



# A Private School of Excellence

Private Pre-Kindergarten – High School

## Mission Statement

*Peachtree Academy Private School* is a non-denominational college preparatory private school that provides a stimulating and challenging educational environment. Teachers enrich our school's atmosphere with warmth and a passion for educating children. The primary years of a child's development lay the foundation for acquiring fundamental skills like communication, reading, mathematics, and reasoning – skills that are essential for scholastic success. Our combination of hands-on projects and problem solving activities are combined with a traditional academic repertoire.

**1801 Ellington Road**

**Conyers, Georgia 30013**

**770-860-8900**

**[www.PeachtreeAcademy.com](http://www.PeachtreeAcademy.com)**

Family Name \_\_\_\_\_ School Year \_\_\_\_\_

Child(ren)'s Name \_\_\_\_\_

Please return this portion of the handbook to be placed on file. Please be sure to include your signature to indicate that you are aware of all school policies and procedures notated in this handbook.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Parent/Guardian's Signature

*This handbook supersedes any previous version.*

*This handbook serves as policy and procedures for parents and students of Peachtree Academy Private School. Administrators and/or Advisory Board Members reserve the right to change the policy or procedure at any time in its sole discretion after reasonable notice to stakeholders 8/2010*

# WELCOME

The 2010-2011 school year will begin on Thursday, August 5, 2010. Parents and students are required to attend a Parent/Student Orientation session on either Thursday, July 30 or Friday, July 31 (date and time are dependent upon grade level to meet the teachers and get acquainted with the school. Listed below are the necessary documents that must be on file for each student prior to the first day of school. Teachers will meet in the classrooms with the parents to discuss their goals for the upcoming school year. The curriculum will be available for review.

*These documents must be on file at Peachtree Academy prior to attendance.*

- ✓ Valid certificate of immunization, Form 3231
- ✓ Pre-participation Physical Evaluation (Sports Physical)
- ✓ Copy of birth certificate
- ✓ Certificate of Eye, Ear and Dental examination Form 3300
- ✓ Copy of Social Security card
- ✓ Transcripts and/or Report Cards from previous school(s)

## **School hours**

Georgia Pre-K	8:30 a.m. - 3:00 p.m.
Private K	8:15 a.m. - 2:15 p.m.
Kindergarten– 3rd Grades	8:15 a.m. - 2:30 p.m.
4 <sup>th</sup> Grade – 5 <sup>th</sup> Grade	8:15 a.m. – 3:00 p.m.
Middle and High School	8:15 a.m. - 3:15 p.m.

# ACADEMICS

Peachtree Academy offers a challenging approach to education. A traditional academic core is combined with innovative hands on programs and teaching methods. This format helps our students acquire a solid academic foundation and the critical thinking skills needed to relate the knowledge obtained to applicable uses in the real world. Our teachers challenge and encourage each student to reach his or her greatest level of achievement.

## **Accreditation**

Peachtree Academy Private School is fully accredited by **Southern Association of Colleges and Schools (SACS)**. The Board of Trustees of the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Board of Directors of the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) have voted to bring together NCA CASI, SACS CASI, and the National Study of School Evaluation (NSSE) into one strong unified organization that will serve as a national leader for quality education.

The Private School is also fully accredited by the **Georgia Accreditation Commission (GAC)**. GAC provides an accreditation process designed to establish and uphold standards, to strengthen the quality of education in each school, and to assure its membership and the general public that the established standards are related to the best educational practices. These are the accounts that have decent to significant credits

## **Academic Enhancement**

Students that need extra assistance may schedule a convenient time with his/her teacher to receive help with a particular subject area. These times may be before or after regular school hours.

## **Georgia Pre-K**

The private school coordinates services with the Peachtree Academy Early Childhood program to offer the Georgia Pre-K program. Peachtree Academy offers Georgia Pre-K classes for students that are 4 years of age by September 1. Class begins promptly at 8:30 and ends at 3:00. Students are required to be on time and are not permitted to be picked up prior to 2:50 p.m. Doing so may result in your expulsion from the program. Meal fees of \$85 per month are due by the 5<sup>th</sup> of each month to avoid a late fee of \$30. A weekly fee of \$90 is assessed for students who need before and after school care and this covers the meal fee as well. Please be advised, that if you are using our after school services, you are automatically enrolled for school breaks. Students that miss 3 or more days are reported to Bright from the Start, the governing agency, and they may be expelled from the program. Students are required to provide all required documentation within 30 days of enrollment to remain enrolled in the Georgia Pre-K program. Please see section heading, Welcome on page 2 for a list of required documents.

## **Grading Scale**

Peachtree Academy's grading scale for 1<sup>st</sup> – High School is as follows:

- A 90-100
- B 80-89
- C 75-79
- D 70-74
- F 0-69

For Exploratory Classes and Kindergarten

- E Excellent = A
- S Satisfactory = B
- N Needs Improvement = C
- U Unsatisfactory = D/F

Kindergarten students are evaluated by achievement of academic goals and using ratings of Excellent, Satisfactory, Needs Improvement, or Unsatisfactory.

An "Incomplete" is issued when a student is missing the necessary work to make an accurate computation of the grade he/she has earned. If the work is not completed in a timely fashion then the "I" is converted to an "F".

## **Graduation**

All Kindergarten students participate in a graduation ceremony at the end of the year. A graduation fee of \$30.00 is due by May 1<sup>st</sup> to cover expenses (cap and gown). The students wear caps and gowns and walk to "Pomp and Circumstance".

## **Homework**

Homework is assigned as a tool for the better understanding of subject matter and as a study skill in commitment to short and long range responsibilities. It is graduated by grade level in average length of time expected. On average 10 minutes per grade level. For example, in first grade about 10 minutes, in 3<sup>rd</sup> grade about 30 minutes, and so forth. Homework should be considered the student's responsibility. No more than 3 core subject tests will be given in any given school day.

## **Honor Roll**

Students earning all A's for a particular grading period are recognized as having achieved Principal's Honor Roll. Grades of E or S in Exploratory classes permit a student to be recognized on the Principals Honor Roll.

Students earning all A's and either one or two B's for a particular grading period are recognized as having achieved Merit Honor Roll. Grades of E or S permit a student to be recognized on the Merit Honor Roll.

If a student receives an N or U on the report card, they will not be recognized for an Honor Roll Award.

All Honor Roll students are recognized quarterly at an Honor Roll Assembly. Students maintaining an all A's in all subject areas, will be recognized at the End of the Year Awards Ceremony.

High School students are recognized at the end of the year for their academic achievements.

## **Panther Newsletter**

The Panther Newsletter is available online on the 1<sup>st</sup> of each month. The Monthly lunch menu is also available with the newsletter.

## **Promotion/Retention**

Students who complete all required coursework and maintain 70 or above averages for the year are promoted to the next grade level. Any student who fails to maintain a 70 or above average in any subject area is required to meet with a member of administration to determine the course of action necessary to continue the student's education.

## **Report Cards**

Report Cards are issued every nine weeks in accordance with the school calendar. All students in Pre-Kindergarten through High School are issued a Report Card. The last report card of the year is available through the front office in June once all outstanding fees and balances have been rectified.

## **Standardized Testing**

All students in 1<sup>st</sup>-12<sup>th</sup> grade are administered the standardized tests in the spring of each school year. In the past the Iowa Test of Basic Skills and the Stanford Achievement Tests have been administered. Results are available beginning June 1<sup>st</sup>. Parents are responsible for picking up test results in the administrative office. This allows for explanation of your child's scores and mastered skill areas.

# **ADMISSIONS**

## **Admissions Process for Peachtree Academy Private School**

**Returning Students:** Please enclose the non-refundable \$125 registration fee by February 15<sup>th</sup>. If paid after February 15<sup>th</sup>, the non-refundable registration fee is \$150.

**New Students** Please enclose the non-refundable \$50 application fee, \$125 registration fee for Private Pre-K students and/or \$150 for K-Middle Grades students, and \$30 testing fee, if applicable. All fees are required for processing of K4-Middle Grades applications.

1. Complete and return the Application for Admissions.

\*Grade level placement is offered for students who reach the appropriate birthday by September 1.

2. Complete and return the Request for Confidential Records with your completed application and fees.
3. Send recommendation forms to applicant's previous school for completion and return.
4. All new students are required to take the Entrance Exam. Tests are administered on Wednesdays at 3:30 p.m.
  - **Kindergarten** will be tested before being accepted.
  - **First - Fifth grade** students may provide 2 of the following: Standardized testing taken within the last 12 months to include: ITBS, Stanford 9 or 10, CRCT, GKAP, CoGat. BLT and DIBELS or any other formal or informal testing may be accepted in lieu of testing. Applicants are also required to provide their most current Report Card.
  - **Middle Grades** students may provide 2 of the following: Standardized testing taken within the last 12 months to include: ITBS, Stanford 9 or 10, CRCT, CoGat. BLT and DIBELS or any other formal or informal testing may be accepted in lieu of testing. Applicants are also required to provide their most current Report Card, and a writing sample. The writing sample will be provided separately.
5. Interview with a member of administration.

Once your application is accepted and approved by the Admissions Office, you will receive a letter notifying you of your student's acceptance into our private school. You will also receive other pertinent information, including matriculation fee, for securing your child's position within our student body.

Peachtree Academy Private School seeks to enroll students with above average capability who are of good moral character. Students are admitted on the basis of academic testing, school records, teacher recommendations, and an interview. Student applications are processed for admission according to the following:

- First preference is given to returning students. Currently enrolled students, who do not enroll by February 15<sup>th</sup> are not guaranteed acceptance for the upcoming school year.
- No student has the right for re-enrollment. All applications for re-enrollment are approved at the sole discretion of the school's Director of Admissions.
- Applicants with siblings attending Peachtree Academy who satisfy above criteria.
- Open Enrollment.

All candidates are carefully considered. A fair decision is made, based on the services that Peachtree Academy can provide for each child as well as what the child can contribute to the school. Peachtree Academy Private School admits students without regard to sex, race, creed, national, or ethnic origin. High expectations for our students are set, and students are expected to work hard and strive to reach their potential with the support of their parents/guardians.

## **CALENDAR**

### **Holidays**

The school year calendar is provided online at [www.PeachtreeAcademy.com](http://www.PeachtreeAcademy.com) or is available in the front office. Every effort will be made to adhere to the calendar; however, in the event that a schedule change is necessary, memos will be sent home and changes will be notated on our website, RenWeb and posted on the Panther Newsletters.

## **Inclement Weather**

In the event of inclement weather or emergency situations, please listen to WSB Channel 2 for school closings. You may also check our website at [www.PeachtreeAcademy.com](http://www.PeachtreeAcademy.com) for information regarding Peachtree Academy Private School. We will follow the Rockdale County School closings: if the Rockdale County schools open later in the morning, then so will Peachtree Academy.

# **DISCIPLINE**

Children need certain rules and limitations established for them, but good discipline is more than simply strict control. It is based on mutual respect and high expectations for responsible behavior. Good discipline can best be developed through cooperation and communication between parents and the school. All teachers are required to have a classroom management system. It is the policy of the school not to use corporal punishment as a disciplinary measure. When a student commits an act of disobedience or misconduct, that student's right to an education may be temporarily forfeited. A student whose presence poses a continuing threat to persons or property, or disrupts the academic progress, may be immediately removed from the school on a permanent basis. Each disciplinary occurrence will cause escalating consequences up to the fifth infraction resulting in an immediate suspension at the discretion of administration.

## **Detention**

Any student who shows repeated behavioral problems will be required to report to morning detention. Parents will be notified by e-mail of their child's detention time and date. This is an indication that parents need to take action at home so that the teacher's time is not consumed with behavior issues, but with academic instruction.

Students involved in any of the behaviors listed below will be subject to disciplinary action up to and including expulsion based on the seriousness of the offense as determined by the Administration. These behaviors include:

- Creating an unsafe environment for other students through teasing, intimidation, or bullying.
- Vandalizing school or personal property
- Using Profanity
- Speaking or acting in a lascivious manner
- Hitting, biting, or fighting with malicious intent to inflict injury
- Cheating

## **Prohibited Articles**

These items are not permitted on school grounds or at school activities:

- Electronics of any kind, including cell phones
- Magazines or books not needed for academics
- Toys or games
- Knives, firearms, or any type of weapon
- Drugs or any drug paraphernalia
- Alcohol products of any kind
- Lighters or matches
- Tobacco products of any kind

Or, any item deemed threatening or inappropriate to be determined at the discretion of administration.

## **Searches and Seizures**

Peachtree Academy administration maintains the right to search any student at any time, or to search a student's book bag, desk, locker, etc. or any item brought on the school premises.

## **Suspension**

Suspension is used as a last resort and will be considered an unexcused absence. An incomplete or a grade of zero will be given to the student during suspension, and he/she will be excluded from after school programs and activities. Under certain extenuating circumstances, students may be allowed to make up work missed during the suspension and receive one letter grade below the earned grade. (This includes class work, tests, and quizzes). These circumstances will be determined by the administration.

## **Public Display of Affection**

Public display of affection (**PDA**) will not be allowed while on Peachtree Academy Property, at school sponsored events, or during travel to school sponsored events. Peachtree Academy is defining **PDA** as inappropriate and/or excessive physical displays of affection between students of opposite or same gender. Examples of this behavior include, but are not limited to, hugging, kissing, handholding, etc...

# **Financial Policies**

## **Fundraisers**

Peachtree Academy Private School strives to keep tuition rates cost effective for the benefit of each family. In order to do so, the school has to operate fundraising programs. It is anticipated that each family will participate in helping us raise the additional funds needed for the designated school projects. The school receives no federal assistance, neither is it endowed or supported by any other organization. Some of the annual fundraisers include, but are not limited to: Box Tops for Education, Scholastic Book Fair, Buckhead Uniform Sales, and Scrip (Scrip is a gift card program that gives the school a percentage of sales.)

## **Sending Payments and Money to the School**

A drop box is available at the front office. All checks should be clearly understood (complete the memo line) and any cash should be in a sealed envelope and labeled with the child's name and purpose of cash.

## **Tuition**

Tuition covers the annual cost of your child's education. Our annual budget allows for cost of tuition to be paid in two options. You may pay the full annual tuition by August 1<sup>st</sup> of the current school year and receive a 3% discount or you may choose to make 10 equal payments for the annual cost of tuition due August 1<sup>st</sup> of the current school year. Tuition is due by the 5<sup>th</sup> of each month. If the 5<sup>th</sup> falls on a non-school day, tuition is due on the last school day prior to the 5<sup>th</sup> (Example: If the 5<sup>th</sup> is on a Sunday, tuition is due on the 3<sup>rd</sup>). A late payment fee of \$30 will be applied to the account for all payments after the 5<sup>th</sup> of each month. All account balances must be kept current in order for students to participate in any and all school activities including graduation, assemblies, field day, etc. Your tuition commitment is for the **entire** school year. Students that are relocating outside of a 30 mile radius are required to give a 1 month notice and must pay 1 month's tuition. All student records including report cards and standardized testing scores will not be released if there is an unpaid balance on account. Failure to meet the annual tuition agreement results in our inability to meet our financial goals to our teaching staff. Therefore, legal action will be taken against those who do not fulfill their obligation to Peachtree Academy Private School. Legal expense for remediation will be borne by the defendant.

# GENERAL POLICIES

## **Absences**

**Students are permitted 3 “Parent Excuses” per school year. A Parent Excuse is an excuse written by a parent/guardian and excuses the student from school for absences pertaining to illness, vacation, etc.** If a child is absent three (3) consecutive days or more because of illness, a medical doctor’s statement must accompany the student upon returning to school. Any student missing more than 20 unexcused days of school may not receive credit for the years work and this may prevent the student from being promoted the upcoming school year. **Students needing to be excused from recess or Physical Education for one class period will be required to provide the P.E. teacher with a written, signed excuse from a physician.**

**Students will be given a reasonable amount of time to make up work with an excused absence. Please make arrangements with your child’s teacher(s) for the expected return date of completed make-up work.** Each teacher will automatically write assignments and note any needed worksheets to be done for makeup. Parents will need to call the office to arrange pick up of the work missed. It will be available at the end of the school day.

## **Arrival**

Students should not be in the school building before 7:50 a.m. or after 3:15 p.m. unless under the supervision of a faculty member or enrolled in the before/after school programs. After the first week of school, parents are asked not to escort their child(ren) into the building. When parents go into the classroom, it makes the period of adjustment more difficult for the child and makes it hard for the teacher to start the day. All parents of Elementary students are invited on Wednesday mornings to come to their child’s class to look at bulletin boards, see work posted in the classroom, etc. Please note that promptly at 8:10 a.m. the teacher will signal that the parents need to say their good-byes quickly and exit the building – please remember this is Wednesday mornings only. Parents may stay and attend chapel if they would like, but must move into the gym to wait for the start of chapel.

## **Attendance**

Regular and punctual attendance is necessary if a student is to achieve success in his/her academic pursuits. This is important for the student’s success and for building proper attitudes regarding responsibility. The scholastic achievement attained by any student is directly related to his/her pattern of attendance at school. Students arriving late or dismissed early must be present for at least 3.5 class hours of the school day to be considered present. **Students arriving after 11:30 a.m. or checked out before 11:30 a.m. are considered absent.** It is the student’s responsibility to complete any work missed due to the absence. Parents are required to send in a note explaining the absence on the day the student returns to school. We ask that you make arrangements to pick up your child’s work. Work will be available after the end of the school day.

## **Afterschool Enrichment and Summer Camp**

Afterschool services are offered for students in Pre-K thru 8<sup>th</sup> grade. Students that enroll in our Enrichment programs are also enrolled for all school breaks and Summer Camp. Students that require our before/afterschool services must pay their tuition separately from the private school tuition. since the school is a 501©3 organization. Afterschool Enrichment tuition may be paid weekly or on the first of the month. A late payment fee of \$15 will be added after A late payment fee of \$15 will be added if monthly payments are received after the 5<sup>th</sup>. Two (2) absent credits per calendar year which are equal to half of the regular weekly tuition. Any full week absences over the 2 week period require tuition payments in full. Daily rates are available for special occasions, space permitting. Please see an administrator for current fees. Students that require services on teacher work days will be charged \$12 additional and care required for Early Release days \$15. Parents who do not need service during school breaks may sign a

contract by September 1 and pay a \$150 holding fee. A two week notice is **required** to disenroll from any of the enrichment programs.

### **Change of Student Personal Information**

Any time that an address, phone number, email address, etc. changes, please notify the front office.

### **Communication with Parents**

RenWeb is used for teachers, parents and students to communicate on a daily basis for 1<sup>st</sup>-12<sup>th</sup> grade. All parents are encouraged to communicate with teachers via email. Teachers and members of Administration will also utilize phone calls and notes back and forth to keep parents informed about a student's progress and/or behavior. Student Agendas are used for quick daily notes between parent and teacher.

Teacher/Parent conferences will be conducted twice during the school year. Peachtree Academy teaching staff will send home a form for completion, then they will assign a time for your conference, and then they will send information home to you. If you do not return the form, the staff will call your home phone number 2 times to schedule a conference. After our second attempt, no further attempts will be made. It will be recorded on your child's permanent school record if you do not attend the parent conference. Parents may request a conference by calling the administrative office to schedule a time and day. Conferences requested outside of the two scheduled for each semester are limited to 30 minutes.

### **Student Documentation**

Any documentation pertaining to the education of a student is required to be on file with Peachtree Academy. This includes physiological assessments, medical documentation, tutoring assessments, etc.

### **Dress Code**

Students at Peachtree Academy are required to wear uniforms Monday through Thursday.

Philosophies of why Peachtree Academy has an established and well enforced dress code:

- Uniforms help build unity and school spirit
- Dress for success is an important key in life long success, take pride in your appearance
- Encourage discipline
- Increase a sense of belonging and school pride
- Improve attendance
- Help students resist peer pressure to buy trendy clothes
- Helps parents and students resist peer pressure
- Assists parents in streamlining the morning routine and reduces tardiness
- The ability to quickly identify strangers on campus
- Helps students concentrate on their school work; and
- Uniforms by themselves cannot solve all of the problems of school discipline, but they can be one positive contributing factor to discipline and safety. Other initiatives that many schools have used in conjunction with uniforms to address specific problems in their community include aggressive truancy reduction initiatives, drug prevention efforts, student-athlete drug testing, community efforts to limit gangs, a zero tolerance policy for weapons, character education classes, and conflict resolution programs. Working with

parents, teachers, students, and principals can make a uniform policy part of a strong overall safety program, one that is broadly supported in the community.

Peachtree Academy students are required to wear uniforms Monday through Thursday. Uniforms may be purchased exclusively at Buckhead Uniforms or Lands End. *Please use code: 381 when ordering from Buckhead Uniforms OR code: 900120924 when ordering from Land's End.*

Our uniform colors are White, Navy, Burgundy and Ice Pink. All students must have a minimum of one (1) Navy blue polo styled shirt to wear on Field Trips and (1) Burgundy polo styled shirt to wear to Academic events. The uniform requirements must include the Peachtree Academy Private School embroidered logo. Returning students do not have to replace appropriately logoed shirts, however, all pants, shorts, capris, etc. will need to meet the uniform requirements provided by Peachtree Academy Private School to Buckhead Uniforms (404-303-8600) and Land's End (1-800-LANDS-END).

All shoes must have a back. No flip flops or slides are permitted. Shoes must be a predominant color – white, black or brown. Belts are also required for all male and female students. Shirts must be tucked in at all times. Friday is Casual Day and students may wear school spirit shirts or appropriate attire of their choice.

For more information, you may log on to the following websites for specific uniform requirements for Peachtree Academy Private School.

#### Boys

Hair should not be longer than the top of their shirt.  
Afros must be neat in appearance and no longer than 2 inches.  
Students are not permitted to have Mohawks or designs in their hair  
Unnatural colored hair is not acceptable (red, blue, etc.)  
No earrings

#### Girls

Unnatural colored hair is not acceptable.  
Under garments should not be visible.  
Clothing for extracurricular activities must also be acceptable attire – shorts must reach finger tip length.  
No tank tops or spaghetti straps.  
Earrings may not be longer than 1 inch below the earlobe.

### **Drop Off and Pick-up**

To ensure maximum safety for all children, traffic patterns have been established by the school administration. Please follow these instructions and maps when dropping off or picking up your child. **Do not park your car in the Drop off or Pick up Area.** If you need to enter the building, please park in the parking area. When dropping off in the morning and when picking up in the afternoon, please remain in your car. Failure to follow these procedures creates a confusing and unsafe environment for students entering and leaving the building. A \$5 parking fine may assessed to those who violate parking stipulations and interrupt the flow of traffic. The fines will used for the Library Fund.

### **Enrollment**

Current students are invited to re-enroll as of October 1 for the upcoming year. Enrollment for the public begins on January 15 of each year and is ongoing until classes are full. Failure to enroll within the designated enrollment period will negatively affect our ability to have all books for students.

## **Lost & Found**

Students should mark all items brought to school with their full name. Articles found on the premises will be put into "Lost & Found". Any items left at the end of each grading period will be donated to The Rockdale County Clothes Closet. The school will not be responsible for any lost articles.

## **Lunch**

Students are encouraged to eat a healthy, well balanced meal provided by Peachtree Academy for \$2.25 per day or they may bring a nutritious lunch from home. Fees will be assessed monthly for students that participate in school lunch at the rate of \$41.00 per month averaged over the school year. If your child does not bring a *nutritious lunch* from home or has not paid for school lunch, your account will be billed \$2.25 per lunch. This balance must be cleared from your account by the end of that month.

If your child brings lunch from home, we ask that you send a lunch that is nutritionally balanced to represent the **four food groups**. **Fast Food and Carbonated Beverages are not permitted!** A healthy lunch will help provide your child with the added fuel to get through the day. Juices, milk, and water are suggested. Milk and Juice will also be available through our cafeteria for .50 per milk carton. We also ask that you provide a lunch for your child that does not have to be refrigerated, heated or prepared. If you would like to eat lunch with your child, please send a note to the teacher and check in at the office. Students that attend our Covington Campus will be offered a catered meal for a cost of \$3.00 per lunch. Our Covington

## **New Students**

If a student is transferring to our school, the student must have two (2) Teacher Recommendation Forms a from their previous school. Additionally, report cards and/or test scores are also necessary. An entrance exam in core classes will be administered and a testing fee of \$30 may be assessed. Please see the Admissions Process form.

## **Non-Discrimination Policy**

Peachtree Academy Private School admits students of any race, creed, and ethnic origin to all rights, privileges, and programs. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, scholarships, athletic or other school administered programs.

## **Playgrounds**

Students should not be on any of Peachtree Academy playground unsupervised. The school is not responsible for anyone on the playground unsupervised.

## **Prospective Parent Events**

Each Wednesday at 9:30 a.m., and then periodically throughout the year prospective families are invited to come to Peachtree Academy to meet with a member of administration and tour the facility. Anyone unable to attend a scheduled Prospective Parent Event may call and schedule a time to see Peachtree Academy on Wednesdays at 10:00 a.m.

## **Request for Teacher**

We will not consider parent requests for a specific teacher. Letters addressed to the Admissions Director may state the type of teacher that is desired. For example: strict and very structured, one that is very nurturing, very hands on, etc.

## **Respect of School Property**

All students are required to respect and care for school property. All students will be required to assist in keeping the campus clean. Eating and drinking is only allowed under the supervision of a teacher. This

policy is in effect before, during and after school. Destruction of school property will not be tolerated. All damages must be paid for, even if accidental. **If appropriate, suitable discipline will be administered.**

### **Student Safety**

Fire and tornado drills are conducted periodically to ensure the safety of everyone in case of an emergency. The front entrances to both buildings are secure and have controlled access. A code is given to parents at the beginning of the school year.

### **Tardiness**

Students will be considered tardy when not seated and ready to begin class at 8:15 a.m. Parents must accompany their child into the school office to sign their child in if he or she is tardy. For students who repetitively arrive late and/or check out early without a doctor's excuse, three or more occurrences per quarter, will equal one unexcused absence. These absences will be recorded on report cards and permanent records. It is vital for students to be on time. It is an interruption and distraction when a child comes in late. We want to teach our students that being punctual is important and to be considerate of other students in class. We ask that parents be firm with this requirement.

### **Visitors**

All visitors (this includes parents) are required to check in at the office. If you need to leave something for a student or teacher, please bring it to the office. Please do not go directly to the classroom. In order to maintain student safety, students may not have student visitors during school hours.

### **Volunteers**

Volunteers are a valuable part of the program at Peachtree Academy. We encourage parents to be involved and welcome their talents both in and out of the classroom. There are many opportunities to serve: PTO officer, fundraising programs, computer lab, gardening, and baking cakes for teachers' birthdays, lunch assistance, room parent, etc. Please see the front desk to find out what type of help is needed. We require all families to volunteer 10 hours of time per school year. Please e-mail the administrative office of volunteer hours to be update on RenWeb. Examples of volunteering are: attending/driving on field trips, typing items for the teacher, lunch duties, campus beautification, etc.

Please make arrangements with your child's teacher to see what their needs are in the classroom. We like for parents to help with activities that are designated by the teacher. Observation is not allowed because it may distract students and can make the classroom uncomfortable. Parents are not permitted to drop in unannounced. If a parent desires to observe a classroom, please see administrative staff to schedule a convenient time. A criminal records check may be completed for all regular volunteers.

### **Withdrawal**

A withdrawal form must be completed and signed by the parent(s) of any student who seeks to withdraw from Peachtree Academy Private School prior to the end of the school year. No academic records will be given to any individual when there is a balance in the student's account. Request for records will be sent directly to the requesting school within 4 business days. Your commitment is for the annual tuition. If withdrawal is unavoidable due to relocation over a 30 mile radius, 1 month's notice, equal to 1 month tuition, is to be received by the administrative staff. Should a student withdraw or be dismissed, there will be no refund of tuition. Also, there will be no refund of any portion of registration or book fees. Your book fee pays for workbooks and the rental of hardback textbooks chosen for classes. These books are the property of Peachtree Academy. As a courtesy, we will make every effort to fill your child's place in our school and relinquish your financial obligation to Peachtree Academy. Students that are withdrawn from Peachtree Academy Private School prior to June 1 of the designated school year will be required to pay the first month of tuition, equal to 1/10 of the student's tuition.

# **HEALTH**

## **Communicable Diseases**

It is mandatory that we protect the health and welfare of our school community from the spread of communicable diseases. Any student whose medical condition poses a substantial threat to the health and safety of others will be removed from school until they are no longer contagious.

## **Illness**

A student who is ill or running a fever should not be sent to school. When a student becomes ill at school, the parents will receive a call from the office and the child is expected to be picked up within one hour. Children must feel well and be free of fever or symptoms to include vomiting, diarrhea, rashes, etc. for 24 hours before returning to school.

## **Medication**

We request that medication be given at home to alleviate the responsibility for our staff. If a student is to receive any medication during the school day, the parent or guardian must bring the medication to the office and sign an Authorization of Medication Form. They must include the prescription number when completing the form. The medicine to be dispensed will be kept in the front office. Medicine must be properly labeled with the students name and in its original container with prescription number (if applicable), as well as, instructions for administering it to the student.

## **Character Contract**

The goal of Peachtree Academy Private School is to develop students into mature, spiritual individuals who will:

- Live according to the Six Pillars of Character: trustworthiness, respect, responsibility, fairness, caring, and citizenship
- Know the difference between right and wrong and make the choice to do what is right.
- Be a positive role model for others.
- Make decisions and take actions that serve the positive values and interests of the group.
- Sacrifice personal glory to share recognition with all members.
- Choose actions and interactions that reflect well on themselves, their family, and Peachtree Academy.
- Respect peers and adults, practice manners, and treat others with dignity.
- Be gentle in criticizing others and open to constructive criticism of their own actions and attitudes.
- Be committed to constantly learn and improve as an ethical leader and to encourage others to do the same.

# **SPECIAL ACTIVITIES**

## **Beach Bash**

The Beach Bash is sponsored by the Middle and High School students and the PTO in the spring of each year. This fun and exciting event for the students gives them the opportunity to hula hoop, dance, do the limbo, win prizes and so much more. See the School Calendar and watch the Panther Newsletter for more information.

## Chapel

Peachtree Academy strives to develop a child's spiritual growth and character development. Study will focus on building self assurance, morals, character, and relating stories of principal that will enhance the rest of our academic program. Bible study is taught in an enthusiastic manner and is designed to be a joyful, upbeat experience. Chapel is held weekly on Wednesday morning beginning at 8:20 a.m. Throughout the year, students will hear from guest speakers invited by the administrative staff. Everyone is invited to attend this wonderful activity.

## Class Parties

Class Parties are scheduled throughout the school year depending on grade level. Parents are asked to assist. Parties for Pre-K – 5<sup>th</sup> grade begin at 1:30. Middle and High School student celebrations will be dependent upon their schedules.

## College Visits

Peachtree Academy encourages 11<sup>th</sup> and 12<sup>th</sup> grade students to visit colleges as they explore higher education options. These students are given three (3) days to travel to and tour campuses. It is the responsibility of the student to ensure these days do not conflict with scheduled tests or exams.

## Computer Lab

All students in Kindergarten – High School will have weekly scheduled times to use the computer lab for academic enhancement. Our computer lab has 10 Dell Computers for the students to use. Additionally, the Parent Teacher Organization purchased one Dell Computer for each classroom that the students to use at other times during the week.

## Exploratory Classes 2010-2011

Foreign Language (Spanish), Physical Education, Art, Music, Health, Home Economics, Keyboarding, and Technology, and Band

These additional classes help round out our curriculum and are enjoyed by all students. Children will participate on a weekly basis and will be evaluated in these areas with the **E, S, N, or U grading system for Kindergarten – 5<sup>th</sup> grade (E-excellent, S-satisfactory, N-needs improvement, and U-unsatisfactory). Middle School students will be assessed using the grading scale of A, B, C, D, or F.**

A note is necessary to excuse a child from P.E. We ask that your child wear tennis shoes and comfortable clothes on P.E. scheduled days.

## Extra-Curricular Activities/Competitive Sports

Each semester Peachtree Academy students are given the opportunity to participate for an additional fee in school sponsored activities. These activities include Drama/Chorus, Science Club, Golf, Tennis, Swimming, Piano, Cheerleading, Mandarin Chinese, Co-Ed Soccer, etc. Peachtree Academy Private School reserves the right to deny participation for anything less than B average. Fees paid to an Extra Curricular activity are non refundable unless minimal participation is not met. Participation varies semester to semester. Any student participating in Competitive Sports must maintain a 2.5 GPA in order to participate in Competitive Sports. Students will placed on probation until their GPA is 2.5 or greater.

## Family Fun Events

The Family Fun Event is an opportunity for the families of Peachtree to get together for socializing and fun. These events are held each year. In the past we have participated in Screen on the Green on the back field.

## **Field Day**

All Field Days for Pre-Kindergarten through Middle school students are held on campus. Information concerning volunteers, arrival, dismissal, date and activities will be communicated in the weeks prior to the event.

## **Field Trips**

It is the desire of Peachtree Academy Private School to provide safe transportation for students participating in field trips. All students participating in field trips must have a signed permission slip. Some field trips do require parents to attend for supervision purposes. Teachers will notify parents in advance of available spots for participating. We ask that you confirm approved parental attendance and let the teacher know at least a week in advance. Please remember that field trips are regular school days and if a student misses a field trip it will count as an absence and there could be make-up work assigned.

## **Fun Day**

All Fun Days for Pre-Kindergarten students are held on campus. Information concerning arrival, dismissal, date and activities will be communicated in the weeks prior to the event.

## **Harvest Festival**

An annual event in October of each year for the entire academy, where booths are set up and a variety of inflatables are rented. Arm bands are sold and food is served. This event is sponsored by the PTO.