



# **PIEDMONT ACADEMY**

## **PARENT AND STUDENT HANDBOOK**

**2025-2026**

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[piedmontacademy.com](http://piedmontacademy.com)

## PARENT AND STUDENT HANDBOOK

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 Head of School. 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 Head of School 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.

## 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.



### **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.

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## **SECTION A - INTRODUCTION**

### **WELCOME**

Welcome to the Piedmont Academy family, where we are committed to providing our students with a well-rounded education that prepares them for success in all aspects of life. 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 take seriously. Our curriculum, as well as our policies, procedures, and rules facilitate the process of educating our students to reach their greatest potential. We look forward to collaborating with you in educating your child.

In addition to our academic programs, we also offer a variety of extracurricular activities, athletic opportunities, and community service projects that help our students develop important life skills and become well-rounded individuals. Our goal is to provide a safe and nurturing environment where students can grow and develop into responsible, productive members of society. This handbook is designed to provide you with important information about our policies and procedures. 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 three academic wings, a cafeteria, a library, a science lab, academic teaching cottages, a football stadium, two gymnasiums, weight room, baseball field, softball field, football/baseball field house, and an FFA green 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, as we grow in the number of students; 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. 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 Head of School, 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 through parent support and involvement. The low student to teacher ratio provides the opportunity for faculty and staff to get to know their students best. Students are inspired to challenge themselves, respect and support one another. The aforementioned objectives assist in developing students and support 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 Head of School 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 Head of School's office, not with the Board of Trustees.

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 non-profit organization.

The Head of School 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 an 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 Head of School. The Head of School has jurisdiction over all school functions. If at any time you have a concern, contact the Head of School. Your point of contact should not be the Board. Do not approach individual board members with concerns.

## **FACULTY**

Members of the faculty of Piedmont Academy hold or are in the process of holding a valid teaching certification from Georgia's State Department of Education, or they must meet the requirements of the Georgia Accrediting Commission (GAC), Southern Association of Independent Schools (SAIS), and AdvancED.



Teachers are assigned teaching duties within their areas of expertise. Teachers such as coaches, media specialists, guidance counselors, etc. are qualified in their special areas. All regulations relative to schedules and duties of faculty and staff are the direct responsibility of the Head of School.

## **EXPECTATIONS**

Expectations for Students, Parents, Family Members, Constituents, Volunteers, Supporters along with any person affiliated with Piedmont Academy or attending events where Piedmont Academy is involved, represented or where your actions have, in the judgement of administration, an impact on the school in any way.

The administration of Piedmont Academy bears the responsibility to protect the well-being and safety of all students enrolled. The rules and guidelines contained in this handbook are intended to serve as benchmarks of acceptable behavior which, in turn, assure the welfare of all. The school administration reserves the authority to discipline for violations of school rules. This right and authority includes disciplinary action against or dismissal of any student, family or anyone referred to in the first paragraph who is involved at any time in any activity on campus, or during a school-sponsored activity off campus that, in the administration's opinion, brings harmful or negative emphasis on the school. The Head of School or Assistant Head of School reserves the right and has the implied authority to impose penalties for violations of policies stated herein as well as for other behavior not prescribed in this handbook. This right includes disciplinary action against or dismissal of any student who is involved at any time in any activity on or off campus that reflects in a negative way on Piedmont Academy or anyone the student is affiliated with could adversely impact the student's enrollment. The administration also may enact punitive measures when, in its judgment, the welfare of a student or the school community is best served. In keeping with the school's stated purpose of providing a Christian environment and in complying with general good citizenship practices, Piedmont students and all persons listed in the first paragraph are expected to conduct themselves with respect at all times, in their language and in their behavior toward others. Failure to do so will result in disciplinary action of the student which may include detentions (break, lunch, before or after school), in or out-of-school suspension or other action deemed appropriate by administration, including expulsion.

The actions of family members, or anyone affiliated with the student, as listed in the first paragraph above, could adversely impact the student's ability to remain enrolled at Piedmont Academy and could result in the student being expelled, contract terminated.

As a student or member of the Piedmont community, as referred to and listed above, all agree to adhere to the following:

Statement of Community: As a member of the Piedmont Academy community, I will maintain my honor and integrity at all times by creating and upholding an atmosphere of trust, respect, kindness, and consideration for all members of the school and the wider community. All constituencies that make up our community-trustees, administrators, faculty, staff, students, parents, and alumni-should respect, support, defend, cooperate with, speak well of each other

and Piedmont Academy, and place the best interests of the institution first. Being Respectful, Honorable, and Accountable. While the School has no interest in involving itself in a student's off-campus behaviors, the school reserves the right to take action to the extent that those actions impact the individual's ability to continue at school or impacts other students' or employees' ability to be comfortable at school. Students and families should be aware that certain activities outside of School hours or off of School property may result in loss of privileges and other disciplinary action up to and including suspension or expulsion. Students may be subject to discipline for misconduct that is contrary to the mission of the School, even if such conduct takes place off-campus, during non-school hours, or on breaks. Such behavior will be addressed at the sole discretion of the School, and the School reserves the right to deviate from the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct that may have disciplinary ramifications include, but are not limited to:

- Any violation of the law
- Underage purchase, use, or possession of alcohol, illegal drugs or a controlled substance not prescribed to you
- Cyber-bullying or other use or misuse of computers or computer websites that impacts or could impact the welfare of any member of the School community or the reputation or functioning of the school
- Racist, sexist, or bigoted posts/activities
- Impinging on the rights of other students, employees, or members of the School community.

When a student or family does not live up to the school's expectations for behavior and/or has a negative impact on the school, we believe that an opportunity arises for education. This learning process for the student may include both disciplinary consequences for the particular offense, an apology of action, and ongoing support with the goal of encouraging better decision making in the future, and restoration to our community. The Head of School or Assistant Head of School may dismiss the student/family from the school from the school based on actions of the student, family member or anyone listed in the above section.

## SECTION B – TUITION & FINANCIAL AID



### FAMILY TUITION AND FEE SCHEDULE 2024-2025

| Grade   | Annual Technology/Supply Fee Per Family | Multiple Child Discount | Annual Tuition                      | Monthly Payment June 2024 – May 2025       |
|---|---|-------------------------|-------------------------------------|--|
| <b>PRE-SCHOOL</b>   |   |                         | <b>OPTIONAL 12 or 10 MONTH PLAN</b> |  |
| K3 (1/2 Day)<br>8:00 A.M. – 12:00 P.M.                      | <b>\$250.00</b>                         |                         | \$3,400                             | \$284 --12 months or<br>\$340 -- 10 months |
| K3 (Full Day)   | <b>\$250.00</b>                         |                         | \$5,490                             | \$458 – 12 months or<br>\$549 – 10 months  |
| K4 (Full Day)   | <b>\$250.00</b>                         |                         | \$5,490                             | \$458 – 12 months or<br>\$549 – 10 months  |
| <b>ELEMENTARY</b>   |   |                         | <b>12 MONTH PLAN</b>                |  |
| <b>K5</b>   | <b>\$250.00</b>                         |                         | <b>\$6,995</b>                      | <b>\$583</b>                               |
| 2 <sup>nd</sup> Child (K5)                                  | <b>\$250.00</b>                         | -\$500                  | \$6,495                             | \$541                                      |
| 3 <sup>rd</sup> Child (K5)                                  | <b>\$250.00</b>                         | -\$1000                 | \$5,495                             | \$458                                      |
| 4 <sup>th</sup> Child (K5)                                  | <b>\$250.00</b>                         | -\$1000                 | \$4,495                             | \$375                                      |
| 5 <sup>th</sup> Child (K5)                                  | <b>\$250.00</b>                         | -\$1000                 | \$3,395                             | \$283                                      |
| 6 <sup>th</sup> Child (K5)                                  | <b>\$250.00</b>                         | -\$1000                 | \$2,295                             | \$191                                      |
| <b>1<sup>st</sup> – 4<sup>th</sup></b>                      | <b>\$250.00</b>                         |                         | <b>\$7,535</b>                      | <b>\$628</b>                               |
| 2 <sup>nd</sup> Child (K5–4 <sup>th</sup> )                 | <b>\$250.00</b>                         | -\$500                  | \$7,035                             | \$586                                      |
| 3 <sup>rd</sup> Child (K5–4 <sup>th</sup> )                 | <b>\$250.00</b>                         | -\$1000                 | \$6,035                             | \$503                                      |
| 4 <sup>th</sup> Child (K5–4 <sup>th</sup> )                 | <b>\$250.00</b>                         | -\$1000                 | \$5,035                             | \$420                                      |
| 5 <sup>th</sup> Child (K5–4 <sup>th</sup> )                 | <b>\$250.00</b>                         | -\$1000                 | \$4,035                             | \$336                                      |
| 6 <sup>th</sup> Child or More                               | <b>\$250.00</b>                         | -\$1000                 | \$3,035                             | \$253                                      |
| <b>ACADEMY/MIDDLE &amp; HIGH</b>                            |   |                         | <b>12 MONTH PLAN</b>                |  |
| <b>5<sup>th</sup> – 12<sup>th</sup></b>                     | <b>\$250.00</b>                         |                         | <b>\$7,890</b>                      | <b>\$658</b>                               |
| 2 <sup>nd</sup> Child (5 <sup>th</sup> – 12 <sup>th</sup> ) | <b>\$250.00</b>                         | -\$500                  | \$7,390                             | \$616                                      |
| 3 <sup>rd</sup> Child (5 <sup>th</sup> – 12 <sup>th</sup> ) | <b>\$250.00</b>                         | -\$1000                 | \$6,390                             | \$533                                      |
| 4 <sup>th</sup> Child (5 <sup>th</sup> – 12 <sup>th</sup> ) | <b>\$250.00</b>                         | -\$1000                 | \$5,390                             | \$449                                      |
| 5 <sup>th</sup> Child (5 <sup>th</sup> – 12 <sup>th</sup> ) | <b>\$250.00</b>                         | -\$1000                 | \$4,390                             | \$366                                      |

**REGISTRATION:** The annual student registration fee is **\$250.00** per student.

For new families entering Piedmont Academy, the one-time family entry fee is **\$500.00**. An annual student registration fee will be required each year. If a student enrolls after the current school begins, the tuition will be pro-rated by the number of months or days remaining in the current school year. Any student entering from public school is eligible for the Apogee School Choice Scholarship Fund ([piedmontacademy.com/links](http://piedmontacademy.com/links)).

**TUITION SCHEDULE:** All questions regarding tuition, bus fees, or fundraising monies should be directed to the financial office, 706-468-8818, Ext. 314 or Robin\_Anglin@piedmontacademy.com. Tuition may be paid either annually, semi-annually, or monthly. Tuition and registration payments are non-refundable. If you decide to pay annually, the full tuition amount is due by June 1<sup>st</sup> of the current school year. If you prefer to pay in monthly installments, your payments will start June 1<sup>st</sup>, of the current school year and a \$500 discount will be applied to your tuition balance. If you prefer to pay in monthly installments, your payments will start June 1<sup>st</sup> and run **twelve** months to May 1 of the current school year. A **\$20.00** per student late fee will be assessed if tuition is not received by the 10<sup>th</sup> of each month. A yearly technology/supply fee of **\$250.00** will be added to the first child's tuition rate which covers the entire family. Core school supplies are provided to each student in Pre-K through the 6<sup>th</sup> Grade and for the 2023-2024 school year, a \$75 school supply fee was assessed for each student.

In the event a student withdraws from Piedmont Academy before the end of the current school year, the student's **school records will not be released if there are any outstanding fees or school property/equipment.** If your high school 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade student chooses to take dual enrollment class(es), the class fees are covered through the Georgia Student Finance Commission (GSFC). Dual enrollment students borrow textbooks from the school in which they are dual enrolled. Guidelines for dual enrollment are established by the GSFC and the University System of Georgia (USG) and subject to change. Students who qualify for dual enrollment have a maximum of 30 credit hours covered by HOPE through GSFC. Credit hours over 30 and the cost associated with classes or credit hours are to be paid by the parents or guardians of the student to the institution in which they are enrolled.

### 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 aid 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 services 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 Head of School or Assistant Head of School. 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 – Financial Aid Volunteer Requirement Form

### SECTION C – ATTENDANCE, WITHDRAWALS & TRANSFERS

#### Attendance

When a student is absent from school, the process below will be followed:

1. Phone, or email, 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 teachers for assignments.

There are minimum attendance standards for students enrolled. 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 (excused or unexcused) may not receive credit for work done during that school year unless arrangements for assistance have been made with the Head of School or Assistant Head of School's office. Doctors' excuses will be required, and hardship cases will be reviewed by a panel. This will be strictly enforced. Students are not allowed to call a parent or guardian and check out of school for nonlegitimate reasons. Frequent absences can result in missed learning opportunities and can impact a student's ability to understand the material and succeed in their classes. Clear communication of these policies helps emphasize the importance of attending classes and provides a structured learning environment for all students.

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 Head of School, the Assistant Head of School, 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 request permission from the guidance counselor, 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. Students are required to make-up any missed classwork. Note: Permission must be requested and

approved by the guidance counselor before the visit. Failure to do so will constitute being marked absent.

### **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, pre-arranged educational outings, or acts of God. Doctor or dental appointments will be considered excused absences with written parental request and an excuse from the medical practice. 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 Head of School or Assistant Head of School.

### **Unexcused Absences**

The following are examples of absences considered unexcused:

1. Truancy (skipping school without parental permission) is unacceptable at Piedmont. Truancy will be dealt with by the Head of School 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 in the excused section above, the parent must receive prior approval from the Head of School or Assistant Head of School. 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 Head of School or Assistant Head of School is considered "cutting class." Students "cutting class" 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 Head of School.

Student tardiness will be handled as follows:

1. A student must report to the main 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 front office. 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 by entering the information in RenWeb/FACTS. 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 Head of School or Assistant Head of School. 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. Parents must provide the reason for the student leaving which must be documented in school records. Students may not sign themselves out of school without parent consent.

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. Parents are not to go directly to a class to pick up a student.

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 or to go pick up lunch and bring it back to campus. Any exceptions for seniors will be granted by the Head of School.

## **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 upon official request.

### **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, you will have 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 select population in other 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 students plan their 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 or designee, 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 written 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 Head of School 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
- Students 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. Students may purchase breakfast, 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 Head of School or Assistant Head of School. Any food allergies, past or present, must be submitted to the office and maintained in the student's permanent record.

### **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. The Head of School or Assistant Head of School or their designee can suspend a student's bus privilege.

## **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 government and laws, and a belief in God.

### **Dual Enrollment (DE)**

Students have the opportunity to participate in Dual Enrollment classes to simultaneously earn high school and college credit. Dual Enrollment classes are actual college classes and the grade a student earns stands at the high school and college level. Students must apply and be accepted to our partner college, Middle Georgia State University. Students interested in Dual Enrollment should attend the meetings hosted by the guidance counselor or follow steps outlined in emails. Students must apply early and follow the deadlines for our school and at the university in which the school partners. Students may not dual enroll with other institutions, outside of our dual enrollment partners without permission from the Head of School or Assistant Head of School.

### **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 Head of School or Assistant Head of School as long as those rules and regulations do not supersede or conflict with the existing policies established by the Head of

School 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:

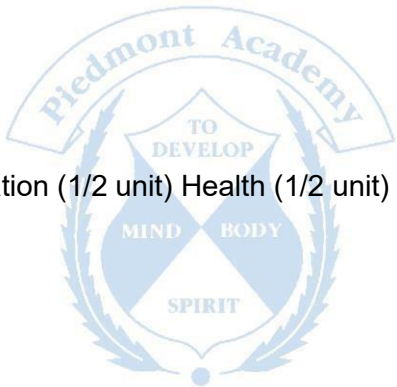
- Four units of English (American, English, and World Literature integrated with grammar usage and advanced composition skills)
- Four units of Mathematics (Algebra I and 2, Geometry, and a fourth year of advanced mathematics (statistics))
- Four units Social Science (must include one unit focusing Civics/American Government, one on US studies, one unit on world studies and Personal Finance/Economics)
- Four units Science, including two lab sciences are required. Students must take biology, a second lab science (chemistry or physics) and two additional science classes: environmental science, physical science (physical science and physics do not count as two credits) as well as a fourth science (physics, environmental science, forensics, Anatomy and Physiology etc)
- 2 units Foreign Language (in same language)
- 5 Elective classes

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 Preparatory Diploma – Honors Classes Listed Below**

|                |   |         |
|----------------|---|---------|
| English        | 9th, 10th, 11th, DE, H12th (Honors and DE)  | 4 units |
| Social Studies | Honors - Civics/American Government, World History, American History, and a fourth social science, personal finance/economics   | 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        | Biology, Chemistry, Anatomy, Physics, Environmental Science, Forensics  | 4 units |

|                             |   |           |
|-----------------------------|---|-----------|
| Physical Education / Health | <br>Physical Education (1/2 unit) Health (1/2 unit)   | 1 unit    |
| Foreign Language            | two units in the same foreign language - required   | 2 units   |
| Electives                   | Electives include but are not limited to: Ethics/Law, Introduction to Law, Current Issues, Computer Science, Contemporary Literature, Personal Finance, SAT Prep, Java, Robotics, Engineering, Academic Enrichment, Forensics, Sports Medicine, Character and Leadership. If a student repeats an elective, the class may only be counted as one of the five electives. In addition, electives may not be counted as a core class and an elective | 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 Preparatory Diploma

|                |   |         |
|----------------|---|---------|
| English        | 9th, 10th, 11th, 12th   | 4 units |
| Social Studies | Civics/American Government, World History, American History and one fourth year social science, Personal Finance/Economics  | 4 units |
| Mathematics    | Algebra I (9 <sup>th</sup> ), Algebra II (11 <sup>th</sup> ), Geometry (10 <sup>th</sup> ), PreCalculus / Trigonometry, 4 <sup>th</sup> Mathematics (12 <sup>th</sup> ) | 4 units |
| Science        | Biology, Chemistry, Physics, Anatomy, Environmental Science, Forensics  | 4 units |

|                             |   |           |
|-----------------------------|---|-----------|
| Physical Education / Health | Physical Education (1/2 unit), Health (1/2 unit)  | 1 unit    |
| Foreign Language            | two units in the same foreign language-required   | 2 units   |
| Electives                   | Electives include but are not limited to: Ethics/Law, Introduction to Law, Current Issues, Computer Science, Contemporary Literature, Personal Finance, SAT Prep, Java, Robotics, Engineering, Academic Enrichment, Forensics, Sports Medicine, Character and Leadership. If a student repeats an elective, the class may only be counted as one of the five electives. In addition, electives may not be counted as a core class and an elective | 5 units   |
| <b>TOTAL CREDITS</b>        |   | <b>24</b> |

Valedictorian and salutatorian must come from the Honors College Preparatory program. A weighted numerical average will be used for ranking and selecting the valedictorian and salutatorian. All core-area required courses taken in 9th through 12th grades 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. Valedictorian and salutatorian must have been at Piedmont for their last four (4) semesters, excluding summer school. The valedictorian and salutatorian's senior year grades will be calculated through quarter 3 and that will be the grade used along with other core classes to determine rank.

### **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/her junior year, should have some idea about the type of college he wishes to attend. Students should apply for admission to colleges before the end of September of their senior year. Applications and supporting documents should be submitted to three or four colleges and should be completed before the end of November.

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:

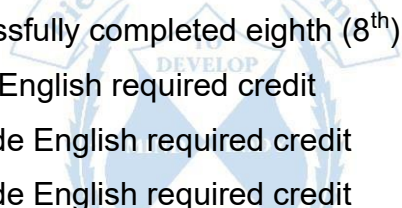
1. Qualifications for college
2. Information about individual colleges
3. Selection of college
4. Making applications
5. College visitations
6. Entrance requirements

7. Scholarships
8. Expenses

### Changing Schedules

No student will be allowed to change his/her schedule without permission from the Head of School or Assistant Head of School. Teachers are not authorized to 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 Head of School or Assistant Head of School. 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          | 16 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% |

### High School Grading Scale - 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. Exam grades are 20% of the semester grade per Piedmont Academy's grading policy. There will be no less than four grades in each category for each grading quarter.

Piedmont Academy uses an online web-based software program, Ren Web, to allow parents / guardians 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 of two semesters each school year with each semester consisting of two (2) grading periods. Each school year consists of 176 days. Examinations for students in grades 7-12 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 Dual Enrollment classes. Students who have a grade of 90% or better average for the year in any individual subject are not required to take the second semester exam in that subject provided they have no unexcused absences for the school year in that class. **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 Head of School for guidance.

### **Honor Roll, Head of School's List, and Special Distinction**

Honor Roll shall consist of all students receiving A's and 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's" and "B's".

The Head of School's List will consist of all students who receive the grade of "A" in all subjects for each grading period. The yearly Head of School'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 for each grading period. The yearly Special Distinction list will consist of students who have a 95% or above in each subject for the entire year.

Honor distinctions will be awarded based on the first three quarters of the school 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 Head of School.

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 Head of School or Assistant Head of School 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, Head of School or Assistant Head of School, and the parents of the student involved. The teacher and the Head of School 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 Head of School or Assistant Head of School. 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 dual enrollment 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, the student's teachers may recommend students to the guidance department. The guidance department will make the final decision after reviewing the student's records.

## **Summer School Credits**

Any student requesting summer school credits from another school must consult the guidance counselor or Head of School or Assistant Head of School 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, Head of School, or Assistant Head of School. A maximum number of credits students can earn in summer school, and still graduate from Piedmont, are 3 Carnegie units, provided the school is an accredited institution. Students who fail a class or classes and do not complete the required Summer school requirement may be held back a grade level and or not permitted to return.

## **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 Head of School 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 Head of School and sign in at the front office. The school also offers early-release days for the purpose of teacher/parent conferences as well as faculty/staff professional development.

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. You may email teachers with questions that may arise.

## **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 Assistant Head of School
3. Contact the Head of School

## **Grievance Procedure**

The primary purpose of this procedure is to provide a prompt resolution to a perceived or real wrong which is the cause for complaint. A student, parent/guardian, or employee who has a grievance and wishes to be heard shall follow the following established procedure:

Step 1: If a complaint includes a teacher, coach or other staff member, the complaint shall first be taken to the person it involves for resolution. The complaint/grievance must be filed within five days of the occurrence. A conference may be needed after school hours and must be scheduled in writing in advance.

Step 2: If there is not a resolution in Step 1, and both parties have been made informed of further resolution steps, the aggrieved person may consult with the Head of School within two days of the occurrence for resolution.

Step 3: If the aggrieved party is still not satisfied with the disposition of the grievance in Step 2, the aggrieved may make a request in writing to appeal the resolution to the Board Chairman within fifteen days of the occurrence. The Board Chairman shall schedule a conference with the aggrieved within seven days of receiving the request or render a written decision.

Step 4: In the event the aggrieved remains unsatisfied after Step 3, the aggrieved may request in writing the matter be brought before the full Board of Trustees. The request must be made two weeks in advance of a scheduled Board meeting. The Board will discuss the matter and issue a written response within three days of the scheduled Board meeting. The full Board decision shall be in writing to the aggrieved and the decision of the full Board is final.

The Board of Trustees hires the head of school and establish the mission and strategic vision. They do not engage in the management or daily operation of the school.

## **SECTION F - EXTRACURRICULAR**

### **GISA/GIAA Affiliation**

Piedmont Academy is a member of the Georgia Independent School Association (GISA), the Georgia Accrediting Commission (GAC-1971), Southern Association of Independent Schools (SAIS2013), 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 GIAA. The GIAA 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 Head of School.

### **Athletics**

Piedmont Academy's athletic program is the responsibility of and shall be operated under the direction of the Head of School 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 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 Academy 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, region, and state levels. Usually, area colleges host and judge competitions, which can enhance opportunities for scholarships.

### **Student Clubs & Organizations**

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

1. Honorary (National Honor Society of Secondary Schools, and Beta Club)
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 Head of School. 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 gymnasium. All activities using the gymnasiums must be cleared through the Head of School or Assistant Head of School. 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. Use of the gymnasiums when school is not in session requires approval with the Head of 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 Head of School 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 Head of School. 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 Head of School 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 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 fee 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 fifty-three 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** 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."***

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**

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/her actions. Discipline sets standards and habits of conduct that are absolutely essential to the education of every child. The Head of School insists that students should be capable of conducting themselves in accordance with accepted standards of behavior.

The Head of School, any and all faculty and/or staff members have the authority to discipline any student for misconduct. This disciplinary procedure is subject to review by the Head of School in extreme cases or when a parental request is made.

The Head of School has the authority to suspend a student from one (1) to ten (10) days when necessary. Expulsions may occur upon recommendation by the Head of School.

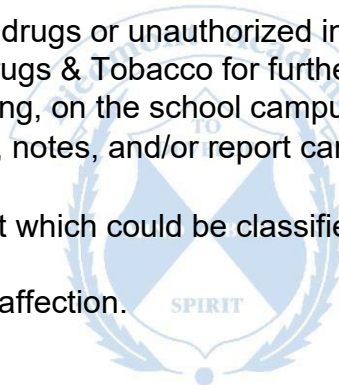
Offenses that may lead to suspension and/or expulsion include, but are not limited to, the actions identified in paragraph one below of general regulations. No form of student pranks are allowed, this includes senior pranks.

Any questions concerning discipline administered to a student must be registered by the parent or student with the Head of School, not the teacher. It is the Head of School's job to review discipline cases.

### **General Regulations**

Student misconduct interferes with the rights of others to obtain an education and will not be tolerated. 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, snuff products, or electronic smoking devices. (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. Any form of public display of affection.
9. Profanity.





Conduct unbecoming of a student of Piedmont Academy, on or off campus, may be subject to discipline by the Head of School.

### **Classroom Discipline**

It is expected and demanded that all students be good citizens and conduct themselves in an upright and intelligent manner. Discipline infractions that occur will result in a discipline referral by the teacher and the student being 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 Head of School 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.

### **Punishment**

Students will receive punishments for disciplinary purposes. Teachers will turn discipline referrals into the office each time one is completed. Each discipline referral will result in the student being seen by the Head of School or any other designated employee for disciplinary action. Types of punishment may include, but not limited to: lunch detention, work detail, after school detention, inschool suspension, denial of privileges, out of school suspension, expulsion and corporal punishment.

### **Substance Abuse - Anti-Drug Policy**

This policy establishes Piedmont Academy's position on the use or abuse of alcohol, drugs, or other controlled substances by its students.

**Drug Screening** The purpose of Piedmont Academy's Drug Screening Program is to promote a drug free lifestyle and protect the well-being of all students. This program is intended to reassure students, parents, and the community that the health, safety, and development of each student is our goal at Piedmont Academy.

### **Use**

This policy shall be enforced on all students in grades 6-12. The intent of this policy is to discourage students from making detrimental choices regarding the use of illegal drugs. An offense as referenced below is one where the student is:

- Caught in the act of using or consuming illegal drugs. (Level Two)
- Obviously under the influence of drugs (a urine analysis shall be conducted to confirm). (Level One)
- Found to have drugs or drug paraphernalia on their person, in their vehicle, or in their possession. (Possession- Level Two, Paraphernalia – Level One)

### **Testing**

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

method for random drug testing shall be by saliva or urine analysis. Other means may be utilized or required by the Head of School. Secondary or additional tests may be at the expense of the student or his/her parent(s) / guardian(s). Random testing will be conducted at least one time per semester or as deemed required by the Head of School. Any student enrolled at Piedmont Academy is subject to screening for drug usage on a randomly selected basis or as required by the Head of School if sufficient cause and/or suspicion exist.

### **Inconclusive Results**

In the event that a student's test is returned with inconclusive results, the test will be immediately re-administered. If the results should return a second time as inconclusive, a hair testing analysis may be required.

### **School Grounds**

Any student caught in possession of any type of controlled substance while on school grounds or at any official school-sanctioned function may be subject to immediate expulsion.

### **Disciplinary Actions**

A student who commits such actions as defined under the Drug Use section and/or test positive on a drug screening test shall have the choice to remain at Piedmont Academy under the following conditions listed below or he/she may withdraw voluntarily. Piedmont Academy reserves the right to consider the type and amount of drug concerned and could elect to expel the student immediately.

#### **Level One Disciplinary Action**

1. The student will receive one year of Disciplinary Probation as defined in the student handbook.
2. The student will attend counseling at the parent/guardian's expense. The type of program the parent/guardian wishes to provide for their student must be approved by the Head of School.
3. The student will participate in drug testing for one (1) year as directed by the Head of School. All costs associated with this testing shall be borne by the parent/guardian.
4. The student will be suspended for ten (10) days, to include all terms and conditions of suspension in the student handbook.
5. The student will participate in twenty (20) hours of community service (not school related). Community service must be approved by the Head of School. The community service requirement must be completed within sixty (60) calendar days or the student shall be in breach of the agreement and may be dismissed.
6. The student will receive a thirty (30) day suspension from any non-mandatory school-related activities other than attending classes. This includes, but is not limited to, social events such as prom, homecoming, retreats or school trips, etc., attending any home or away sporting event as a spectator, or representing the school in any official or unofficial capacity.
7. The student will receive a thirty (30) day suspension from competing in and attending any athletic game. During this period the student athlete is expected to participate in any and all team practices and/or conditioning sessions unless he/she is suspended from school. This suspension shall also extend to representing Piedmont Academy in any All-Star Select team that may fall within the thirty-day period.

8. The student will receive a thirty (30) consecutive school day suspension from any on campus driving and parking privileges. During this period the student shall NOT be allowed to ride in any vehicle on campus driven by another student. The student must be driven to and picked up from school, and all school events, by a parent or guardian or other adult.

No student shall provide transportation to anyone who has had his/her parking privileges suspended. Doing so shall incur a fifteen (15) day suspension of driving privileges.

### **Level Two Disciplinary Action**

The student shall be expelled from Piedmont Academy.

### **Refusals**

Refusals to be tested will be deemed as a positive drug test and shall result in the student being expelled.

### **Drug Screening and 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 his/her own expense. A hair analysis test shall be the only allowable second screening. So that testing consistency and integrity is maintained, any additional test date shall be within a time frame set by the Head of School. A copy of the results shall be submitted directly from the testing agency to the Head of School.

### **Additional Actions**

It is not feasible to have every possible rule and its consequence outlined in the Parent/Student Handbook; therefore, the Head of School may invoke suspensions or other disciplinary action as it deems fit and appropriate.

### **Completion of Conditions**

All conditions as stated in the above mentioned policies shall be completed in their entirety and within the established time frames. Failure to adhere to this requirement shall be grounds for immediate expulsion.

**Police Involvement** If a student's activities involve police investigations, Piedmont Academy will cooperate fully with the local authorities. Any student convicted of any alcohol or drug related felony activities will be expelled.

### **Retention of Records**

No documentation pertaining to a 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 Head of School and will be destroyed upon the student's graduation from high school.



## **Anti-Alcohol Policy**

Piedmont Academy and the Board of Trustees prohibits the unlawful manufacture, distribution, dispensation, possession, or use of alcohol on school property or during any school sponsored activities including practices, camps, or any other activities during the school year or summer months. Such actions may be subject to disciplinary action as outlined in Level One as listed above with the exception of possession or distribution which is a Level Two action.

## **Anti-Tobacco Policy**

Smoking, chewing tobacco, or in possession of tobacco products in any form, including electronic smoking devices and/or vaping, with or without nicotine, is not permitted at any school activities at home or away. Such behavior may be grounds for, but not limited to, five days of out of school suspension for "Behavior unbecoming of a Piedmont Academy student," disciplinary probation, in-school suspension, suspension, and/or expulsion. Expulsion could result from repeated violations. In addition, parents/guardians/adults are asked to not partake of tobacco products on campus.

Piedmont Academy is a tobacco-free campus.

## **Cheating**

Cheating by any student will not be tolerated at any time because Piedmont Academy strives to instill honesty in its students.

Punishment for cheating will be as follows:

- 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.
- Second offense of cheating will result in suspension from school for one (1) day. ● 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 (0) for the assignment as well as parental and administrative notification. Antiplagiarism software or websites may be used to detect plagiarism.



## **Referral System of Discipline**

A student may receive a referral each time he/she commits one of the following offenses:

- Chewing gum anywhere in school.
- Certain dress code violations.
- Eating food or drinking drinks other than water in areas outside of the cafeteria.
- Damaging school property.
- Tardy to class without approval from another teacher or the Head of School.
- Classroom misconduct.
- Arriving to class unprepared.
- Being out of the classroom without a proper pass.
- Dress code violations
- Hair violations

At the discretion of the Head of School there will be punishment for the above offenses, as well as some not listed.

## **Suspensions/Expulsion**

The most difficult of administrative decisions is to suspend or expel a student 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:

- Disrespect shown to a teacher or staff person.
- Profanity.
- Teasing or harassing other students.
- Willful destruction of school property.
- Behavior unbecoming a student of Piedmont Academy.
- Multiple occurrences of cheating.
- Multiple occurrences of classroom misbehavior.
- Failure of student's parents to discharge all debts to the school.
- Violation of school rules.
- Poor conduct (multiple offenses).
- Use and/or possession of alcohol, tobacco or illegal drug products.
- Unauthorized possession of cell phone in school (multiple offense)
- Suspension will result in unexcused absence policy.

## **Chewing Gum**

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. 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. 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**

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. 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. Teachers may allow food in classrooms for pre-planned and pre-approved special events such as a class party or a special educational event. 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. 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/AirPods/Smart Watch**

Cell Phones/AirPods/Smart Watch or Similar Device Cell Phones/AirPods/Smart Watch or Similar Devices are not permitted for elementary or academy students for the 2025-2026 school year. If a student brings their personal devices to school, they must remain in the students' lockers or back packs from arrival through dismissal. Students are not permitted to keep their devices in their pockets.

#### **Middle and High School Students**

Cell Phones/AirPods/Smart Watch or Similar Devices may not be seen or heard from 8:00 a.m. to 3:00 p.m. Use of the such a device is allowed in grades 7-12 at the teacher's discretion, for academic needs only. If the device is being used for educational purposes, students must comply with the guidelines set forth by the teacher during that particular time. Unless given permission by a classroom teacher or administrator, no personal headphones or ear buds are allowed at any time during the school day.

To the extent that a student brings any electronic devices to school (smart/cell phones, smart watches, iPads, handheld gaming devices, etc.), the student does so at his/her own risk. The school will not be responsible for the theft, damage, or loss of such devices. Students who choose to bring such devices to school must comply with all rules and regulations regarding same.

The classroom teachers will handle all violations by reporting them to the Dean of Students to take the appropriate action.

If a student's cell phone is turned into the office during the school day, the following will be applied during an academic year:

First Office Referral – Teachers will turn the phone over to the Dean of Students during the day



of the offense; it will be returned at the end of the day, and the student will serve Lunch Detention.

Second Office Referral – Teachers will turn the phone over to the Dean of Students during the day of the offense; it will not be returned until there is a personal contact with the parent. The student will then be allowed to retrieve it from the Dean of Students at the end of the school day, and the student will receive an in school suspension.

Third Office Referral – Teachers will turn the phone over to the Dean of Students during the day of the offense; the student will receive one day of out of school suspension and the student will not be allowed to bring the phone to school the remainder of the semester.

Students may not use electronic devices in any way that is harassing or disruptive to the educational environment, including making threats, using camera phones to take inappropriate pictures or to videotape classes, to send text messages to other students in class, or in ways that would otherwise violate a school rule.

Any student found to have any electronic device in his/her possession and turned on during a test or examination will be presumed to have used the device to cheat and will automatically receive a zero for the test/examination.

As set forth above, students who violate this policy will have their cell phones or electronics confiscated. In such case, the school reserves the right to inspect the device, including all contents. Students must provide any passwords to inspect the device upon request by the Head of School.

The teacher may ask any student to leave personal belongings and cell phones in the classroom when students ask to leave for any reason.

Any communication regarding the use of cell phones, e-mail, and internet that contains inappropriate language, communication regarded as bullying, and/or inappropriate content/pictures/messages will be addressed by administration in line with school discipline policies.

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

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. 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. 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. Unauthorized cameras or video devices will be confiscated and returned after appropriate disciplinary action has been determined.

### **Harassment / Sexual Harassment**

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

### **Bullying**

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 faculty, staff, coach, or the Head of School. 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. Parents are encouraged to bring bullying offenses to the attention of the Head of School if the student is reluctant to do so.

*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:*

1. 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
2. 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, 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.

School employees or students shall not be subjected to bullying or harassing behavior. 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. 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. 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**

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:

1. 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
2. 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.

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**

When a student makes a serious threat of bodily harm toward another student, teacher, or the school in general, the Head of School will immediately investigate to confirm the status of the threat. If the threat is determined to be factual, the Head of School will immediately contact the parents of the accused student and will remove the student from the school premises. The Head of School will then interview all persons deemed to have first-hand knowledge of the threat in an effort to ascertain accurate and factual information. If the Head of School determines that the threat is serious, he/she will inform the chair 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**

Students should remember that conduct at school-sponsored events will follow the same rules and policies that are applied during the regular school day. 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. Coaches and sponsors are not to release any student from activities without the written request from the parent/ guardian. The student is not to be released at the written request of the student alone for travel, etc.

## **Media Center Courtesies**

The Media Specialist's requests students must show respect and consideration of others at all times. Students need to handle books carefully and develop an appreciation for them. The Media Center must have silence and quietness to enhance study habits.

Computers in the Media Center are for research use only. Students should not be using them for games and surfing web sites not related to a specific school subject or assignment. 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 is not allowed outside the lunchroom.

## **Friendships**

Wholesome friendships are encouraged between students; 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.

- All students are expected to wear appropriate clothing in accordance with the established school dress code or required dress code.
- 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.
- All eating will take place in the cafeteria or in.
- If a student leaves a dance without permission, he/she will not be readmitted.
- No student will be admitted one hour after the start of the dance unless the advisor or the organization sponsoring the dance had given prior permission.
- Transportation to home must be available immediately after the dance. The building will be closed to students fifteen (15) minutes after the end of the dance.
- Special guests may be permitted to attend the dance provided these guidelines are followed:
- Guest applications must be obtained from the advisor sponsoring the dance and approved by the Head of School. (Appendix F)
- 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. ● 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 and it is not acceptable to speak while someone else is speaking. All students must work together to keep the classroom clean, sanitized, and litter-free.

## SECTION H – DRESS CODE

The uniform dress code applies while students are on campus or participating in school sponsored activities, regardless of location. Dress for athletic practices should be appropriately modest. Exposed midsections are not allowed. The Head of School and faculty will make all determinations in the appropriateness of apparel and grooming. Attending school is a student's career; they need to look professional while attending.

1. The dress code applies to students in grades pre-kindergarten through 12<sup>th</sup> grade.
2. Clothing should be labeled with the student's name to facilitate the return of lost items.
3. Every Piedmont student will wear the prescribed uniform Monday – Friday of each week and the prescribed spirit wear on days designated by the Head of School.

### Piedmont Uniform Standards

Piedmont provides a uniform store for students to purchase appropriate uniforms. Colors of shirts and outerwear are approved shades of royal blue, black, white, and gray. Polo-style shirts must have the Piedmont logo and can be long or short-sleeve shirts. These must be tucked. Oxford style shirts must have the Piedmont logo and regular cut oxfords must be tucked. "Female cut" oxfords do not have to be tucked. Tee shirts under outerwear or alone are not a uniform and not acceptable.

Pants/Shorts/Capris/Skirts/Jumpers/Belts: khaki or black pants, shorts, capris, jumpers and skirts being of a length that is deemed appropriate by the Head of School, may be worn and purchased at a store of your choice. Standard Piedmont uniform colors only for jumpers and skirts. Blue plaid pattern jumpers and skirts will also be permissible. Jeans are permitted. No leggings or yoga-style pants are allowed. Holes or tears are not allowed in pants. All pants and shorts should have belt loops and belts should be worn with all shorts and pants. Students in grades K-3 through 1<sup>st</sup> grade are allowed to wear elastic waist bottoms. Boys shorts must have pockets and belt loops. Boys are required to wear a belt. Jogging pants, "sleep" pants and similar bottoms are not acceptable. **Students are not allowed to bring blankets into school. Blankets are not permitted as sweatshirts or sweaters.**

### Shoes

All shoes should be close toed and close heeled. Shoes or boots with laces must be fully laced up at all times. Students may not wear Crocs, slides or similar style shoes.

## **Outerwear**

Sweaters (crew or V-neck), sweater vests, sweatshirts (crew or V-neck), jackets, or coats must be a solid royal, gray, black or white and contain the school logo or a small brand logo. A collared Piedmont shirt with the Piedmont logo must be worn underneath with the collar visible at all times. Piedmont hoodies are allowed on spirit days, but must have an approved Piedmont shirt under the hoodie.

**Dress Code for Spirit Days (Fridays') - ONLY when approved by the Head of School. If spirit day is approved it will be announced in advance and the following dress code applies.**

Fridays or the last day of the school week are designated as "spirit days," and students may wear Piedmont spirit wear bearing the name Piedmont or "the Piedmont "P" logo. Sleeveless jerseys must be worn with a t-shirt underneath. Students may wear sweatshirts or "hoodies," as outerwear following the same spirit wear requirements on Fridays. Students must follow the regular school uniform policy for pants/shorts. No gym shorts, athletic pants / shorts will be allowed on spirit days or dress down days. As a privilege, seniors may wear a shirt bearing the name of any college or university at a time agreed upon with the Head of School.

## **Grooming**

Haircut requirements apply to all Piedmont students (K-3 through 12). Hairstyles and/or color must not draw undue attention to an individual or interfere with the educational process. Examples of inappropriate cuts include Mohawk-style cuts or designs cut into the hair. Hair colors must be of a natural looking color, to include highlights. Boys' hair must not fall over the top of the ear, below the eyebrow, or over the collar. Students must be clean-shaven, and sideburns may not be longer than the bottom of the earlobe.

The following are prohibited at Piedmont Academy:

- Earrings on boys
- Hats, caps, bandanas, or sunglasses • Facial or body piercing • Visible tattoos.
- Any clothing or accessory that the Head of School deems unsuitable.

## **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 works through Piedmont's Director of Development to raise funds for the school's general fund. Parents will be notified via e-mail or announcements for meeting times and locations. 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

sales, 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 7:00PM (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. Others adults who have no grandchildren at the school are welcomed to join the organization. Their annual fundraiser is the "Grand Bazaar & Flea Market" are 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. The school's notification system, "Parent Alert" will also send a message to all parents / guardians with numbers in the RenWeb/FACTS system.

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

The Head of School 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 school will send out a message to all parents / guardians through the phone notification system, "Bright Arrow" to contact the necessary parties.



## **Make-Up Days**

If any days of school have to be cancelled due to inclement 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 locations throughout the school's campus. 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.

## **School Safety Drills**

School safety drills are to protect our students and conducted to prepare students in the event a threat should arise. Students and teachers will practice safety measures.

# **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, 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 Head of School 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 any type of dangerous driving, "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. 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 Head of School has the right to require that the vehicle 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, insured, and have a student parking decal affixed to their front windshield in the lower left corner. 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 Head of School. 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.

### **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; 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 Head of School'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 full. In addition, all books, dues/fees, and equipment must either be returned or assessed fees will be added to the senior's account and required to be paid in full.

### **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, negligent destruction, or defacing of school property shall be paid for or repaired by the parents / guardians of the student or students involved. Deliberate or wanton destruction or defacing may result in suspension and/or expulsion. This also applies to any student representing Piedmont Academy at another school's campus during student involvement with extra-curricular activities.

### **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 administration shall assess the value of the lost or damaged library book. There will be a replacement cost per book for any lost or severely damaged textbook.

### **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. Computer systems, applications, network infrastructure and services are deployed and maintained throughout the campus.

This policy governs the acceptable use of Piedmont Academy technology systems and information. It covers both systems and information owned by the school 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 Head of School.

## Appendix D Form to Complete and Return to Homeroom Teacher

### 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 or use any file not directly related to school work. Such files include entertainment games such as Candy Crush, Angry Birds, etc., social media sites such as Facebook, Twitter, TikTok, Instagram, etc. while on campus. Inappropriate downloads will be considered a direct violation and will be dealt with accordingly. The use of non-educational games or social media is prohibited on campus.

All laptop users have access to the Internet but some sites are blocked. 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 of 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 in a method in which it was designed to perform. Viruses, worms, bots and other malicious malware 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 must secure their laptops in their locker or book bag 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 expulsion or termination of employment.

### **Visitors**

Visitors must secure permission from the office to see any student, visit classes, or be on campus. If a student wishes to invite friends to shadow for the day at school, permission in writing from both the visitor's parents and the student's parents must be approved by the Head of School 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 while visiting Piedmont Academy.

### **Lost and Found**

Articles lost on campus should be reported to the physical education department or the school office. 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. The school highly recommends all personal property, lunchboxes, gym clothes, jackets, coats, etc. to be labeled with the student's name.



### **Cell Phone Music or Similar Devices**

Students should not have these type of 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 Head of School. Fundraising projects, solicitation of funds, or collection of money, when approved, may be carried out by those designated by Board of Trustees 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 Head of School. These dues are to be used only for activities or projects voted on by the class and approved by the Head of School.

### **Class Fundraising Projects**

Money-raising projects must have the approval of the Head of School. All monies raised through fundraisers are non-refundable 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 or purses, etc.).

### **Added Regulations**

The Head of School 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**

Please print the individual pages needed, sign, and return to the appropriate employee. These documents are 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 & Parent Code of Conduct

Appendix D Technology Use Policy

Appendix E Financial Aid Volunteer Form (if applicable)  
Appendix F Permission Form for Guest to Attend Prom or Dances  
Student/Parent Signature Page



**APPENDIX A – Student Driver Permit Application Packet**  
(Return to School Office – 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 Head of School 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 Head of School 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

**APPENDIX B - Student Health Information/Permission for School Health Clinic**  
(Return to Homeroom Teacher – 1 Page)

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



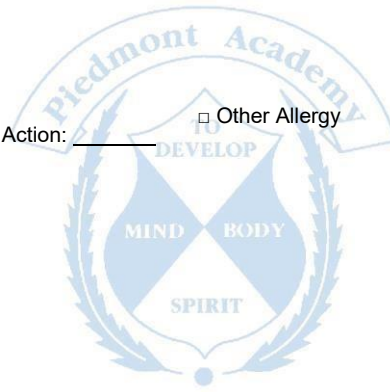
Special Needs List all Allergies: \_\_\_\_\_ Medication or Action: \_\_\_\_\_

☐ Other Allergy

☐

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

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



#### 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

PARENT / GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### APPENDIX C – Athletic Code of Conduct

(Return to Piedmont Academy's Athletic Director – 1 Page)

#### 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 Head of School 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.

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 – Technology Use Policy**

**(Return to Homeroom Teacher – xx Pages)**



**APPENDIX E – Financial Aid Volunteer Form** (Return  
to School Office – 1 Page)

**PARENT VOLUNTEER: Ten hours per family, per semester** (may include the following):

- Clinic ● Library volunteer
- Admission gate at various events ● Assist with Grandparents' Club
- Concession stand worker events
- Clean up after events      ● Other school related areas
- Classroom volunteer

**Semester 1:** Please complete and return to the Head of School

| PARENT NAME | ACTIVITY  | DATE | AMOUNT OF TIME |
|-------------|---|------|----------------|
|             |   |      |                |
|             |   |      |                |
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**Semester 2:** Please complete and return to the Head of School

| PARENT NAME | ACTIVITY | DATE | AMOUNT OF TIME |
|-------------|----------|------|----------------|
|             |          |      |                |
|             |          |      |                |
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|             |          |      |                |

## APPENDIX F – Permission for Guest to Attend School Prom or Dance

Made available each spring

### Piedmont Academy Student & Parent Handbook Acknowledgement Form

I have received and reviewed the **Piedmont Academy Student Handbook** for the **2025–2026 school year**.  
I understand that the handbook contains important information regarding the school’s policies, rules, and expectations for both students and parents.

I acknowledge that it is my responsibility to read and understand the contents of the handbook and to ask questions if any policies are unclear.

I agree to abide by the policies, rules, and expectations outlined in the handbook.

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**Student Name (Print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Name (Print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Return this signed form to the school office by August 20, 2025.**

