

PACE ACADEMY

2018–2019

HANDBOOK

Front Desk: 404-262-1345

Lower School: 404-240-9131

Middle School: 404-240-9134

Upper School Student Life Office: 404-240-9126

This handbook is provided for the use and convenience of students, parents and faculty/staff of Pace Academy. It is not to be used for commercial purposes.



966 W. Paces Ferry Road, N.W.
Atlanta, GA 30327
404-262-1345
www.paceacademy.org

Table of Contents

General

The School.....	4
Mission Statement.....	4
Core Values	4
School Motto	4
Nondiscrimination Policy.....	4
Diversity Policy	5
Administration, Faculty and Staff	6
Policy of Payment.....	29
Advancement.....	35
Communications.....	35
Emergency Communications	36

Lower School

Policies.....	37
Dress Requirements.....	41
Conduct and Disciplinary System.....	43
Grading System	48
Use of Computers and Technology	50
Awards Days	52
Procedures.....	52
Organizations and Activities.....	54
If You Have a Question	56

Middle School

Policies.....	58
Academics	58
Grading System	61
Attendance	65
Dress Requirements.....	68
Procedures.....	70
Student Conduct Policies	73
Honor Code	76
Use of Computers and Technology	82
Organizations and Activities.....	86
Community Engagement.....	86
Awards.....	87
Grade Representatives	88
If You Have a Question	88

Upper School

Policies..... 90
Academics 90
Grading System 92
Looking Ahead Toward College 101
Attendance 102
Dress Requirements..... 106
Procedures..... 108
Rules and Regulations 110
Honor Code 112
Code of Conduct and Respect..... 113
Citation/Demerit Policy 120
Disciplinary Procedures..... 124
Use of Computers and Technology 126
Community Engagment..... 130
Student Council..... 131
Awards..... 133
Grade Representatives 143
If You Have a Question 143

The School

Pace Academy was established in 1958 as an independent college-preparatory coeducational day school. The school currently enrolls 1100 students in pre-first through 12th grades.

Pace is accredited by the Southern Association of Colleges and Schools and holds membership in the National Association of Colleges and Schools as well as the Mid-South, Georgia and Atlanta Area Association of Independent Schools. The school belongs to the College Entrance Examination Board, the Educational Records Bureau, the Cum Laude Society, the National Honor Society, the National Association of College Admission Counselors and the Georgia High School Association.

Our Mission

Our mission is to create prepared, confident citizens of the world who honor the values and legacy of Pace Academy.

Our Core Values

We create success through partnership with parents, students and faculty.

We are dedicated to developing the whole child.

We have respect for others and their unique ideas and beliefs.

We have pride in our accomplishments and our heritage.

Our Motto

To Have the Courage to Strive for Excellence.

Nondiscrimination Policy

Pace Academy does not discriminate on the basis of race, color, gender, national origin, religion or disability in the recruitment or admission of students or in any of the rights, privileges, programs or activities generally accorded or made available to students or applicants. This nondiscrimination policy extends to the administration of admissions policies, scholarship and loan programs, academic programs, athletic programs, educational policies and all other programs, policies and activities of the school. In addition, Pace Academy is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, gender, national origin, religion, age or disability in any employment policy or practice.

Diversity Policy

Pace Academy strives to create a diverse and multicultural environment in which all members of our community are respected, valued and included.

Pace Academy's board, faculty and staff are committed to creating and maintaining an academically and socially excellent learning environment. We acknowledge our responsibility to prepare our students to thrive in an increasingly diverse and interconnected world. We believe our students will be better prepared to lead as they expand their perspectives, are able to recognize the quality and value of different ideas and people, and become increasingly competent in understanding the various cultures they will encounter.

We acknowledge and respect the differences of opinion that exist around political and social issues in our community. Therefore, Pace Academy promotes the free flow of ideas and will introduce our students to a wide variety of thought while avoiding bias in all school programs and functions. We reaffirm our non-affiliation and support no political or social agenda. We are a community that will not tolerate bigotry, harassment, discrimination, complacency or mediocrity. These elements destroy our ability to rear and educate our children to live as effective citizens in a democratic society.

We understand diversity as an umbrella term that includes but is not limited to race, color, gender, nationality, ethnicity, religion, social and economic class, and age as well as other characteristics that contribute to each individual's interests, skills and learning styles.

Administration, Faculty and Staff

Administrative Team

Head of School:

Frederick Assaf, B.A., Johns Hopkins University; M.Ed., University of Virginia

Head of Lower School:

Syreeta Moseley, B.S., Northwestern University; M.A., University of Arizona

Head of Middle School:

Graham Anthony, B.A., Emory University, M.Phil., Trinity College Dublin

Head of Upper School:

Michael Gannon, B.A., Brown University; M.A., Georgia State University

Chair of Visual and Performing Arts Department:

Sean Bryan, B.F.A., University of Kentucky; M.F.A., University of Iowa

Chief Financial Officer:

AJ Lashley, C.P.A; B.S. and MAcc., Auburn University

Director of Admissions:

Jennifer McGurn, B.S. and M.B.A., Butler University

Director of Advancement:

Heather White, B.A., Stephens College; M.P.A., Indiana University-Purdue University Indianapolis

Director of Athletics:

Troy Baker, B.S., Wright State University; M.A.T., Brown University; Ed.D., Peabody College, Vanderbilt University

Director of College Counseling:

Jonathan Ferrell, B.A., Centenary College of Louisiana; M.B.A., Millsaps College

Director of Communications:

Caitlin Jones, B.A., Rhodes College

Director of Diversity and Inclusion:

Joanne Brown, B.A., University of Virginia; J.D., University of North Carolina

Director of Facilities:

Dave Fortier

Director of the Isdell Center for Global Leadership:

Tricia Anderson, B.Th., University of Southern Africa; M.T.S., Emory University

Director of Professional Development and Curriculum Studies:

Marla Capper, B.S. and M.Ed., Ohio University; Ed.D., University of Virginia

Technology Coordinator:

Neil DeRosa, B.S., Georgia Institute of Technology; M.A.T., Georgia State University

Academic Resource Center

Director of the Academic Resource Center and Upper School Learning Specialist:

Michael Callahan, B.A., Cleveland State University; M.Ed., Lynn University

Lower School Learning Specialist:

Debra Cook, B.S., Berry College; M.Ed., Oglethorpe University

Lisa Richardson, B.S., Auburn University; M.Ed., Georgia State University

Director of the Middle School Academic Resource Center and Middle School Learning Specialist:

Liz Mason, B.A., Roanoke College; M.A.T., Mary Baldwin University

Middle School Learning Specialist:

Alice Hall, B.A., Furman University; M.A.T., Georgia State University

Upper School Learning Specialist:

Erin McNicholas, B.B.A., University of Georgia; M.A.T., Kennesaw State University

Upper School Academic Coach:

Ryann Smith, B.S. and M.S., University of Florida

Upper School Tutor:

Amy Pence, B.A., Denison University; M.F.A., University of Arizona

Administrative Assistants

Executive Assistant to Head of School:

Kaitlyn Fortier

Administrative Assistant to Head of Upper School:

Nikki McCrary, B.S., University of Phoenix; M.A., Argosy University

Administrative Assistant to the Head of Middle School, Middle School Registrar, Supervisor of Middle and Upper School Nurses:

Kim Thomson, B.A., Vanderbilt University; M.D., University of Alabama School of Medicine

Administrative Assistant to Head of Lower School:

Debbie Pierce

Administrative Support Staff:

Lise O'Haire, A.B., Vassar College

Julia Reynolds, B.S., Vanderbilt University; M.B.A., Southern Methodist University

Pamela Tisdale, B.A., Skidmore College

Admissions

Director of Admissions:

Jennifer McGurn, B.S. and M.B.A., Butler University

Associate Director of Lower School Admissions:

Katherine Patrick, B.S., University of Alabama

Associate Director of Middle and Upper School Admissions:

Mac McCallum, B.A., Sewanee: The University of the South; M.A., North Carolina State University

Associate Director of Middle and Upper School Admissions and Director of Financial Aid:

Fé Patriciu, A.B., Bowdoin College; M.A., Johns Hopkins University

Admissions Database Manager:

Ashley Stafford, B.S., University of Mississippi

Admissions Associate:

Chris Slade, B.A., University of Virginia

Advancement

Director of Advancement:

Heather White, B.A., Stephens College; M.P.A., Indiana University-
Purdue University Indianapolis

Advancement Annual Giving Director:

Courtney Harris, B.A., Rhodes College; M.B.A., University of Georgia

Advancement Communications and Stewardship Manager:

Dana Rawls, B.A., University of North Carolina at Chapel Hill

Advancement Database Manager:

Breanne McCord, B.S., Florida State University; M.S., Temple
University

Advancement Events Manager:

Elizabeth Glass, B.S., University of Georgia

**Advancement Parent Organizations Liaison and Tax Credit
Manager:**

Debra Mann, B.S., University of Tennessee

Alumni Relations Manager:

Hayley Shoji, B.A. and M.S., University of Alabama

Athletic Department

Director of Athletics:

Troy Baker, B.S., Wright State University; M.A.T., Brown University;
Ed.D., Peabody College, Vanderbilt University

Associate Director of Athletics:

Sharman White, B.S., Georgia Southern University; M.Ed., Coppin
State University

Director of Sports Information:

Anna Bush, B.B.A., George Washington University

Director of Sports Performance:

Clement Rouviere, B.S., Florida State University, M.S., Georgia State
University

Assistant Director of Sports Performance:

Sekou Walton, B.S., Hampton University

Assistant Directors of Athletics:

Courtney Morrison, B.S., Slippery Rock University; M.S., West Virginia University

Tim Walsh, B.S. and M.Ed., Georgia State University

Athletic Coaches:

Seth La Fera

Chris Slade, B.A., University of Virginia

Trainers:

Ruth Fuqua, B.A. and M.A., University of North Carolina

Auxiliary Programs

Director of Auxiliary Programs:

Beth Singleton, B.A., Prescott College

Associate Director of Auxiliary Programs, Lower School:

Karen Sommerville, B.A., Spelman College

Business Office

Chief Financial Officer:

AJ Lashley, C.P.A.; B.S. and MAcc., Auburn University

Director of Human Resources:

Elaine Hecht, SHRM-SCP, SPHR; B.A., University of Maryland University College; M.B.A., Kennesaw State University

Controller:

Will Smith, C.P.A., B.S. and MAcc., Auburn University

Accounts Payable and Payroll Accountant:

Jessica Kent, B.B.A., Georgia State University

Accounts Receivable Accountant:

Anne Hood, B.A., Louisiana State University

Business Office Administrative Assistant:

Nikki Poyer, B.A., Northern Illinois University

Campus Store

Campus Store Manager:

Doris Allen, A.A., Georgia Perimeter College

Communications

Director of Communications:

Caitlin Jones, B.A., Rhodes College

Creative Services Manager/Graphic Designer:

Ryan Vihlen, B.F.A. and M.F.A., Savannah College of Art and Design

Digital Communications Manager:

Lela Wallace, B.A., Georgia State University

Digital Content Producer:

Omar López Thismón, B.A., Southern Adventist University

Computer Technology

Technology Coordinator:

Neil DeRosa, B.S., Georgia Institute of Technology; M.A.T., Georgia State University

Systems Administrator:

George Sokolsky, B.A., State University of New York at Fredonia

Computer Specialists:

Kevin Neely, B.S., State University of New York at Fredonia; M.S., University of Texas at Arlington

Matthew Walker, B.A., University of Rochester

Diversity

Director of Diversity and Inclusion:

Joanne Brown, B.A., University of Virginia; J.D., University of North Carolina

Facilities

Director of Facilities:

Dave Fortier

Director of Maintenance:

Robert Wood

Security Manager and Director of Transportation:

Kevin Johnson, A.A., Lackawanna Junior College; B.A., College of New Rochelle

Security Associates:

Jeremy Moore, B.A.S., Clayton State University
Dexter Oxley, A.S., Georgia Piedmont Technical College

Transportation Associates:

Wayne Johnson
LaTonya Sutton
Stephone Reese
Samuel Reynolds

Facility Maintenance Personnel:

Chris Bevel
Mike Davis
Chacon Fanning
Wesley Fortier
Larry Fricke
Cooper Halbrooks
Remer Halbrooks
Jarrott Hughes, A. A., Chattahoochee Technical College
Terry Johnson
Daniel Prince, B.L.A., University of Georgia
Charles Smith

Isdell Center for Global Leadership

Director of the Isdell Center for Global Leadership:

Tricia Anderson, B.Th., University of Southern Africa; M.T.S., Emory University

Associate Director of the Isdell Center for Global Leadership:

Zeena Lattouf, B.A., Emory University

Director of Lower School Design Thinking:

Janie Rowe, B.S., University of Alabama

Director of Lower School Global Leadership:

Rebecca Rhodes, B.A., Wake Forest University

Director of Middle School Global Leadership:

Edna-May Hermosillo, B.A. and M.A., Middlebury College

Director of STEAM and Design:

Kirsten Boehner, B.A., University of Notre Dame; M.S. and Ph.D,
Cornell University

Nursing

Mary Ann Bello, B.S.N., Salve Regina College

Keri Caldwell, B.S.N., Valdosta State University

Jill Thompson, B.S., Indiana University; B.S.N., Thomas Jefferson
University; M.S.N., Vanderbilt University

Megan Turner, B.S.N. and R.N., Medical College of Georgia

Professional Development and Curriculum Studies

Director of Professional Development and Curriculum Studies:

Marla Capper, B.S. and M.Ed., Ohio University; Ed.D., University of
Virginia

Physical Education Department

(Lower, Middle, and Upper School teachers)

Department Chairperson: Steve Cunningham, B.S. and M.S.,
Slippery Rock University

John Ague, B.A., Mount Union College

Jolie Cunningham, B.S., Georgia State University

Courtney Morrison, B.S., Slippery Rock University; M.S., West
Virginia University

Clement Rouviere, B.S., Florida State University, M.S., Georgia State
University

Demetrius Smith, B.A., University of Alabama; M.A. Concordia
University Irvine

Mark Sommerville, B.S., Hampton Institute; M.A., Central Michigan
University

Liz Tutt, B.S., University of Texas

Summer Programs

Director of Auxiliary Programs:

Beth Singleton, B.A., Prescott College

Assistant Director of Auxiliary Programs:

Karen Sommerville, B.A., Spelman College

Lower School Faculty

Head of Lower School:

Syreeta Moseley, B.S., Northwestern University; M.A., University of Arizona

Assistant Head of Lower School:

Phyllis Grant, B.A., Newcomb College of Tulane University; M.Ed., M.A. and Ed.S., Georgia State University

Assistant Head of Lower School for Curriculum and Professional Development:

Amy Underwood, B.S., University of Evansville; M.S. Lesley University

Pre-First Grade Teachers:

Patti Alexander, B.S. and M.Ed., Georgia State University

Lang Fiveash, B.S.Ed. and M.Ed., University of Georgia

Cheryl Schramm B.A., Emory University; M.A.T., Oglethorpe University

Pre-First Grade Associate Teachers:

Sandra Chung, B.S., Kennesaw State University

Linda McElveen, B.A., Randolph Macon College

Rhonda O’Gorman, B.S., Presbyterian College; M.A, Oglethorpe University

First Grade Teachers:

Bailey Greer, B.S., Auburn University; M.Ed., Grand Canyon University

Tara Hovan, B.A., California State University at Chico

Amy Trujillo, B.S. and M.S., Florida State University

First Grade Associate Teachers:

Carter Baldovski, B.S., Auburn University

Emily Pitts, B.S., University of Georgia; M.S., Auburn University

Claire Stratton, B.A., University of North Carolina; M.Ed. and Ed.S., Georgia State University

Second Grade Teachers:

Haley Barnes, B.S., Auburn University

Robbi Hudgins, B.S., Vanderbilt University; M.S., Georgia State University

Mary Pat McCallum, B.A., University of North Carolina at Chapel Hill

Second Grade Associate Teachers:

Pascale Bienne, B.S., Endicott College

Judy Body, B.A., Queens College; M.A., Oglethorpe University

Debbie Sanders, B. S., University of Tennessee

Third Grade Teachers:

Cristian Eden, B.A., State University of New York at Albany; M.S. Walden University

Samantha Meiselman, B.S., University of Texas at Austin

Kim Myles, B. S., Florida State University; M.A., Rollins College

Third Grade Associate Teachers:

Stacey Kilberg, B.S., University of Georgia

Beck McRae, B.A., Agnes Scott College

Fourth Grade Teachers:

Elizabeth Rucker, B.A., Wake Forest University; M.T., University of Virginia

Barbara Scott, B.S., Georgia State University; B.A., Randolph-Macon Woman's College; M.Ed., Georgia State University

Declan Traquair, B.S., Young Harris College

Fourth Grade Associate Teachers:

Wanda Gold, B.A., Pennsylvania State University

Alexis Peck, B.A., Kennesaw State University

Janie Williams, B.F.A., University of Georgia

Fifth Grade Teachers:

Laurie Elliott, B.A., Duke University

Rebecca Rhodes, B.A., Wake Forest University

Dianne Wilbur, B.S., Presbyterian College; M.Ed., Kennesaw State University

Fifth Grade Associate Teachers:

Hayley Hardwick, B.S., Oglethorpe University

Greg Blythe, B.B.A., Georgia State University

Sally Forb, B.A., Newcomb College of Tulane University; M.Ed., Georgia State University

Jody Rushton, B.A. and M.Ed., University of Georgia

Knight Crew:

Director of Auxiliary Programs: Beth Singleton, B.A., Prescott College

Associate Director of Auxiliary Programs, Lower School: Karen Sommerville, B.A., Spelman College

Associate: Keely Holt

Associate: Sydney Sommerville

Associate: Tennice Yee

MS Late Knight Crew Associate: Brianna Rivera

Counselor:

Kacy Brubaker, B.A., Hanover College; M.Div., Emory University; M.S., Georgia State University

Computer Teachers:

Catherine Lampley, B.A. and M.L.S., University of Alabama

Kevin Neely, B.S., State University of New York at Fredonia; M.S.,
University of Texas at Arlington

Katie Sandlin, B.S., Longwood College

Director of Lower School Design Thinking:

Janie Rowe, B.S., University of Alabama

Learning Specialists:

Debra Cook, B.S., Berry College; M.Ed., Oglethorpe University

Lisa Richardson, B.S., Auburn University; M.Ed., Georgia State
University

Library:

Director of Libraries: Matt Ball, B.A., Georgia State University;
M.L.S., Syracuse University

Librarian: Catherine Lampley, B.A. and M.L.S., University of Alabama

Library Assistant: Lisa Frooman, B.S., Clemson University

Lower School Facilitator:

Elizabeth Dixon, B.S., Tuskegee University

Primary Grades Science Teacher:

Katie Sandlin, B.S., Longwood College

Visual and Performing Arts Teachers:

Daniel Doyle, B.M.E. and M.M.E., University of Southern Mississippi;
Ed.D., University of Illinois

Susan Edwards, B.F.A., Southern Methodist University; M.A.T.,
Belmont University

Donna Pottorff, B.S., Georgia Southwestern State University

Nirvana Scott, B.A., Georgia State University

Vonda Vrieland, B.A., Georgia State University

Jack Walker, B.M., University of Georgia

World Language Teachers:

Poliana Aparicio, B.A., Rollins College; M.Ed., Framingham State College

Lynn Wilmoth, B.A., Washington and Lee University; M.A., Georgia State University

Middle School Faculty

Head of Middle School:

Graham Anthony, B.A., Emory University; M.Phil., Trinity College Dublin

Assistant Head of Middle School for Academics:

Kathie Larkin, B. A., Rhodes College; M.A., Oglethorpe University

Assistant Head of Middle School for Student Life:

Mark Sommerville, B.S., Hampton Institute; M.A., Central Michigan University

Sixth Grade Teachers:

English:

Eric Wilhelm, B.A., Haverford College; M.A., Georgetown University

History:

Scott Shupe, B.A., Davidson College

Mathematics:

Jesse Marshburn, B.A., Hampden-Sydney College; M.A.T., Georgia State University

Science:

Lisa Dubovy, B.A., Brandeis University; M.A.T., Tufts University;
M.A., Teachers College, Columbia University

Seventh Grade Teachers:

English:

Kate Tornusciolo, B.A., Boston College; M.A., Georgia State University

History:

Cason Given, B.A., Washington & Lee University; M.Ed., Vanderbilt University

Edward Williams, B.A., Georgia State University; M.A., Grand Canyon University

Mathematics:

Ashley Freudenstein, B.S.Ed., University of Georgia

Andrew Lopuszynski, B.S. and M.S., Purdue University

Science:

Jennifer Wilson, B.F.A., Bowling Green State University; B.F.A.,
Corcoran College of Art and Design; M.F.A., University of Delaware

Eighth Grade Teachers:

English:

Katharine Norton, B.A., Dartmouth College; M.A., Middlebury College

Pete Pope, B.A., University of Kentucky

History:

Graham Anthony, B.A., Emory University; M.Phil., Trinity College
Dublin

Kate Eckhardt, B.S. Vanderbilt University

Mathematics:

Andrew Heacock, B.S., Ashland University; M.A., University of
Northern Iowa

Andrew Lopuszynski, B.S. and M.S., Purdue University

Science:

Kelly Colquitt, B.S., Kennesaw State University

Academic Resource Center:

Director of Middle School Academic Resource Center: Liz Mason,
B.A., Roanoke College; M.A.T., Mary Baldwin University

Middle School Learning Specialist: Alice Hall, B.A., Furman
University; M.A.T., Georgia State University

Computer Technology:

Zach Slaney, B.S., Georgia Institute of Technology

Counselor:

Lele Fallon, B.S., College of Charleston; M.S., Georgia State University

Deans:

Sixth Grade Girls: Lisa Dubovy, B.A., Brandeis University; M.A.T., Tufts University; M.A., Teachers College, Columbia University

Sixth Grade Boys: Eric Wilhelm, B.A., Haverford College; M.A., Georgetown University

Seventh Grade Girls: Kate Tornusciolo, B.A., Boston College; M.A., Georgia State University

Seventh Grade Boys: Patrick Campbell, A.F.A., Young Harris College; B.A., LaGrange College

Eighth Grade Girls: Kelly Colquitt, B.S., Kennesaw State University

Eighth Grade Boys: Andrew Heacock, B.S., Ashland University; M.A., University of Northern Iowa

Debate:

Edward Williams, B.A., Georgia State University; M.A., Grand Canyon University

Discovery:

Kirsten Boehner, B.A., University of Notre Dame; M.S. and Ph.D, Cornell University

Patrick Campbell, A.F.A., Young Harris College; B.A., LaGrange College

Katy Cowles, B.A., Furman University; M.Ed., University of Richmond

Neil DeRosa, B.S., Georgia Institute of Technology; M.A.T., Georgia State University

Kathie Larkin, B. A., Rhodes College; M.A., Oglethorpe University

Mary Merritt, B.S., Vanderbilt University; M.Ed., Emory University

Lucas Moreno, B.S., Georgia State University

Anna Murphy, B. S., Appalachian State University

Pete Pope, B.A., University of Kentucky

Zach Slaney, B.S., Georgia Institute of Technology

Stewart Tarvin, B.A. and M.A., University of Georgia

Edward Williams, B.A., Georgia State University; M.A., Grand Canyon University

STEAM:

Kirsten Bohner, B.A., University of Notre Dame; M.S. and Ph.D, Cornell University

Lisa Dubovy, B.A., Brandeis University; M.A.T., Tufts University; M.A., Teachers College, Columbia University

Andrew Heacock, B.S., Ashland University; M.A., University of Northern Iowa

Zach Slaney, B.S., Georgia Institute of Technology

Visual and Performing Arts:

Patrick Campbell, A.F.A., Young Harris College; B.A., LaGrange College

Katy Cowles, B.A., Furman University; M.Ed., University of Richmond

Daniel Doyle, B.M.E. and M.M.E., University of Southern Mississippi; Ed.D., University of Illinois

Tara Harris, B.M., Georgia State University; M.M., University of Cincinnati

Anna Murphy, B. S., Appalachian State University

Donna Pottorff, B.S., Georgia Southwestern State University

Jack Walker, B.M., University of Georgia

Woodruff Library:

Director of Libraries: Matt Ball, B.A., Georgia State University; M.L.S., Syracuse University

Librarian: Linda Teague, B.A., Georgia State University; M.S.L.S., Clark Atlanta University

Electronic Resources Manager: Marty Hamburger, B.A., University of Iowa

World Languages:

French:

Helen Hathorn, B.A., University of Notre Dame; M.A., Indiana University

Edna-May Hermsillo, B.A. and M.A., Middlebury College=

Latin:

Stewart Tarvin, B.A. and M.A., University of Georgia

Spanish:

Lucas Moreno, B.S., Georgia State University

Katharine Norton, B.A., Dartmouth College; M.A., Middlebury College

Maria Singleton, B.A., Birkbeck, University of London

Upper School Faculty

Head of Upper School:

Michael Gannon, B.A., Brown University; M.A., Georgia State University

Academic Resource Center:

Learning Specialist: Michael Callahan, B.A., Cleveland State University; M.Ed., Lynn University

Learning Specialist: Erin McNicholas, B.B.A., University of Georgia; M.A.T., Kennesaw State University

Academic Coach: Ryann Smith, B.S. and M.S., University of Florida

Tutor: Amy Pence, B.A., Denison University; M.F.A., University of Arizona

College Counseling:

Director of College Counseling: Jonathan Ferrell, B.A., Centenary College of Louisiana; M.B.A., Millsaps College

Associate Director of College Counseling: Ben Wescott, B.A., Roanoke College; M.Ed., Northeastern University

Associate Director of College Counseling: Pam Ambler, B.B.A., University of Georgia; M.S., Mercer University

Administrative Assistant for College Counseling: Shakila Williams,
B. A., Oberlin College

Computer Instruction:

Zeena Lattouf, B.A., Emory University

Computer Science:

Charlie Bryant, B.S., Georgia Institute of Technology

Christina Snyder, B.S., Georgia Institute of Technology

Deans and Counselors:

Dean of Students: Allison Riley, B.A., Kenyon College; M.A.,
Georgia State University

Class of 2022 Dean: Ben Ewing, B.S., Presbyterian College; M.A.
Columbia University

Class of 2021 Dean: Krista Wilhelmsen, B.A., Bowdoin College

Class of 2020 Dean: Grady Stevens, B.A. and M.A., The Johns
Hopkins University

Class of 2019 Dean: Erica Barbakow, B.S.Ed., University of Georgia;
M.A., Columbia University

Upper School Counselor: Sara Eden, B.A., Princeton University;
M.S.W., University of Texas

Upper School Counselor: Kacy Brubaker, B.A., Hanover College;
M.Div., Emory University; M.S., Georgia State University

Upper School Counselor: Amelia Tuttle, B.S., University of Georgia;
M.S., Purdue University

Debate and Public Speaking:

J.B. Fuqua Chair of Speech and Debate: Shuntá Jordan, B.S. and
M.Ed., University of Georgia

Electives:

Ryan Vihlen, B.F.A. and M.F.A., Savannah College of Art and
Design

Lee Wilson, B.A., Wake Forest University

English:

Department Chairperson: Marsha Durlin, B.A. and M.A., Emory University

Frederick Assaf, B.A., Johns Hopkins University; M.Ed., University of Virginia

Erica Barbakow, B.S.Ed., University of Georgia; M.A., Columbia University

Hayley Conroy, B.A., University of Maryland; M.A.T., Georgia State University

Don DuPree, B.A., University of the South; M.A., Vanderbilt University; M.A., Bread Loaf School of English, Middlebury College; Ph.D., University of Wales

Robert Kaufman, A.B., Brown University; M.A.L.S., Dartmouth College

Selby Merritt, B.A., University of Georgia; M.A.T., Georgia State University

Katie Moss, B.A., Purdue University; M.A.T., Agnes Scott College; Ph.D., Georgia State University

Bailey Player, B.A., Furman University; M.A., Florida State University

Emily Washburn, B.A., Duke University; M.Ed., Vanderbilt University; J.D., Emory University; M.A., Georgia State University

History:

Department Chairperson: Tim Hornor, B.A., University of Rochester; M.A., Emory University

Tricia Anderson, B.Th., University of Southern Africa; M.T.S., Emory University

Christine Carter, B.A., Wellesley College; M.A. and Ph.D., Emory University

Michael Gannon, B.A., Brown University; M.A., Georgia State University

Mac McCallum, B.A., Sewanee: The University of the South; M.A., North Carolina State University

Keith Newman, B.S., Guilford College; B.S. Kennesaw State University; J.D. and M.B.A., Emory University

Helen Smith, B.A., Cornell College; M.A., Emory University

Emily Stevens, B.A., Swarthmore College; M.A., Brown University

Grady Stevens, B.A. and M.A., The Johns Hopkins University

Caitlin Terry, B.A., University of Virginia

Gus Whyte, B.A., Williams College

Mathematics:

Department Chairperson: Gus Whyte, B.A., Williams College

Kimberly Goodstadt, B.S. and M.S.T., University of New Hampshire

Jewell Marable, B.S., Florida A&M University

Matthew Marsico, B.S., Berry College; M.A.T., Georgia Regents University

Heather McCloskey, B.S.E, Princeton University; Ph.D., Georgia Institute of Technology

Diana Memar, B.S., Vanderbilt University

Keith Newman, B.S., Guilford College; B.S. Kennesaw State University; J.D. and M.B.A., Emory University

Jason Smith, B.S., University of Alabama; M.S., Georgia Institute of Technology

Gus Whyte, B.A., Williams College

Krista Wilhelmsen, B.A., Bowdoin College

Physical Education:

Clement Rouviere, B.S., Florida State University, M.S., Georgia State University

Registrar:

Christina Snyder, B.S., Georgia Institute of Technology

Science:

Department Chairperson: John Pearson, B.A., Dartmouth College; Ph.D., Georgia Institute of Technology

Kevin Ballard, B.S., University of Georgia; M.S., George Mason University

Sara Eden, B.A., Princeton University; M.S.W., University of Texas

Ben Ewing, B.S., Presbyterian College; M.A. Columbia University

Kaylan Haizlip, B.S. and Ph.D., The Ohio State University

Brianna Korb, B.A., Washington University; M.A. University of Virginia

Matthew Smentek, B.A., Wake Forest University; M.S. Emory University

Allison Tarvin, B.A., University of Alabama; M.Ed., Georgia State University

Amelia Tuttle, B.S., University of Georgia; M.S., Purdue University

Melody Walter, A.A., Oxford College of Emory University; B.S., Emory College of Emory University; Ph.D., University of Georgia

Student Life Office:

Student Life Administrative Assistant: Bowen Eagleson, B.A., University of North Carolina at Chapel Hill

Transitions Program:

Coordinator: Lee Wilson, B.A., Wake Forest University

Pam Ambler, B.B.A., University of Georgia; M.S., Mercer University

Joanne Brown, B.A., University of Virginia; J.D., University of North Carolina

Michael Callahan, B.A., Cleveland State University; M.Ed., Lynn University

Christine Carter, B.A., Wellesley College; M.A. and Ph.D., Emory University

Sara Eden, B.A., Princeton University; M.S.W., University of Texas

Jonathan Ferrell, B.A., Centenary College of Louisiana; M.B.A., Millsaps College

Jewell Marable, B.S., Florida A&M University

Nikki McCrary, B.S., University of Phoenix; M.A., Argosy University

Jennifer McGurn, B.S. and M.B.A., Butler University

Amelia Tuttle, B.S., University of Georgia; M.S., Purdue University

Emily Washburn, B.A., Duke University; M.Ed., Vanderbilt University; J.D., Emory University; M.A., Georgia State University

Ben Wescott, B.A., Roanoke College; M.Ed., Northeastern University

World Languages:

Department Chairperson: Cappy Lewis, B.A. and M.A., Vanderbilt University

Laura Agront-Hobbs, B.Ed. and B.A., University of Alabama

Helen Hathorn, B.A., University of Notre Dame; M.A., Indiana University

Elizabeth Kann, B.A., University of Virginia; M.A., University of Georgia

David Matanes, A.B. and M.S., Georgetown University

Paula Pontes, B.A., Universidade Federal de Minas Gerais; M.A. and Ph.D., University of Georgia

Allison Riley, B.A., Kenyon College; M.A., Georgia State University

Nancy Robinson, B.A., Birmingham-Southern College; M.F.S., Auburn University

Grady Stevens, B.A. and M.A., The Johns Hopkins University

Visual and Performing Arts Department:

Department Chairperson: Sean Bryan, B.F.A., University of Kentucky; M.F.A., University of Iowa

Donice Bloodworth, B.F.A., Atlanta College of Art

France Dorman, B.A., University of North Florida

Daniel Doyle, B.M.E. and M.M.E., University of Southern Mississippi; Ed.D., University of Illinois

Tara Harris, B.M., Georgia State University; M.M., University of Cincinnati

Rachael Hunter, B.A., Florida State University

Mark Knott, B.F.A., Kansas City Art Institute; M.A. and M.F.A., San José State University

Scott Sargent, B.S., Georgia Institute of Technology

Jack Walker, B.M., University of Georgia

Matt Walker, B.A., University of Rochester

Susan Wallace, B.M.E., Shorter University

Woodruff Library:

Director of Libraries: Matt Ball, B.A., Georgia State University; M.L.S., Syracuse University

Librarian: Linda Teague, B.A., Georgia State University; M.S.L.S., Clark Atlanta University

Electronic Resources Manager: Marty Hamburger, B.A., University of Iowa

Policy of Payment 2018–2019 School Year

	Due March 1, 2018	Due July 2, 2018	Due November 1, 2018	Total
Pre-First – Grade 5	\$3,775	\$10,400	\$10,400	\$24,575
Grades 6 – 12	\$4,300	\$12,000	\$12,000	\$28,300

Included in the charges above are such items as cafeteria lunches, student accident insurance, science and computer lab fees, and school publications. Athletic apparel and team fees, class trip fees, theater, band and strings fees, class dues, AP exam fees and graduation fees are examples of items not included in tuition. These charges will be separately invoiced by the Pace Business Office. Textbooks for Middle School and Upper School students are to be purchased separately from an outside vendor. For additional payment policies, please see the enrollment terms and conditions detailed below.

If there is a balance due on your student's account, an email notification will be sent early in the month by Pace Academy notifying you of the availability of electronic statements on the Pace Academy website through the mySCHOOL section of myPACE (www.paceacademy.org/mypace).

Payments may be made online by e-check with no fee or by credit card with a processing fee (currently 3.0%). Pace Academy accepts American Express, MasterCard or Discover credit cards. We are unable to accept Visa for payment of tuition and fees. Checks may be delivered or mailed to the Business Office. The school is unable to accept cash payments of greater than \$1,000 due to IRS reporting requirements. The Pace Snack Bar does not accept cash. You may fund your student's Snack Bar/debit account online by e-check or by credit card

Any balance less than or equal to \$10 on a student or employee's Snack Bar account when he/she graduates, withdraws or otherwise leaves Pace will be forfeited and kept by the school.

For additional payment policies, please see Terms and Conditions of Enrollment detailed below.

TERMS and CONDITIONS of ENROLLMENT 2018-2019 ACADEMIC YEAR

NOTE: *RE-ENROLLMENT IS NOT FINAL UNLESS ALL PRIOR FINANCIAL OBLIGATIONS TO PACE ACADEMY HAVE BEEN MET.*

1. The non-refundable ADVANCE TUITION DEPOSIT (“ATD”) for the 2018-2019 Academic Year is due on or before March 1, 2018 for re-enrolling students, or, for new students, immediately upon acceptance. The e-signed Pace Enrollment Contract for the 2018-2019 Academic Year must be electronically submitted on or before March 1, 2018.
 - a. Failure to pay the full, non-refundable ATD in good funds on or before the due date will result in the student’s position at Pace being vacated.
 - b. Payment of the full ATD plus a mandatory late fee of up to \$100 no later than March 8, 2018, will guarantee reinstatement of the student’s place.
 - c. Failure to pay the full ATD and the applicable mandatory late fee by March 8, 2018 will result in the student being placed on the waiting list. He/she may be considered for reinstatement on or after April 12, 2018 (when the new applicant enrollment period ends), provided that the ATD and the applicable mandatory late fee are paid in full and space is available.

2. The FIRST TUITION PAYMENT is due on or before July 2, 2018.
 - a. Failure to make this tuition payment in full on or before the due date will result in the student’s position at Pace Academy being vacated.
 - b. Payment of the full first tuition payment plus a mandatory late fee of up to \$100 no later than July 31, 2018, will allow the student’s position to be reinstated.
 - c. Failure to pay the full first tuition payment plus the applicable mandatory late fee in good funds by July 31, 2018, will result in the requirement that the full annual tuition plus the mandatory late fee be paid in order for the student’s position to be reinstated. Such reinstatement is possible only if space is available.

3. The SECOND TUITION PAYMENT is due on or before November 1, 2018.
 - a. Failure to pay this tuition installment in full on or before the due date will result in the student’s position at Pace Academy being vacated. The student will be allowed to complete the first semester’s academic work.

- b. Payment of the full balance due plus a mandatory late fee of up to \$100 no later than November 20, 2018, will allow the student's position to be reinstated.
 - c. Failure to pay the full outstanding balance on the student account by November 20, 2018, will result in the student's place being vacated and made available to a qualified new applicant.
4. **FACTS MANAGEMENT TUITION PAYMENT PLAN** - Pace Academy does not have the resources to provide monthly, quarterly or alternative tuition payment options other than those listed in the Enrollment Contract. As a service to the financially responsible parent(s) or guardian(s), the school has approved participation in the tuition payment plan offered by FACTS Management Company ("FACTS"). A brochure outlining this plan is available in the "mySCHOOL" section of myPACE (www.paceacademy.org/mypace) or through the Pace Academy Business Office.
- a. The balance of the annual tuition payable to Pace Academy after full payment of the nonrefundable ATD may be made using FACTS. This is a 10-month plan beginning May 2018 and ending February 2019. FACTS is for payment of tuition only. Payment of other charges and fees must be paid directly to the school in a timely manner.
 - b. Payments may be made through FACTS by:
 - 1. Automatic deduction (ACH) from a bank account, or
 - 2. Credit card.Please refer to the brochure for enrollment details. A \$45.00 enrollment fee payable to FACTS will be automatically charged to your bank account or credit card account upon enrollment. This fee is charged for new and continuing enrollments. For credit card payments, a convenience fee of 2.85% of each payment will also be charged to the credit card. All FACTS fees are the responsibility of the parent(s) or guardian(s).
 - c. Failure to make timely payments under the FACTS Tuition Payment Plan will result in termination of the plan. Terminated account holders will be required to pay the full, unpaid balance of tuition and fees due at that time plus a mandatory late fee directly to the school. If this is not done, the student may be required to withdraw from the school.
 - d. FACTS enrollment for returning students should be finalized by March 30, 2018 to complete the approval process in time for a May payment to Pace Academy. New students and financial assistance applicants should apply as soon as possible after acceptance or being awarded financial assistance. Late application for a FACTS Tuition Payment

Plan may result in assessment of a mandatory late fee by Pace Academy should the tuition payment be received after the due date.

e. No other payment arrangements will be made through the school.

5. **FINANCIAL RESPONSIBILITY** - As stated in the Pace Academy Enrollment Contract, the parent(s) or guardian(s) signing the contract is (are) considered by the school to be financially responsible for the full amount of the annual tuition.

6. **CANCELLATION OF ENROLLMENT**

a. **Withdrawal prior to July 2, 2018:** The Pace Academy Enrollment Contract may be canceled in writing by the financially responsible parent(s) or guardian(s) without penalty except for forfeiture of the non-refundable ATD.

b. **Withdrawal on or after July 2, 2018:** If enrollment is canceled on or after July 2, the parent(s) or guardian(s) financially responsible for the student is (are) obligated to pay the full amount of the annual tuition charges as well as any other charges outstanding on account.

c. **Withdrawal for non-payment:** If a student is withdrawn for reason of non-payment, Pace Academy reserves the right to withhold grades and/or an official transcript from a receiving school until all outstanding financial obligations to this school are paid in full. There is specific agreement among the Atlanta Area Independent Schools and it is part of the National Association of Independent Schools "Code of Ethics" that no school shall forward official records until the student's account with that school is settled in full. There is further agreement that no school shall enroll a student whose account with another school is delinquent.

7. **TIMELINESS OF PAYMENTS** - A payment will be considered late and the full mandatory late fee will be due if payment is not received in the Pace Academy Business Office by the end of the business day on the due date.

8. **STATEMENTS OF ACCOUNT** - The addresses provided on the Pace Academy Enrollment Contract by the financially responsible parent(s) or guardian(s) will be considered your addresses of record unless the school is otherwise notified in writing. Email notifications will be sent by Pace Academy 30 days prior to the payment due date notifying you of the availability of electronic statements on the Pace Academy website through the mySCHOOL section of myPACE (www.paceacademy.org/mypace). The Pace Academy Business Office does not mail statements of your account to you at the address of record. Email notification will serve as your

reminder to pay. Non-receipt of such notification does not change the requirement for you to make tuition payments on time in accordance with the payment schedule stated herein and on the current Pace Academy Enrollment Contract.

9. **RETURNED PAYMENTS** - Checks, e-checks or credit card payments returned by the bank for any reason constitute nonpayment of fees. In addition to the mandatory late fees that may result due to a returned payment, Pace Academy will impose a \$25 service charge for each returned item. Pace Academy reserves the right to require payment by cashier's check.
10. **OTHER CHARGES** - Charges for miscellaneous supplies or fees (i.e., trips, clothing, debate, graduation, etc.), athletic supplies and team expenses will vary according to the student's grade and participation and will be invoiced accordingly as they are incurred. Payment of these fees is due within 30 days unless otherwise specified. Pace Academy reserves the right to charge a late fee on charges not paid within 30 days.
11. **TUITION REFUND PLAN** - Pace Academy offers parent(s) or guardian(s) the opportunity to insure their contractual financial obligation for tuition through enrollment in the Tuition Refund Plan. At its sole discretion, the school may require that a family insure its obligation for payment of tuition through this plan. A brochure outlining this coverage is available in the "mySCHOOL" section of myPACE (www.paceacademy.org/mypace) or through the Pace Academy Business Office.
12. **FINANCIAL ASSISTANCE AND SPECIAL CIRCUMSTANCES**
 - a. If granted, financial assistance from Pace Academy will be credited to the remaining balance due on the account.
 - b. Current recipients of Pace Academy financial assistance are required to re-apply for assistance by February 15, 2018. The required non-refundable ATD is due on or before March 1, 2018. The amount of the ATD will be either: 15% of the prior year's tuition less the financial aid grant or \$100, whichever is greater. Returning students not currently receiving financial assistance who are applying for aid will be required to make the full ATD on the enrollment contract by March 1, 2018. Should the financial assistance offer be insufficient for the student to return to Pace Academy, the ATD will be refunded less a \$100 processing fee if the grant is not accepted by April 12, 2018. New students applying for financial assistance will be required to make an ATD in the amount of 15% of the tuition due less the financial aid grant or \$100, whichever is greater. This deposit is due immediately

upon acceptance of the financial aid grant, on or before April 12, 2018, for the student to be enrolled.

13. OTHER

- a. Pace Academy reserves the right to remove a student from enrollment at any time if, in the judgment of school administrators, that student's industry, attendance, progress, conduct or influence on or off campus is not in keeping with the school's accepted standards, or if that student fails to abide by the rules and policies of Pace Academy as stated in the current edition of the Pace handbook. There will be no refund of any tuition or fees paid where such withdrawal occurs. Furthermore, any unpaid balance on the student account will be payable in full in accordance with our published payment schedule and terms.
- b. If information developed or considered after the enrollment contract date but prior to July 2, 2018, suggests the inappropriateness of attendance in the school by the student concerned, the school reserves the right to withdraw an offer of re-enrollment or new enrollment and to void the executed enrollment contract. In such a case, the entire liability of the school is limited to the refund of moneys on deposit in the student account in excess of any outstanding balance due.
- c. Graduation: At the time of graduation, if a graduating student's account reflects an unpaid balance, the school reserves the right to withhold final grades and/or an official final transcript, to withhold a diploma or to otherwise decline to certify the student's graduation until all outstanding obligations to Pace are fully paid.

14. NONDISCRIMINATORY PRACTICE - Pace Academy does not discriminate on the basis of race, color, gender, national origin, religion or disability in the recruitment or admission of students or in any of the rights, privileges, programs or activities generally accorded or made available to students or applicants. This nondiscrimination policy extends to the administration of admissions policies, scholarship and financial assistance programs, academic programs, athletic programs, educational policies and all other programs, policies and activities of the school. In addition, Pace Academy is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, gender, national origin, religion, age or disability in any employment policy or practice.

15. TUITION PAYMENT POLICY - By action of the Pace Academy Board of Trustees, there will be no exceptions made to the tuition payment policies delineated herein.

Advancement

The Pace Advancement office is responsible for institutional fund raising, stewardship, gift processing, alumni relations and maintaining the database of constituents and its integrity. The director of advancement oversees all activities of the department and reports to the head of school. The director provides direction and leadership to the staff in carrying out the goals of the Advancement office. In addition, he/or she works closely with the staff, Advancement Committee of the Board of Trustees, the Alumni Board and parent organization leaders. The Advancement office also works with the Advancement Committee and the Board of Trustees on capital campaign planning and fundraising efforts.

As an independent school, Pace Academy depends on private funding. Because tuition only provides approximately 90 percent of each student's education, the Advancement office seeks and receives funds from individuals, corporations and foundations through the annual fund, planned giving, capital campaigns, endowed giving, parent organizations and the Georgia Tax Credit program. The Advancement office is responsible for soliciting, receiving and processing all charitable gifts to the school. Generally, these tax-deductible gifts consist of cash or checks, securities, tangible personal property, real estate, bequests and charitable trust arrangements. To ensure tax deductibility and proper gift recording and acknowledgement, all gifts should be coordinated through the Advancement office. All fundraising projects must be approved by the Advancement office and may be conducted independently by student and parent groups.

Communications

The Communications office is responsible for the school's website, marketing, communications, publications, advertising, social media and public relations. This office coordinates commercial printing, writes and designs the *KnightTimes* magazine and other print pieces, ensures messaging and sets Pace style standards. Management of the Pace Academy website, www.paceacademy.org, includes content, training and publishing Pace weekly School News and eBlasts. All documents (printed or electronic) distributed by the school must be proofread, branded and approved by the Communications office to ensure consistency with school standards. The Communications office conducts a public relations program to create and maintain a favorable public image for Pace Academy.

Emergency Communication

In an emergency, the community will receive a text message and information will be on the homepage of the website. We will send what our power and technology resources allow. When the school's power and phones are down, we are not able to send email, voice mail or leave recorded messages. If the power is down, the Pace phone system does not function. If a text message is sent the caller ID screen will be 23177 or 63079. We will keep the website homepage updated with the most recent information. Local TV and radio stations will be informed if we are closed.

To ensure receipt of all emergency communications, community members must maintain accurate contact information with the school. Contact information may be updated via myPACE.

A Note Regarding Asbestos

Pace Academy conducts asbestos inspections at least once each year. We have documented through a thorough asbestos survey conducted by an AHERA accredited asbestos inspector, where asbestos containing, suspect asbestos containing and/or assumed asbestos containing building materials are located on our campus. The asbestos management plan documents plans for managing and maintaining the asbestos containing building materials in-place and/or plans for removal activities. The reports associated with the asbestos inspection, three-year re-inspections, periodic surveillances and operations and maintenance recommendations are all documented in the asbestos management plan.

The plan is available for review in the Facilities Office. Contact Dave Fortier or Robert Wood for additional information.