



Student Handbook 2015-2016

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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.

School Day

The academic school day will start at 8:30 and end at 3:15. All students must be in their first period class by the time the final bell rings at 8:30. Students not in class at this time must sign in at the front office and obtain a tardy slip.

Attendance

Daily attendance is essential to academic success. Students are expected to attend school daily. In the event that a student needs to miss school, the absence may be excused if the absence has 1) been approved in advance or 2) falls into one of the excused absence categories. A parent note is required within three days of the student's return to school to be excused.

Examples of excused absences include:

- Illness
- Doctor's or Dentist's appointment
- Death in the family
- Absences that have been approved in advance
- Religious observations

Students who accumulate more than two unexcused absences in a quarter may be referred to the principal for disciplinary procedures in accordance with the code of conduct.

Students who miss more than three days per quarter, or more than 10% of school days, will be considered excessively absent. The principal, or her designee, will work with the student and his or her parents to develop an improvement plan for improving the student's attendance.

Make-Up Work

In the event of an absence, it is the responsibility of the student to obtain all missed assignments from the appropriate teacher. Class work and homework that is missed due to an excused absence must be made up within three days upon the return to school, or within the same number of days that the student was absent. Teachers are

not required to give assignments in advance of absences, but may do so at their discretion.

Class work and homework that is missed due to an unexcused absence may be made up at the teacher's discretion, but will be recorded at no more than 50%.

Tardiness

Students are expected to be in class on time. Excessive tardiness disrupts the classroom instruction and exhibits disrespect to the teacher and the other students in the class. Three or more tardies to a single class in one quarter will be considered excessive. Parents will be notified and teachers may require students to make up time during after school study hall. Students who are tardy to a single class more than five times may be referred to the principal for disciplinary procedures in accordance with the code of conduct.

School Closings and Delays

School closings or delays due to inclement weather will be announced by email to PCHS parents, on local news channels and on the school website. In the event that PCHS is not closed or delayed but the parent makes the determination that travel to and from school will be unsafe, the student's absence will be excused.

Transportation

Car Riders

Students whose parents bring them to school may be dropped off as early as 8:00 am. All cars should follow the published traffic pattern and only drop off and pick up students in the assigned locations.

Carpools

Parents are encouraged to carpool with other families, or help provide transportation to students who need it. Parents may sign up at www.carpoolassist.com to help find other families in their area. Even parents who don't need a carpool but might be able to assist other students are encouraged to sign up.

Student Drivers

Students who wish to drive to school must obtain a parking pass. Students and parents must sign the parking pass request, submit copies of the student's driver's license, insurance card, and car registration, and pay the parking pass fee. Driving to school is a privilege and parking passes may be revoked or suspended as part of disciplinary actions.

Bus Riders

Bus riders must have a transportation form filled out, signed, and on file. Students who ride the bus must arrive at the bus stop on time in the mornings and be picked up on time in the afternoons. Riding the bus is a privilege and bus riding privileges may be revoked or suspended as part of disciplinary actions.

PART

Students may use the Piedmont Authority for Regional Transportation to come to school. Information about PART including routes and fees will be available at open house and in the school office.

Early Dismissal

In the event that a student needs to leave school before the end of the day, the parent may come into the school and sign the student out, or the student may sign himself out with a note signed by the parent and presented to the office prior to the student signing out.

Late Arrivals

Students arriving late to school must sign-in at the front office. Students must have a note signed by a parent for the tardy to be excused.

Lunch

Lunches for students who qualify for free and reduced lunches will be provided by the school. Other students may bring their own lunches or, when available, purchase lunch from the school. Refrigerators and microwaves will not be available for student use.

Communication

Communication between the school and the families of PCHS is vital to the success of our students and school. If you have a problem or concern, please contact your teacher, the office staff, or the school principal.

The PowerSchool Parent Portal and the school website should be used by parents to get valuable information about PCHS and their student's progress. Teachers will update the online gradebook at least weekly. PCHS teachers have made a commitment to be accessible to parents and students. If you need to contact a teacher, you may email, write a note, or call the office and leave a message. Teachers will respond on the same day of contact when possible.

Health and Safety

Students' health and safety is a priority for PCHS. Key members of our 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.

When medically necessary, medications (over the counter or prescription) may be administered by trained school personnel.

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**.

Electronic Devices

Students who have a completed and signed Electronic Policy Agreement may bring electronic devices to school, including e-readers, cell phones, laptops, and tablets. All electronic devices are required to be kept put away and silent during class time, except with the permission of the teacher. Students bring electronic devices to school at their own risk, and the school will not be responsible for lost or stolen electronics.

Visitors and Volunteers

Volunteers are an integral part of the mission of the school. It is our goal to welcome all visitors and volunteers. When you arrive at school, please check in at the front office. School volunteers will be required to pass a criminal background check prior to volunteering. Visitors must be escorted while in the school building.

Textbooks

Students are expected to take good care of the textbooks that have been assigned to them. Students are responsible for all damage that occurs to textbooks assigned to them, with the exception of normal wear and tear, and the school will bill parents to recover the cost of damaged textbooks.

Dress Code

Piedmont Classical High School strives to foster a welcoming and encouraging learning environment. As such, all attire should be neat, clean, inoffensive, and not too revealing. The following rules are not an exhaustive list but serve as a template for appropriate dress.

- Shorts, skirts, and dresses must be no shorter than mid-thigh and appropriate even when sitting.
- Tight clothing, such as jeggings, yoga pants, and leggings may be worn only with a shirt that is long enough to reach the student's upper thigh.
- All pants must be worn at the waist.
- Shoulder straps must be at least two finger widths wide. Spaghetti straps must not be visible.
- No visible undergarments.
- No midriff showing.
- No heels over three inches.
- No headwear.
- Tattoos deemed to be obscene or inappropriate must be covered up.
- Visible piercings must only be in ears.
- Clothing with obscene language or inappropriate references including references to alcohol, tobacco, or illegal substances is prohibited.
- No pajama bottoms or slippers.

Course Offerings

PCHS will make every reasonable effort to place students in the appropriate course, in both subject and rigor. Before making final course selections, students and parents will consult with a designated staff member who will help determine the best educational plan for that student. Some courses, such as advanced music, language, and arts, will require an audition or portfolio. Other courses, such as selected math or science courses may require students to pass a placement test to be admitted into the class.

The following courses will be offered for the 2015-2016 school year:

English 9*	World History*
English 10*	Civics and Econ*
Biology*	AP World History
Chemistry*	Health/PE
Geometry*	Logic
Algebra I	Latin I
Algebra II*	Art
Pre-Calculus	

Courses designated with an asterisk (*) will be offered in standard and honors as determined by student placement and interest.

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 Standards

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.

Students who, after appropriate interventions, still do not meet the requirements for promotion to the next grade level will be retained in their current grade level. Retained students will work with the Academic Advisor and the Academic Dean to develop an intervention plan that will outline a path for the student to graduate with all of the requirements for graduation.

Procedures for Accelerated Enrollment

Decisions about whether to allow a student to enroll in the 9th grade before he or she has completed 8th grade will be based on the following:

- Parental recommendation
- Student interview with teacher panel
- Student application with essay
- Students' grades from the last two years
- Standardized test scores (nationally normed test such as NWEA, CAT, SAT, ACT)
- NC EOGs and EOCs
- PCHS placement tests
- EC information, if available

The principal will select a committee to review all of the information and make a decision about whether to allow the student to accelerate enrollment. If the parents are not satisfied with the committee's decision, the decision may be appealed to the board of directors using the grievance policy.

Procedures for Course Repetition

If a student chooses to repeat a course that he or she has passed at another school, the student and parent may submit a request to deny credit for that class. Parents will need to include the reason for the request to deny credit. Requests must be approved by the principal before credit will be denied and students will be allowed to retake a class. Once the student is enrolled in the class in question, the decision to deny credit will become final.

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

Grades from previously attended secondary schools will be included in calculations of class rank. Class rank will be calculated based on grade weighting with a 6-point scale.

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 4.5 points and AP courses will be awarded a maximum of 5 points.

Quality Point Weights

Type of Course	A	B	C	D
Standard	4	3	2	1
Honors	4.5	3.5	2.5	1.5
AP	5	4	3	2

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.

Report cards will be released at the end of each quarter. Student transcripts will be included with the final report card of the school year.

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%

Testing

As a North Carolina Public School, PCHS is required to administer all of the tests and assessments required by the State Board of Education. All PCHS students are expected to participate in the appropriate state assessments.

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

Code of Conduct

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.

Discipline

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 speak 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 or 504 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.

Grievances

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.