



Palm Beach Day Academy Upper Campus Handbook 2020-2021

MISSION STATEMENT

The foundation of the Palm Beach Day Academy's program is the education of our students in an academically challenging and compassion rich environment that guides each child toward personal excellence of mind, body and character. At all levels, our students will be –

*Challenged to Excel;
Empowered to Act;
Prepared to Lead*

LEAD WITH HONOR

PBDA community members are expected to follow, in and out of school, what are considered the core values of the school. PBDA's character program, Lead with Honor, consists of PBDA's core values: trust, respect, integrity, grit, honesty, responsibility, empathy, and commitment.

Lead with Honor focuses on eight core values:

- Respect
- Responsibility
- Integrity
- Commitment
- Grit
- Honesty
- Empathy
- Trust

Under the guidelines of Lead with Honor, students will:

- Bring respect and dignity to all of those with whom the student shares the Palm Beach Day Academy experience.
- Accept the fact that their behavior reflects their character and attitude toward Palm Beach Day Academy.
- Respect other people's property and will not steal or vandalize property.
- Be honest and honorable, avoiding all forms of plagiarism.
- Pledge to avoid fighting or harassing others either verbally or in writing,
- Resolve differences of opinion.
- Understand and accept the fact that out-of-school behavior is a matter of school concern and that, because individual behavior does reflect on the school's reputation, any inappropriate behavior may result in a variety of school consequences, including suspension or expulsion.

UPPER CAMPUS OFFICE INFORMATION

CONTACTS

Front Desk: (561) 655-1188

Sarah Kemeness, *Head of Upper School*, skemeness@pbday.org, (561) 655-1188, ext. 112

Bryce Stewart, *Dean of Students*, bstewart@pbday.org, (561) 655-1188, ext. 143

Leslie Piester, *Assistant to the Head of Upper School*, lpiester@pbday.org, (561) 655-1188, ext. 190

OFFICE HOURS

The front desk of the Upper Campus is located in the atrium of the main building. All visitors, including current families and alumni, sign in at the front desk. Students who arrive late to school or leave campus early will wait for their guardian to sign them in and out at the front desk.

Effective September 8, 2020 and until further notice, the hours are as follows:

School Hours: 8:00 a.m. – 2:35 p.m.

After School Hours: 3:00 p.m. – 4:00 p.m. (This service is offered as needed by families. We will cap the number of students for safety reasons.)

Students should be on campus no earlier than 7:30 am, unless a previous arrangement has been made to meet with a teacher.

DAILY SCHEDULE:

Click on [DAILY SCHEDULE](#) to see the periods and times for Grade 4 and Grades 5-9. This daily schedule has been amended for the August 2020 re-opening.

ACADEMICS

There are three grading periods, at which time grades and effort marks are given in each academic subject. Students receive an effort grade in Athletics and Activities.

GRADING SCALE FOR GRADES 4-9

For students in grades 6-9, the final average includes overall grades from Trimester I-III and the final exam in English, science, math, history and World Language. Students in grades 4 and 5 do not take trimester tests or final exams.

The Academic Grading scale is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
59 & below	F

EFFORT GRADING SCALE FOR GRADES 4-9

The criteria listed below describe the general characteristics of effort:

- 1 Consistently exceeds expectations and is self-motivated
- 2 Exceeds expectations
- 3 Meets expectations
- 4 Works below expectations
- 5 Consistently fails to meet expectations

FINAL EXAMS

The school feels the exams are a valuable learning experience and an appropriate way to measure student command of extensive amounts of information learned over a prolonged period. Additionally, we think it is valuable to give our students experience in managing the exam process. Final exams are administered to Sixth - Ninth Graders in June and are only cumulative exams in certain disciplines.

EXAM EXEMPTION POLICY

All 8th or 9th grade students have the opportunity to be exempt from their science, history, and English final exams. In order to be exempt from the final exam, the student:

- will have a 93 average at the end of Trimester III, June 3, 2021
- will turn in all work on time. There will be no missing or late work.
- will have an Effort Grade of 1 or 2.
- will still attend class and participate in the review process.
- will complete the trimester with an exemplary attendance record. Exemplary attendance is at the discretion of the Head of Upper School.

INCOMPLETE GRADES

Incomplete grades are given sparingly when a student is unable to complete course requirements due to illness or other extenuating circumstances approved by the administration. Any student who receives an "I" (Incomplete) on his/her report card must complete the course requirement by the end of the next trimester

HONOR ROLL

An Honor Roll for Grades 6-9 is recognized each marking period. An Honor Roll for Grades 5-9 is recognized each marking period. Honors are accorded to students with averages of 90 or better with no grade below 80.

NATIONAL JUNIOR HONOR SOCIETY

Eighth and Ninth Graders may qualify for membership in the National Junior Honor Society (NJHS), a service organization that recognizes outstanding middle school students who have demonstrated excellence in Scholarship, Leadership, Service, and Character. To qualify for an application to NJHS, students must earn and maintain a 92 average, all ones and twos in Effort, and 10 hours of Community Service during each trimester. Applications are completed by the student and reviewed by the NJHS nominating committee. Seventh Graders may also qualify for NJHS based on meeting the criteria during the third trimester. Students must maintain the specified academic and effort grades as well as be in good standing with the Dean of Students and Head of Upper School.

STANDARDIZED TEST INFORMATION

Due to the pandemic, information about SSAT testing was sent to families over the summer. All other standardized testing will resume once we are able to administer testing in a safe manor.

SUPPORT SERVICES

Palm Beach Day Academy is committed to helping all students succeed by providing appropriate academic, social, emotional, and physical support, as needed. The Student Success Team (SST) on the Upper Campus is made up of two learning specialists, one servicing Grades 4-6 and one working with students in Grades 6-9. A counselor and school nurse provide additional support. The SST works closely with academic teachers as well as parents to understand the students' needs and to create effective support plans. For students in Grades 4 and 5, individualized support is offered using the Wilson Reading System, a structured, systematic, and multi-sensory approach to teaching reading and spelling, which is based on the Orton-Gillingham Methodology. Beginning in Grade 6, the focus shifts to application, independence, and self-advocacy. Students with learning plans meet with the learning specialist for weekly check-ins to address learning strategies, as well as organizational and study skills. Support Team members push-into classrooms to provide support to targeted students and/or assist teachers during group instruction (priority given to grade-level English sections). An Essential Study Skills class is offered for all 6th-grade students. Formal classroom and testing accommodations are granted to students meeting PBDA's eligibility requirements.

HOMEWORK

One of the chief aims of the school is to assist the students in developing their academic potentials to the fullest. Homework plays a major role in the learning process, and students are expected to complete their homework assignments on time. Students and parents can access homework assignments via Blackbaud's Bulldog Den.

When extenuating circumstances occur and the homework cannot be completed, students are charged with the responsibility of notifying their teachers in a timely and appropriate manner.

Fourth Grade students can expect approximately thirty minutes of homework each night. In the Fifth through Ninth Grades, students may receive an hour and a half to two hours of homework each night. Honors sections usually require more time for each assignment.

MORNING TUTORIAL/EXTRA HELP

This service is available to all students. Students experiencing academic difficulty may be required to attend these sessions. Communication between the students and their teachers is strongly encouraged; a teacher may be unavailable and cannot work with a student at a specific time.

STUDENT LIFE

ADVISORY SYSTEM (Grades 5-9)

PBDA's advisors work to ensure that the school's whole-student philosophy is addressed regularly. An advisor will advocate, counsel, and mentor students and act as liaison between the school and parents. The advisor will participate in the Trimester One Student-Advisor-Parent Conferences. Throughout the school year, advisors assist the students and parents in both academic and social concerns. The role of the advisor is that of direct link between student, teachers, and family. Advisors will conduct weekly meetings with their advisees. During these meetings, the advisor will have a specific agenda based on a curriculum provided by the grade's Lead Advisor. In addition, the advisor is available for informal conferences with teachers or parents upon request.

COMMUNITY SERVICE

Bulldog Outreach organizes all community service opportunities for students in grades 4-9. Students fill out a community service form and return it to the advisor who keeps track of the hours. Students should always check with the Bulldog Outreach sponsors to make sure the service opportunity, especially off-campus, would be considered for hours. Certain organizations, including NJHS, require a certain number of additional service hours.

STUDENT LEADERSHIP COUNCIL

The Student Leadership Council is elected by the student body and is responsible for planning and implementing various student activities throughout the year. In September, students in grades four through nine elect their representatives. Two or more representatives are elected from each grade. To qualify, candidates must have maintained an academic average of 80 or above in the previous school year. Once elected, SLC members must maintain an academic average of 80 or above (or C for Fourth Graders) with no academic grade below 80 and earn 10 hours of community service hours each trimester. All candidates and members of Student Leadership Council are subject to review by a faculty committee. A student jeopardizes his/her SLC position if he/she fails to maintain the required grades or violates the Lead with Honor program.

DRESS CODE

The dress code is in effect from the time students arrive on campus until they leave campus. The Dean of Students and Head of Upper School reserve the right to determine whether a student is dressed or groomed appropriately. Students who are not appropriately dressed may be sent home, issued a detention, and/or withheld from classes until their parents have brought them appropriate attire. Extremes in fashion, hairstyle, or hair color are unacceptable. Specifically, hair color must be a natural color. Except for 9th grade girls, makeup is not permitted. Bangs for boys and girls should not interfere with their vision. All uniform items may be purchased from PB Boys/Girls Club or online from the [Lands' End website](#).

PBDA white polo

Khaki kilt or long chino khaki skort (Lands' End) - no shorter than 3" above knee

Khaki pleated skirt (PB Girls Club) - no shorter than 3" above the knee

Khaki slacks

PBDA belt (only available at PB Boys Club)

PBDA tie or bow tie

PBDA sweaters, PBDA sweater vest, PBDA micro-fleece half-zip pullover

PBDA patch for navy blazer

Collared, button-down, long or short-sleeve shirts must be free of name brand logos. All collared, button-down long or short-sleeved shirts will have **PBDA** embroidered on the left side (where a typical pocket would be).

Male Students: Monday-Thursday

- White PBDA cotton polo shirt, tucked in
- White, light blue, pink or light yellow collared, button-down long or short-sleeve shirts, tucked in, shirts will have **PBDA** embroidered on the left side where a typical pocket would be. No other logos are permitted
- Khaki dress pants with school belt
- Solid white, navy, black, or brown socks or no-show socks
- Black, brown, navy or tan flat closed leather dress shoes

Male students: Fridays and Special Occasions – Dress Uniform

- Collared, button-down, long or short sleeve light blue shirt (**PBDA** embroidered on the left side where a typical pocket would be). No other logos are permitted.
- Khaki dress pants and school belt
- PBDA tie or bowtie; clip on or regular size ties 48"-54"
- School blazer
- Black, brown, navy or tan flat closed leather dress shoes
- Solid white, navy, black, or brown socks or no-show socks

Female Students: Monday-Thursday

- White PBDA cotton polo shirt, tucked in
- White, light blue, pink or light yellow collared, button-down long or short-sleeve shirts, tucked in, shirts will have **PBDA** embroidered on the left side where a typical pocket would be. No other logos are permitted
- Khaki kilt or long chino khaki skort or khaki pleated skirt
- Solid white, navy, black, or brown socks or no-show socks
- Black, brown, navy or tan flat closed leather dress shoes

Female Students: Fridays and Special Occasions – Dress Uniform

- Collared, button-down, long or short sleeve yellow shirt (**PBDA** embroidered on the left side where a typical pocket would be). No other logos are permitted.
 - Please note that the long or short sleeved yellow button shirt is no longer available for purchase at Land's End. PB Boys and PB Girls Club/Aristokids on S. County Road in Palm Beach carry these shirts and the PBDA logo will be added on-site. You may opt to purchase an identical yellow button-down shirt elsewhere. Embroid Me on Northlake Road in Palm Beach Gardens will add the PBDA logo to these shirts.
- School blazer or School V-neck vest
- Solid white, navy, black, or brown socks or no-show socks
- Black, brown, navy or tan flat closed leather dress shoes

Winter Dress – December – February

- The only change for winter dress is that the students will only be allowed to wear white, light blue, yellow or pink long or short-sleeve shirts with **PBDA** embroidered on the left side where a pocket would be.
- Girls may wear solid footed white or navy tights instead of socks. Leggings are not permitted.

Sports Uniform

- Gray PBDA t-shirt with school seal; short or long sleeve
- Navy mesh sport shorts
- White or black athletic socks
- Sneakers or cleats as required
- PBDA sweatshirt and pants for cold weather

Field Day

- Yellow (Flamingo) or Blue (Pelican) t-shirt must be purchased from PB Boys Club
- White gym shorts
- White ankle socks
- Sneakers or cleats as required

Evening Functions

- The dress for students at evening functions at school, such as plays and musical performances, will be polo or button-down shirts, dresses, skirts, dress pants and footwear. Beach wear, including flip flops, is not acceptable for such functions.

Freshmen Dress Code: The students in grade 9 will work with their advisors to decide upon their dress code for the school year. All students in Grade 9 will wear Dress Uniform on Fridays.

ATTENDANCE

Palm Beach Day Academy is dedicated to academic excellence. In order to promote a scholastic environment all students must be in attendance. Chronic tardies or absences on the part of any student are detrimental to the academic environment of the school and the intellectual development of the student. Parents and students are expected to plan weekends, vacations, and secondary school visits around the school calendar so that students do not

miss school. Adherence to the school calendar and schedule is the best way to minimize problems and ensure the greatest opportunity for academic success. Requests for special permission to miss any part of the school day should be made in writing and submitted to the Dean of Students at least two weeks in advance whenever possible.

A student who shows commitment to a specific activity may be granted a schedule that allows the student to practice his/her craft with a professional during school hours. The family will discuss all plans and gain approval from the Head of Upper School.

- If a student is absent from school, the parent should notify the School Nurse at (561) 665-1188 ext. 114.
- If a student must leave during the school day, the parent must sign out the student at the front desk. As well, the parent should give 24 hours' notice when pulling a student out of school early. A student who leaves school due to illness will not be permitted to participate in any after-school activities that day or evening.
- A student must be on campus by the start of third period and remain through the end of the day in order to participate in or attend any school-sponsored activity including athletic events, practices, rehearsals, or performances.
- Students and parents will receive a notice from the Dean of Students after a student is absent three times from the same class.
- Students and parents will meet in person or by phone with the Dean of Students after a student is absent five times from the same class.
- School-sponsored events that result in missed class time are excused absences.

Please know that PBDA is asked, on secondary school applications, to comment on a student's attendance. While the final transcript does not show the attendance, PBDA is transparent in regard to a student who consistently misses school, leaves early, or arrives late. Students who participate in courses for high school credit may not receive credit for the course if they miss a significant number of classes as determined by the Dean of Students and Head of Upper School. Students with significant absences jeopardize their chances of being exempt from final exams in grades 8 and 9. Finally, students' effort grades will be negatively affected by excessive tardies and absences.

MISSED WORK DUE TO ABSENCES

Students in grades four through nine should contact reliable fellow students in their classes or visit their Bulldog Den to learn about missed work and assignments. In the event of extended unforeseen absences, the advisor (homeroom teacher in grade four) can assist parents in coordinating the work. When students in grades 6-9 miss school, they will be given one times the number of days absent to make up the work. Work that is assigned prior to absences will be handed in the day the student returns to school. Additionally, students in grades six through nine who are absent on the day of a pre-announced test will be required to take a make-up test on the day they return.

ARRIVAL/DISMISSAL – (Please refer to the [Opening of School 2020 document](#) for arrival and dismissal procedures.)

Arrival:

Parents should drop students off between the west end of the Matthews Center for Performing Arts (marked by the double orange cones) and the Bulldog Cafe. Students must exit on the passenger's side. Parents who need to exit their vehicles, when necessary to walk their children into the school, must utilize the 2-hour parking at the tennis courts, the metered parking at the Recreation Center, or any legal parking in the vicinity of the school.

Dismissal:

Bus riders will assemble in the atrium, and await their bus drivers, who will walk the students across Seaview Avenue to the buses at 3:10 p.m. Car riders will gather in the Bulldog Café after school. The dismissal line runs the entire length of the school, from County Road to the west end of the Matthews Center for Performing Arts. Please pull up as far forward as the line will allow. Each family is issued two signs indicating the family's last name. These signs must be used daily, as faculty assigned to dismissal duty vary by day. Please keep the sign in view until your children are in the car. In the interest of safety, please avoid using cell phones during drop-off and dismissal. Unattended vehicles parked in this area are subject to a parking citation and towing by the Town of Palm Beach Police Department.

AFTER-SCHOOL SUPERVISION POLICY – (Please refer to the [Opening of School 2020 document regarding after school activities.](#))

All students who are not involved in a supervised activity after 3:15 p.m. must report to the library until pick-up. On half days, the library is closed at dismissal. Students may use the Palm Beach Rec Center located across the street from school. Parent permission is required and all students who have permission must sign out at the front desk. A student who does not get picked up during dismissal and wishes to walk to another destination must have permission from the Dean of Students. Students who do not get picked up during dismissal and gain permission to leave should not return to school.

CAFETERIA

All students eat at school and should remain on campus throughout the lunch period. Parents who bring their child's lunch will check in at the front desk and leave the lunch on the blue shelves behind the front desk. Food and drinks are not to be consumed in or taken to any other place other than the cafeteria. Palm Beach Day Academy strives to be nut-aware. Snacks and lunches that contain peanuts, peanut flour, peanut oil, or peanut butter or other tree nuts are not permitted. Snacks must be store bought for any school occasion.

LOCKERS

Each student is assigned a locker for the storage of books, laptops, and other school items. It is the student's responsibility to see that his/her locker is kept in order at all times. The administration or a designee may search a locker or backpack with reasonable cause at any time. All students in grades 4-9 must have a lock on their athletic locker in order to participate in sports. As well, it is required that all Physical Education uniforms have the student's name on the inside tags.

DELIVERIES

For security purposes, PBDA will only accept food deliveries from parents or guardians. Parents, guardians or students may not have food delivered to PBDA from outside vendors. This includes but is not limited to local restaurants, Delivery Dudes, or Uber Eats.

TRANSPORTATION

Bus riders are subject to all school rules. Students will follow the direction of the bus driver at all times. Food, candy, or drinks are allowed on the buses only when circumstances and the drivers permit it. Students may ride bicycles to school only with parent permission and only if operated responsibly to or/and from campus.

AREAS OFF LIMITS

The teachers' and staff desks, some audiovisual equipment, the offices, the kitchen, maintenance areas, and the Faculty House are off limits to students.

CELL PHONES

The use of cellular phones is permitted on campus only with faculty permission. Cell phones must be turned off from 8:00 a.m. – 3:00 p.m. and stored in the student's locker or backpack. Cell phones are not to be in a student's pants or jacket pocket. Using a cell phone without the permission of a faculty or staff member or using a cell phone for non-academic reasons will result in detention and possibly loss of the phone for a period of time.

CHEWING GUM

Chewing gum is not permitted.

BIRTHDAY PARTIES

We request that parents do not bring in cupcakes or any other birthday treats on a student's birthday. Instead, PBDA will be providing each student with a unique "Birthday T-Shirt" that will be given to each student on his or her birthday. The student may wear the shirt to school on his or her birthday.

FIRE SAFETY/LOCKDOWN DRILLS

The school has at least one fire drill and one lock down drill per month. Guidelines for evacuation are posted in each classroom.

EMERGENCY CLOSINGS

In the event of extreme inclement weather, the policy is influenced somewhat by that of the Palm Beach County public schools. If there is an occurrence that is specific to us, we will keep you updated via www.pbday.org and/or send out a message to your phone and/or email.

STUDENT VISITORS

In order to sustain an academic environment free of distractions, students may not invite friends or relatives to campus during school hours.

RIDE SHARING SERVICES

Palm Beach Day Academy does not condone students leaving campus in third-party car services and, specifically, ridesharing services whose own policies explicitly prohibit minors from using them. This includes Uber and Lyft. Uber explicitly states the “Service is not available for use by persons under the age of 18” in its [terms of use agreement](#). LYFT on the other hand, has policy that [explicitly states](#) that children (17 and under) are not permitted to ride alone in a Lyft vehicle, Policies & Other Info, Policies for Passenger uses of Lyft).

LIBRARY (Please refer to the [Opening of School 2020 document](#) regarding the library after 3:00 p.m.)

The Raymond Wean Library is open from 7:30 a.m. to 4:30 p.m. Students may use the library after school to work independently or in small groups. Books may be checked out and are renewable for two-week periods. Books more than four weeks overdue will be presumed lost. A fee of \$35.00 will be charged to student accounts. If the book is recovered, the account will be reimbursed. Reference books, current magazines, encyclopedias, videos and DVD's will remain in the library.

TECHNOLOGY USAGE POLICY

Policies, guidelines, and rules refer to all computing devices including but not limited to computers, mobile web enabled devices, iPads, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or electronic communication devices, digital cameras, watches, as well as technology infrastructure, associated peripheral devices and/or software that access the Palm Beach Day Academy internet/computer network; and all computers and devices owned by Palm Beach Day Academy.

Palm Beach Day Academy supports the rights of students and staff to have reasonable access, in school, to various information formats and believes it is incumbent upon students and staff to use this educational advantage in an appropriate and responsible manner. As PBDA students, I will

- use my school provided Google email account for educational purposes that directly relate to the school.
- understand that my user account is intended for my sole use only. I understand I am responsible for the security of the system and must not share passwords.
- protect personal information, including a home address and phone number, about myself or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. I will report any suspicion of dangerous or inappropriate information or messages.
- use school technologies for school-related activities.
- follow the same guidelines for respectful, responsible behavior online that I am expected to follow in class.
- refrain from posting any information that I would not want students, parents, teachers, or future colleges or employers to see (once something is online, it is available to the world).
- treat school resources carefully, and alert staff if there is any problem with their operation.
- use school technologies at appropriate times and in approved places, for educational pursuits.
- understand that using electronic devices to make video/sound recordings or digital images of others without the consent of those being recorded is strictly prohibited. Restrictions against inappropriate language apply to all communication throughout the district network, including but not limited to public messages, private messages, and material posted on web pages. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.

- abide by the school's safety measures and filtering tools
- follow Lead With Honor and will not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, explicit, suggestive, threatening, discriminatory, harassing, bullying and /or illegal material or messages.
- keep from engaging in any cyberbullying activities such as harassing, denigrating, impersonating, or cyberstalking.
- disable iMessage and other texting features from my laptop during the school day.

LEAD WITH HONOR VIOLATIONS

An honor violation is an intentional act so serious that open toleration of the act would be inconsistent with the ideals and values of Palm Beach Day Academy. The seriousness of each act is determined on an individual basis by the Head of Upper School and the Dean of Students. Honor violations include but are not limited to:

Plagiarism - Any use of another's ideas, work, or words without credit to its source is plagiarism, and is a specific violation of the Honor Code. Whenever a student uses the ideas of another (including computer sources, magazines, journals, books, recordings, etc.) within his/her work, the student must give credit to the source by using the appropriate citations.

Cheating - The unauthorized giving or receiving of information of academic materials and includes failure to follow proper test-taking procedures. Receiving or giving help on any assessment (i.e. test, quiz, homework, project) is an Honor Code violation. Cheating also includes the representation of another person's work as one's own, including the help of tutors.

Lying - The act of deceiving other by intentionally falsifying a written and/or spoken statement. In addition, statements that are exaggerated or intentionally misleading are deceitful and forms of lying.

Stealing - The act of taking property or belongings of others. This includes school property and personal possessions.

Vandalism - The destruction or defacing of any school or personal property is vandalism.

DRUGS AND ALCOHOL

With the obvious exception of prescription medicine, possession or use of any of these substances is prohibited under any circumstances and will result in suspension and/or expulsion. Examples include but are not limited to marijuana, cigarettes, e-cigarettes, and vapes. Prescription medicines must be taken to the school nurse to be properly stored and dispensed.

DISCIPLINARY ACTION

The faculty and/or the Head of Upper School will deal with behavioral incidents individually. Students are referred to the Dean of Students who will consult the student's cumulative discipline record in order to determine the appropriate action. The nature of the offense and the circumstances surrounding it will determine the steps to be taken.

BEFORE/AFTER-SCHOOL DETENTION

Detention is the consequence of, but not limited to, repeated disruptive behavior, tardies to class/school, inappropriate language, inappropriate use of technology and dress code violations. Detentions will be served within 24 hours of the referral. Students forfeit other PBDA activities and events if they must serve a detention. The hour-long detention is held in the office of the Dean of Students or Head of Upper School, and students will use the time to write a brief reflection about the behavior as well as a response to amending the situation from occurring again in the future. Once completed, students may use the time to complete homework.

SUSPENSION

A student is issued a suspension from the School because the behavior is seen as so inappropriate that the student must be removed from the PBDA community for a period of time. Behaviors that warrant a suspension include but are not limited to smoking on campus, leaving campus without permission, fighting, or violating the technology

usage policy. A student who is suspended will be required to hand in all missed assignments including tests and quizzes, will not be allowed to participate in or attend any scheduled after-school activities, will automatically be placed on Behavioral Probation, and will be required to schedule an appointment with the Head of Upper School upon returning to school.

BEHAVIORAL PROBATION

A student will be placed on Behavioral Probation at any time during the course of the school year if he/she demonstrates a consistent inability to adhere to a rule or rules which govern the campus life of the school. In the event a student is placed on Behavioral Probation, a letter will be sent to the student's home detailing the cause and conditions of the probation, with copies forwarded to the Head of Upper School and student's advisor. Behavioral Probation may prohibit the student from attending any field trips, and the student may be deemed ineligible to participate in Athletics or other extra-curricular activities. Students on Behavioral Probations may lose other privileges, offices or membership of organizations and clubs including NJHS and Student Leadership Council. A student's behavioral status will be reviewed one to two months following the probation date.

EXPULSION

The school may find it necessary to terminate the enrollment of a student because of academic or behavioral difficulties, or because the parents' philosophy of education is not in harmony with that of the school, or for other legitimate reasons as determined by the Head of School. The school will expel a student because the behavior negatively impacts the student, the student body and the school community. An immediate dismissal from school will occur for the possession, use, or selling of controlled substances (i.e. alcohol, drugs), possession of weapons including firearms and explosives, or extreme technology usage policy violations (i.e. impersonating another student using social media, cyber-bullying)

[SBA Policies for the Upper Campus Student Handbook](#)

ADDENDUM TO THE STUDENT HANDBOOK

Due to the COVID-19 pandemic, additional policies have been added to PBDA's 2020-2021 Student handbook. Like other school policies and procedures, failure to follow the steps below will result in disciplinary action, including possible removal from on-campus learning.

- Students will wear masks upon arrival, during school, in the hallways and during dismissal. Students will remove their masks to eat lunch, drink, and when they are in situations where a mask is not needed (i.e. outdoor activity).
- Students will socially distance themselves once they arrive on campus. This includes classrooms, hallways, and bathrooms.
- Students will follow the hallway traffic pattern signage.