



Palm Beach Day Academy

Upper Campus Handbook

2022-2023

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*

UPPER CAMPUS OFFICE INFORMATION

CONTACTS

Front Desk: (561) 655-1188

Shana Dutkewych, *Head of Upper School*, sdutkewych@pbday.org, (561) 655-1188, ext. 140

Wendy Bieneman, *Dean of Students Grades 4-5*, wbieneman@pbday.org, (561) 655-1188, ext. 132

Scott Thompson, *Dean of Students Grades 6-9*, sthompson@pbday.org, (561) 655-1188, ext. 192

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 must sign in at the front desk. Additionally, students who leave campus early must wait for their guardian to sign them out at the front desk.

DAILY SCHEDULE

Click on [DAILY-SCHEDULE-FINAL-22-23.pdf](#) to see the periods and times for Grades 4-9.

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 Trimesters I-III and final exams in math and world language. Students in Grades 4 and 5 do not take 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

Cumulative final exams in mathematics and world language are administered to students in Grades 6-9 in June. The school feels these exams are a valuable learning experience and an appropriate way to measure student command of extensive amounts of information learned over a prolonged period. Final unit tests are administered in English, history, and science as culminating classroom assessments.

HONORS COURSE PLACEMENT

Each year, all Upper Campus students in Grades 5-9 are recommended for honors courses in math and English by their current teachers, and this happens as early as February or March. Students entering Grade 4 are recommended for placement in accelerated courses by their third-grade teachers.

Teachers recommend students for honors or accelerated courses based on the following criteria:

- academic maturity
- a strong foundation in the subject area
- strong report cards
- a clearly visible desire to be challenged in a specific subject

INCOMPLETE GRADES

Incomplete grades are granted on the rare occasion 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

Honor Roll for Grades 5-9 is recognized each marking period. Students with averages of 90 or better with no grade below an 80 earn this recognition.

NATIONAL JUNIOR HONOR SOCIETY

Students in Grades 8-9 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 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. Eligibility begins at the completion of Grade 7. 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

Palm Beach Day Academy administers standardized assessments to provide insight to inform curricular decisions, ensure instruction meets the needs of each student, and determine students' academic strengths and areas for improvement. The Aimsweb reading and math benchmark assessments are administered to students in Grades 4-5 in the fall, winter, and spring. The CTP-5, a standardized test produced by the Educational Records Bureau, or ERB, is administered to students in Grades 6-8 each spring.

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 three learning specialists, a school counselor, and a school nurse. The SST works closely with academic teachers as well as parents to understand each student's 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 scheduled 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 (with priority given to grade-level English sections). An Essential Study Skills class is offered for all students in Grade 6. 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 students in developing their academic potential 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 reaching out to their teachers in a timely and appropriate manner.

Students in Grade 4 can expect approximately thirty to forty-five minutes of homework each night. Students in Grade 5 can expect forty-five minutes to one hour of homework. Students in grades 6-9 may receive an hour and a half to two hours of homework each night. Accelerated and honors classes typically 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 to work with a student at a specific time.

STUDENT LIFE

LEAD WITH HONOR

The mission statement states, "*Challenged to Excel; Empowered to Act; Prepared to Lead.*" Under this umbrella, 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 these three core values:

- Respect
- Responsibility
- Integrity

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.
- 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 behavior that does not align with school values will result in a variety of school consequences, including detention, suspension or expulsion.

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 - Unauthorized aiding or receiving of academic materials on homework, classwork, formal and summative assessments. Cheating also includes the representation of another person's work as one's own without using proper citations.

Lying - Deceiving others 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 - Taking property or belongings of others (school and/or personal possessions).

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

Bullying/Cyber-Bullying - The repeated use of a written, verbal, or electronic expression or a physical act or gesture or any combination which is directed at a victim and: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to self or of damage to property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Cyber-bullying is the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of writing, images, sounds, or data transmitted in whole or in part by electronic mail, internet communications, or instant messages/text messages. Cyberbullying includes the electronic distribution or posting of material to more than one person that results in emotional or mental harm to a member of the community.

Harassment - Unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to racial slurs, racial or ethnic jokes, comments, teasing, and other offensive conduct relating to race, color, age, religion, sex, national origin, handicap or disability. Harassment also includes sexual harassment. Harassment can occur through any type of communication method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat, TikTok, GroupMe, etc.), smartphones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any such offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can constitute harassment.

DRUGS AND ALCOHOL

Possession or use of drugs or alcohol 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 medicine must be taken to the school nurse to be properly stored and dispensed on campus.

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, academic integrity, 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 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 deemed 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: issues of academic integrity, harassment, bullying, 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 meet with the Head of Upper School and Dean of Students upon returning to school.

BEHAVIORAL PROBATION

A student will be placed on Behavioral Probation at any time during the course of the school year due to cheating and/or if he/she demonstrates an inability to adhere to a rule(s) which govern the campus life of the school. In the event a student is placed on Behavioral Probation, a meeting will be held with the student, parents, appropriate faculty members, and the Head of Upper School to discuss the cause and conditions of the probation. As well, written communication will be sent to the student's parents summarizing the terms of the probation, with copies forwarded to the Head of School. 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 periodically following the probation date. If the student does not demonstrate improvement or if the behavior continues, the student's contract may be withheld for the following school year or the student may be asked to leave PBDA effective immediately.

ACADEMIC PROBATION

Students may be placed on Academic Probation due to excessive absences, missing assignments, and/or a significant lack of participation and effort. In these instances, improvement in Effort and Academic grades is required or the student may not receive a re-enrollment contract. In the event a student is placed on Academic Probation, a meeting will be held with the student, parents, appropriate faculty members, and the Head of Upper School to discuss the cause and conditions of the probation. As well, written communication will be sent to the student's parents summarizing the terms of the probation, with copies forwarded to the Head of School. Academic 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 Academic Probation may lose other privileges, offices, or membership of organizations and clubs including NJHS and Student Leadership Council. A student's status will be reviewed regularly following the probation date. If the student does not demonstrate academic improvement and if the student's absences continue to be excessive, the student's contract may be withdrawn for the following school year or the student may be asked to leave PBDA effective immediately.

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. 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 or cyberbullying), harassment or bullying.

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 a liaison between the school and parents. The advisor will participate in the Student-Advisor-Parent Conferences in the Fall and Spring. Throughout the school year, advisors assist the students and parents in both academic and social concerns. The advisor is a direct link between the student, teachers, and family. During regular advisory 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. In Grades 8 and 9, the advisor also acts in conjunction with the Secondary School Coordinator to help guide students and families through the secondary school application process.

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 those which take place off campus, would be considered for hours. Certain organizations, including NJHS and SLC, require a minimum number of community 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 4-9 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 students in Grade 4) with no academic grade below 80 and earn 10 hours of community service hours each trimester. All candidates and members of the 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 qualities of Lead with Honor.

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 detention, and/or withheld from classes until their parents have brought them appropriate attire. Extremes in fashion, jewelry, hairstyle, or hair color are not permitted. Specifically, hairstyles should not interfere with the student's vision, and hair color must be a natural color. Visible tattoos, including henna, are not permitted. Makeup is not permitted, and jewelry should be simple in regard to size and amount. Uniforms may be purchased from PB Boys/Girls Club or from the [Lands' End website](#).

Uniform items:

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 and/or navy blazer with PBDA patch
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 (**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 or canvas dress shoes (**athletic shoes are not permitted outside of athletics**)

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”
- Navy blazer with *PBDA* patch affixed to the left side
- Black, brown, navy, or tan flat closed leather or canvas dress shoes (**athletic shoes are not permitted outside of athletics**)
- 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 (*PBDA* embroidered on the left side where a typical pocket would be). No other logos are permitted.
- Khaki kilt or long chino khaki skirt or khaki pleated skirt
- Solid white, navy, black, or brown socks or no-show socks
- Black, brown, navy, or tan flat closed leather or canvas dress shoes (**athletic shoes are not permitted outside of athletics**)

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 or canvas dress shoes (**athletic shoes are not permitted outside of athletics**)

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-shirts 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 tardiness or absence on the part of any student is 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.

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) 655-1188 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 advance 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 be notified by the Dean of Students after a student is absent three times from the same class in a trimester, unless the absences have been for documented and approved reasons.
- 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 in a trimester, unless the absences have been for documented and approved reasons.

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. Additionally, students' Effort Grades will be negatively affected by excessive tardies and absences.

MISSED WORK DUE TO ABSENCES

Students in Grades 4-9 should visit Bulldog Den to learn about missed work and assignments. As well, students should email their teachers directly if they have questions or require further clarification. In the event of extended unforeseen absences, the advisor (homeroom teacher in Grade 4) can assist parents in coordinating the work. When students in Grades 6-9 miss school, they will be given additional days (one for each day 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 6-9 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

Arrival:

Students should arrive at school between 7:20 and 7:50 am. 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 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 be dismissed from their last period class, Period 9.

The dismissal line runs the entire length of the school, from County Road to the west end of the Matthews Center for Performing Arts and parents are directed to pull as far forward as the line will allow. Each family is issued two signs indicating the family's last name and grade level(s). These signs must be used daily, as faculty assigned to dismissal duty vary by day. In the interest of safety, the use of cell phones during drop-off and dismissal is strongly discouraged. Unattended vehicles parked in this area are subject to a parking citation and being towed by the Town of Palm Beach Police Department.

AFTER-SCHOOL SUPERVISION POLICY

All students who are not involved in a supervised activity after 3:15 must report to the library until pick-up. On half-days, the library is closed after school. 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. Students who have been dismissed and/or signed out should not return to school.

CAFETERIA

All students eat at school and should remain on campus throughout the lunch period. Food and drinks are not to be consumed in or taken to any other place other than the cafeteria without the permission of a faculty member. 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 no longer accept food deliveries from parents or guardians. As well, parents, guardians, or students may not have food delivered to PBDA from outside vendors. This includes but is not limited to local restaurants and delivery services such as Delivery Dudes and 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 may not be consumed on the bus. Students may ride bicycles to school only with parent permission and only if operated responsibly.

AREAS OFF-LIMITS

The teachers' and staff desks, offices, faculty lounge/mailroom, 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 must be stored in the student's locker or backpack. Students must ask a faculty or staff member for permission to use his/her cell phone.

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 regularly scheduled fire drills and lockdown drills. 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 School District of Palm Beach County. 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 permit students leaving campus in third-party car services and, specifically, ridesharing services whose own policies explicitly prohibit minors from using them alone. 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 a 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

The Raymond Wean Library is open from 8:00 am. to 4:00 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 will be charged to student accounts. Reference books and current magazines 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, 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 a PBDA student, 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. 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 websites, 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 all of my devices during the school day