

# PIEDMONT ACADEMY

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# PIEDMONT ACADEMY PARENT AND STUDENT HANDBOOK

Revised: August 18, 2016

Piedmont Academy continually strives to update the accuracy of all written materials, including, but not limited to, promotional information, brochures, handbooks, and advertising. In an effort to do so, however, information included in the materials (including, but not limited to, class sizes, student-to-teacher ratios, teacher qualifications and specialization, teacher tenure, etc.) may change as our programs grow and develop and as our staff changes. Prior to relying on any written materials in making your decision to enroll or re-enroll your child(ren) in Piedmont Academy, please verify the accuracy of information with the Headmaster. Please also understand that even if the information was accurate at the time that you enrolled or re-enrolled your child(ren), the information may have changed prior to commencement of classes or during attendance at the school.

Please note, only the Headmaster or his designee has the authority to make commitments regarding the nature of the program, specific arrangements for your child(ren), or other changes from the school's regular curriculum.

## Piedmont Academy, Inc. Makes Notice of Nondiscriminatory Policy as to Students

Piedmont Academy, Inc. of Monticello, Georgia, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, financial assistance program, athletic or any other school-administered programs.



## MISSION

Piedmont Academy educates, encourages and develops students in a safe, Christian environment where faculty and staff partner with families to guide students into opportunities that build character and prepare them for success.

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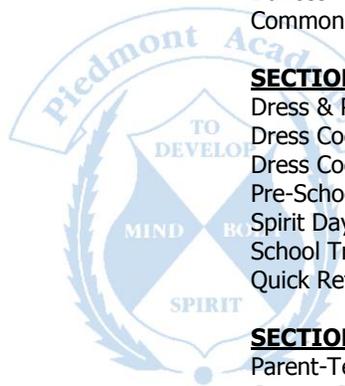
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## SECTION A - INTRODUCTION

### WELCOME

Parents and students, welcome to our family! We are pleased that you have chosen Piedmont Academy for your child's education. Piedmont provides an educational opportunity unsurpassed in Middle Georgia. Creating a safe, positive learning environment is a responsibility that we do not take lightly. All of our curriculum, as well as our policies, procedures, and rules facilitate the process of educating our students to reach their greatest potential. We encourage all of our students to participate in our varied activities, and we look forward to working with you in the education of your child. This handbook has been developed to assist you in becoming familiar with the rules and regulations of school life. Adhering to these policies will enhance the learning experience for your child.

### HISTORY

Piedmont Academy was founded in 1969 as a private, nondenominational, college preparatory school. Founding parents built the school on twelve acres located among the rolling pasturelands of Monticello, Georgia. The school opened in 1970 with 133 students. Today, Piedmont encompasses two academic buildings, a cafeteria, a library, band room, two computer labs, a science lab, a football stadium, gymnasium, weight room, baseball field, softball field and a field house. Piedmont Academy currently offers a pre-kindergarten through grade twelve.

Since its inception, Piedmont Academy has offered a demanding curriculum, along with an array of extracurricular activities in a safe, small-town environment. Today, although we are changing when necessary and improving where possible, we are taking great care to maintain the tradition of excellence that is the hallmark of Piedmont Academy.

### PHILOSOPHY

Our philosophy at Piedmont is simple and successful. An exceptional faculty teaches a demanding curriculum in a safe, moral environment. Piedmont Academy adheres to Judeo-Christian principles. These principles, as exemplified by the Ten Commandments, provide the framework within which the Board of Trustees functions. The administration, faculty, and staff, along with the students, are expected to operate within this framework daily. All of us who make up the Piedmont "family" can contribute to our goal of developing the mind, body, and spirit of each Piedmont student. Developing students academically, physically, and spiritually requires a multifaceted effort.

An outstanding faculty presents a well-coordinated curriculum that educates and challenges students. A physical education program and a diversified athletic program develop physical skills, and regular devotionals promote spiritual growth. All of Piedmont Academy's programs and activities seek to cultivate within each student such values and virtues as discipline, respect, confidence, self-worth, and consideration of others. Our success can be seen in test scores that are consistently above local, state, and national averages and in the fact that so many of Piedmont's graduates are successful, contributing citizens. More than 95% of Piedmont's graduates enroll in colleges and universities throughout Georgia and the United States.

### OBJECTIVES

Consistent with the philosophy of developing students' minds, bodies, and spirit, the objectives of Piedmont Academy were established to assist students in reaching their potential by developing skills and habits that should last a lifetime. Our curriculum fosters good work and study habits that include regular homework assignments and special projects. The varied athletic and literary programs, clubs and other activities require commitment through practice and participation with the intent of instilling self-discipline and confidence that help develop a stable, well-rounded student.

The "family atmosphere" at Piedmont is encouraged in ways as diverse as maintaining small student-teacher ratios and encouraging parent and student participation in fundraisers. The aforementioned objectives assist in developing within the student a respect for others, for Piedmont Academy, and for the Judeo-Christian principles and values upon which our country was founded.

### BOARD OF TRUSTEES

Piedmont Academy is governed by a Board of Trustees elected in accordance with the by-laws of the school. Members of the Board of Trustees formulate the general policy guidelines for the school. They hire the Headmaster and aid him in setting specific policies for the smooth and successful operation of the school. It is requested that grievances be registered through the Headmaster's office, not with the Board. Piedmont Academy, Inc. is a non-profit organization with a tax-exempt status under 501(c) 3 of the IRS code. It is completely funded by tuition, fees, and donations. Although tuition and fees are not tax-deductible expenses, any donation (monetary or material) will be recognized as a tax deduction on the basis that the school is a nonprofit organization.

The administration and the Board of Trustees welcome any donation to the school. Each contribution to the school is used to continually upgrade the program at Piedmont. It is a minimal expectation that a parent(s) participate in the Annual Giving Fund Drives as well as Capital Campaigns in order to support the school.

### ADMINISTRATION

The Board of Trustees is the policy making body. Execution of policy is under the direction of the school's administrator. The Headmaster has jurisdiction over all school functions

## FACULTY

Members of the faculty of Piedmont Academy are required to hold valid teaching certification from the State Department of Education, or they must meet the requirements of the Georgia Accrediting Commission, SAIS, and AdvancED. Teachers are assigned teaching duties within their areas of expertise. Teachers such as coaches, media specialists, guidance counselors, etc. are required to be qualified in their special areas.

All other regulations relative to schedules and duties of teachers are the direct responsibility of the Headmaster.

## SECTION B – TUITION, FEES & FINANCIAL AID POLICY

### Tuition and Fee Schedule

Grade 2016-2017	Annual Technology Fee Per Family	Annual Tuition	Monthly Payment June 2016 – June 2017
<b>PRE-SCHOOL</b>			<b>OPTIONAL 12 or 10 MONTH PLAN</b>
K3 (1/2 Day)	\$180.00	\$3,000.00	\$250.00 --12 months or \$300.00 -- 10 months
K3 (Full Day)	\$180.00	\$4,980.00	\$415.00 – 12 months or \$498.00 – 10 months
K4 (Full Day)	\$180.00	\$4,980.00	\$415.00 – 12 months or \$498.00 – 10 months
<b>ELEMENTARY</b>			<b>12 MONTH PLAN</b>
<b>K5 – 5<sup>th</sup></b>	<b>\$180.00</b>	<b>\$6,730.00</b>	<b>\$560.83</b>
2 <sup>nd</sup> Child (K5--5 <sup>th</sup> )		\$6,057.00	\$504.75
3 <sup>rd</sup> Child (K5--5 <sup>th</sup> )		\$5,384.00	\$448.66
4 <sup>th</sup> Child (K5--5 <sup>th</sup> )		\$4,038.00	\$336.50
5 <sup>th</sup> Child (K5--5 <sup>th</sup> )		\$3,365.00	\$280.41
6 <sup>th</sup> Child or More		\$1,000.00	\$83.33
<b>MIDDLE &amp; HIGH</b>			<b>12 MONTH PLAN</b>
<b>6<sup>th</sup> – 12<sup>th</sup></b>	<b>\$180.00</b>	<b>\$6,910.00</b>	<b>\$575.83</b>
2 <sup>nd</sup> Child (6 <sup>th</sup> – 12 <sup>th</sup> )		\$6,219.00	\$518.25
3 <sup>rd</sup> Child (6 <sup>th</sup> – 12 <sup>th</sup> )		\$5,528.00	\$460.66
4 <sup>th</sup> Child (6 <sup>th</sup> --12 <sup>th</sup> )		\$4,146.00	\$345.50
5 <sup>th</sup> Child (6 <sup>th</sup> -- 12 <sup>th</sup> )		\$3,455.00	\$287.91
6 <sup>th</sup> Child or More		\$1,000.00	\$83.33

The school's registration process begins at the end of January of the current school year. Listed above are the tuition rates for the upcoming school year. Current students are issued a new contract and are given the first opportunity for placement. The annual student registration fee is \$200.00 per student. For new families, the one-time enrollment fee is \$500.00 per family. The deadline date for re-enrollment is posted on the contract. If a family chooses to re-enroll after the deadline, they will incur a penalty as outlined below: April 2 – May 1--\$100.00/per student; May 2 – June 1--\$200.00/per student; and after June 1, 2016 -- \$300.00/per student. If a family pre-pays the entire tuition amount by JUNE 1, 2016, the family will receive a lunch credit for the upcoming school year equal to 5% of their gross tuition. A \$20.00 per student late fee will be assessed if tuition is not received by the 10<sup>th</sup> of each month.

### Financial Aid Policy

- Parents must apply for admission to Piedmont Academy and the student must be accepted before the financial aid decision can be considered.
- Financial aid is not automatically renewable. Families must apply for financial aid **each year**.
- Families currently not on financial aid and who have experienced unexpected financial difficulties may apply for financial assistance.
- All parents will be asked to complete the online application through the approved tuition qualification service. A non-refundable online processing fee is required to complete the application.
- All parents will furnish the tuition qualification service with a copy of their current tax return (1040 with all schedules), other requested information, and copies of W-2's, before a financial aid award is credited.
- All parents should furnish a copy of the student's tax return (1040 with all schedules), if applicable to the financial qualification service.
- Ordinary business or rental depreciation or loss is not considered when calculating financial need.
- If a student has assets in a trust fund, parents must furnish a copy of the trust agreement.
- If parents fail to submit the necessary information to the Financial Aid Office/School, the application for financial may not be processed. The school reserves the right to review each application on a case-by-case basis.
- Families should submit forms and tax returns to financial aid service by the specific deadlines or the request for financial aid cannot be processed.
- All Piedmont Academy financial aid recipients are required to complete a specific amount of volunteer hours on campus each semester and compose a thank you letter to the financial aid provider. Failure to complete these two requirements will result in the family not being considered for future financial aid awards.

- Should discrepancies be discovered in the information provided to Piedmont Academy, we reserve the right to withdraw financial aid assistance at any time during the school year.
- Piedmont Academy reserves the right to request additional financial information at any time.
- If a student receiving financial aid is expelled from Piedmont Academy, the family is obligated to pay the tuition in full.
- **All financial aid awards are confidential. Award amounts are not to be discussed with anyone other than the school's financial officer and/or headmaster. If confidentiality is compromised, financial aid awards may be withdrawn.**
- Students who miss more than **ten (10)** days of school and/or tardy to school ten (10) times or more may be ineligible for financial aid the following school year.

#### Appendix E - Volunteer Requirement Form

## SECTION C – ATTENDANCE, WITHDRAWALS & TRANSFERS

### Attendance

When a student is absent from school, we ask that the following procedures be followed:

1. Phone, or notify by note, the school office before 8:30 a.m.
2. Send an excuse, signed by a parent, to the school office when the student returns to school.
3. In case of an absence, please contact the school for assignments.

There are minimum attendance standards for students enrolled in most outstanding schools. At Piedmont, a student who is absent more than eighteen (18) days per class and/or who misses 18 class periods in a school year cannot receive credit for work done during that school year unless arrangements for assistance have been made with the Headmaster's office. Doctors' excuses will be required, and hardship cases will be reviewed by a panel.

At the end of the first semester, cases involving students who miss more than nine (9) days per semester will be reviewed by a panel. At the end of the year, cases involving students who miss more than eighteen (18) days will be reviewed by a panel. Each absence must have a written, legitimate excuse. The panel will include the headmaster, the school counselor, and a teacher. Recommendations will be made to the parents and student concerning absences which may include loss of credit for courses.

Juniors and Seniors are encouraged to visit colleges in advance to have more insight into the college selection process. To be excused from school, prior to the scheduled college visit, a parent must notify the front office of the scheduled college visitation date. Students must bring a signed note from a college official at the college that was visited, indicating that the Piedmont student was on campus and did receive visitation services.

### Excused Absences

Excused absences may be granted for the illness of a student or a member of his/her family, death of a member of the family or a close friend, prearranged educational outings, or acts of God. Doctor or dental appointments will be considered excused absences with written parental request. All schoolwork missed must be made up through arrangements made by the student and teacher. School work given in advance of the absence must be completed upon return to school. Excused absences must be explained in written form and signed by the parent.

Anyone who is absent without the permission of his/her parents and/or the school may be suspended from the school. Anyone who is not in school or leaves before 11:30 a.m. shall be counted as absent for the day. Students participating in extracurricular activities must arrive to school prior to 11:30 a.m. in order to participate in the planned activity for the day. Extenuating circumstances and situations may be reviewed by the Headmaster.

### Unexcused Absences

The following kinds of absences are considered unexcused:

1. Truancy (skipping school without parental permission) is unacceptable at Piedmont. Truancy will be dealt with by the administration and may result in suspension and loss of work. Persistent truancy can result in expulsion from the school.
2. College visitation without prior notification through the front office.
3. Suspension
4. Shopping and/or personal grooming appointments
5. Vacation (without prior approval)
6. Staying home to care for siblings

In order for any absences to be excused, other than those listed above, the parent must receive prior approval from the headmaster. Students in poor academic standing are encouraged not to be absent from any class(es). Make-up work for unexcused absences may not exceed a grade of 50 or half credit. It is the student's responsibility to secure make-up work.

Students are required to attend all scheduled classes. Absence from any scheduled period without permission of the administration is considered "cutting". Students "cutting" may be subject to receiving a zero in each class missed, a parent conference and/or suspension.

## REGISTRATION FOR YOUR PLANNED ABSENCES MUST BE MADE IN ADVANCE

### Make-Up Work

All students are held accountable for all assignments and homework whether they are present or absent from class when the assignment is given. Students are expected to remain current with all assignments in all classes. If a student is absent, it is the responsibility of the student to gather assignments. If requested, teachers will leave assignments in the front office for pick up by the end of the school day.

The general make-up policy is as follows: Students are given equal time of the excused absences to make up all missed assignments. For example, if a student is absent for two days, the student will be given two days to make up all missed assignments.

If a student is to miss class due to a school-sponsored activity or athletic contest, it is the responsibility of the student to gather all assignments. If a student has an assignment due for that time, it is the responsibility of the student to turn all material in before leaving campus or other arrangements need to be made with the teacher prior to the absence.

### **Tardiness or Absence**

A student shall be deemed tardy when he/she is not present in the assigned classroom at the designated starting time for the class, unless he/she has been detained by another faculty member or administrator. A written excuse signed by the faculty member or administrator should be taken by the student to his class in order that he be counted present and on time. Excessive or flagrant tardiness to class will be dealt with by the teacher and/or the administration.

Student tardiness will be handles as follows:

1. A student must report to the Headmaster's office for tardy slips if the student arrives after the homeroom bell in the mornings. The slips should be taken to the teacher of the class for which the student is tardy.
2. Five (5) unexcused tardies constitute an unexcused absence and a discipline referral.

### **Withdrawals and Transfers**

In case of transfer or withdrawal, a transfer form must be obtained from the school counselor. All books must be returned. All tuition or fees must be paid before credits are transferred to another school. An early withdrawal penalty will be assessed. This penalty will be set yearly by the Board of Trustees of Piedmont Academy. Tuition, fees, donations, and registration are non-refundable.

### **Release of a Student to Persons Other Than Parents**

Normally, a student will not be released during the day to anyone other than a parent or guardian. This includes allowing a child to enter a vehicle of another adult after school has been dismissed. This is for the child's protection and is not intended to place a hardship on any parent.

There will be times during the year when parents will want a friend, neighbor, etc. to pick up their child after school or during school hours for some reason. This is particularly true in cases of cooperation between parents in developing car pools, etc. Each parent, in anticipation of this occurrence, should furnish the school with a list of those persons (adults) who have been granted this permission. This may be done on a yearly basis or may be accomplished as the situation arises.

### **Checking Out Of School**

Permission to leave school for any reason must be secured from the administration. If a student becomes ill, he/she must report to the office and arrangements will be made to get the student home or to the doctor, after parental approval is obtained.

A record of all students leaving school, giving the time they leave and the reason for leaving, is kept in the office. Any student leaving school for any reason must sign out in the office. Failure to sign out may result in suspension. Parents are asked to come to the office to pick up students during school hours when necessary. The office will get the student from class.

After students come on campus in the morning, they are under school supervision and rules, even though school may not have opened. Leaving campus without permission will be treated as truancy.

Students who must leave due to illness must have a parent or guardian pick them up. Under no circumstances will a student driver who is ill be permitted to drive him or herself home.

Students may not check out of school to eat/have lunch off campus (exception – senior privilege day).

### **Perfect Attendance**

Certificates of perfect attendance are awarded by the homeroom teacher to any student who has not been absent during the school year. Five (5) tardies count as one absence and five (5) early dismissals count as one absence.

## **SECTION D - SERVICES**

### **Permanent Records**

Each day a student is in school, he/she is building a record for him/herself. This record is kept in a fire-resistant file cabinet in the office vault and follows the student from the time he enters school until he leaves. These records not only contain grades but also document standardized test scores and interpretations, emergency information, and family history. It is the policy of the Board of Trustees of Piedmont Academy to protect the confidentiality of information in student records except when specifically authorized release is granted in writing by the parent or eligible student. The parent or legal guardian has the right of access to the contents of the record.

### **Immunizations**

The school is required to have documented proof that all students are properly immunized according to Georgia Code (OCGA §20-2-771). The Code also states ". . . any parent or guardian who intentionally does not comply with the Code section, shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than \$100.00 or by imprisonment for not more

than 12 months.” One of the two items must be on file in the student’s permanent record, a valid Certificate of Immunization – 3231 form showing your child has received necessary vaccinations or a yearly notarized copy of the State of Georgia Certificate of Exemption (available at your county health department or doctor’s office) claiming you have medical or religious reasons for not vaccinating your child. If your child’s records are not up-to-date, the school will give you 30 days from the date of notice to bring the immunization documentation current. The Jasper County Health Department checks our student 3231 and 3300 health records in K3, K4, K5, 7<sup>th</sup> as well as a few in random grades.

### **Guidance and Counseling**

The main purpose of our school guidance counselor is to serve you. Students are encouraged to become familiar with the services available. These services include personal and career counseling, helping you plan your high school course work, giving information on education and training beyond high school, explaining academic standings, helping resolve scheduling conflicts, and providing scholarship and financial information.

In addition, the school guidance and counseling office maintains school records and a library of current college catalogs and materials. The counselor will conduct all achievement tests and aid in college entrance through counseling and will be available for personal or academic counseling. This office is also responsible for sending student information to appropriate institutions upon request and for informing the students of scholastic and financial opportunities, as they become available.

### **Transcripts**

The school will furnish without charge three (3) transcripts of a student's record. A fee of five dollars (\$5.00) per transcript will be charged after the first three are furnished.

### **The Media Center**

All Piedmont students, parents, and teachers are urged to use the Media Center. The center is open throughout the school day, and the media specialist is available for assistance. Reference materials are available for all grades. The media specialist and the school administration set the following guidelines for media center use:

Food, gum and drink are prohibited in the library. Students must respect library furnishings and materials. Furniture, furnishings, and blinds in the library are not to be rearranged. All books should be returned on time. The media center is a place in which to study; one must abide by all rules listed when using this facility. Consideration of others is mandatory.

### **The Lunchroom**

All students must eat lunch at school or report and remain in the lunchroom until dismissed. Hot lunches will be available for purchase as well as beverages (milk, juice, etc.) and snack items. Students in grades K3-5 must drink milk for lunch unless they bring a different beverage from home or they are allergic to milk. In such cases, parents are asked to send a note to the teacher with instructions as to what their child may drink. Menus will be published at least one week in advance. Students may bring lunches from home if they wish. No fast food is permitted unless approved by the Headmaster.

### **Bus Transportation**

Piedmont Academy has four buses for transporting students to and from school, and, when possible, for use on field trips. Pickup and return points are posted on the school’s website. Parents will be notified of any changes in the schedule.

All riders must follow the rules of safety and good conduct set by the school. Failure to do so or failure to comply with the requests of the bus driver can result in loss of bus privileges for a given time. Only the administration can suspend a student's bus privilege. This action will be taken only after the parents have been informed.

## **SECTION E – ACADEMIC REGULATIONS**

### **Curriculum**

In elementary school, emphasis is placed on teaching basic skills of reading, writing, arithmetic, science, and social studies. Discipline, moral values, and appreciation and considerations of our relationship to others and to God are stressed.

The middle school and high school curriculum is a college preparatory program with emphasis placed on disciplined skills, creative ability, advanced preparation for a college career, continuing appreciation of moral values, understanding of our system of laws, and a belief in God.

### **Advanced Placement Courses (AP) & Dual Enrollment (DE)**

Students are eligible to participate in the Advanced Placement program or the Dual Enrollment classes on the basis of PSAT and SAT scores, teacher and counselor recommendations, and grades. Advanced Placement courses are taught on a college level and are designed to prepare students to successfully pass the Advanced Placement exam required to receive college credit. Students, at their own expense, may take the AP exam since college credit cannot be given unless the exam is passed.

Dual enrollment classes are actual college classes that count towards both high school and college credit. Students must be HOPE eligible, have a minimum 3.0 in core classes and must attain a minimum of 970 on the critical reading and math portions of the SAT. A minimum score of 530 on the critical reading section is required by many colleges for the credit to transfer to other colleges. Students must apply and be accepted to our partner colleges. AP classes require an additional fee per class.

### **Classroom Procedures**

Each teacher is in charge of his/her classroom. They are empowered to make classroom rules and regulations, with the approval of the Headmaster as long as those rules and regulations do not supersede or conflict with the existing policies established by

the Headmaster or the Board of Trustees. Teachers are different in their expectations; therefore classroom rules are likely to vary from teacher to teacher. Students are expected to follow these rules so that learning opportunities will be at an optimum in every classroom.

### Graduation Requirements

Twenty-four (24) credits (Grades 9-12) are required for graduation from Piedmont Academy.

College entrance requirements for the University System of Georgia are:

- 4 units English (American, English, and World Literature integrated with grammar usage and advanced composition skills)
- 4 units Mathematics (Algebra I and 2, Geometry, and a fourth year of advanced mathematics)
- 3 units Social Science (must include one unit focusing on US studies and one unit on world studies)
- 4 units Science (should include two courses with a lab component. Students should have at least one unit in biology, one unit in physical science or physics, one unit in chemistry, earth science, or environmental science as well as a 4<sup>th</sup> science
- 2 units Foreign Language (in same language)

Piedmont students must take a full load of classes each year, with no more than one study hall per academic school year regardless of the number of credits they have previously obtained. Please note that research and regional universities require additional academic units.

### Piedmont Academy Diplomas

#### Honors College Prep Diploma

English	9th, 10th, 11th, DE, H12th	4 units
Social Studies	Honors Civics (1 unit), Economics (1 unit), AP World History, AP American History, AP Government	4 units
Mathematics	Algebra I (8 <sup>th</sup> ), Honors Algebra II (10th), Honors Geometry (9 <sup>th</sup> ), Honors Pre-Cal/Trig (11 <sup>th</sup> ), DE Mathematics (12 <sup>th</sup> )	4 units
Science	AP Biology, AP Chemistry, Anatomy, Honors Physics	4 units
Physical Education / Health	Physical Education (1/2 unit) Health (1/2 unit)	1 unit
Foreign Language	(in same language)	2 units
Electives	TBD	5 units
<b>TOTAL CREDITS</b>		<b>24</b>

Note: To receive an Honors College Prep diploma, students must take at least 75% of the offered honors-level classes each school year.

#### Traditional College Prep Diploma

English	9th, 10th, 11th, 12th	4 units
Social Studies	Civics (1 unit), Economics (1 unit), World History, American History	4 units
Mathematics	Algebra I (8 <sup>th</sup> ), Algebra II, Geometry, Pre-Calculus/Trigonometry 4 <sup>th</sup> Mathematics	4 units
Science	Biology, Chemistry, Physics, Anatomy, Geology, Forensic Science	4 units
Physical Education / Health	Physical Education (1/2 unit), Health (1/2 unit)	1 unit
Foreign Language	(in same language)	2 units
Electives	TBD	5 units
<b>TOTAL CREDITS</b>		<b>24</b>

Valedictorian and salutatorian must come from the Honors College Prep program. A weighted numeric average will be used for ranking and selecting the valedictorian and salutatorian. All core-area required courses are used for ranking, excluding physical education, health, and electives. Honors and dual enrollment classes will be given an added five points to the numeric grade. AP classes will receive ten points. Valedictorian and salutatorian must have been at Piedmont for their last four (4) semesters, excluding summer school. Honor graduates will not be named until final grades are completed and averaged.

### Suggestions to College Preparatory Students

Intelligent, careful, and continuous planning is vitally important for students who desire to attend college or who seek to further their education after high school. From their freshman year, students should make a habit of consulting the college catalogues and directories located in the guidance office.

By the time a student is planning subjects for his junior year, he should have some idea crystallized about the type of college he wishes to attend. Early application is urged. During the early part of the senior year, application forms to three or four colleges should be completed.

College preparatory students, especially seniors, should plan to consult with the guidance counselor at their own convenience concerning information and aid in the following areas:

1. Qualifications for college
2. Information about individual colleges
3. Selection of college
4. Making applications
5. College visitations
6. Entrance requirements
7. Entrance examinations (including those conducted by the CEEB)
8. Scholarships
9. Expenses

**Changing Schedules**

No student will be allowed to change his/her schedule without permission from the Headmaster. Before any teacher can add or drop a student from his/her roll (homeroom or class), the student must have written permission from the office authorizing the change. *No schedule may be changed after Monday of the second week, without special permission from the Headmaster.* Only in very unusual cases will this permission be given. Normally, a student who withdraws after the third week of the semester will receive an "F" for the course.

**Student Classification**

Freshman: must have successfully completed eighth (8<sup>th</sup>) grade  
 Sophomore: 6 units, 9<sup>th</sup> grade English required credit  
 Junior: 12 units, 10<sup>th</sup> grade English required credit  
 Senior: 18 units, 11<sup>th</sup> grade English required credit

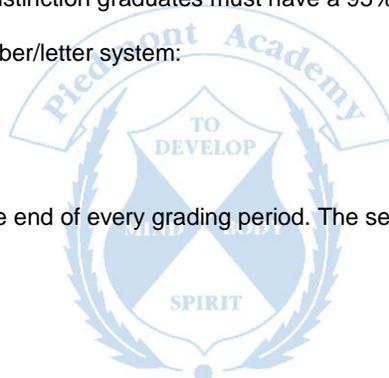
**Grading System**

The minimum passing grade will be 70%. Honor graduates will be those seniors having an overall grade average of 85% or above. Beta Club graduates must have an overall 3.2 weighted average or 90 GPA. National Honor Society members must have a weighted average of 3.5 or a 95 GPA. Special distinction graduates must have a 95% or above in their core classes.

Grades 1-12 will be graded on the following number/letter system:

	Grade Point System
A=90-100	A=4 points
B=80-89	B=3 points
C=70-79	C=2 points
F=Below 70	F=0 points

Report cards will be posted online at the end of every grading period. The semester and final grades are the only grades that will appear on the student's transcript.



**High School Grading Scale**

Traditional level classes	
Daily/homework	30%
Quizzes	20%
Test/Projects	50%

Honors level classes	
Daily/homework	20%
Quizzes	20%
Test/Projects	60%

\*Recognize that this scale is for the class grade and does not include the semester exam grades that are 20% of the semester grade per PAC policy.

\*There will be no less than four grades in each category for each grading quarter.

**Net Classroom**

Net Classroom is an online web-based software program that allows parents to access grades and assignments from a secure logon site. Parents are able to access their child's assignments and grades at any time. The system allows parents, who will have their own username and password, to set up an automatic notification scenario when teachers have posted updated grades.

**Examinations and Grading Periods**

Piedmont Academy operates on the semester system comprised of two semesters each school year with each semester consisting of two (2) grading periods. Each school year consists of 175 days.

Examinations for students in grades 6-12 are administered at the close of each semester and are cumulative, covering all material since the beginning of the semester.

First semester tests cover the 1<sup>st</sup> and 2<sup>nd</sup> quarters' school work and count 20% of the semester average. Second semester tests cover the 3<sup>rd</sup> and 4<sup>th</sup> quarters' school work and count 20% of the second semester average. No exemptions from semester exams are allowed for first semester exams except Advanced Placement and Dual Enrollment classes. Seniors may exempt final exams in any subject for which they have an average of 90% or above for the year. Students who have earned a grade of 90% or better for every grading period in any individual subject are not required to take the second semester exam in that subject.

Students in grades 6-12, who have earned a grade of 90% or better average in any individual subject for the year excluding athletic or academic sponsored absences, are exempt from the second semester exam in that subject.

Students whose tuition account is delinquent will not be allowed to take their semester exams and/or may not be permitted to attend school until their account is current. Parents must keep their accounts up-to-date. If they are experiencing financial problems, please contact the Chief Financial Officer or the Headmaster for guidance.

### **Honor Roll, Headmaster's List, and Special Distinction**

Honor Roll shall consist of all students receiving A's and no more than two (2) B's, with no grade less than a "B" in all subjects for each grading period. A yearly Honor Roll will consist of all students who have a yearly "A" in each class and no more than two (2) classes with a "B".

The Headmaster's List will consist of all students who receive the grade of "A" in all subjects for each grading period. The yearly Headmaster's List will consist of students who have an "A" in each subject for the year.

To earn Special Distinction, a student must have a 95% or above in all subjects. The yearly Special Distinction list will consist of students who have a 95% or above in each subject for the entire year.

### **Promotion and Retention**

Promotions are made annually, but special promotions may be made in exceptional cases during the year with the consenting approval of the parents, teachers, and Headmaster.

Promotions are made on the basis of the ability of the pupil to do the work of the next grade and for the welfare of the individual. A student may be retained when the evidence of his ability, understanding, and/or actual work performance would indicate that it would be detrimental for him to proceed to the next grade level. Kindergarten students, who are experiencing academic and social immaturity, plus a low score on their achievement tests, can be promoted to the first grade with the following recommendations:

1. That the parent, teacher, and Headmaster meet and discuss the student's evaluation.
2. That the parents understand that the possibility of retaining the child in the first grade may be necessary if the child has not mastered the skills necessary to function in the second grade.

When teachers of students in grades one through five feel that a student needs to be retained, a conference will be scheduled. This conference will include the teacher, Headmaster, and the parents of the student involved. The teacher and the Headmaster will make the final decision.

Students in grades six through eight who fail two (2) or more subjects may be retained. A student who in two consecutive years fails the same subject of the following areas: math, reading, and English, must pass a summer school course or be tutored in order to be promoted to the next grade. Students who are retained will be placed on a waiting list for the next school year.

Students in grades K5 through fifth grade who fail both reading and math for the year may be retained. Any student in grades K5 through fifth grade who fail either reading or math must be reviewed by a committee regarding retention. The committee will consist of the student's teacher, Guidance Counselor, and Headmaster. The committee's recommendation will be shared with the student's parents. Extenuating circumstances may be considered by the committee.

Rationale: The subjects listed above are subjects that build from one level to the next and from one year to the next. When a student fails, for example, math, during one year, it is almost impossible for him to pass math at the next higher level. This difficulty increases at the high school level.

In order for students to enter into the honors or advanced placement courses the following criteria must be met:

1. A final average of 85% if presently enrolled in an honors course; or a final average of an 88% in a non-honors academic course.
2. Teacher recommendation

Note: There may be students who do not meet the criteria for entry into the honors program but have the potential for success because they are highly motivated. Therefore, after the initial selection process, a student's teachers may recommend students to the guidance department. The guidance department will make the final decision after reviewing their records.

### **Summer School Credits**

Any student requesting summer school credits from another school must consult the guidance counselor or Headmaster to determine the need and acceptance of summer credits. Summer school credits will be accepted only when a student is taking a subject that was failed during a regular school year or a course approved by the guidance counselor or headmaster. A maximum number of credits students can earn in summer school, and still graduate from Piedmont, are 2.5 Carnegie units, provided the school is an accredited institution.

### **Parent-Teacher Conference**

Believing that the school is an extension of the home, Piedmont Academy recognizes the importance of the home and the school working together to achieve academic growth of the child. Communication between the school and the home is essential in avoiding misunderstandings. However, should misunderstandings arise; the appropriate teacher should be contacted. If the problem cannot be resolved, a meeting with the parent, the teacher, guidance counselor, and the Headmaster may be arranged.

Teacher conferences may be scheduled on Monday through Thursday afternoons between 3:15 p.m. and 3:45 p.m., or during any planning time a teacher may have throughout the day. The office will be glad to assist you in setting up these conferences. Anyone who wishes to visit on campus during the school day may do so with permission from the Headmaster. The school also offers early-release days for the purpose of teacher/parent conferences.

Please do not call teachers at their homes except in an emergency situation. When they leave the school in the afternoons, they have household and family responsibilities, plus schoolwork that needs to be prepared for the next day's lessons. They each have a voice mailbox and an e-mail account at school.

### **Chain Of Command**

For issues concerning your child, the following chain of command should be followed:

1. Contact the Teacher.
2. Contact the Lead Teacher or Department Chair and/or Guidance Counselor.
3. Contact the administration.

## SECTION F - EXTRACURRICULAR

### GISA Affiliation

Piedmont Academy is a member of the Georgia Independent School Association (GISA), the Georgia Accrediting Commission (GAC-1971), Southern Association of Independent Schools (SAIS-2013), and AdvancED (2013). As such, we are subject to the rules and regulations of all bodies.

### Eligibility

To be eligible to participate in extracurricular activities, students must meet the eligibility requirements of the GISA. The GISA and Piedmont Academy requirement states that students must pass at least five (5) whole unit subjects in the previous semester to be eligible to participate in the semester that follows.

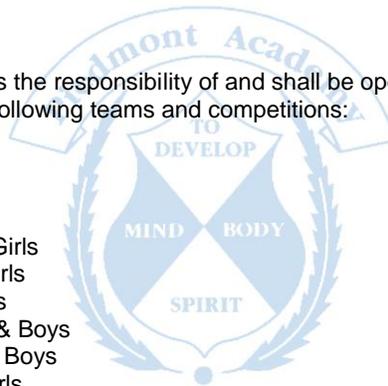
### Student Participation

Students must attend school and class for the entire school day or as long as they arrive by 11:30 AM in order to participate in an extracurricular event that has been scheduled for that day. If a student is too sick to attend school or class, he or she certainly should not be able to compete in a literary or sports activity. No class may be missed by students involved in extra-curricular activities when they are failing the class requiring the absence for the extra-curricular activity. Each situation may be reviewed by the Headmaster.

### Athletics

Piedmont Academy's athletic program is the responsibility of and shall be operated under the direction of the Headmaster and Athletic Director. At present, the school has the following teams and competitions:

Varsity Baseball - Grades 8-12, Boys  
Middle School Baseball - Grades 6-8, Boys  
Varsity Basketball - Grades 8-12, Boys & Girls  
Middle School Basketball - Grades 6-8, Boys & Girls  
Elementary Basketball - Grades K5-5, Boys & Girls  
Varsity Cheerleading - Grades 9-12, Girls & Boys  
Middle School Cheerleading - Grades 6-8, Girls & Boys  
Elementary Cheerleading - Grades K5-6, Girls & Boys  
Varsity Cross Country – Grades 6-12, Boys & Girls  
Middle School Cross Country – Grades 9-12, Boys & Girls  
Varsity Football - Grades 9-12, Boys  
Middle School Football - Grades 6-8, Boys  
Elementary Football - Grades 3-5, Boys  
Golf - Grades 8-12, Boys & Girls  
Shotgun Shooting Team – Grades 6-12, Boys & Girls  
Varsity Softball -Grades 8-12, Girls  
Middle School Softball - Grades 6-8, Girls  
Varsity Soccer - Grades 9-12, Boys and Girls  
Middle School Soccer – Grades 6-8, Boys and Girls  
Tennis - Grades 8-12, Boys & Girls  
Track - Grades 8-12, Boys & Girls  
Wrestling - Grades 6-12, Boys & Girls



### Fine Arts Events

Students in grades eight through twelve may choose to represent Piedmont in interscholastic competition including:

One-Act Play/Drama	Dramatic, Duo, and Humorous Interpretation
Spelling	Argumentative, Personal, and Rhetorical Analysis Essay
Piano	US & International Speaking
Girls & Boys Solo	Boys Quartet
Girls Trio	

There are opportunities to excel in the above areas in competition between individual schools and at region and state levels. Usually, area colleges host and judge competitions, enhancing opportunities for scholarships.

### Student Clubs & Organizations

There are three (3) types of clubs at Piedmont:

1. Honorary (National Honor Society of Secondary Schools, Beta Club, Mathcounts)
2. Service (Sr. Y-Club, Jr. Y-Club, Student Council, 4-H, F.C.A., Future Farmers of America)
3. Specialty (Robotics)

All students in grades 6-12 are encouraged to participate in at least one club, and time is allotted each week for clubs to meet during school hours. Clubs normally meet monthly.

**Beta Club** – high school students with an overall average of 90 or above or a 3.2 weighted average after one semester of high school classes at Piedmont Academy. A student is placed on probation for one semester if his/her scholastic average falls below the above. If he/she fails to recover a cumulative average of 90 or a weighted average of 3.2, he/she will be dropped from Beta membership.

**National Honor Society** – high school students who demonstrate qualities of scholarship, service, leadership, and character are selected for this society. The selection process includes an interview and a detailed application for membership. The student must have two semesters of Piedmont Academy grades before being selected. One must have a cumulative average of 95 or a weighted average of 3.5 to be invited into the National Honor Society and then maintain the above average to remain throughout high school. A National Honor Society member may be placed on probation for one semester if his/her scholastic average falls below the criteria above. If he/she fails to recover a cumulative average of 95 or a weighted average of 3.5, he/she will be dropped from National Honor Society membership.

### **Student Government**

Piedmont Academy sponsors an active student government. Two representatives are chosen from each grade. Officers are elected from qualified members from grades nine through twelve for Student Council and grades six through eight for Junior Student Council. Officers include a president, vice-president, and secretary-treasurer. The council acts as liaison between the student body and the school administration. The council's powers are purely advisory.

### **Physical Examination for Athletes**

All athletes must have physical examinations annually. The school is responsible for making arrangements. If a student is unable to have a physical on the appointed day, it becomes the student's responsibility to obtain the examination.

### **Gym Policies**

The Athletic Director is responsible for the maintenance and operation of the gym. All activities using the gym must be cleared through the administration. Any group using the gym for activities must rearrange the equipment after the activity to the physical education specifications before the next scheduled class.

No unsupervised activities may be conducted in the gym, including free play before and after school. All equipment in the gym must remain there unless checked out through the Physical Education Department.

During athletic events in the gym, no one is allowed to play in or on the physical education equipment. Parents are asked to keep their children seated in the stands during athletic events to avoid injury.

### **Use of School Facilities**

Use of any school facility during the summer months or school year will be considered by the Headmaster on an individual request basis and may be fee based depending on the activity. Anyone wishing to use a Piedmont facility at any time during the summer must take their request before the Headmaster. Permission or denial will be issued on each individual request.

The following guidelines must be followed by anyone wanting to use the school's gymnasium:

1. The gym will be used by Piedmont Academy members only.
2. A responsible adult must be present at all times.
3. Lights may be used but it is not permissible to turn on the heat and/or air conditioning.
4. The use of the gym must be scheduled in advance with the Athletic Director or the Headmaster to be sure there is no conflict with a regular school activity.
5. A responsible adult should arrange to pick up the key to the gym prior to the scheduled activity, and the key must be returned immediately following the activity.
6. A facility usage fee may be charged as well as a fee for security and maintenance.
7. A copy of insurance policy must be provided with liability coverage of at least \$1 million. Parents may consult their homeowner's insurance carrier for such a policy which may provide such coverage for a one time nominal cost.

### **Extracurricular Activity Camps**

Students participating in extracurricular activity camps must have all back tuition paid and registration paid for the coming year prior to participation in the camp.

### **Assessed Fines**

During an athletic event, any adult causing a technical foul must pay the fine if the school is fined. Additional penalties may be imposed by the school towards the offending parent(s) depending on the flagrancy and frequency of incidents.

## **SECTION G – CONDUCT CODE**

### **INTRODUCTION**

The rules and policies that follow have been established over span of forty years of Piedmont Academy's existence. Parents and students often present the issue of "individual rights" when faced with the enforcement of these rules and policies. Parents and students are reminded that Piedmont Academy Inc. is a private school and the relationship between the school, the parents and the students are of a contractual relationship, governed by contractual law. When a student is enrolled and accepted at Piedmont Academy, a contract is completed, and the parents and the students agree in that contract to abide by the terms and conditions of these rules.

### **Honor Code and Pledge**

- A. Students at Piedmont Academy must abide by the school's Honor Code. The code states:  
***"A Piedmont student will not lie, steal, cheat or plagiarize."***
- B. Students at Piedmont Academy must also abide by the school's pledge. The pledge states:  
***"On my honor, I have abided by the Piedmont Academy Honor Code; I will not dishonor my school in its activities."***

### **Statement on Discipline**

- A. Discipline is not interpreted at Piedmont as simply a means of punishment. Discipline involves many connotations, which include preserving conditions necessary to the orderly progress of the school, self-control, and preparing students for participation in adult life. Discipline should build character, as the student becomes aware of the consequences of his or her actions. Discipline sets standards and habits of conduct that are absolutely essential to the education of every child. The administration insists that students should be capable of conducting themselves in accordance with accepted standards of behavior.
- B. Any and all faculty and administrative members have the authority to discipline any student for misconduct. This disciplinary procedure is subject to review by the administration in extreme cases or when a parental request is made.
- C. The school administration has the authority to suspend a student from one (1) to ten (10) days when necessary. Expulsions may occur upon recommendation by the administration.
- D. Offenses that may lead to suspension and/or expulsion include, but are not limited to the actions identified in paragraph I below.
- E. Any questions concerning discipline administered to a student must be registered by the parent or student with the administration, not the teacher. It is the administration's job to review discipline cases.

### **General Regulations**

- A. Student misconduct interferes with the rights of others to obtain an education and will not be tolerated.
- B. A conference with parents, suspension, and/or expulsion may result from any of the following violations:
  - 1. Possession, handling, or shooting of any fireworks on campus, in the school building or on the school bus.
  - 2. Possession, handling or use of any alcohol, drugs (real or counterfeit), drug paraphernalia, cigarettes or tobacco in any form which includes chewing tobacco or snuff products. (See the section regarding Alcohol, Drugs & Tobacco for further information.)
  - 3. Under the influence of illegal drugs or unauthorized influence of legal drugs. (See the section regarding Alcohol, Drugs & Tobacco for further information.)
  - 4. Gambling in the school building, on the school campus or on the school bus.
  - 5. False signatures on excuses, notes, and/or report cards.
  - 6. Fighting or confrontations.
  - 7. Possession of any instrument which could be classified as a lethal weapon. This includes pocket knives.
  - 8. A public display of affection.
  - 9. Profanity.
  - 10. Conduct unbecoming of a student of Piedmont Academy, on or off campus, may be subject to discipline by the school administration.

### **Classroom Discipline**

It is expected and demanded that all students be good citizens and conduct themselves in an upright and intelligent manner. Teachers will handle minor disciplinary offenses. They can institute their own disciplinary procedures and if desired, can use the demerit program pending the approval of the headmaster. In severe situations, students may be sent to the office. Teachers may institute rules and policies of their own design provided those rules or policies do not supersede or conflict with the existing rules and policies established by the headmaster and Piedmont Academy Board of Trustees. Teachers will make sure that their rules and policies are applied to all of their students in a fair and consistent manner.

### **Merits**

Teachers may also award merits for superb performance or exemplary actions observed at school. Merits may be used to reduce the number of points a student may have accumulated. They can also be used to dismiss future points if no points have been accumulated. Points for Class I offenses are cumulative throughout the year.

### **Punishment**

Students will receive punishments for disciplinary purposes. Teachers will turn discipline referrals into the office each time one is completed. After a student receives four discipline referrals, he/she will be seen by the Headmaster or Assistant Headmaster for disciplinary action. Types of punishment may include, but not limited to:

Lunch detention, after school detention, In-school suspension, denial of privileges, Saturday work day (9:00 a.m.-noon and a \$20.00 fee), out of school suspension, expulsion

### **Alcohol, Drugs & Tobacco**

- A. Piedmont Academy does not approve and will not tolerate the use of alcohol, drugs (without proper medical prescription), cigarettes or other tobacco products in any form by its students.
- B. Students are not to engage in drinking alcohol, taking drugs without proper authority or using tobacco in any form, in school buildings, on school grounds, or at any school functions nor to and from school at any time.
- C. Students should not have in their possession at any time, any form of alcohol, drugs, drug paraphernalia, tobacco, lighters, or matches nor be under the influence of any illegal drugs or alcohol. This includes possession of any counterfeit drugs which are presented as being, or believed to be actual drugs. Violation of this regulation will result in suspension or expulsion from school.
- D. Members of Piedmont Academy, which include faculty, staff, coaches, volunteers, and/or parents are banned from using any tobacco or alcohol products of any kind while on Piedmont Academy property which includes all student related activities on the school grounds or away nor may they be under the influence of same.

### **Drug Screening Policy and Purpose**

The purpose of the drug screening program is to aid and assist students. It is not intended to unduly interfere with the student's private life or to bring hardship, but rather to protect the wellbeing of all students. Specific goals of the program are as follows.

- To reassure students, parents and community that the health, safety and academic progress of each of its students is the primary goal of Piedmont Academy.
- To develop a drug-free educational environment and produce students who can serve as role models to influence peers to lead healthy and responsible lives.
- To prevent drug use and abuse by students of Piedmont Academy.
- To identify any student who may be using or abusing drugs and to determine the identity of the drug or drugs.
- To educate any student who may be using or abusing drugs as to the possible physical and psychological effects drug use may have, and its possible adverse effects on the team and its members.
- To provide opportunities for treatment and counseling rehabilitation for any student who is determined to be using or abusing drugs.
- To provide reasonable safeguards to help insure that every student in Piedmont Academy is mentally and physically competent to participate in school activities.
- To remove the stigma of drug use and abuse from those students who do not use or abuse drugs.

### **Use**

For the purposes of this policy, student refers to any student in grades 8-12. The intent of this policy is to discourage young people from making inappropriate choices regarding the use of illicit drugs. The policy is also designed to reward those students who choose NOT to participate in drug use by allowing them to validate their commitment to a drug free lifestyle. A further positive outcome for the program is to identify those students who, having made a poor choice, need help in understanding the dangers of using/abusing illegal substances and who need help in divesting themselves of a potentially serious problem. An offense is one where the student involved exhibits:

Clear evidence of use:

- Being caught in the act of using or consuming the illegal drugs
- Obviously under the influence of drug use
- Drugs or drug paraphernalia found on their person, in their car, or in their possession
- Direct or circumstantial evidence of possessing, using or supplying drugs.

### **Anonymity**

Students will be assigned a student identification number and those numbers will be utilized in contact with the selected testing service. The service will not be aware of any student identity during the initial testing procedure. Upon receipt of a positive result, the service will have to receive contact information from the school regarding the student to review the student's medical history in order to insure that the result is not a "false" result.

### **Procedure**

The testing of students will be conducted by a professional testing service. The testing service will complete the test and report the results of the tests to Piedmont Academy's Administration.

### **Screening**

Piedmont Academy uses a saliva and/or urine analysis method for drug testing. All students covered under this policy will be screened for drug usage as follows:

Random Screening: Any student enrolled at Piedmont Academy is subject to screening for drug usage on a randomly selected basis. Consequently, some students may be tested more than once a year. There is no cost to the parent for the random testing. (Five (5) students will be randomly tested per month.) The students will be randomly selected for subsequent screening by numerical sampling conducted by the drug testing facility.

Transfer Students: Students in grades 8-12 who transfer to Piedmont Academy during the school year shall submit to screening for drug usage on a date as soon as possible after applying for admission. Admission will not be granted until the screening has taken place and results are obtained showing the absence of drug usage.

### **Disciplinary Actions**

Students that commit such actions as defined under the Drug Use Section and/or tested "positive" on a drug screening test have the choice to withdraw from Piedmont Academy or be expelled.

### **Retention of Records**

No documentation pertaining to each student's screening for drug usage will be made part of the student's permanent record. All documentation will be kept in a separate confidential file with the Headmaster and will be destroyed upon the student's graduation from high school.

### **Refusals**

Refusal by student to be tested will be deemed as a violation of the drug policy and shall result in the student being expelled from Piedmont Academy.

### **Drug Screening Test Appeal Process**

If a student does test positive for drug use, the parent and/or guardian may request an additional drug-screening test be performed at their own expense. Because saliva/urine testing is only accurate within a short period of time, a hair analysis test shall be the only allowable second screening. Hair testing analyzes the hair shaft, rather than body fluids like urine or saliva, to determine whether illegal drugs are present. Compared to analysis of body fluids, hair testing is highly resistant to evasion by adulterating or substituting samples, or by simply abstaining from drug use for a few days. Hair analysis is superior to urinalysis in that there is a wider window of detection with hair. Cocaine, methamphetamine, opiates and PCP are rapidly excreted and usually undetectable in urine seventy-two (72) hours after use. Rather than the hours or days covered by a body fluid test, a hair test covers a period of months, ensuring that a drug user cannot evade the test by simply abstaining for a few days. So that testing consistency and integrity is maintained, any additional test shall be within a time frame and procedure set by the school Headmaster. A copy of the results shall be submitted directly from the testing agency to the Headmaster.

### **Cheating**

- A. Cheating by any student will not be tolerated at any time.
- B. Piedmont Academy strives to instill honesty in its students.
- C. Punishment for cheating will be as follows:
  1. First offense of cheating will result in the student being given a zero for a grade on that assignment. The parent will be notified in writing of the offense.
  2. Second offense of cheating will result in suspension from school for one (1) day.
  3. Third offense of cheating may result in expulsion from Piedmont Academy.

Plagiarism occurs when a student represents another's ideas, wording, or work as his own by hand or through the use of technology. Plagiarism occurs in two forms: the first and more serious involves a deliberate attempt on the part of the student to present others' (students, parents, published or unpublished authors, *et al*) ideas, wording or work as his/her own. This type of plagiarism generally consists of the verbatim copying or slight paraphrasing of information from a source that the student attempts to conceal. The second form results from the student's lack of attention to or understanding of proper procedures for source acknowledgements and use and involves one or more technical errors in citing the source correctly. The student, in this case, fails to accurately acknowledge indebtedness to outside material. Both types of plagiarism seriously violate the principles of academic integrity; therefore, they will be not tolerated. Penalties, especially for those involving deliberate plagiarism, may be quite severe. Any student caught intentionally plagiarizing including homework, classwork, projects, etc., will receive a zero for the assignment, as well as parental and administrative notification. Anti-plagiarism software or websites may be used to detect plagiarism.

### **Referral System of Discipline**

- A. The Referral System of Discipline is utilized in Grades 9-12. All students in these grades are subject to this system of discipline. Refer to the discipline policy stated at the beginning of the handbook discipline plan.
- B. A student may receive a referral each time he/she commits one of the following offenses:
  1. Chewing gum anywhere in school.
  2. Certain dress code violations.
  3. Eating food or drinking drinks other than water in areas outside of the cafeteria.
  4. Damaging school property.
  5. Tardy to class without approval from another teacher or the Headmaster.
  6. Classroom misconduct (see discipline plan).
  7. Coming to class unprepared.
  8. Being out of the classroom without a proper pass.
- C. At the discretion of the administration, punishment for the above offenses, as well as some not listed, will follow the school-wide discipline plan stated above.

### **Suspensions/Expulsion**

A. The most difficult of administrative decisions is to suspend or expel a child from school. These penalties will range from one-day suspension to permanent expulsion and are given only in the case of willful and flagrant violations of school policies. Parents will be contacted before a child is sent home, suspended or expelled, if possible. A student may be dismissed from Piedmont Academy for:

1. Disrespect shown to a teacher or staff person.
2. Profanity.
3. Teasing or harassing other students.
4. Willful destruction of school property.
5. Behavior unbecoming a student of Piedmont Academy.
6. Multiple occurrences of cheating.
7. Multiple occurrences of classroom misbehavior.
8. Failure of student's parents to discharge all debts to the school.
9. Violation of school rules.
10. Poor conduct (multiple offenses).
11. Use and/or possession of alcohol, tobacco or illegal drug products.
12. Unauthorized possession of cell phone in school (multiple offense)

B. Suspension will result in unexcused absence policy.

### **Dress Code Violation Procedures**

- A. If a student is found to be in violation of the dress code the following punishment applies but is not limited to:
1. First offense – parent notified and violation corrected if possible, parents must bring clothes if necessary
  2. Second offense - call parents to bring clothes plus two days in After-School Detention.
  3. Third offense – call parents to bring clothes plus Saturday Work Detention.
  4. Fourth offense – call parents to pick up student plus two days In-School Suspension.
  5. Further incidents could result in extended Out-of-School Suspension.

### **Chewing Gum**

- A. The use of chewing gum and subsequent improper disposal of the gum leads to many problems in a school environment. Most importantly is the spread of biohazards by sticking the gum under desks and tables which is often the case in school.
- B. Failure to properly dispose of chewing gum also presents expensive maintenance problems for our school such as plugging up the drains in the water fountains, ruining carpets and fixtures and damage to personal property as well by transference to shoes and clothing.
- C. Therefore, for the sake of maintaining a well-groomed educational facility and a well-mannered student body, gum shall not be chewed on school property.

### **Food, Drinks, Candies and Snacks**

- A. To provide a clean and healthy learning environment, food and drink, other than plain water, is not permitted in any areas of the school other than the cafeteria.
- B. Waste products from food and spilled drinks have caused problems classrooms with insect and rodent infestation and this is an expensive and unhealthy issue to deal with every year.
- C. Teachers may allow food in classrooms for pre-planned and pre-approved special events such as a class party or a special educational event.
- D. Contraband food and drink items will be confiscated and disposed of in the trash. Students **will not be allowed** to put the items in their book bags or lockers once they have been found in possession of the contraband food or drink items *even if the items have not yet been opened*.
- E. If a student has presented proper medical documentation, or shows an obvious need, they may be allowed the use of lozenges to deal with sore throats, coughs or other medically related matters. Candies, suckers, cookies etc. are highly discouraged except for the use in a special event as mentioned previously.

### **Cell Phones**

- A. Cell phones may not be turned on, may not be used, and may not be visible from 8:00AM until 3:00PM. Discovery of these devices will result in being turned over to the administration.
- B. The disciplinary action will include, but not limited to:
1. First offense – a student may pick up device after school in the office and \$10.00 fine.
  2. Second offense – a parent/legal guardian must contact administration to receive the device and \$20.00 fine.
  3. Third offense and any reoccurring incident, the device will be confiscated and a parent(s) must pick up the device. In addition, disciplinary action will be taken and a \$30.00 fine.
- C. There are telephones available for student's use in the following locations at the school – main office, teacher work area (with permission), each coach's office, field house, guidance counselor's office (with permission), accounting office (with permission). Coaches and faculty also have cell phones that can be made available for use if needed.
- D. Parents and students should have their coach's cell number readily available should they need to get in touch with their child during athletic or other school events.
- E. Students who drive to school should leave their phones locked in their vehicle. Others should leave their phones in their book bag or locker.

### **Use of Personal Cameras or Video Equipment in School**

- A. To protect the privacy of our students and staff as much as possible, students are not permitted to bring and use personal cameras in school during the school day.
- B. It is illegal to take a picture or video of a student without the consent of the student and parent and then post or publish that material in any manner.
- C. Given today's modern electronic society, it is too easy to take pictures of students and others at school without their permission. This is further complicated by the ease with which those pictures may be altered and placed on the internet for worldwide distribution without the photographed subject's consent.
- D. Unauthorized cameras or video devices will be confiscated and returned after appropriate disciplinary action has been determined.

### **Harassment / Sexual Harassment**

- A. When a student, faculty or staff member feels they are being harassed by another person, he/she should report to the Headmaster where the individual will be warned not to continue the practice.
- B. If a second offense occurs, the student may be suspended by the Headmaster.
- C. The Headmaster will report such incidents to the Board of Trustees.

### **Bullying**

1. Piedmont Academy is committed to taking reasonable and appropriate steps to prevent a student from being subjected to bullying by other student(s). Any student who feels they are being subjected to bullying tactics from another student shall report the incident(s) to the person in authority – teacher, coach, administrator, or other staff member. These reports shall be forwarded to the appropriate administrator. The administrator shall investigate the report and take immediate corrective action steps with the offending party(s) as deemed necessary.
2. Parents are encouraged to bring bullying offenses to the attention of school officials, if the child is reluctant to do so.
3. *Bullying Defined: "Bullying or harassing behavior" is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on school property, at any school-sponsored function, or on a school bus, and that:*
  - a. Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
  - b. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. For purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.
4. School employees or students shall not be subjected to bullying or harassing behavior.
5. No person shall engage in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior.
6. A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official.
7. A student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official.

### **Student Bullying**

1. Piedmont Academy does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that
  - a. Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or
  - b. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus.
2. Piedmont Academy will make every reasonable effort to ensure that other school employees or students subject no student or school employee to bullying or harassing behavior. Likewise, Piedmont Academy will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior. Piedmont Academy encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

## Threats

- A. When a student makes a serious threat of bodily harm toward another student, teacher, or the school in general, the Headmaster or Assistant Headmaster will immediately investigate to confirm the status of the threat.
- B. If the threat is determined to be factual, the Headmaster will immediately contact the parents of the accused student and will remove the student from the school premises.
- C. The Headmaster or Assistant Headmaster will then interview all persons deemed to have first-hand knowledge of the threat in an effort to ascertain accurate and factual information.
- D. If the Headmaster or Assistant Headmaster determines that the threat is serious, he will then inform the chairperson of the Board of Trustees. The most serious cases may be turned over to the local law enforcement for handling. In less serious cases, the school may pronounce disciplinary action.

## Conduct at School-Sponsored Events

- A. Students should remember that conduct at school-sponsored events will follow the same rules and policies that are applied during the regular school day.
- B. Coaches will be held responsible for the conduct of athletes when performing on or off the field or court or traveling back and forth to the place of activity. School sponsors will also be responsible in the same way for school squad or club members at club activities.
- C. Coaches and sponsors are not to release any student from activities without the request from the parent. The student is not to be released at the request of the student alone for travel, etc.

## Media Center Courtesies

- A. The Media Specialist's requests must be respected, and consideration of others is necessary. Students need to handle books carefully and develop an appreciation for them. The Media Center must have silence to enhance study habits.
- B. Computers in the Media Center are for research use only. Students should not be using them for games, surfing web sites not related to a specific school subject. Students who violate this policy will have their privileges to use the computers revoked.

## Assembly Courtesies

Students need to enter assemblies quietly and orderly. Respect must be given to the speaker. Students are encouraged to applaud in a cultured manner; this includes no cooing, whistling, or stomping of feet.

## Lunchroom Courtesies

Students need to enter in single file lines without crowding. Respect and friendliness in manner, as well as refinement of table manners, is expected. A low conversational tone is acceptable in interaction with other classmates. Students must place trash in receptacles provided. **Food or drink cannot be removed from the lunchroom.**

## Boy and Girl Friendships

Wholesome friendships are encouraged between and girls; however kissing, holding hands and petting will not be tolerated. Violators will receive after school detention.

## Dances

All dances held at Piedmont are for our students and their guests. We do not have "open" dances.

1. All students are expected to wear appropriate clothing in accordance with the established school dress code or required dress code.
2. Drugs, alcohol, smoking or the use of any type of tobacco product is not permitted in the school or on the school grounds nor shall a student be under the influence of any legal or illegal substance.
3. All eating will take place in the cafeteria or in the place designated.
4. If a student leaves a dance without permission, he/she will not be readmitted.
5. No student will be admitted one hour after the start of the dance unless the advisor or the organization sponsoring the dance has given prior permission.
6. Transportation home must be available immediately after the dance. The building will be closed to students fifteen (15) minutes after the end of the dance.
7. Special guests may be permitted to attend the dance provided these guidelines are followed:
  - (a) Guest applications must be obtained from the advisor sponsoring the dance.
  - (b) Only with specific permission may a student bring more than one (1) guest, and the Piedmont Academy student will be responsible for the behavior of his/her guest or guests.
  - (c) All guests will follow the dress standard for the Piedmont Academy students.

## Common Courtesies in General

Students must accept responsibility to work and cooperate with others including teachers and students in classroom activities. A conventional tone is used in the classroom; it is not acceptable to speak while someone else is speaking. All must work together to keep the classroom clean and litter-free.

No student's appearance, including but not limited to his/her attire, shall be considered proper and acceptable for school if it distracts from, or in any way disrupts, the educational process. The Piedmont Academy Board of Trustees is responsible for achieving a system wide dress code for appearance and dress among students that will promote the best atmosphere for teaching and learning.

## **DRESS AND PERSONAL GROOMING**

It is the responsibility of each student to use good judgment regarding appearance and attire. Cleanliness shall be a basic consideration. Any complaint concerning a student's dress and appearance shall be addressed by the particular school's administration. The administration shall make the final decision as to what is considered proper attire and appearance. In the event that health and medical considerations for a particular student require an exception to the Dress Code, the administration shall determine that exception and make his/her faculty and staff aware of the exception.

The following guidelines have been established regarding all students' dress and appearance.

### **DRESS CODE – General**

In an effort to keep students focused on developing mind, body and spirit, a school uniform standard of dress has been adopted. This standard consists of a Piedmont Academy golf/polo or button down shirt with the Piedmont Academy crest or school logo embroidered on the chest, and pants or skirt and other items as identified below.

Piedmont school uniform clothing is identified by having the Piedmont Academy crest or logo embroidered on the chest and can apply to shirts, sweaters, jackets, and coats.

Piedmont Spirit wear is identified as any article of clothing with markings thereon which represents a Piedmont Academy sport, literary, or arts symbol and any graphic or lettering which represents a specific sport, literary, arts or spirit activity. Spirit wear can be worn only on the designated spirit day.

Clothing will be neat, clean, without holes, patches, stamped or sewn designs.

Normal wear and tear at the heels of pants does happen but this should be repaired and the length of the pants adjusted.

Clothing will be appropriately sized, not too small or not too large. Clothing shall not be tight, form fitting or molded to the body.

Dress down days concern only shirts. Normal pant rules are in effect.

### **SHIRTS**

All students are to wear collared, golf/polo style or button down Piedmont shirts at all times. The approved colors are white, gray, royal blue or cobalt, and black. If shirts become faded they will not be allowed. These shirts are embroidered with the Piedmont Academy crest or school logo on the chest and will be available in short and long sleeve styles. The approved Piedmont Academy full button down dress shirt is authorized as an option to the Piedmont Academy golf/polo shirt. This is an Oxford style shirt that is white or blue in color, and comes in short sleeve, long sleeve and  $\frac{3}{4}$  length sleeves. The  $\frac{3}{4}$  length is for girls only. This shirt must bear on the chest the embroidered Piedmont Academy crest or school logo. Students may not wear long sleeve shirts or long sleeve undershirts *under* the short sleeve shirts or the  $\frac{3}{4}$  length sleeve shirt. K3 students may wear a blue, gray, white, or black toddler-size t-shirt with the crest sewn on the garment.

T-shirts and undershirts - Plain T-shirts or Piedmont Spirit T-shirts may be worn under the polo or dress shirt.

Shirts are to be tucked in at all times so the belt is visible all the way around. Shirt collar must be visible at all times. Shirts that are tight fitting, molded to the body or form fitting, and are so small as to cause them to be pulled out of the pants waistline during normal movement are not permitted.

### **PANTS / SLACKS / JEANS**

Boys and girls may wear ankle-length khakis and blue denim or carpenter jeans. They shall not be tight fitting or tightly molded to the body. Pants legs must be worn unrolled at their naturally designed length.

Cargo pants are not permissible. For the purposes of this dress code, cargo pants are defined as: Pants that are loose fitting and baggy. Cargo pants usually have patch pockets; *meaning they are sewn on outside the pants*, these pockets generally have accordion folds to expand the pockets, but not always so. They may also have flaps covering the pockets which can be loose, snapped, buttoned or Velcro closed.

Girls may wear khaki colored Capri pants; all pants will be plain without embroidery, prints or other decorations; pants waistline will be worn at the natural waistline; all pants will have belt loops; a belt will be worn with all pants; and no slits or cuts will be allowed at the cuffs of the pants.

### **SKIRTS / SKORTS**

Girls may wear knee length or long, khaki skirts. Any slit in the skirt must come no higher than three inches above kneecap and the length of the skirt/skort must not be any higher than three inches above the top of the knee cap.

### **SHORTS**

Shorts must be khaki. The length of the shorts must not be any higher than three inches above the knee cap when a student is standing and must not fall below the knees. *This means no shorts below the knees.* Shorts must be clean and in good repair (i.e. no holes or frayed edges). A belt must be worn with the shorts.

Cargo shorts are not permissible. For the purposes of this dress code, cargo shorts are defined as: Pants that are loose fitting or baggy. Cargo shorts usually have patch pockets; *meaning they are sewn on outside of the pants*, these pockets generally have

accordion folds to expand the pockets, but not always so. They may also have flaps covering the pockets which can be loose, snapped, buttoned or Velcro closed. Cargo shorts may also have zippers at the knees to which leg extensions may be attached to convert them to long pants. Any shorts with these zippers are not permissible.

**Any student who does not abide by the above rules will not be permitted to wear shorts for the remainder of the year.**

### **SHOES / SOCKS**

For dress code purposes, socks are defined as an article of clothing designed to cover the feet and serve as a barrier between the natural foot and the shoe. Material should be appropriate to the shoe. ( i.e. regular manufactured wool, cotton, rayon, nylon socks for wear with normal tennis or leather shoes; Nylons, stockings, or footies for use as appropriate for girls when wearing shoes styled for girls). Common sense prevails when determining if the height of the sock is appropriate.

For safety and sanitary reasons boys and girls will wear socks, and shoes that fully enclose the feet and have closed heels and closed toes. Shoes worn in a manner where the heels of the shoes are compressed and walked upon will be considered the same as shoes without closed heels and must be replaced with properly fitting fully enclosed shoes. Bedroom shoes, flip flops, beach wear, heeled, athletic sandals and other open-heeled or open-toed shoes are not allowed.

### **BELTS / SUSPENDERS**

Black or brown leather belts are preferred; however, colored belts are allowed. Belt must be worn inside the belt loops. All belts must have a buckle and it must be used. The excess part of the belt after it has been buckled must be tucked into the belt loops and must not be allowed to hang down among the legs.

Suspenders are not permitted unless a documented medical excuse is on file at the office.

### **HATS / CAPS**

Hats, caps or other gear or apparel covering the head are not permitted to be worn inside the school building(s). The only exception is for a scheduled special event day.

### **OUTERWEAR**

Jackets or coats must be a school color and contain the school logo or no logo at all. No hoodies except on Fridays.

### **HAIR**

Boys must have clean-shaven faces. Boys may be required to shave at school if they are not clean shaven. Hair on boys must be cut so that it does not fall lower than halfway down the ear. Sideburns will be worn straight, not flared or in any other extreme manner. A boy will be allowed five (5) school days to get a haircut once he has received a demerit for violation of the hair length policy. **After this grace period the student will not be allowed to attend class without a haircut.** Sideburns may be no longer than halfway down the ear canal. Hair on boys and girls should be of natural shades of color. Extremes of hair color or tinting is not allowed. Hair should lie naturally; spiking; Mohawks, reverse Mohawks, Mullet, and other unnatural hairstyles or colors are not permitted.

### **JEWELRY**

Earrings on boys are prohibited regardless of method of attachment. Any other body piercing or tattoos must not be visible. A choker- type necklace is permitted, but it and other accessories should be conservative in nature, and may not be in the form of a collar, and have any spikes or studs protruding from it.

### **ACCESSORIES:**

Wallets with chains are not permitted. Accessories (other than purses or hand bags for the girls) that dangle, hang or are draped outside of the clothing are not permitted. Scarves, dew rags and other headgear or gang related gear is not allowed. Scarves, shawls and any articles of clothing which does not serve a practical function other than to hide or cover up the school uniform clothing for styling or other purposes are not permitted. Sunglasses are not allowed to be worn inside the school building(s).

### **GRADES Pre-School through 5**

The following exceptions to the dress code are made for Grades K3 through 5. Shorts and long pants may be either pull up style, carpenter, or have belt loops. They may be khaki, black or navy. They may also be blue or black denim. They shall not be tight fitting or tightly molded to the body. **Pants and shorts may not be cargo pants or shorts.** See definition above.

Girls may wear khaki or denim jumpers, skirts or skorts (skirt/shorts combination). Length of shorts, skirts and jumpers shall be of appropriate length and fit for the student. Girls may wear tights. K3 through 5<sup>th</sup> grade students are exempt from the single color outerwear policy. This is because they are basically in one closed environment throughout the day and only use their outerwear to go outside to play.

### **SPIRIT DAY DRESS ATTIRE**

Spirit day is a special day that is set aside to recognize the achievement of our students in athletic, literary and arts programs. Basically the dress code is the same with the following exceptions:

1. Hoodies with Piedmont embroidery, printing or designs (also known as Piedmont Hoodies) are allowed on this day only. No non-Piedmont hoodies are allowed.
2. Spirit t-shirts that have Piedmont related embroidery, printing, decals, or other Piedmont related graphics on them are permitted.
3. Jerseys or t-shirts representing the athletic involvement of the student are permitted.
4. ALL shirts, jerseys or t-shirts must be tucked in so the belt can be seen all around.

- Spirit day participation is a privilege and can be revoked from a student who cannot comply with the dress code on a routine basis.

### **DRESS CODE FOR FIELD TRIPS or OFFICIAL SCHOOL TRAVEL**

Our faculty and students are representatives of our school when in public and should provide a uniformed, professional appearance when traveling on field trips and other school travel. Unless otherwise previously approved, the official Piedmont Academy travel **attire for field trips** consists of the **royal blue polo shirt and khaki pant for boys or khaki pant or skirt for girls.**

The Piedmont Academy Athletic Director will establish appropriate policy for all athletic departments to follow when traveling on official school travel. This guidance will be provided to the athletes prior to any travel.

### **Revisions of the Dress Code**

This dress code is not all inclusive and modifications or revisions may be made from time to time as deemed appropriate by the Board of Trustees or Headmaster. Suggestions for modifications or revisions may be submitted in writing to the Headmaster for consideration.

### **NO CARGO STYLE PANTS ALLOWED. ONE MUST WEAR A BELT WITH ALL PANTS OR SHORTS.**

Polo shirt and button down shirt may be worn without a under shirt. All clothing must be in good repair, no rips, cuts, frays or holes. Must be properly sized, not tight or form fitting. Long pant must be ankle length, worn with legs unrolled. No embroidery, artistic stitching, or patches. Pant must have belt loops and worn with belt except pre-school through grade 5.

**Belt** – any color, any fabric, must have a buckle, must be in loops, no dangling ends.

**Skirts** – Khaki only, top of knee cap or longer, slit no higher than top of kneecap.

**Shorts** – Khaki for all; khaki or blue denim for pre-school – 5<sup>th</sup> only. Shorts must have belt loops and belt except for pre-school – 5<sup>th</sup>. Shorts can be no longer than top of knees, and no shorter than 3 inches above the knee when standing. No cargo style shorts allowed.

**Capri's** – Allowed for girls, Khaki only, no decorations, must have belt loops, must wear belt.

**Shoes and Socks** – Shoes must fully enclose foot front and back. Students must wear socks. Crocs OK if fully molded heel (not flip strap).

**Hats/Caps** – Not allowed to be worn in building unless a special event day.

**Outerwear** – Heavy outerwear must be removed once inside the building; no restrictions on color; clothing cannot bear inappropriate messages; trench or duster coats are not allowed. If a student needs to wear a jacket, wind shirt, vest, sweatshirt, fleece, or sweater inside the building/classroom, the clothing must be worn over the uniform polo shirt. This outerwear may not bear a logo except the school logo. Colors are restricted to white, royal blue, gray or black. Jackets must be solid school colors and may bear a school logo or no logo. No hood is to be worn in the building.

**Sweatshirts** – Crew or V-Neck, solid color, only 3x3x3" insignia allowed. All Piedmont sponsored sweatshirts are allowed as long as the collar of the dress code shirt is visible.

**Sweaters** – **Solid** color, long sleeve, waist to mid-hip length in white, black, blue, or gray.

**Hoodies** – Fridays or spirit days only. Piedmont hoodies only. No non-Piedmont hoodies are allowed.

**Hair**- Boys, no extreme hairstyles or unnatural coloring; not to touch shirt collar on back of shirt, or the eyebrows. No longer than half way over the ear, no curl or flips over the eyebrows. Sideburns will not extend below the opening of the ear canal or be flared or excessively thick. Girls, no extreme hairstyles or unnatural coloring.

**Jewelry** – Boys- no earrings of any type. No piercing or tattoos may show; they must be covered at all times while participating in school events. Necklace is to be worn under the shirt, a choker necklace is allowed but no spikes or studs.

**Accessories** – No wallets with chains, no accessories that dangle, hang or are draped outside of clothing. No scarves, dew rags or gang gear allowed. Scarves, shawls or articles of clothing which does not serve a function other than to hide or cover up the school uniform for styling or other purposes are not permitted. Sunglasses are not to be worn in the school building(s).

**Spirit Day Dress Code** – all Piedmont related T-Shirts, jerseys, and sweatshirts are permitted but must be tucked in.

**Field trip or school travel dress code** – Read the detailed dress code in student handbook.

**Athletic travel or "game day" dress code** – Read the dress code established by team coaches.

## **SECTION I – PARENT CLUBS AND ORGANIZATIONS**

### **Parent-Teacher Organization**

The Piedmont Academy Parent Teacher Organization (PTO) is a group of parents and faculty members joined together in an effort to help the school promote quality education. One of its highest aims is to provide means and opportunities for communication between the parents and teachers. The PTO is responsible for major fund raisers for the school's general fund. Meetings are held quarterly. All parents are urged to support the PTO.

### **Cougar Club**

The Cougar Club, an organization formed in 1970, consists of parents and patrons of Piedmont Academy. The primary purpose of the Cougar Club is to raise funds to support the athletic activities of Piedmont Academy. They do this by serving as chain crews, groundskeepers, parking attendants, ad salesmen, fund-raisers and by attending athletic contests throughout the year. All funds raised by the club are used to aid Piedmont athletic activities. Monies earned from projects such as barbecues, season ticket sales,

programs, and membership drives have provided the school with primarily sports-related equipment and services. The Cougar Club meets the first Monday night of each month at 7:00 (excluding holidays) throughout the school year in the school cafeteria. Each parent or friend of Piedmont is urged to join and support the Cougar Club.

#### **Fine Arts Society**

The goal of the Fine Arts Society is to have sufficient funds to cover the needs for the school year and to build resources to allow the club a good start for the next year. Meetings are held quarterly. The Fine Arts Society Mission is to enrich the lives of our students through involvement in cultural activities while guaranteeing their continuance and improvement. Literary, music, and drama fall under the Fine Arts Society umbrella. Each parent or friend of Piedmont is urged to join and support the Fine Arts Society.

#### **Grandparents' Club**

The Grandparents Club of Piedmont Academy is a club to support the school in areas of need. They also remain involved with their grandchildren's education and at the same time enjoy the fellowship of the adult group. Senior citizens who have no grandchildren at the school are invited to join the organization. Their annual fundraiser is the "Grand Christmas Bazaar" held in the fall of each year. The club meets the second Thursday of each month.

## **SECTION J – EMERGENCY PROCEDURES**

#### **School Closing Due to Inclement Weather**

In the event of inclement weather or some other urgent reason which necessitates the closing of school, student and parents should listen to radio station WJGA FM92 (Jackson) or WGFS AM1430 (Covington), television stations WMAZ (Macon) and WSB (Atlanta) for the official announcement. Hopefully, a decision can be made by 6:30 AM.

If weather is so adverse that local radio stations are off the air and telephone communications are disrupted, it is to be assumed that the school will be closed. Parents should use discretion in sending children to school under these conditions. Unless weather conditions are extremely bad, school will remain open. No announcements will be made over local radio stations if school is to remain open.

#### **Dismissal During A School Day**

The Headmaster shall determine the advisability of an early dismissal because of inclement weather or an emergency. If a decision is made to send children home before regular dismissal time, the local radio stations will be notified and requested to announce the information at frequent intervals. Parents are requested to listen to local stations if there is any question about early closing of school.

#### **Make-Up Days**

If any days of school have to be cancelled because of bad weather and all the days set aside for inclement weather have been used, the makeup days may be made up at the end of the school year.

#### **Fire Drills**

Fire drills are important in teaching students to react in the face of an emergency. Upon notification of a fire drill or actual fire, teachers are to lead children in single file through the outside door to the safest point from the building. Windows and doors must be shut and lights turned off. Notification to return to the classrooms will be given, and teachers are to follow the same route back into the classrooms. Teachers must take their grade book with them during a drill.

All regulations of the State Fire Marshall are followed. Fire escape routes are posted for each room. Fire drills are held once a month, and a log of these drills is kept. Required fire extinguishers are maintained at designated points. A fire alarm system is maintained and inspected regularly. Emergency lighting and lighted exit signs operate where required.

#### **Severe Weather Drills**

Piedmont has a severe weather-warning device to notify the school of possible extreme weather. Teachers have assigned locations to take students to a safe place away from all outside walls. Upon notification of severe weather warning, teachers will take students to these locations and take proper precautions. Teachers must take their grade books with them during a drill. Parents are asked not to call the school during bad weather unless absolutely necessary.

## **SECTION K - MISCELLANEOUS**

#### **Educational Travel, Field Trips, & Special Events**

Each year the Piedmont upper school students are given opportunities to learn through educational travel. Field trips are arranged to supplement classroom studies. Special events and other competitive academic programs are scheduled as needed.

#### **Student Travel & Personal Auto**

The sponsor of any group is responsible for providing transportation to and from a school-sponsored event involving his/her particular group. Students may be allowed to drive to and from school-sponsored events if written parental permission is obtained from both drivers and passengers, and an adult must accompany each automobile. This permission must include the name of the driver, destination, departure and arrival times, and must also release the school of responsibility.

### **Automobiles on Campus**

Any student with a valid driver's license is eligible to drive on campus after filing out an application with the school office. Packet is available in SECTION K - Appendix A. A parking fee of \$75.00 will be assessed. Any permit may be revoked at any time by the administration for violation of school traffic policies.

The speed limit on campus is 10 M.P.H. and must be adhered to. No reckless driving will be tolerated, which includes "doing donuts", "spinning or peeling out" and other reckless action. Students will be responsible for damages caused by reckless actions. There will be no riding on the outside of automobiles. Students may park only in the designated area (the pecan grove). Students are not permitted to park in front of the baseball field, in any area between the back of the school building (playground) and the field house at any time before, during or after school. Violators may have their driving privileges suspended for up to one week. Only service vehicles are permitted to park in the football concession area. Once a student brings his or her car on campus, it will be treated the same as a locker. The administration has the right to require that the automobile be opened by the student for inspection at any time. This policy applies not only during the school day, but at any school-sponsored event. Students are reminded that driving and, for that matter, parking on campus are a privilege, not a right. A student who violates school rules in general, and/or specifically, on-campus driving and parking rules may have such privileges taken away for up to a year. Students may not drive other students if such action violates Georgia's "Joshua Law". Students may not drive other students without the passenger's parent's permission. Violators of this law on campus may have their driving privileges revoked. The fenced parking lot is locked after business hours so students need to move their vehicle prior to leaving school to an unsecured parking lot area on campus.

All vehicles operated by students on this campus must be registered and have a student parking permit affixed. Additional permits for other vehicles a student may drive are available for a reduced fee. Special circumstances do occur and will be dealt with on a case by case basis.

Students are not permitted to return to their vehicle during the school day for any reason unless approved by the Headmaster. If a student has an urgent need to go to their vehicle, the teacher will send them to the office for approval.

### **Lockers**

All lockers on campus are the property of the school and must not be damaged in any way. Students in the middle and high school will be assigned a locker and may be required to open that locker at any time for inspection. Locks will be provided by the school and must be used as directed by the administration.

### **Telephone**

The school has an automated phone service with three main lines that roll over. The number to call is (706) 468-8818. The main office may be reached on extension #301; admissions, #304; financial office is #305; guidance office, #306; athletic office #309, cafeteria, #310; media center #311; development #313, and clinic #308.

These phones are for official school business only. No long distance calls may be made on these phones without the Headmaster's approval. Students may never use these phones without approval of a faculty or staff member.

### **School Insurance**

It is required that all students be covered by insurance either by a family plan or the one offered by the school. Rates will be made available through a letter sent home in early fall or by calling the school office.

### **Graduation Fees**

No student will be allowed to participate in graduation activities nor awarded a diploma unless all tuition and graduation fees have been paid. In addition, all books, dues/fees, and equipment must either be returned or assessed fees paid.

### **Responsibility for School Property**

It will be the responsibility of the students and parents of Piedmont Academy to keep school property from being damaged or defaced. Any flagrant destruction of school property or negligent destruction or defacing of school property shall be paid for or repaired by the parents of the student or students involved. Wanton destruction or defacing may result in suspension and/or expulsion.

### **Books**

Books, workbooks, and supplies (except for personal items) are the property of Piedmont Academy and assigned to the students. The student must pay for any textbook or library book that has been damaged or lost. The media specialist shall assess the value of the lost or damaged library book. There will be a replacement cost of up to \$70.00 per book for any lost or severely damaged textbook. The teacher who issued the book will assess the value of textbooks over seven (7) years of age.

### **Technology Acceptable Use Policy**

Piedmont Academy believes that an appreciation, understanding, and working knowledge of computers and electronic media are essential in the preparation of our students. To that end, computer systems, applications, network infrastructure and services are deployed and maintained throughout the campus.

This policy document governs the acceptable use of Piedmont Academy technology systems and information. It covers both systems and information owned by the Schools as well as any system that is connected to a School network and information traveling over a School network.

The policy applies to all students, faculty, staff and any other users of the network. Each user must sign a document annually affirming to abide by the policy. Throughout this document the use of the word "inappropriate" is defined as "inappropriate in the opinion of the school's administration."

### **Laptops/Tablets**

Piedmont Academy technology infrastructure will support the use of laptop computers for faculty, staff, and administration. Any program on a student or employee's personal laptop computer which interferes with the network or conflicts with the school's technology policies may be removed from the laptop.

All faculty, staff, administration, students and parents must adhere to the following policy:

- No attempt will be made to use a laptop/tablet on campus which has not been configured for the school's network.
- Any hardware and software problems are the sole responsibility of the laptop/tablet owner who should contact the vendor of the laptop or software for repair or technology troubleshooting, not the school.
- Laptop/tablet users will use the equipment properly and not attempt to go around network security.
- If the laptop/tablet is lost or stolen either on or off campus, the owner should contact the police, obtain a police report and supply a copy of the report to their insurance company.
- Parents must accept financial responsibility for any loss or damage to their child's laptop/tablet computer, charger, and power cord regardless of the reason on or off the campus.
- It is understood that the laptop/tablet is intended for school or professional work and not for recreational use.
- No laptop/tablet user may allow another student or employee to use their equipment.

### **Downloads**

No laptop user may download any file not directly related to school work. Such files include games, wave files or MP3 files while on campus. Inappropriate downloads will be considered a direct violation and will be dealt with accordingly. The use of non-educational games is prohibited on campus.

All laptop users have access to the World Wide Web. This access is for direct classroom research. Use of any laptop or school computer for any inappropriate surfing, downloads, or game playing is unacceptable. Students are not allowed to post personal contact information about themselves or others on the Internet. Examples of personal contact information are home addresses, telephone numbers, school address, or student surveys, etc. On campus, laptop users may not access or provide information on sites such as Facebook or any other type of social media.

### **Hacking**

No user is allowed to perform hacking activities on or from a School system or network. Users must not scan, test or attempt to compromise computer or network security measures. Users must not deliberately run programs or perform other activities that cause a system to stop working or 'crash'. Viruses, worms, bots and other malicious systems are not allowed on the network. A user must not monitor or access another user's information. Any hacking attempt will be considered an extremely serious disciplinary violation.

Access or attempt to access any of the School's restricted LAN sites and/or programs will be considered a serious violation. Tampering with people's data including the transmission of computer viruses will be considered either theft or vandalism.

### **Repairs**

Laptops users are responsible for all damages caused to their computer equipment regardless of the circumstances as well as the repairs. All laptops found on campus unattended will be returned to the School Office. There will be a \$10 fee charged for all "Lost and Found" units. Students should lock their laptops in their locker when not in use or in their direct possession.

### **Monitoring**

The School reserves the right to monitor and audit all network activity, with or without notice, by any user at any time. All users of the School's information systems consent to audit and monitoring by the School when they use School information and information systems. Users must not have any expectation of privacy when using a School information system, even when a system is used for authorized personal use. For example, e-mail messages, Internet and intranet use, file and application data, and information on a PC, CD, DVD, or jump drive may be monitored by the school at any time.

The School may monitor any part of any information system to detect unauthorized activity, identify intrusions, and verify compliance with this and other School policies. Monitoring may also take place to optimize the network performance and perform other maintenance, auditing and operational activities.

Piedmont Academy's Conduct Code and the rules and regulations governing the use of all school facilities and equipment are considered in effect when using the school's networking system and any piece of equipment considered part of the technology program – either on or off the school premises. Consequences for violating these rules will include, but not necessarily be limited to, the suspension of all technology and/or computer privileges – including e-mail, both Internet and Intranet access, the use of the student's laptop and all school computer equipment. In the event of loss of equipment or technology privileges, students may incur potential academic penalty for work requiring the use of the computer. Students may also incur disciplinary action.

While the School takes steps to prevent the unauthorized use of the Internet, it is understood that such measures are not 100% foolproof. The failure of the Student, Parent, or Employee to abide by the terms contained in the Technology Acceptable Use Policy may result in serious disciplinary consequences including and up to expulsion or termination.

### **Visitors**

Visitors must secure permission from the office to see any student or visit classes. If a student wishes to invite friends to spend the day at school, permission in writing from both the visitor's parents and the student's parents must be approved by the Headmaster

before permission is granted. Generally, only visitors who are seriously considering enrolling at Piedmont Academy may spend the day on campus. Visitors must wear proper dress at school.

#### **Lost and Found**

Articles lost on campus should be reported to the PE Department or school secretary. A designated place is set aside in the school where lost and found articles are kept. All items not claimed at the end of the year will be given to charity.

#### **CD, I-POD, & MP3 Players**

Students should not have these and similar devices out during the school day. Any student caught using or displaying these items during the school day will be subject to the school's cell phone policy (Section F).

#### **Marriage of Students**

No student who is a parent, pregnant, or married is permitted to attend Piedmont Academy.

#### **Solicitation of Funds**

Any solicitation of funds or collection of money in the name of Piedmont Academy must have the recommendation of the Headmaster. Fundraising projects, solicitation of funds, or collection of money, when approved, may be carried out by those designated by Board approval. Approved projects must be placed on the school calendar for better coordination of events.

#### **Class Dues**

No class is allowed to set dues of any type without prior approval of the Headmaster. These dues are to be used only for activities or projects voted on by the class and approved by the Headmaster.

#### **Class Fundraising Projects**

Money-raising projects must have the approval of the Headmaster. All monies raised through fundraisers are nonrefundable if the student leaves the school. Upon withdrawal or expulsion from the school, all funds donated or raised by said family will remain with Piedmont Academy.

#### **Raising of Monies for Personal Gain**

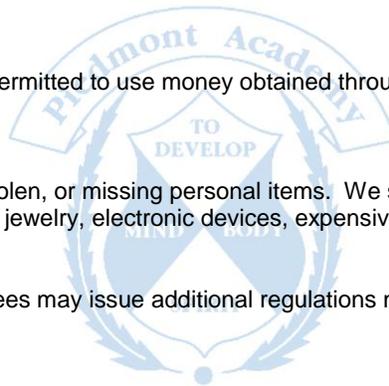
No individual student or student group shall be permitted to use money obtained through fundraising projects for personal gain. (Example: private parties, senior trips, etc.)

#### **Lost or Missing Items**

Piedmont Academy is not responsible for lost, stolen, or missing personal items. We strongly suggest that personal items of significant value should not be brought to school (Example: jewelry, electronic devices, expensive clothing, etc.).

#### **Added Regulations**

The Headmaster and/or Board of Trustees may issue additional regulations not listed in this handbook at any time during the school year.



## **SECTION L STUDENT FORMS TO COMPLETE & RETURN TO SCHOOL**

Print the individual pages needed, sign, and return to the front office.

Required to be on file:

Appendix A	Student Driver Permit Application Packet
Appendix B	Student Health Information/Permission for School Clinic Services
Appendix C	Athletic Code of Conduct

**APPENDIX A – Student Driver Permit Application Packet  
(1 Page)**

You must bring the following with you in order to purchase a parking decal:

1. Car description and tag number
2. Valid driver's license
3. Proof of insurance – current, not expired
4. \$75.00 parking fee

Student Parking Application – Consent to Search-Waiver of Liability

1. I understand it is a privilege, not a right, to have a Piedmont Academy student parking decal, and to drive, or park on the Piedmont Campus. It is understood that if I fail to comply with Piedmont Academy's policy or the conditions contained in this application, Piedmont Academy will immediately suspend or revoke my decal and parking privilege.
2. I agree that the student parking decal I am issued and the parking lot are property of Piedmont Academy.
3. I hereby waive any expectation of privacy in ANY VEHICLE (and its contents) I drive or park on Piedmont Academy property. I give consent and authorize Piedmont Academy's employees, agents, and any law enforcement officer or any agency located within the State of Georgia, to open and search any vehicle and its contents that I drive or park on Piedmont Academy's campus at any time without prior notice or additional consent and without my knowledge or presence. I consent to the use of animals, such as dogs, trained to detect weapons or drugs. I agree that Piedmont Academy and all law enforcement agencies are hereby released and held harmless from all liability, claims, or damages connected in any way with the search of the vehicle while on campus, or the removal of a vehicle as provided herein.
4. I understand if I refuse to cooperate with the search of a vehicle pursuant to this agreement, Piedmont Academy may have the vehicle towed or removed from the school's campus at the owner's expense.
5. I agree that Piedmont Academy and its officers, agents, or employees, and any and all law enforcement personnel shall not be responsible and are released from liability regarding any theft, loss, or damage to my property or vehicle while on Piedmont Academy property.
6. I understand the parking decal must be displayed on the driver's side of the front window.
7. I understand the decal I am issued is non-transferable and will become VOID if the decal is removed from the car window. In such cases, the student will be responsible for purchasing another decal at the cost of \$75.00.
8. Once students arrive at school and park on campus, no one is allowed to enter the car until the end of the school day.
9. Students must leave their cars immediately upon parking on campus. No sitting in vehicles will be allowed.
10. The administration has the right to suspend or revoke a parking decal for violation of school or district policy, including unexcused and/or excessive absences or tardies.
11. **Cars are not lockers. You will not be able to access books or materials stored in your vehicle during the school day.**
12. Only staff is to park in staff parking spaces. Failure to follow this rule may result in revocation of your parking decal.
13. No parking is allowed on sidewalks or in spaces marked "reserved." No parking on curbs or any grassy areas.
14. I agree to follow the state, county, and city driving laws. I shall report accidents, follow the posted speed limit, etc. My failure to follow driving laws will result in immediate suspension of the school's parking privilege.
15. I understand the speed limit on campus is **5 mph**. Reckless or dangerous driving will result in revocation of my parking decal.
16. I agree to follow all verbal instructions of the school staff in charge of the parking lot.
17. I understand the decals are non-refundable with no exceptions. The Headmaster may issue additional regulations not listed in this handbook at any time during the school year.

**By signing this form, I agree to adhere to the policies stated in this document.**

\_\_\_\_\_  
Student Name (Printed)                      Signature    Date

\_\_\_\_\_  
Parent Name (Printed)                      Signature    Date

\_\_\_\_\_  
Vehicle Make                      Model                      Color                      Year                      Tag Number

**For Office Use Only:**

Office Staff Signature \_\_\_\_\_ Sold By \_\_\_\_\_

Decal Number \_\_\_\_\_ Date Sold \_\_\_\_\_

Driver's License       Form Completed and Signed       Current Insurance       Fee Paid

**(Return to Homeroom Teacher)**  
**APPENDIX B - Student Health Information/Permission for School Health Clinic**

Student Name: \_\_\_\_\_ Date Of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ SY: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Other Siblings at Piedmont: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Dad's Name: \_\_\_\_\_ Numbers: \_\_\_\_\_

Mom's Name: \_\_\_\_\_ Numbers: \_\_\_\_\_

EMAIL Address: \_\_\_\_\_

Other person to contact if parents cannot be reached:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Numbers: \_\_\_\_\_

**ALLERGIES OR SPECIAL NEEDS NOTICE**

- Bee Stings     Insect Bites     Food     Medical     Other Allergy     Special Needs

List all Allergies: \_\_\_\_\_ Medication or Action: \_\_\_\_\_

Special Needs: \_\_\_\_\_ Action: \_\_\_\_\_

Medical History: \_\_\_\_\_

**MEDICATION HISTORY**

List all Prescriptions or Over the Counter (OTC) medications that your child is taking and the purpose of the medication:

**CLINIC RELEASE**

My child (please print) \_\_\_\_\_ has  / does not have  my permission to be seen in the clinic by a parent volunteer. I give my permission for the clinic staff to administer over the counter medications as indicated below and to administer basic first aid if needed for minor conditions. Emergency services will be called if a more serious condition presents itself. I am aware that the clinic staff will call me as they deem necessary to pick up my child if they are sick or injured.

**OVER THE COUNTER MEDICATION DISPENSING AUTHORIZATION**

I authorize an authorized representative of Piedmont Academy to provide my child with the following OTC medications:

- Acetaminophen (Tylenol)     Children's Tylenol     Extra Strength Tylenol     Roloids/Tums  
 Ibuprophen (Motrin/Advil)     Children's Motrin/Advil     Cough Drops (High/Middle School)     Aloe Vera Gel  
 Benadryl (Pills/Liquid)     Calamine (Anti-Itch) Lotion     Antibiotic Cream     Hydrocortisone Cream

**(Return to the Athletic Director)**  
**APPENDIX C – Athletic Code of Conduct**

**PIEDMONT ACADEMY ATHLETICS - STUDENT CODE**

The essential elements of character building and ethics in athletics are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship.

I realize that it is a privilege to participate in athletics at Piedmont Academy. Accordingly, I accept and will live by the following athletics code.

1. I will work daily during the season of the sport to improve my skills and to be an asset to my team.
2. I understand that my participation is a season-long commitment to myself, my team, and my coach. If I am dismissed from the team after the first scheduled contest, I will not be eligible for any other sport until the next school year.
3. I understand that any unsportsmanlike conduct or other violation of this code or the rules determined by the coach may result in disciplinary action not only by the coach, but also the Athletic Director or the administration in the form of possible suspension or dismissal from the sport or from the school, in the case of a serious infraction.
4. I will conduct myself in such a manner as to bring respect to my team, Piedmont Academy, and other schools. I understand that my behavior is a reflection upon my team, my coach, my school, and me.
5. I understand that my decision to compete in interscholastic athletics for Piedmont Academy is entirely voluntary on my part and is made with the understanding that I have not violated any of the eligibility rules or regulations of the GISA.
6. I understand that all practices and competitions are MANDATORY. If for some very important reason I cannot participate, I will contact my coach by the morning before the practice or competition.
7. I will organize my time so that my academic responsibilities do not conflict with practices or games. I understand that my team commitment does not excuse me from maintaining academic excellence and that my presence at school is required on days of competition and practice.
8. I am aware that smoking, drinking, and the use of narcotics and other illegal, chemical substances are harmful to my body, not condoned by the members of the Piedmont Academy coaching staff, and are serious violations of Piedmont Academy's Honor Code that can result in my dismissal from Piedmont Academy. I will refrain from using non-prescription drugs, anabolic steroids, and other substances that are intended to increase physical development or performance, and are not approved by the United States Food and Drug Administration, Surgeon General of the United States, or the American Medical Association.
9. I will be personally responsible for all school athletic equipment checked out to me and will return it in good condition immediately following the last contest, or I will pay for the replacement of the equipment.
10. I understand that the coach has the sole responsibility to decide who will play in a game, match, or contest.

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**PIEDMONT ACADEMY ATHLETICS - PARENT CODE**

1. I will refrain from coaching my child or other players during games and practices.
2. I understand that my child's participation is a season-long commitment. If my child is dismissed from the team after the first scheduled contest, my child will not be eligible for any other sport until the next school year.
3. I will respect the officials and their authority during games, and I will never question, discuss, or confront coaches at the athletic venue, and I will take time to speak to coaches at an agreed upon time and place.
4. I will remember that student athletes participate to have fun and that the game is for youth, not adults.
5. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
6. I will demand that my child treat other players, coaches, officials, and spectators with respect regardless of race, creed, color, sex, or ability.
7. I will promote the emotional and physical wellbeing of the student-athletes ahead of any personal desire I may have for my child to win.
8. I will not encourage any behaviors or practices that could endanger the health or wellbeing of the student-athletes.
9. I (and my guest) will be positive support for all players, coaches, officials, and spectators at every game, practice, or sporting event.
10. I (and my guest) will not engage in any kind of unsportsmanlike conduct with any official, coach, or parent, such as booing or taunting, refusing to shake hands, or using profane language or gestures.
11. I understand that any violation of this Code will be cause for dismissal, suspension, or permanent expulsion from future athletic contests.

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I have read, understand, and agree to abide by the athletic codes of conduct at Piedmont Academy athletic events.

STUDENT NAME: \_\_\_\_\_ STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_ PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**This form MUST be returned the Athletic Director PRIOR to athletic participation. Athletes will not be allowed to participate without completion and return of this form.**

**APPENDIX D – Required Reading List**

The book list is available on the school's website or through the media center.



