

Board Policies

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Mission: Piedmont Classical High School, by providing a rigorous, traditional education, will graduate productive citizens prepared to succeed in any endeavor.

Governance

Guiding Principles

The Board has the ultimate responsibility for the governance, finance, academics, and operations of the school.

The Board will partner with parents and students, the customers, to create policies and procedures that promote the mission and goals of PCHS.

The principal will be responsible for the day-to-day operations of the school and will report to and take direction from the Board.

Board Members

Number and selection

The Board of Directors will consist of 5-7 members, at least one of which must be a parent or guardian of a PCHS student. When a vacancy exists, the Board will accept applications from the parent population and the public to fill the vacancy. The Board Chairman will appoint an ad hoc committee to review applications, interview candidates, and make recommendations to the Board. The Board will vote on potential candidates and the Board's decision will be final.

Conduct

Each Board member will, annually, sign a Board Commitment Statement. Board members will be expected to act professionally, in the best interest of the school and its students, and in accordance with the Board commitment, bylaws, charter agreement, laws of the State of North Carolina, and federal laws.

Committees

The Chairman of the Board will appoint Board members to various Board committees. Each Board member will serve on at least one committee. Standing Committees include Academic, Finance, Governance, and Personnel. Other committees may be added as needed. Board Committees will meet monthly, post their meetings, welcome parents and community members, and obey North Carolina open meetings and public records laws.

The Academic Committee will make recommendations and reports to the Board regarding the academic programs, SIP, school-wide goals, curriculum, educational resources and materials, and other instructional issues.

The Finance Committee will oversee all aspects of the financial health of the school. Monthly they will review the financial reports, assist the principal in managing the budget, develop and review financial procedures, and provide oversight for the school finances.

The Governance Committee will review and develop school-wide policies and procedures as needed. They will also see to the implementation of the Board orientation plan and plan for the recruitment and onboarding of new Board members.

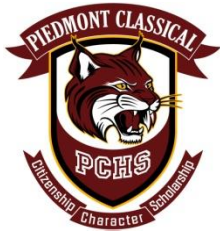
The Personnel Committee will make recommendations to the Board regarding the hiring of new personnel. They will see to the implementation of the principal evaluations and assist with the support and development of the principal.

Conflict of Interest

Each Board member will, annually, sign a Conflict of Interest Statement. It is the responsibility of each Board member to disclose any conflicts of interest or potential conflicts of interest for any business that comes before the Board. Board members who are determined to have a conflict of interest will be prohibited from participating in any discussion and votes for which a conflict exists.

All close relationships to either administrators or Board members should be disclosed during the initial application process. Close relationships include but are not limited to immediate family, extended family, close friendships, dating relationships, or long term working relationships. A familial or dating relationship between an applicant for employment and a Board member will constitute a conflict of interest. If a familial or dating relationship exists between the applicant and a Board member, that Board member shall not participate in the interview or hiring process in any form. If an employee is hired with a familial or dating relationship with a Board member, the Board member with whom a relationship exists will abstain from all discussion and votes on business that involves that employee including discipline and compensation.

No voting members of the Board of Directors shall be an employee of a for-profit company that provides substantial services to the PCHS for a fee. No employee of the PCHS shall be immediate family (as defined in G.S. 115C-12.2) to any member of the Board of Directors. No employee of PCHS shall be a member of the Board of Directors. No teacher or staff member that is immediate family of the chief administrator shall be hired without the board of directors evaluating their credentials, establishing a structure to prevent conflicts of interest, and notifying the Department, with evidence, that this process has occurred.



Piedmont Classical High School Board Commitment Statement

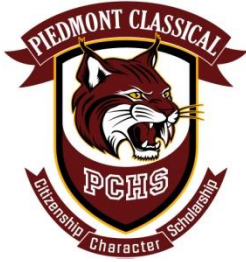
Members of the PCHS Board of Directors will:

- Complete the requirements of the Board Orientation Plan within the given timeline
- Adhere to and support the values, mission, and vision of PCHS
- Abide by and uphold all governing documents (federal and state laws/regulations, charter, articles of incorporation, by-laws, school policies, etc.)
- Participate as a member of the PCHS community
- Support PCHS with an annual financial contribution
- Read and understand the financial statements and otherwise assist the Board providing adequate financial oversight
- Support and adhere to all Board decisions once they are made
- Actively participate in meetings of the Board of Directors. If unable to attend, notify the Board Chairman
- Participate in short and long-range strategic planning activities
- Maintain confidentiality of staff, students, parents, and items discussed in closed session meetings
- Participate and support activities of PCHS
- Disclose any real or potential conflicts of interest to the Board of Directors and recuse themselves from discussions and decisions on such matters in accordance with the Conflict of Interest Policy
- Serve as a resource to the PTO, parents, administration, and staff

I, _____ will make every effort to fulfill the commitment outlined above to Piedmont Classical High School's Board of Director. I further agree that if, at any time, I am unable to fulfill the commitments of a member of the Board of Directors of PCHS I will give appropriate notice of resignation to the Chairman of the Board.

Signature

Date



Piedmont Classical High School

Conflict of Interest Statement

A conflict of interest is the condition that exists when circumstances create, or are perceived to create, a risk that judgment or actions by a person or entity, regarding a primary interest, will be unduly influenced by a secondary interest of that person or entity. Interests may be pecuniary, professional, personal, or any interest that affects judgment or action

Piedmont Classical High School Board members should make every effort to avoid conflicts of interest or the appearance of conflicts of interest.

If a matter before the board places a director in a conflict of interest between the interests of the school and the interest of the director, or the director's family or business, the director shall inform the Board of Directors. The director with the conflict shall be prohibited from participating in discussions and votes on that matter.

Board members shall not be employed by PCHS, shall not be employed by a company that gives substantial services to PCHS for a fee, and shall not be immediate family members of any PCHS employees.

If there is a question about whether a conflict of interest exists, legal counsel may be consulted to determine if there is a conflict.

I have received, read and understand fully the Conflict of Interest Statement and will comply with the statement by bringing any potential conflict of interest situations to the board for consideration.

I know of the following associations that may pose a conflict of interest or a potential conflict of interest.

Signature

Date

School Improvement Team

The SIT will work to ensure the operational quality of the school in the areas of culture, climate, curriculum, instruction, and student expectations. The School Improvement Team (SIT) will consist of all administrators, faculty and staff representatives, three parent representatives, and a Board member. The Board will appoint a Board member representative to the SIT. The principal will select the faculty and staff representatives and submit his or her selections to the Board for approval. New parent nominees are submitted for consideration to the Board of Directors. Upon approval, the PTO will hold elections for the parent representatives. The SIT will meet at least on a monthly basis to discuss operations. SIT meetings will be posted and open to the public. Minutes will be submitted to the Board of Directors.

Reporting

Before each regular Board meeting, the principal shall submit a report that includes information and updates on the following:

School Culture	Discipline	December, May
	Attrition	June
	Attendance	
	Athletics/ Clubs	
Instruction	Testing	October, March, June
	PLCs	
	SIP Goals*	Every Meeting
	School Improvement Team	May
	Professional Development	August
Compliance	Exceptional Children	September, January
	Health and Safety	
Business	Budget*	Every Meeting
	Cash Flow*	Every Meeting
	Fund Balance	
	Fundraising/ Grants	
Operations	Enrollment*	Every Meeting
	Marketing	July, September
	Facilities	
	Staffing	April

Other information and updates may be added as needed.

* Denotes update required at every monthly Board meeting.

Volunteers

Support Organizations

The school will support the organization of a Parent /Teacher Organization that will support the mission and goals of PCHS, supplement the educational and instructional programs of the school, support the faculty and staff, positively contribute to the school culture, provide a way for parents to actively engage in the school community, and assist with the organization and implementation of a wide variety of extracurricular events and activities for PCHS students.

The PTO will operate as an independent non-profit, will make monthly reports to the Board, will have the principal fully participate as a member of the board of directors, will at all times have staff representation on their board of directors, and will operate in accordance with approved bylaws.

Only support organizations formally recognized by the PCHS Board of Directors will be allowed to operate on school grounds, at any school events, or in coordination with the school administration or staff.

Criminal Background Checks

A criminal background check will be performed on all PCHS volunteers who may supervise students. All information will be kept confidential and will be stored in a safe and secure manner. Identifying information such as date of birth and first 5 numbers of social security numbers will be removed from stored information once reports are filed. Reports will be reviewed by an administrator. Any individual report that comes back without flagged orders will be eligible to volunteer to supervise students; this may include but is not limited to supervising in the classroom, on field trips or as driver. Any individual report that has flagged orders will be further reviewed by a designated PCHS administrator. The following criteria will be followed:

Classroom Volunteers: No individual shall be allowed to supervise PCHS students if any of the following are found and confirmed in a background report:

- Any sexually related convictions.
- Any Weapon Conviction in the last 10 years.
- Assault or bodily harm to another individual conviction in the last 10 years.
- Drug or Drug Paraphernalia conviction in the last 10 years
- Any conviction related to distributing alcohol or drugs to a minor in the last 10 years.
- Any conviction of contributing to the delinquency of a minor in the last 10 years.
- 3 or more criminal convictions within the last 3 years.

Drivers: No individual shall be allowed to drive PCHS students to field trips, athletic events, or other extracurricular activities if any of the following items are found and confirmed in a background report.

- Any of the items found in the section for classroom volunteers
- Any Drug Convictions in the last 10 years
- Any Alcohol Convictions in the last 10 years
- Any loss of driver's license in the last 5 years
- Any jail time for motor vehicle related conviction in the last 5 years
- 3 or more speeding or other moving violations within the last 3 years.

All drivers must show valid NC Insurance identification and valid NC driver's license to the designated PCHS staff member on the day of the event.

All individuals may request a copy of their background report. Questions and disputes of information may be made to the PCHS principal. The PCHS Board of Directors and principal reserve the right to limit volunteer privileges to any individuals at their discretion whether or not their background checks return the flagged items listed in this policy.

Parent Relations

Parents will be full and active members of the school improvement team, the hiring committee, and the Board of Directors.

The administration and staff will work with the PTO to support parent programs and initiatives that fulfill the PTO's mission.

Parents will be welcome in the school.

Parents will be involved on the front end of decisions of importance to the school.

When possible, all parents will be informed about important changes and decisions before new procedures take effect.

The administration and staff of PCHS will make every effort to keep parents informed through newsletters, websites, emails, phone calls, text messages, and postings on bulletin boards.

Grievance

Situations may occur where a parent/ student believes that the fair and consistent application of a policy has not been followed.

Parents or students with a grievance should first bring up the problem with the staff member who is directly involved in the grievance (teacher, coach, etc.) If the issue is not

resolved to the parent or student’s satisfaction, the parent or student may outline the grievance in writing and submit it to the principal within 3 days. If the principal does not resolve the issue to the parent or student’s satisfaction, an appeal may be made to the Board of Directors by submitting written notice of appeal to the principal, who will notify the Board chairman immediately. The Board chairman will schedule a hearing. At the hearing, the parent or student and/or his or her representative will be given a chance to present the grievance. The decision of the Board of Directors will be final.

Operations

Guiding Principles

Promoting a safe, orderly atmosphere will enhance learning and should be a top priority of the board and the staff.
Parents are ultimately responsible for the health and safety of their students and should be partners with the school in any health and safety initiatives.
We should not expect more of our students than our staff.
The principal will set the tone for the staff, students, and parents and as such should exemplify the character virtues that are taught.
Recruiting and retaining the highest quality staff should be the highest priority of the principal and board.
The parents have a stake in the quality of the staff and should be included as an important part of the process.
The hiring of quality staff is so important that it should never be rushed.
When hiring mistakes are made, it is crucial to do whatever it takes to correct the mistake. This could include staff development or dismissal.
A healthy enrollment is vital to the success of PCHS.

PCHS desires to be a constructive, productive member of the broader community.

The staff, parents, and board should strive to maintain a positive reputation and good standing within Greensboro, Guilford County, and the state.

Non-Discrimination

Piedmont Classical High School administers all programs, employment activities, and admissions without discrimination based on race, religion, national or ethnic origin, color, age, military service, disability, marital status, parental status, or gender, except where exemption is appropriate and allowed by law.

Calendar

The principal shall, with the collaboration of the SIT, develop and submit for Board approval each February an academic calendar for the following school year.

Health and Safety

At the beginning of every year, PCHS will provide parents and students information about meningococcal meningitis, influenza, cervical cancer, cervical dysplasia, human papillomavirus and their vaccines.

PCHS will also provide students and parents information about the preventable risks for preterm birth, including previously induced abortion, smoking, alcohol consumption, the use of illicit drugs, and inadequate prenatal care; and the manner in which a parent may lawfully abandon a newborn baby with a responsible person.

Students' health and safety is a priority for PCHS. Key members of the staff will be trained as first responders by the American Red Cross. Further, all staff members will be trained on the school's emergency response plan, diabetes care plans, epi-pen requirements, and PCHS health and safety policies.

The principal, in conjunction with the Health and Safety committee, shall develop necessary Health and Safety plans and procedures to protect the well being and safety of PCHS staff and students. Those plans will include evacuation and emergency response plans.

School personnel will not administer any medication to students unless they have received a Medication Permission Form properly completed and signed by a parent/guardian, and the medication has been received in an appropriately labeled container. In fairness to those giving the medication and to protect the safety of your child, there will be **NO EXCEPTIONS TO THIS POLICY**.

Lunch

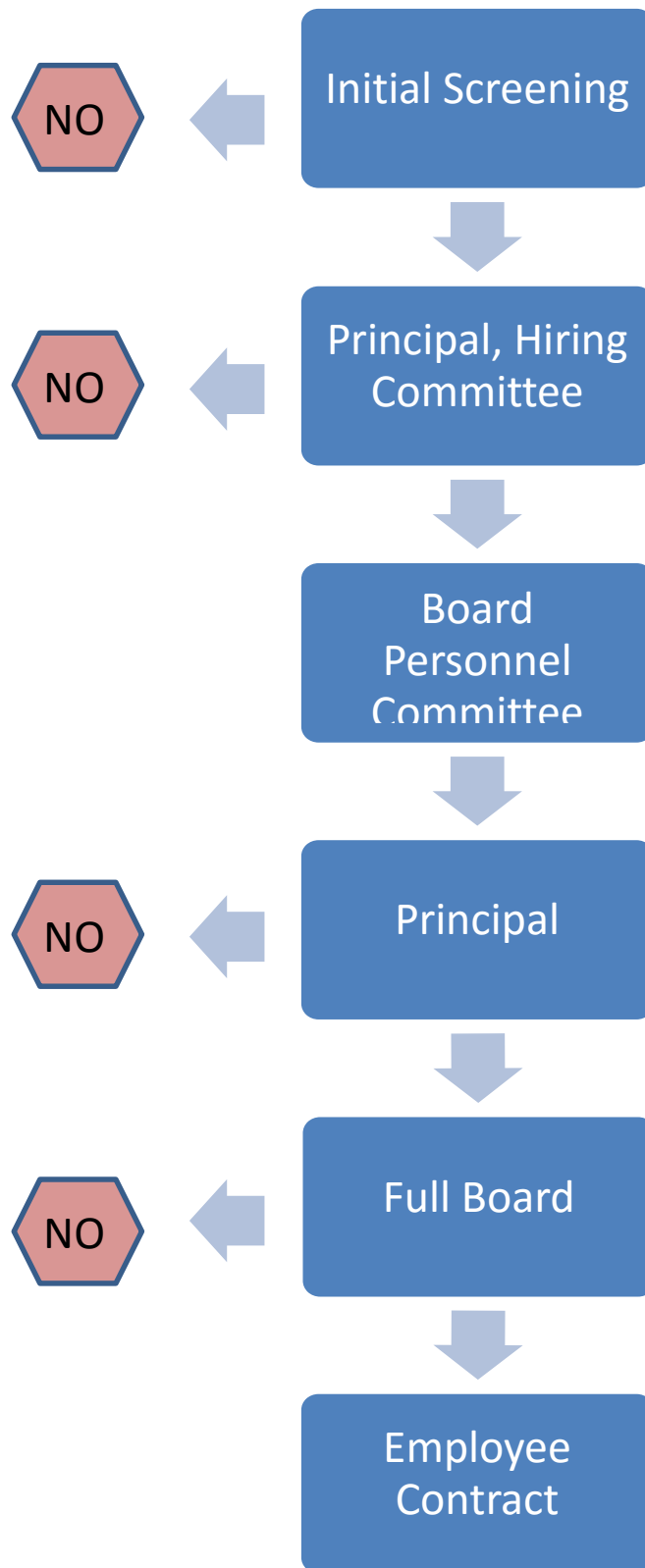
PCHS will contract with vendors to provide lunch on some days of the week. PCHS will use the profit from these lunch days to pay for the lunch of students who qualify for free and reduced lunch. On the days that vendors provide lunch, students who qualify for free and reduced lunch will be provided the opportunity to order lunch from these vendors. If there are days when there is no vendor, the school will provide a free lunch to those students similar to the lunches available for emergency lunches.

PCHS will provide a low cost lunch to any student who forgets his or her lunch. Parents will be billed for the lunch provided to the student.

Personnel

Hiring

The principal or his designee will screen the initial applications. The principal and his hiring committee, which consists of other staff members and at least one parent, will then interview qualified applicants. Any applicants that the principal would like to move through the process will then be interviewed by the Board Personnel Committee. The principal will then decide which candidates he wants to hire and will present them to the full Board. The principal will set salaries within the approved range and budget of the Board and ensure that all necessary criminal records checks have been performed. The PCHS Board of Directors will make all final hiring decisions. After Board approval, the principal may make an official offer to the employee and an employment packet shall be completed and returned to the principal or designee.



Termination

PCHS recognizes that there is an investment in each employee. Therefore, whenever possible, staff members who are not performing up to expectations will be supported and given resources with the goal of developing the staff member so that he or she can consistently meet or exceed expectations. The development process may include informal feedback, mentoring, extra professional development, or other resources. Any formal performance plans will include clear, reasonable expectations and goals, strategies, and achievable timeframe. The Board will be kept informed of any staff members on performance plans.

If there is an egregious offense that warrants termination or if a staff member has failed to make adequate progress on a performance plan, the principal may recommend the staff member to the Board for termination. The Board will make the final decisions on whether or not to terminate an employee.

Employment with PCHS is at-will. Either PCHS or the employee may elect to terminate the relationship at any time, for any reason, with or without cause, provided, however, that the employee agrees to provide two (2) weeks notice to PCHS of any intended resignation. PCHS agrees to provide two (2) weeks severance pay for any termination without cause. All benefits and salaries shall be terminated effective the last day of employment.

Criminal Background Checks

A criminal records check will be performed on all PCHS employees, including substitutes, prior to employment and as a condition of employment.

A criminal records check will also be conducted on a random or rotating basis of all employees, including substitutes. Following the initial criminal background check PCHS will perform random criminal background checks on employees at will. Employees shall be required to answer all questions on the application for employment completely and accurately. Failure to do so may result in immediate termination.

All employees of PCHS will notify the principal of any changes that may be reflected in their records check within 24 hours of any such change, including violations of criminal or serious traffic vehicular law or ordinance. Failure to notify the PCHS principal of such changes may be cause for immediate termination.

Employees shall keep the principal apprised of the judicial process in any matter which could affect his or her criminal records check. Upon any judicial action, the employee must report any disposition and pertinent facts, in writing, to the principal on the next business day.

PCHS shall not employ any individual with the following being found and verified in his or her confirmed criminal background check report.

- Any sexually related convictions.
- Any Weapon Conviction in the last 10 years.
- Assault or bodily harm to another individual conviction in the last 10 years.
- Drug or Drug Paraphernalia conviction in the last 10 years
- Any conviction related to distributing alcohol or drugs to a minor in the last 10 years.
- Any conviction of contributing to the delinquency of a minor in the last 10 years.
- 3 or more criminal convictions within the last 3 years.

No employee shall be allowed to drive PCHS students with if any of the following items are found and confirmed in a criminal background report.

- Any of the items found in the section for employment
- Any Drug Convictions in the last 10 years
- Any Alcohol Convictions in the last 10 years
- Any loss of driver's license in the last 5 years
- Any jail time for motor vehicle related conviction in the last 5 years
- 3 or more speeding or other moving violations within the last 3 years.

All employees that will transport students shall submit a valid NC Insurance identification and valid NC driver's license to the principal. PCHS reserves the right to limit employment or driving privileges to any employee or potential employee for flags on criminal background checks that are not listed in this policy.

All employees may request a copy of their background report. Questions and disputes of information may be made to the PCHS principal for review or as indicated in the Grievance Policy.

Grievance

Situations may occur where an employee believes that the fair and consistent application of a policy that affects him or her has not been followed. If this occurs, the staff member may initiate a formal grievance.

The first step in the grievance process is for the employee to speak to his or her immediate supervisor about the problem. If the issue is not resolved to the employee's satisfaction, a written grievance may be submitted to the principal. The written grievance should clearly outline the problem and what remedy or solution the employee is requesting. If the principal does not resolve the issue to the employee's satisfaction, then a written grievance may be submitted to the board personnel committee. If the committee does not resolve the issue, the employee may submit a written request for a hearing before the full Board of Directors. The decision by the Board of Directors will be final.

If an employee has a grievance with the principal, he or she may make a formal grievance, in writing, to the personnel committee of the Board of Directors. The written grievance

should clearly outline the problem and what remedy or solution the employee is requesting. If the committee does not resolve the grievance to the employee's satisfaction, the employee may submit a written request for a hearing before the full Board of Directors. The decision by the Board of Directors will be final.

Nepotism

All close relationships to school administrators should be disclosed during the initial application process. Close relationships include but are not limited to immediate family, extended family, close friendships, dating relationships, or long term working relationships. If a familial or dating relationship exists between the applicant and an administrator, that administrator shall not participate in the interview or hiring process at all. If an employee is hired with a familial or dating relationship, procedures will be put into place that ensure the employee is never supervised or evaluated by the administrator with whom they share a relationship. No one with a close familial relationship to a member of the PCHS Board of Directors shall be employed by the school. No employee of PCHS will be a member of the Board of Directors. No member of the Board of Directors shall be employees of a for-profit company that provides substantial services to PCHS for a fee.

Enrollment

Admissions and Lottery Process

Each year the Board of Directors will approve the enrollment dates, including when applications will be available, open enrollment period, and date of the lottery. All students eligible to attend NC Public Schools are eligible to attend Piedmont Classical High School.

The Board of Directors will also approve the application that will only include necessary information including grade, student name, address, birthdate, phone, email, siblings, parent or guardian contact information.

All applications received during the open enrollment period will be either offered enrollment, or, if more applications are received than available spots, a lottery will be held, where names will be drawn at random to fill the available spots in each grade. After all available enrollment positions are filled, a numbered waiting list for each grade will be established, first from names drawn in the lottery, and next in the order in which applications are received after the open enrollment period.

Students who have been granted admission will be asked to fill out an enrollment packet within two weeks of acceptance, or two days if it is after the first day of school. Upon receipt of the enrollment packet, or after July 1, whichever is later, PCHS will request the student records from the previous school.

The Board of Directors will refuse admission to any student if the student is currently expelled or suspended from any NC Public School.

If a student is not in attendance by 9:00 am on the first day of school, and the absence has not been approved in advance by the principal, the office staff will try to make contact with the parents using all of the contact information on the Application for Enrollment. If the parent does not contact the school, or the student is not in attendance by 9:00 am on the 2nd day then the student will be withdrawn. If the absence is not approved as an excused absence by the principal, the student will be withdrawn and the next student on the waiting list will be offered enrollment.

New students will not be enrolled after the first day of the third quarter.

Preferences

PCHS will give preference in the lottery process to children of the school's Board of Directors and full-time employees. Then, after the first year, preference will be given to siblings of students currently enrolled. Siblings include any of the following who reside in the same household: half siblings, stepsiblings, and children residing in a family foster home.

During the lottery, multiple birth siblings are entered as one surname. Likewise, all siblings eligible for enrollment will be entered in the lottery as one surname. If the family surname is drawn in the lottery, all siblings on that card will be offered enrollment.

Student Records

Student records are defined to be all official records, files and data directly related to students, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system and specifically including but not necessarily limited to identifying data, academic work completed, level of achievement, grades, attendance data, standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

School staff will only have access to cumulative records and other student records when they have a legitimate responsibility related to the child's education.

The Director of Operations will designate a staff member to be responsible for record maintenance and access and for educating staff about maintenance and access policies. All school personnel having access to records will receive periodic training in confidentiality and security, with emphasis upon privacy rights of students and parents.

Social security numbers will not be reprinted for any purpose other than as required or permitted by law. No more than five digits of a student's social security number will be used for identification purposes.

Records should be kept under lock and key at all times, under the supervision of the designated staff member.

Exceptional Children Student Records

PCHS will comply with Policies Governing Services for Children with Disabilities. All procedures specifically outlined for the official school record will be maintained for exceptional children's records also. The following process should be followed with ECS records.

Each ECS file will contain:

- a. initial parental permission for screening and evaluation
- b. most current parental permission for screening and evaluation
- c. results of initial evaluation necessary for placement
- d. results of most current evaluation necessary for placement
- e. initial parental permission for placement or parent notification of removal
- f. most current parental permission for placement or parent notification of removal
- g. initial individualized education program
- h. most current individual education program
- i. status of referral if evaluation is not completed
- j. initial re-evaluation and most current re-evaluation of placement

Academic

Guiding Principles

Every student can learn
Parents should ultimately be responsible for choosing what material their students are exposed to
Parents have the right to be informed about what happens in the classroom

Academic procedures and protocols should be clear, fair, consistently applied, whenever possible not changed during the school year
All sections of each course should be similar in content, rigor, and pacing
All academic materials and curriculum should not undermine the virtues taught in the character education program
Learning and academic success is ultimately the responsibility of each student
Whenever possible, cross-curricular connections should be encouraged
Each student should work diligently to reach his personal academic goals
PCHS should supply each student with the skills and the tools that he or she needs to succeed.

Graduation Requirements

Graduates of PCHS will have met the following requirements:

- 4 Credits English
- 4 Credits Math (at least one beyond Alg II)
- 4 Credits Science (including earth science, biology, and chemistry)
- 4 Credits Social Studies (including world history, US history, and civics and econ)
- 3 Credits in Foreign Language (at least one Latin)
- 1 Credit Fine Art
- 1 Credit Logic
- 1 Credit Rhetoric
- 1 Credit Health/PE
- 1 Credit Elective

A total of at least 24 credits must be earned to graduate. Study Hall will not receive credit towards a student's graduation requirements or count towards his or her gpa.

Promotion Requirements

To be promoted to the next grade level, students must meet the following credit requirements:

- 10th grade – 6 credits
- 11th grade – 12 credits
- 12th grade – 18 credits

Students in danger of not meeting the requirements for promotion to the next grade level will be offered, or in sometime circumstances required to participate in interventions that may include tutoring, study hall, and mentoring.

Testing

All students will participate in the state mandated testing. Students' schedules will be based on the student's academic record, four-year plan, placement tests, course availability, and scheduling considerations. Every effort will be made to place students in the appropriate course. In the event that a student needs to drop a course, the student and parents will be required to fill out a drop request and meet with the academic advisor. Courses may only be dropped within the first 20 days of the school year.

All students with disabilities will participate in the state-wide assessment programs, including assessments described under section 1111 of ESEA, 20 U.S.C.6311, with appropriate accommodations and alternate assessments, if necessary, as indicated in their respective IEP's. EC teachers will actively participate in the scheduling process to ensure that students with IEPs are appropriately placed.

Exceptional Children will participate in the state mandated testing in accordance with any accommodations required by their IEPs or 504 plans. The IEP Team or Section 504 Committee will discuss specific procedures for accommodation use before making a final decision to avoid any anomalies and misadministrations. The IEP Team or Section 504 Committee has the responsibility of specifying information that will guide the school test coordinator and test administrator when providing accommodations to students (e.g., the approximate amount of extra time to be given in *Scheduled Extended Time* or the number of sessions in *Multiple Testing Sessions*).

The Testing Coordinator will ensure that all testing materials are kept under lock and key in accordance with NC Accountability policies and best practices. The principal will ensure that an appropriate secure facility is available for securing testing materials.

Grading

PCHS will use a 10 point grading scale to calculate grades.

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

Grade point averages (GPAs) will be calculated by both weighted and unweighted measures. Weighted GPAs will be used for the purposes of class rank, junior marshals, and graduation distinctions. While credit may be given for courses completed at previous

schools and other learning institutions, only courses taken at PCHS will be counted towards a student's GPA.

For the purposes of weighting GPAs, standard level classes will be awarded a maximum of 4 points, honors classes will be awarded a maximum of 5 points and AP courses will be awarded a maximum of 6 points.

Quality Point Weights

Type of Course	A	B	C	D
Standard	4	3	2	1
Honors	5	4	3	2
AP	6	5	4	3

Students and parents may check a student's grades anytime by logging into the Powerschool Parent Portal. PCHS teachers will update grades at least once per week. The teacher web page will provide details about how often and when grades will be updated.

Final Grade Calculations:

Semester 1	Midterm	Semester 2	Final Exam	Final Grade
35%	10%	35%	20%	100%

Grading and Homework guidelines:

- Homework should not be busy work
- Meaningful, frequent assessments benefit students and learning
- Meaningful, frequent assessments should be graded and returned promptly
- In order for students to benefit from meaningful feedback, all assignments should be corrected
- Homework and assessments should be equally rigorous
- Summative assessments should only include material that has been presented
- Communication with parents and students should be timely, consistent, and transparent
- Tests should be returned to students so they can correct errors and use them as resources

Test Corrections:

- All students will be permitted to make test corrections

- Students who earn less than 75% on a particular test will be required to make corrections
- Points earned back on the corrected test will be counted as .5 points
- Teachers will explain the test questions before giving students the tests to correct at home

Semester Grade Weight:

Engagement (homework, discussion, classwork, etc.)	50%
Tests/ Projects	35%
Quizzes	15%

GRADUATION DISTINCTIONS

Valedictorian – awarded to the graduate with the highest weighted gpa

Salutatorian – awarded to the graduate with the second highest weighted gpa

Summa Cum Laude – awarded to students with a weighted gpa of 4.5 or higher

Magna Cum Laude – awarded to students with a weighted gpa of 4.0-4.49

Cum Laude – awarded to students with a weighted gpa of 3.5-3.99

Voluntary Service Diploma – awarded to students who complete 200 hours or more of voluntary community service

Honor Code

PCHS students will be held to high standards, not only academically, but in their conduct. Student expectations will be clearly communicated to students and parents at orientation, in the student handbook, and at other times throughout the year.

Students of PCHS will be expected to memorize and abide by the PCHS honor code:

I will honor, through my words and actions, my school, my family, my country, and myself.

Instructional Materials

Classroom Media

A focus on the curriculum and instruction will help PCHS keep a rigorous academic program. Not showing videos or TV shows for entertainment will allow parents to control what forms of entertainment is appropriate for their students.

Media (movies and videos) not directly related to the curriculum will not be shown to students at PCHS during the academic day. Media that does relate directly to the curriculum may be shown after going through the approval process.

Opt Out Procedures

Parents may request that their student opt out of any reading or video assignment that the parent feels would be detrimental to their student because it conflicts with their family's religious or moral beliefs. Parents must inform the teacher and principal in writing why they believe that the assignment is inappropriate and how it conflicts with their beliefs. The teacher will then assign the student an alternative assignment that does not mirror the parents' concerns, but still achieves the educational objectives of the assignment. The student will be required to complete the alternate assignment in the same timeframe and with the same requirements as the original assignment.

Approval Process

Teachers should submit instructional materials, including outside reading, videos, and textbooks, far enough ahead to allow time for the approval process. These items will be vetted and approved through the Board Academic Committee. In the rare event that approval through the committee is not possible, the Academic Dean and the Principal may give conditional approval of instructional materials.

Academic Eligibility

As one of the pillars of Piedmont Classical High School, scholarship is an integral part of the PCHS program. PCHS students are expected to work diligently to achieve academic excellence. When students struggle academically, PCHS will work with the student and his or her parents to provide support and assistance so that the student can be successful. There are times, when a student is not performing as expected either academically or behaviorally, when the student will be declared ineligible to participate on PCHS athletic teams or clubs.

To maintain academic eligibility and be allowed to participate in sports and clubs:

- Grades for academic eligibility will be based on the previous semester grades, not final grades
- Students must have passed all courses for which they are registered and receive a grade

- Students must have an unweighted GPA of 2.0

Further, to participate in athletics:

- Students must have been absent (either excused or unexcused) for no more than 10 days for each of the courses for which they are registered and receive a grade

Students who are declared ineligible may appeal through the school's grievance policy.

Student Conduct

Should there be times when students do not meet behavior expectations, a disciplinary process will be used that is designed to result in improved student behavior and understanding of the honor code.

The disciplinary process consists of four levels.

Level 1: Minor infractions that can be handled by the teacher. The teacher will correct the behavior and remind students of the proper way to act. If the inappropriate behavior is serious enough or a continuing problem the teacher will document the incident and notify the parents.

Examples of Level 1 behavior include talking out of turn, failure to complete homework, refusal to participate.

Level 2: More serious infractions will be referred to the principal. The principal will meet with the parents and student and formulate a corrective action plan that may include disciplinary measures. Possible disciplinary measures include but are not limited to in-school suspension, detention, suspension from athletic teams, and suspension from extra-curricular activities.

Examples of Level 2 behavior include noncompliance with dress code, disrespect, disruptive behavior, and leaving school grounds without permission.

Level 3: If level 2 infractions persist, if the corrective action plan does not work, or if the infraction falls within the Level 3 guidelines, the principal will meet with the student and parents and formulate a corrective action plan that may include an out of school suspension of no more than 10 days.

Examples of Level 3 behaviors include harassing others, cheating, disobedience of school personnel, and destruction of property.

Level 4: If the behavior from level 3 escalates or if a very severe infraction occurs, the principal may recommend a long term suspension or expulsion.

Examples of Level 4 behavior include making threats to others, assault, possession of drugs or weapons.

When considering disciplinary actions for students with special needs, the principal will review and consider, with the assistance and support of the IEP team, any accommodations made as a result of the student's IEP status and whether the behaviors are a manifestation of the student's disability. If student behaviors are deemed to be a manifestation of the student's disability, the student will receive a Functional Behavioral Analysis (FBA) and the IEP team may write a BIP (Behavior Intervention Plan) that will focus on the inappropriate behaviors in order to help the student be more successful in the school setting.

A parent may appeal a Level 3 or Level 4 disciplinary action by submitting a written request for review to the principal within 24 hours of receiving written notification of the action. The principal will either reconsider the discipline or forward the request for review to the Board of Directors. The Board will hold a hearing where the parents and a representative, if desired, will be given a chance to speak as to why the disciplinary action should be changed. The Board of Directors' decision on the request for review will be final.

Exceptional Children

PCHS is committed to providing an appropriate education to all students with special needs as defined by state and federal law. The term "students with special needs" includes, without limitation, all children who, because of permanent or temporary mental, physical or emotional disabilities, need special education. Appropriate educational services shall be provided to all qualified disabled students enrolled at PCHS.

Exceptional Children teachers shall be licensed and highly qualified. All staff shall receive periodic training in EC compliance including maintenance and security of student records, confidentiality, inclusion of parents, state and federal laws, and school policies.

The Board shall ensure a free appropriate public education (FAPE) to qualified students with special needs in the least restrictive environment conducive to learning in compliance with federal and state laws and regulations. To the maximum extent appropriate, students will be educated in an inclusion classroom setting and will have access to their peers without disabilities. In addition, the Board shall ensure the due process rights of every child who is receiving or who is being considered for special educational services. If additional services or related services are needed the IEP team will convene to determine the appropriateness of services to meet the student's needs. We will provide EC services within our English and math classes in accordance to our student's IEP. We will have a daily study hall/ remediation class for EC students who need additional direct instruction.

The Principal may consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the other requirements of this section, is appropriate for a child with a disability who violates a code of student

conduct. Circumstances considered should include area of disability, functioning level of the child, intent of the behavior, and other relevant factors.

School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 consecutive school days, and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct.

If the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, the Principal may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities.

If the behavior was a manifestation of the child's disability the IEP team must either conduct a functional behavior assessment or develop a behavior intervention plan to address the behavior(s).

The principal and the EC teacher will monitor the budget to ensure Maintenance of Effort (MOE) compliance. The principal will report to the Finance Committee any issues that may arise that could potentially result in noncompliance with the MOE requirements.

Finance

Guiding Principles

The financial health of the school is essential to the instructional program.
With limited resources, conservative budgeting and frugal spending is necessary to maintain financial health.
The budget should always reflect a surplus.
Spending should be adjusted to maintain a positive cash flow.

PCHS should be good stewards of the taxpayer money that provides the operational funds for the school.

An appropriate system of checks and balances, including outsourcing of some financial processes, will help ensure the financial health of the school.

Annual Audit

The Board will annually select and hire an independent auditor who will conduct an annual, timely audit. For the 2015-2016 school year the Board has selected Darrell Keller, CPA.

Access to Funds

The Board will contract with an outside service provider to access the state funds and handle the accounts payable. Every check will require two authorized signatures. The Board will at least annually review the authorized signatories and change as necessary. Authorized signatories will be the principal and at least two Board members to be determined by the Board. A school credit card will be kept in a secure location and may only be used with prior approval of the principal.

Approval of Funds

All expenditures must have approval from the Board, either through the budgetary process or a specific approval process. Expenditures of more than \$25,000 require specific Board approval.

Purchases require a Requisition Form signed by the principal **before** any funds are released or reimbursed. The principal, in cooperation with the business manager, will manage the school's expenses in such a way as to stay within the budget approved by the Board.

Budget

The principal will work with the Finance Committee to develop an annual budget to be submitted to the Board of Directors at their May meeting. The principal will additionally submit any amendments to the budget to the Board at each regularly scheduled Board meeting.

Contracts

All contracts over \$25,000 must be approved by a vote of the Board of Directors. Contracts under \$25,000 may be approved by the principal. The principal, in cooperation with the business manager, will manage outside contracts in such a way as to stay within the budget approved by the Board.

Returned Checks

PCHS recognizes that accepting checks can make purchases more convenient for parents. In the event that a check written to the school is returned, the following procedures apply:

- First offense, check writer must present cash for the amount of the check *and* the fee charged to PCHS
- Second offense, check writer must present cash for the amount of the check *and* the fee charged to PCHS, and checks from that parent will no longer be accepted for the rest of the school year
- In the event that the check writer does not pay the required amount within 30 days, or writes a third returned check, a letter will be sent from the Board of Directors demanding payment. If the amount remains unpaid after two more weeks then legal action may be taken

Documentation

All expenses require a signed requisition form before any funds are released. Reimbursements require an original receipt along with an authorization form signed by the principal.

The business manager, in cooperation with the financial services provider, will keep accurate and complete records of all financial transactions. All received funds will be tracked using the uniform chart of accounts. Expenditures will be monitored and withdrawn only from appropriate accounts. Federal and state funds will be used only for specific, approved purposes.

Monthly reports will be provided to the Board of Directors and discussed in detail at the monthly Board Finance Committee meetings. The Board treasurer will give a financial report to the full Board at their regularly scheduled meetings.