose of meningococcal vaccine if your child's first dose was given on or after age 16.</td>
</tr>
</tbody>
</table>

**Prescription Drugs**

The School’s policy on prescriptions require a form authorizing either the Nurse to administer the prescription, or the student to bring the medicine to School and to take it on the appropriate, individual schedule. First and foremost, we need this information in the event of a medical emergency so that any attending physician may know if an injured student is taking medicine. Second, as some over-the-counter and prescription drugs have become popular, the unauthorized or purposeful misuse of these drugs has become a concern. Some use these drugs for “recreational purposes” and we know that the abuses can be significant, habit-forming, and destructive. Some use these drugs for weight-loss purposes – a use that can be injurious. The proper use of prescription drugs must be every parent’s concern, as it is ours.

With these issues in mind, our regulations for those not using the Nurse require that **students bring to School only the supply of a prescription necessary for one day**. As in the past, any prescription medicine must be brought to School in the prescription container identifying the prescription, the recipient, and the authorizing physician. For safety’s sake, we must have on file information about prescription drug use for all students and authorization from parents for the self-administration of any drug by any student. Failure to comply with these
regulations could lead to significant disciplinary action, if, for example, a student should be found with a supply of pills in an unmarked container.

If your child is to receive or self-administer a prescription drug at School, contact the Nurse’s office for the necessary forms, or visit www.portledge.org/forms and download the Medication Permission Request Form (Phone: (516) 750-3229 Fax: (516) 750-3296)

General Health and Communicable Diseases
Parent cooperation is of great importance in helping the school maintain the best conditions for the health and safety of the children. Children who demonstrate symptoms of illness should stay at home for the day. Children who have a fever, persistent cough, or sore throat should remain at home for at least 24 hours after all symptoms disappear. A child who feels ill at school will visit the school nurse or the main office to be evaluated and parents are notified and, if necessary, asked to pick the child up.

The Health Office is responsible for reporting the following illnesses to the Nassau County Department of Health Bureau of Infectious Diseases on a monthly basis: lice, conjunctivitis, chickenpox, strep throat, scarlet fever, fifth disease, ringworm, mononucleosis, scabies, and flu-like illnesses. Parents will receive a letter from the Health Office if any of the above illnesses are reported in your child’s class. Certain other illnesses, that are diagnosed by a physician, require additional information. These illnesses are: diphtheria, pertussis, measles, mumps, rubella, haemophilus influenzae (HIB) and polio (all children are immunized for these diseases). Also included are hepatitis, Lyme disease, meningococcemia and meningitis. Please notify the health office right away if your child is diagnosed with any of these aforementioned illnesses.

Life-threatening Allergies
For the protection of the growing number of Portledge students with serious peanut/tree-nut allergies, we do not serve peanut butter or nut products in our cafeterias. While other foods - for example, dairy products or seafood - can also cause life-threatening allergic reactions, nuts present a special problem for two reasons: they are the most common culprit in severe food allergies, and they are an oily substance. To ensure the safety of our students, every effort should be made to ensure that all outside food must be nut-free. Baked goods containing nuts or processed in a plant with nuts may not be brought on campus, including birthday or celebration treats. All food items brought to school should have an ingredient label attached.

The elimination of nut products from the school is one part of a broader school-wide program that includes teacher and staff education in responding to allergy emergencies, written medical treatment protocols for highly allergic students at Portledge, and availability of emergency information throughout the campus. All teachers are informed before the start of the school year when a child in their classroom is allergic. While we strive to do all we can to protect our students with allergies, all eventualities cannot be covered. We are therefore a nut aware, not nut free campus.
Please return the signed Technology Acceptable Use Policy form to Pat Rooney, assistant to the Head of School, during the summer, or bring to the advisor during the first week of school.

Technology Acceptable Use Policy

Each year it is important to review with students the principles and expectations regarding the appropriate use of technology. With increased access not only to computers but to a wide variety of mobile hand-held devices, students must make conscious and responsible decisions about their technology use both in and outside of school.

In addition to taking disciplinary action, Portledge may revoke the privilege of computer use, network and internet access at school if a student does not adhere to the guidelines below. Transmission of any material in violation of any U.S., state, or school regulations is prohibited. Students should have no expectation of computer privacy as the School may monitor computers and internet activity. Illegal downloading or use of “pirated” music or software is prohibited.

- Students will respect the privacy and dignity of others at all times and will refrain from any form of cyber-bullying.
- Students will not use another user’s password.
- Students will use appropriate language by refraining from profanity or insulting language.
- Students will respect school equipment.
- Students will not access, process, or store inappropriate files.

To ensure student safety on the internet, students will adhere to the following guidelines:

- Do not give out on the internet personal information such as full name, phone number, or address.
- Do not give out on the internet personal information about someone else’s name, phone number, or address.
- Only access sites appropriate for school classes or activities.
- It is the student’s responsibility to keep computer viruses off any school equipment. Student laptops must have current anti-virus software installed and running.
- Electronic communication among students on or off campus that is considered to be inappropriate in nature and/or intimidating in any way will not be tolerated.
- Offensive messages that originate outside of school but disrupt the school’s educational process may be subject to consequences at school.

We have read and will abide by the Technology Acceptable Use Policy

______________________________  ______  __________________________  ______
Student signature        Date          Parent signature        Date
Portledge School Employee & Student Policy Prohibiting Discrimination, Harassment, Hazing and Bullying

Portledge School is committed to providing a safe, positive learning and working environment. The School will not tolerate discrimination against or harassment of our applicants, faculty members/employees or students by another employee, supervisor, vendor, student, family member or any third party. Moreover, the School will not tolerate any verbal or physical conduct by an employee, supervisor, vendor, student, family member or any third party which harasses, disrupts, or interferes with the work/learning environment of a School employee or student or which creates an intimidating, offensive, or hostile environment. This policy includes discrimination and/or harassment of any kind, but particularly discrimination/harassment based on race, creed, citizenship, religion, color, sex, sexual orientation, national origin, age, disability, genetic information, marital status, victim of domestic violence status, veteran status, prior conviction record, or any other classification protected by federal, state, and local laws and ordinances.

Hazing is a form of harassment often involving intimidating banter, criticism or ridicule and is frequently but not always associated with excluding an individual from a group. Portledge will take strong disciplinary steps, up to and including discharge or expulsion, against any employee or student who engages in any type of hazing activity.

Harassment as defined in this policy is unwelcome verbal, visual, or physical conduct generally based on protected characteristics which creates an intimidating, offensive, or hostile work/learning environment that interferes with work/learning performance. Harassment can be verbal (including slurs, jokes, insults, epithets, or teasing), visual (including gestures, offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media postings or e-mails) or physical conduct (including physically threatening another, blocking someone’s way, etc.) that denigrates or shows hostility or aversion toward an individual. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees and students are expected to behave at all times in a professional and ethical manner.

Sexual Harassment

Portledge School's general policy against harassment includes a prohibition against sexual harassment. The law defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when either:

Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's hiring, employment, or status within the School; or

Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment/participation in school or creating an intimidating, hostile, or offensive school environment.

The policy requires each employee and student to exhibit, in conduct and communications, sound judgment and respect for the feelings and sensitivities of every other employee and student. The expectations are the same for all members of the student body in their interaction with each other, the faculty, and the staff.

Even when they do not violate the law, harassing or discriminatory conduct violates our policy and is prohibited. Examples of conduct that violates this policy include:
• unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement
• requests for sexual favors or demands for sexual favors in exchange for favorable treatment
• obscene or vulgar gestures, posters, or comments
• sexual jokes or comments about a person’s body, sexual prowess, or sexual deficiencies
• propositions, or suggestive or insulting comments of a sexual nature
• derogatory cartoons, posters, and drawings
• sexually explicit text messages, social media postings, e-mails or voicemails
• uninvited touching of a sexual nature
• unwelcome sexually related comments
• conversation about one’s own or someone else’s sex life
• conduct or comments consistently targeted at only one gender, even if the content is not sexual
• teasing or other conduct directed toward a person because of the person’s gender

All such conduct is unacceptable in the work/learning place and in any work/learning related settings such as a school trip, extra-curricular activity or school social functions, regardless of whether the conduct is engaged in by a faculty member, employee, student, family member or other third party.

Reporting Procedures
The following steps have been put into place to ensure the work and learning environment at Portledge is respectful, professional, and free of harassment. If an employee or student believes someone has violated this policy, the employee or student should promptly bring the matter to the immediate attention of the department head, the Faculty Liaison, the Head of School or any person in administration with whom he or she feels comfortable. Failure to report any known discrimination, sexual harassment, hazing or bullying (“improper conduct”) shall be a violation of this policy for which discipline may be imposed. If the employee or student makes a complaint under this policy and has not received a satisfactory response within five (5) business days, he or she should contact the Head of School immediately.

Mandated Reporting
A top priority at Portledge is the safety of all those within our community, specifically our students. All school officials must abide by New York State Mandated Reporter Laws. According to the NYS Office of Children and Family Services, the law says “Mandated reporters are required to report suspected child abuse or maltreatment when they are presented with a reasonable cause to suspect child abuse or maltreatment in a situation where a child, parent, or other person legally responsible for the child is before the mandated reporter when the mandated reporter is acting in his or her official or professional capacity. “Other person legally responsible” refers to a guardian, caretaker, or any other person 18 years of age or older who is responsible for the care of the child. Maltreatment can also include neglect.”

Investigation Procedures
The School will promptly investigate the facts and circumstances of any report of improper conduct. To the extent possible, the School will endeavor to keep the reporting employee’s or student’s concerns confidential. During the investigation, the School generally will:

• interview the complainant and the alleged harasser
• conduct further interviews as necessary
• document the School’s findings regarding the complaint
• document recommended follow-up actions and remedies, if warranted
• inform the complainant of the School’s findings

Every employee in a supervisory capacity, who learns of any employee’s or student’s concern about conduct in violation of this policy, whether through a formal or informal communication, immediately must report the issues raised to the Head of School.

Upon completion of the investigation, the School will take corrective measures against any person who has engaged in conduct in violation of this policy, if the School determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension, expulsion or immediate termination. Anyone, regardless of position, title or standing, whom the School determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination and expulsion.

No Retaliation
No employee or student will be subject to any form of discipline or retaliation for reporting perceived violations of this policy, pursuing any such claim, or cooperating in any way in the investigation of such claims. If an employee or student believes someone has violated this no-retaliation policy, the employee or student should bring the matter to the immediate attention of the Head of School. Anyone, regardless of position, title or standing, who the School determines has engaged in conduct that violates this policy against retaliation will be subject to discipline, up to and including termination or expulsion.

Portledge cannot remedy claimed harassment or retaliation unless claims are brought to the attention of School administration. Failure to report claims of harassment and/or retaliation prevents the School from taking steps to remedy the problem.

Social Media Policy
The use of computers and other communication technology is a privilege, not a right. Regardless of what technology students use, they are expected to conduct themselves appropriately and abide by the School’s Honor Code. Inappropriate use will result in disciplinary action.

The following guidelines provide a foundation for how to use technology as a tool to enhance each student’s education and the overall learning community at Portledge. Always keep in mind that unkind behavior may lead to consequences.

• Portledge’s use of technology follows expectations of mutual respect and kindness and encourages positive behavior. The Honor Code applies to the use of school technology, accounts, and internet content at all times, even when students are not on campus.
• Model kind behavior online and on social media. Some examples of unkind behaviors are bullying, harassing, humiliating, or upsetting anyone online or with a phone/electronic device – which includes, but is not limited to sharing photos, videos, or screenshots, spreading rumors or gossip, or setting up fake profiles. Stand up to those who act unkindly, telling them that their behavior is unacceptable at Portledge School and beyond.
• Know that the photos, videos, text comments can be saved and shared at random, therefore do not post anything online that students would not want family members, teachers, college admissions officers, or future employers to see.
• Respect for others and oneself is fundamental to our inclusive and warm environment. To that end, the
privacy of everyone in our community should be paramount. Get permission before filming, photographing, or otherwise recording anyone in the community while on or off campus. Get permission again before posting any recordings online for any reason. This includes the postings of any student(s) or faculty members.

- Choose healthy online relationships, and if you ever feel uncomfortable with an online interaction, talk to a trusted adult about your feelings. You have the right to choose your relationships, both virtual and in real life.
- Posing as anyone else online, whether as a joke or to gain an advantage is fundamentally wrong and dishonest. Knowing anyone else’s password without telling them – even if you do not use it – falls into this category.
- Other people’s devices are to be treated as you would like them to treat your devices. Return them to their owners when you find them out of place. Leave the information on them alone. If you see others violating the Honor Code, speak to them about it.

Under any circumstances Portledge School, if it so chooses, may exercise its right to protect its reputation by taking disciplinary measures whenever it deems necessary where conduct is unbecoming of a Portledge student either online or in real life. All violations of the Social Media Policy could result in disciplinary consequences when brought to the school’s attention.

**Eligibility for Promotion Policies**
Portledge School offers contracts to individual students on a yearly basis. It does not offer multiple year contracts and maintains its right to non-renewal of a contract at its discretion (as outlined in the wording of the contract itself). While Portledge aspires to do all it can to meet the academic and social and emotional needs of an individual child, there are times when we come to recognize that the student would be better or best served in a different educational environment, or that the student and/or family consistently behave in a way that is out of sympathy with our community and our pillars (kindness, purpose, honor, and respect).

Under these circumstances, the School deems it necessary to withhold a contract or not offer a contract for the upcoming year as it determines that the student may be ineligible for promotion to the next grade.

When becoming ineligible for promotion is even a possibility, Portledge School will strive to inform a family of this possibility by way of personal phone call/conference meeting by the end of the first trimester (if not before then), to outline the nature of the concerns and areas to be addressed, and then follow up with a recap of this notification in writing. If difficulties continue or have not been rectified for whatever reason, then the school will meet in person with the family in January/February to inform the family that a contract will not be offered for the following year. This timeline enables families sufficient time to create alternative plans.

Contract ineligibility could be related to but is not limited to the following scenarios:
- Academic performance, ability or effort (division specific, as defined in the handbook)
- Behavioral problems that result in serious or ongoing disciplinary infractions or that are disruptive to the learning of the child in question or that of other children in the learning environment (including but not limited to peer cruelty and bullying)
- Criminal activity (resulting in prosecution) that is known to have taken place outside school
- Chronic and persistent attendance issues (as outlined in the handbook)
• Significant social, learning and/or emotional needs that the school is not able to meet or accommodate with its current resources
• Any other reason deemed sufficient to result in a child being required to transition out of Portledge.

In addition, a student’s success at Portledge requires strong positive collaboration between the student’s parents/guardians and the school’s administration and faculty. There are rare occasions when it is the parents, not the student, who are unwilling or unable to meet the basic requirements of the expected Parent Partnership document. This scenario, if unresolved or ongoing may also result in non-renewal of contract for an individual student. Failure to sign, or refusal to sign the aforementioned Parent Partnership document does not negate the fact that basic tenants of respect and courtesy form the non-negotiable cornerstone of how we conduct ourselves in the Portledge community and will therefore always apply.

**Re-Enrollment Committee (REC)**
The purpose of the Re-Enrollment Committee (REC) will be to monitor and enforce the standards created by the school for student eligibility for promotion.

When reviewing a student’s eligibility for re-enrollment the REC will be evaluating the individual’s academic and behavioral performance, attendance patterns, and compliance with the parent-student-school partnership. At various times the Committee will be made up of the following members:

- Directors of Lower, Middle and Upper School
- Dean of Students
- Director of Admissions
- Director of Financial Aid
- Educational Psychologist
- Homeroom Teacher or Advisor

**Academic Standards**
Criteria for review:
A student's academic standing will be reviewed at each interim and marking period. The Committee will consider the academic marks the student receives, narrative reports, effort marks and be looking to identify students who are performing in a marginal relationship to grade level standards.

In the Lower School, the focus of the review will be Math and English language arts. As the student moves into the departmentalized program of the Middle and Upper school all core courses will be considered.

For Lower and Middle School students, standardized tests that the school conducts in grades three through six will also be utilized for additional objective data to determine a student’s performance and aptitude in relation to grade level norms.

For the Middle School, all grades must be passing, and there must be no marks of F.

The Upper School review will utilize the Quality Credits procedures, where three quality credits are needed to be eligible for grade promotion.

An additional review will occur in the year in advance of a student's matriculation from one division to the next to ensure the appropriateness of program and also to provide families ample time to consider placement.
Portledge offers reasonable accommodations to those with documented needs. Our Educational Psychologist, Learning Specialist, and Learning Needs Committee meets to coordinate accommodations and is involved in monitoring performance.

**Process of Student Academic Review**
If REC deems a student in poor standing in relation to the above, the student will be placed on Academic Warning, the family will be notified directly both via phone and email correspondence that clearly identifies the reason for placement on Academic Warning.

The communication will also provide a detailed list of the supports the school will be putting in place to help the student raise performance, along with identifying a timeline for updating along with a date for a formal review of status.

The REC will be responsible for conducting all student reviews at the interim and end of marking periods, with the largest review taking place after the first trimester in order to give the student time for improvement and the family time to consider alternative placement options.

Updates on performance will happen at the next academic reporting period, either an interim or end of the trimester.

Final decisions will be made on an individual basis.

**Behavioral Standards**
Criteria for Review:
A student’s behavior will also be a component of a student’s review to be eligible for the promotion. Portledge is guided by our character code and the pillars of citizenship that include Kindness, Honor, Purpose, Respect.

A student with persistent infractions of any sort, or who accumulates 3 or more detentions within a trimester or has been suspended would be in jeopardy of being placed on Disciplinary Warning and thus be subject to review by the REC.

Additionally, any student whose behavior within the learning environment that is deemed consistently disruptive, and thus inhibiting others from learning, would also be seen in violation of the behavioral standards for promotion and would be placed under review by the Re-enrollment Committee.

**Process of Student Behavioral Review**
A student’s behavior is evaluated daily. Any major deviation and or major breach of conduct can place a student under immediate review by this committee. Minor infractions that either accumulate or develop a consistent frequency will also be deemed in violation of the code of conduct.

Placement on Disciplinary Warning may occur at any moment based on student behavior and will be reviewed at each marking period.

When a student is placed on Disciplinary Warning the family will be notified directly both via phone and email correspondence that clearly identifies the reason for placement on Disciplinary Warning.
The communication will also provide a detailed list of the support the school will be putting in place to help the student raise performance, along with identifying a timeline for a formal review.

The REC will conduct these reviews at the interim and end of marking periods, with the largest review taking place after the first trimester in order to give the student time for improvement and the family time to consider alternative placement options.

Updates on performance will happen at the next academic mile marker, either an interim or end of the trimester.

Final decisions will be made on an individual basis.

**Attendance Standards**
The school’s Truancy Policy states that students whose unexcused absences total more than 16 days (10% of school), or its equivalent in terms of lost instructional time (repeatedly missing part of a day or consistently missing a class), face the possibility of being denied academic credit for the entire school year in one course or multiple courses. Students in this unusual situation will be required to meet with the Head of School and/or other school administrators to address the situation or appear before the Administrative Disciplinary Committee to have the attendance record reviewed.

Attendance is monitored daily and reviewed at marking periods. If a student’s attendance pattern projects the possible accumulation of unexcused absences at the volume that would break from attendance policy, the family will be notified in writing, asked to clarify any discrepancies, and reminded of attendance requirements for promotion eligibility.

**Compliance with Parent-Student-School Partnership**
Portledge School believes that a positive constructive working relationship between the school, the student and the school and a student’s parents/guardians is essential to the fulfillment of the school’s mission. Thus, the school reserves the right not to continue enrollment or not to re-enroll a student if the school reasonably concludes that the actions of a student or parent/guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school’s accomplishment of its educational purposes.

**Dogs on Campus:**
For the safety and wellbeing of our community, Portledge School does not permit dogs when students are on campus as dogs may constitute real or perceived health issues to others. Such issues may include allergies, fear, falls and bites and our younger students may be especially susceptible.

**Security Video Footage Use:**
Portledge School takes the safety and security of all of the community members extremely seriously. Indeed, it is a fundamental expectation that students (and adults) should come to school knowing that we are aspiring to do all we can to create a “warm and inclusive community” as our mission statement says.

To this end, Portledge operates a monitoring system using exclusive indoor and outdoor cameras. These cameras are able to capture almost all areas of the campus. The footage that is captured is kept for a period of 30 days, and then (unless deemed necessary to save by security personnel) is erased from our server. The content of this material is solely in the possession of the school and will not be made available to parents or other potentially interested parties for any reason or under any circumstances (unless required to do so by law). This measure is
taken to protect the privacy of all individuals and grants our school the ability to maintain this footage for its sole use.

Please be advised that video surveillance is only used in common areas and not in areas where there is a reasonable expectation of privacy, such as restrooms, locker rooms, etc.

**Child Abuse in An Educational Setting**
Please click here for the linked policy