



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 rigorous, well-balanced, and enriching educational experience. Our challenging curriculum incorporates innovative strategies in combination with a traditional repertoire delivered by an expert staff committed to the highest standards of academic scholarship that will inspire all students to reach their highest God-given potential.

Motto

Pursuing Excellence with Honor

www.PeachtreeAcademy.com

<p><u>Conyers Campus</u> Pre-K – 4th Grades 1801 Ellington Road Conyers, Georgia 30013 770-860-8900 Ext. 1001 770-761-0883 Fax</p>	<p><u>Covington Campus</u> Pre-K – 12th Grades 14101 Hwy 278 Covington, GA 30014 770-860-89001 Ext. 1003 678-212-6079 Fax</p>	<p><u>West Campus</u> Pre-K 1760 Ebenezer Road Conyers, GA 30094 770-860-8900 Ext. 1012 770-922-6044 Fax</p>
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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.

This handbook supersedes any previous version and extends to any school sponsored activity or premise.

August 2016



A Note from our Administration

Dear Parents:

The purpose of the Peachtree Academy Student Handbook is to ensure that each student and his or her family is fully informed of the policies, expectations, and privileges provided to Peachtree Academy students to foster a safe learning environment. In so doing, it is our hope that parents, students and faculty will have a smooth, successful and enjoyable school year. When questions arise during the school year, please consult your handbook. Of course, there is no way every situation can be addressed in a handbook. Questions left unanswered by the policies contained within will be left to the discretion of the administration.

If parents have a concern or issue, please contact the person or people closest to the situation. While it may be tempting to “go straight to the top” with a concern, the response from the top will usually be to refer you to those who have the most knowledge of the situation. If an issue cannot be resolved at the lowest level (directly with teacher or coach), then it should be brought to the attention of the appropriate school’s director or Principal for resolution. **If parents have a personal concern (an issue involving your child) or communal concern (such as a rumor they heard in the community), the appropriate action is to communicate the concern with the proper authorities and always refrain from speaking disparagingly of students, families, staff or Peachtree Academy.**

Open communication and continuous dialogue between home and school are necessary in the development of trust. It is the shared responsibility of parents and school staff to conduct themselves in a supportive relationship in order to ensure an optimal education is provided for all of our students. Thank you for your continued support and cooperation. We look forward to an enriching and rewarding year at Peachtree!

Best Regards,

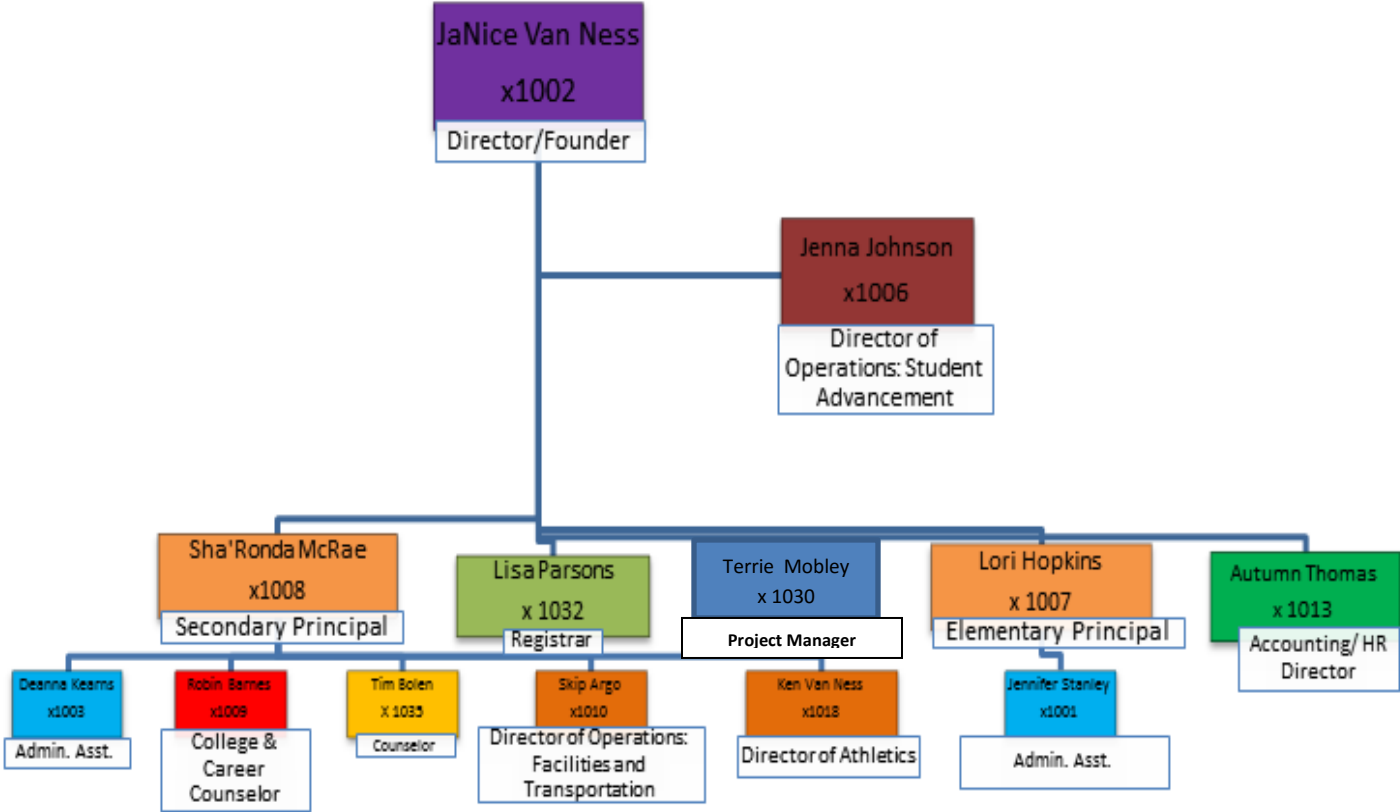
Administrative Team

Director of Operations and Student Advancement – Jenna Johnson x 1006
Elementary Principal- Lori Hopkins x 1007
Secondary Principal – Sha’Ronda McRae x 1008

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Section 1: ADMINISTRATION



Section 2: ADMISSIONS

Admissions Process

Step 1: Schedule a tour of the Peachtree Academy Campus of your choice.

Conyers Campus: Grades Pre K – 4
Covington Campus: Grades Pre K – 12

Step 2: Complete and return the Application for Admissions including the non-refundable \$50 Application Fee and **\$50 testing fee**.

Step 3: School records/Transcripts are required of all applicants for grades 1-12 and for Kindergartners who attended a Pre K program.

- Complete and return the **Confidential Records Request form**, included in the Application Packet.
- Send two (2) **Teacher Recommendations** forms to applicant's previous school for completion and return to Peachtree Academy by fax 678-212-6079, or mail to 14101 Hwy 278, Covington, GA 30014.

Step 4: A parent/student interview and testing date will be scheduled. Students are encouraged to set a date to "shadow" a PTA student which provides an opportunity for them to experience a day at Peachtree.

Step 5: When a student's application file is complete it will be reviewed by the Admissions Board for acceptance. Parents are notified of an applicant's acceptance within **two weeks** of receipt of school records.

Step 6: Registration forms are completed and submitted with payment of the non-refundable registration fee.

- Early registration fee: \$135 (Before February 1)
- Registration fee: \$175 (After February 1)
- **Matriculation fee: \$110 (Pre-K), \$480 (K-5th), \$510 (6th-12th) (March 1)**

A student's registration packet will be considered complete when it contains the following documents:

- **Tuition Agreement**, completed in full **with parent/guardian signatures**
- **Medical Form**
- **Vehicle Emergency Medical Information/Transportation Agreement**
- **Parent Involvement Contract**
- Copy of student's birth certificate
- Certificate of Immunization (Form 3231)
- Certificate of Eye, Ear and Dental Exam (Form 3300)
- Current attendance record
- Disciplinary records from previous school

Step 7: Matriculation payments must be paid in a timely fashion by March 1 in order for us to be able to order books, equipment and supplies in preparation for the new school year, but, as importantly for you, paying on time will secure your child's place within his/her class.

<u>Register by</u>	<u>Matriculation Due</u>
February 1	by March 1
February 2 - March 30	by April 30
After April 1	within 2 weeks of acceptance

Admissions Criteria

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. First preference is given to returning students. Currently enrolled students who do not enroll by February 1st are not guaranteed acceptance for the upcoming school year. Preference is given to applicants whose siblings attend Peachtree Academy and satisfy the above criteria. Open spots will be filled during open enrollment. All candidates are carefully considered. No student has the right to re-enrollment. All applications for re-enrollment are approved at the sole discretion of the school's Admissions Board. We strive to make a fair decision based on the services that our school can provide for each child, as well as what the student can contribute to Peachtree Academy Private School.

Peachtree Academy Private School admits students without regard to sex, race, gender, color, and national or ethnic origin. We set high goals for our students, and we expect them to work hard and strive to reach their potential with the support of their parents/guardians.

All students will be admitted to the grade level according to Georgia state stipulations.

2016/2017 - PreK age 4 by September 1, Kindergarten age 5 by September 1.

2017/2018 - PreK age 4 by August 1, Kindergarten age 5 by August 1.

2018/2019 - PreK age 4 by July 1, Kindergarten age 5 by July 1

Section 3: ACADEMICS

Peachtree Academy offers an educational program that challenges students to excel. A traditional academic core is combined with innovative instructional strategies and teaching methods. This organization helps our students acquire a solid academic foundation and the critical thinking skills needed to apply knowledge in the real world. Our teachers challenge and encourage each student to reach his or her greatest possible achievement level.

Accreditation & Affiliation

Peachtree Academy Private School is accredited by **Southern Association of Colleges and Schools (SACS)**. The SACS Council on Accreditation and School Improvement (**CASI**) are accredited divisions of AdvancED. AdvancED is dedicated to advancing excellence in education worldwide. Fine Arts and Athletic teams compete in the Georgia Independent Christian Athletic Association (GICAA).

School Hours

Private K..... 8:15 a.m. - 2:30 p.m.
 Kindergarten – Grade 3.....8:15 a.m. - 2:30 p.m.
 Grades 4th-5th Grades..... 8:15 a.m. - 3:00 p.m.
 6th – 12th Grades.....8:15 a.m. - 3:15 p.m.

Grading Scale

Peachtree Academy’s grading scale for 1st – High School is as follows:

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

Kindergarten	Elementary Weights: 1st-5th	Middle School: 6th-8th	High School Weights: 9th-12th
Kindergarten students are evaluated by achievement of academic goals and using ratings of <i>Excellent (E), Satisfactory (S), Needs Improvement (N), or Unsatisfactory (U).</i>	Classwork – 25%	Classwork – 25%	Classwork – 25%
	Homework – 10%	Homework – 15%	Homework – 15%
	Projects/Quizzes – 30%	Quizzes – 10%	Quizzes – 10%
	Test – 35%	Projects – 20%	Projects – 20%
		Tests– 30%	Tests– 30%
	Exploratory Weights:	Elective Weights:	
	<i>(Art, Spanish, Technology, PE, Music)</i> <i>*this list is subject to change each year*</i>	<i>(Art, Science, Bible, Chorus, Band, Health, PE, Technology)</i> <i>*this list is subject to change each year*</i> Classwork – 25% Homework – 10% Projects/Quizzes – 30% Tests– 35%	
Homework/Classwork – 50%			
Participation – 50%			

Note: Grading Weights vary depending on grade level and course requirements.

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

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. Homework should be considered the student's responsibility and should be used to reinforce the skills and strategies covered in each respective course. **Homework will be posted in RenWeb to provide an overview of assignments and is subject to change. The use of a school issued AGENDA will reflect daily assignments that may not correspond with RenWeb. It is the expectation that students will use their agenda to track assignments.**

Honor Roll

Elementary students are recognized at the end of each semester for excellence in academics. All students identified as maintaining excellent academics are honored at the end of the semester. Grades earned in exploratory and elective classes are considered part of the student's overall performance and are included in the student's average for identifying students who will receive Honor Roll status.

Students earning all A's for a particular grading period are recognized as having achieved Principal's Honor Roll.

Students earning all A's and no more than two B's for a particular grading period are recognized as having achieved Merit Honor Roll.

Promotion/Retention

1. 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 attend a meeting with parents, teacher(s) and a member of the administration to determine the course of action necessary to continue the student's education.

Elementary: A student who receives a failing grade in two subjects for two quarters will not be promoted to the next grade.

Middle School: A student who fails two or more academic courses for the year will not be promoted to the next grade.

High School: A student that fails a required semester course must complete the course during the summer break.

Academic Enhancement

Students who 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.

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. End of the year Report Cards will be available by June 10 each year.

Standardized Testing

All students in 2nd - 11th grades are administered standardized tests in the spring of each school year. Results are available by June 15th and will be made available to parents. Kindergarten and first grade students are assessed on a curriculum based assessment that determines mastery of standards taught during the school year. All students in the 8th-10th grade are required to take the PSAT. 11th and 12th grade students take the SAT and ACT college entrance exams.

High School Graduation Requirements

English.....	4 credits
Mathematics.....	4 credits
Science.....	4 credits
Social Studies.....	4 credits
Foreign Language.....	2 credits
Electives.....	3 1/2 credits
Health.....	1/2 credit
Physical Education.....	1/2 credit
Fine Arts.....	1/2 credit
Technology.....	1/2 credit
Bible.....	1/2 credit

Total 24 credits

ALL students who participate in the Accelerated curriculum will earn additional credits in Math, English and Science, providing them with an opportunity to earn up to 27 or more credits.

Advanced Placement and Dual Enrollment

Peachtree Academy offers eligible students in 11th-12th grade a variety of dual enrollment programs that work in partnership with colleges to provide courses for both high school and college credit.

Dual Enrollment Student Requirements

1. 11th or 12th grade student
2. Have a minimum 3.2 Overall Academic GPA
3. Must have taken at minimum the PSAT and SAT/ACT (for 11th graders) and SAT/ACT (for 12th graders)
4. Students are expected to adhere to all PA policies, including weekly chapel attendance and participation in a Bible course during their high school career at PA.
5. Adherence to all PA policies while on other campuses.
6. Students must adhere to the academic policies and procedures of GSU.

Beginning with the graduating class of 2015, Advanced Placement (AP) and Dual Enrollment (D) **in core content area courses** will receive the same weighting to be reflected on a student's transcript. Juniors are eligible to a maximum of two DE courses and Seniors are eligible to take a maximum of four courses. Any DE courses taken over the summer will not count towards a student's GPA calculation.

Note: The grading scale for all students is calculated on a 4.0 system. Advanced Placement and Dual Enrollment courses will be weighted on a 5.0 scale. Student GPA's calculated by this method are used to determine Valedictorian(s) and Salutatorian(s) and will be rounded to the nearest hundredth.

Valedictorian/Salutatorian

The **Valedictorian** is the student with the highest cumulative grade point average earned in the **8 semesters** spent in high school. The **Salutatorian** is the student with the second highest cumulative grade point average earned in the **8 semesters** spent in high school. Grades earned in middle school, even if awarded high school credit, will not be included in the calculation. (*Algebra 1, Physical Science, Spanish*)

To be eligible for **Valedictorian and Salutatorian** students:

- MUST be in a college-preparatory program appropriate to colleges and universities;
- MUST be enrolled at least 6 courses Peachtree Academy during their 11th and 12th grade years,
- MUST have earned 11 credits on campus at Peachtree Academy at the time of graduation and attended Peachtree for a minimum of one year while in grades 9-12.

All grades earned in the core subjects are used in the calculation of **the weighted and non-weighted** cumulative grade point average. **In the calculation of Valedictorian and Salutatorian, DE and AP courses will not be weighted.** Any consideration for Valedictorian and Salutatorian will be evaluated on a Numeric grade total. The numeric grades earned during the final semester shall count for the purpose of this policy. The grade point average shall be determined by the average of grades during the eight (8) semesters of a student's high school career (9-12) and shall be calculated by using grades according to the following table and by using the highest credits earned in each category:

Subject Area	Number of Semesters	Credit Hours
English	8	4
Math	8	4
Science	8	4
Social Studies	8	4
Foreign Language	4	2
Total	36	18

- If there is a tie, the Administration will utilize the tie-breaking criteria to identify which students will be awarded the designation of Valedictorian and/or Salutatorian by evaluating a student in following areas:

Attendance
Extra-Curricular Activities
Behavior Record
Senior Portfolio Evaluation

NOTE: The administration reserves the right to reverse the honor of Valedictorian and/or Salutatorian if a student's grades and/or character change significantly during the final semester of their senior year.

Graduation & Compass Ceremony

Peachtree Academy conducts **graduation (K and 12th) and Compass (5th and 8th)** ceremonies each year. Only students enrolled in Peachtree Academy may participate in graduation and compass ceremonies. Students with outstanding balances may not participate in graduation or compass ceremonies and can pick up their diploma at the main office the week after the graduation ceremony upon payment of all accounts. Please refer to the school calendar for the date and time of graduation.

Seniors who are eligible for graduation are required to participate in a graduation practice on the last day of school prior to graduation. This graduation will be part of the school day with a special luncheon after the practice. Seniors will not need to return to school after the luncheon. Dress for graduation will consist of the following:

Girls – closed toe black shoes, black dress
Boys – black pants, black dress shoes, white dress shirt, dark tie

We will be using a **preferred company** for graduation merchandise. There are fees associated with caps and gowns, senior portraits, diploma, and invitations. We will keep you informed about upcoming events for seniors.

Guide to Academic Accommodations

Peachtree Academy students who have diagnosed learning disabilities or diagnosed difficulties are eligible for consideration for academic accommodations. The purpose of accommodations at Peachtree Academy is to enable students to minimize the negative effects of a learning disability on performance in the elementary and secondary college preparatory curriculum. Students who are enrolled must adhere to the following procedure in order to receive accommodations:

- (1) A full report of a current psycho-educational evaluation verifying the need for accommodation must be on file in the office of the Principal of the respective school.
- (2) Upon request from the counselor, parent, and/or staff, the Principal will study the psycho-educational report, meet with the student's teachers and administrators and then prepare the official form requesting appropriate and feasible accommodations.
- (3) In private conference with the Principal, student and parent, the accommodation form will be discussed and revised, if necessary.
- (4) It is the Administrations responsibility to give a copy of the request form to each teacher. Students who have verification on file at the beginning of the semester should submit the request for the Accommodations Form to the Principal by the end of the first three weeks.
- (5) The Administration must have a minimum of two weeks to prepare the accommodation form after the report of the psycho-educational evaluation is presented for review.
- (6) The approved accommodations will go into effect two days after the form has been presented to the classroom teacher.
- (7) The accommodation form must be in the hands of the teachers by the Friday preceding standardized testing and exam week in order to be effective during exams.

Accommodations recognized:

Certain accommodations are permitted to enable students to minimize the negative effects of a learning disability on their classroom performance – given the academic expectations of the elementary and secondary college preparatory curriculum. The following accommodation practices are offered for students with approved diagnosed difficulties:

1. Assistance with note-taking

This accommodation is intended to provide information that the student would have gotten on his own were it not for his disability -Teacher makes outlines or PowerPoint Presentations accessible prior to class -Teacher coordinates student note-taker (teacher may ask student note-taker to email electronic copy of notes directly to student, or teacher may scan or copy notes for student) -Teacher utilizes “screen capture” feature of Interactive board and posts notes electronically

-Note: Teachers are NOT expected to provide copies of personal notes to students.

2. Use of a recording device

This accommodation is intended to aid students who may take in information more effectively by listening rather than writing -Students may use recording device to record class lectures and/or discussions -Teachers may control the time and manner of use of the recording device

3. Preferential classroom seating

This accommodation is intended to insure that a student’s seat is placed in a location that is most beneficial for his learning in the classroom -Teacher will allow student to move to the front of the class when possible -Teachers maintain discretion to move a student who abuses this privilege or becomes disruptive -This accommodation does not allow students to leave the presence of a teacher for testing.

4. Use of computer for writing assignments and in-class writing

This accommodation allows students to use a lap-top computer in the classroom for notes and assessments. This accommodation supports students with learning disabilities that affect skills in reading and writing -As with all students under the BYOD policy, students who use electronic devices inappropriately during class may lose the privilege of access to those devices -Students with this accommodation may type in class assessments provided that those assessments are essay-type assignments -Some testing formats, such as spelling tests, fill-in-the-blank, and short answers, may require students to hand-write their responses (some exemptions to this policy may be granted with administrative review of medical documentation).

5. Use of 4-function calculator for math and math-related assignments, quizzes, and tests

Teachers should clearly communicate to students where and how to write answers and the use of 4-function calculator for math and math-related assignments, quizzes, and tests. This accommodation allows students to use a calculator on all math placement exams, in all math classes, and in science classes with a math component.

-Only a basic function calculator or function adapted calculator may be used in some situations -Scientific and/or programmable calculators may not be allowed. Students are expected to provide their own calculators.

(6) Extended time on tests/quizzes *(NOTE: Extended time does not apply to homework or to other assignment deadlines)*
Students with this accommodation may have 50% more time than is normally allowed on an assessment

- a. Students with this accommodation are eligible for 50% more time on all in-class work, quizzes, and tests.
- b. Students with this accommodation are eligible for 100% extended time on semester exams
- c. Students are normally expected to use extended time during tutorial and after school tutorial.
- d. Teachers, students and counselors may also work together to coordinate extended time before school, during lunch, or after school
- e. Tests and quizzes are to be completed on the same day that the assessment begins (i.e., test completion does NOT carry over to the next day)
- f. Teachers may choose to give students a limited portion of the test at a time (rather than allowing the student to see the entire test at once)
- g. Teachers may also choose to disallow students from correcting answers when students leave and come back to finish a test with extended time
- h. Teachers may choose to require students to work on sections of the test in order.

Accommodations not recognized:

- 1. Spelling accommodation:** Students will be held accountable for correct spelling under certain testing conditions, such as spelling tests in English and correct spelling of certain terms in World Languages and Science. Teachers are available to clarify the exact parameters for spelling and to provide resources to help students cope with this requirement.
- 2. Readers for tests:** While the students may be granted readers for standardized tests such as the PSAT and SAT, readers are not provided for tests or exams given in elementary, middle or the High School.
- 3. Private room for testing:** While some students may have preferential seating for testing, teachers are not expected to allow students to leave the classroom for testing unless approved by the Principal.
- 4. Listening comprehension:** In World Languages classes, students will be assessed using a listening comprehension format. Students tested in this format will not be allowed to have access to a transcript of the material being tested.

Academic and Enrichment 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.

- The number of chaperones will be determined at the teachers discretion based on venue requirements and space availability.
- Elementary students are prohibited from taking cell phones and electronic devices on field trips.
- No siblings are allowed to attend field trips for the safety and supervision of Peachtree students.

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.

For MS/HS overnight trips chaperones are enlisted on a first come first serve basis requiring a security deposit and mandatory background check. Chaperones are secured on a rotation basis. Once parents have participated in a field trip names are moved to the bottom of the list to allow all parents the opportunity to participate. If the required numbers of chaperones aren't secured, the opportunity will be opened back up to all parents of the class.

At the discretion of the administration the privilege of a student's attendance may be revoked due to discipline, behavior or academic concerns.

NOTE: The parent of a child may be required to attend a field trip. at the request of the Administration.

Peachtree Academy's school sponsored academic and enrichment field trips are intended to serve as an extension of the classroom experience. ALL school sponsored field trips require mandatory attendance by students enrolled in grades PK-12. Please remember that field trips are regular school days and if a student misses a field trip it will count as an absence. **In the event that a student is unable to attend the school sponsored academic field trip, Administrative approval is required and an educational alternative will be assigned. Students must be in good standing with Peachtree Academy to attend field trips.**

Academic Field Trips

- A school sponsored academic field trip is defined as a visit to a location beyond school grounds that has a direct relationship to a curricular field. The purpose for school sponsored field trips is to expand and reinforce concepts learned in the classroom, as well as provide new and unique experiences not available in the classroom setting.

Enrichment Field Trips

- An enrichment field trip is defined as attendance at contests, regional events, or other trips beyond the school grounds that are not a part of the academic curriculum, but do count toward meeting the time and learning requirements for extra-curricular activities.

Educational Alternatives

- Students who cannot participate in field trips or are absent the day of a field trip are required to complete an alternative assignment and submit to the Coordinating teacher or school Principal. All students shall receive educational alternatives that correlate with the curriculum standards and have related academic and intellectual value.

Peachtree Academy schedules field trips during the year for each grade. All of the trips will be day trips with the exception of the following:

- 6th grade – Chattanooga Aquarium (2 days)
- 7th grade – St. Simons Driftwood Educaiton Center (3 days)
- 8th grade – Savannah (3days)
- 9th - 10th grade – Charleston, SC (3 days)
- 11th - 12th grade - TBD (3 days)

The cost of these trips will be provided at a later date and broken down into increments which will be added to a student's account.

Peachtree Academy will sponsor academic/enrichment field trips for students only when trips meet the following criteria:

- Time and Learning - The learning activities associated with the field trip align with curriculum frameworks and satisfy time and learning requirements.
-
- Equal Opportunity/Accessibility - The right of a student to participate in any school-sponsored program is not infringed upon or impaired because of gender, race, ethnicity, color, national origin, ancestry, religion, or any other reason not related to his/her individual capabilities.

- **Affordability** - Field trips should be affordable and accessible to all qualified and interested students. Students may be allowed but not required to participate in reasonable group fundraising efforts to defray the cost of field trips.
- **Health and Safety** - The health and safety of students and staff are given utmost consideration in the approval, planning and conduct of all school-sponsored trips. Staff involved in planning a field trip will include the Principal and/or the Director of Operations in the planning process in accordance with health and safety protocol to determine specific health/medical needs of students.

Section 4: CALENDAR

Holidays

The school year calendar is provided online at 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

1. 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 for information regarding Peachtree Academy Private School. In most events, we will follow the Rockdale County School closings.
2. **Notification of school closings, delayed openings and/or early dismissals, are decided by the Director of Operations and/or Principals and will be communicated via RenWeb.**

Section 5: 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. Student behavior can best be managed 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 to protect the instructional time for other students. 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. 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
- Inappropriate use of technology
- Cheating and/or plagiarism

All concerns brought to the attention of an administrator by a student, staff or parent involving student safety or harassment will be immediately documented by an email forwarded to all administrative staff. Students involved in the report will be removed from class to be interviewed at which time a plan of action which will be developed for review by the administrative team to ensure proper procedures are followed.

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 at Peachtree Academy may be temporarily forfeited. A student, whose presence poses a continuing threat to persons or property or disrupts the academic progress of others, 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 immediate suspension at the discretion of the Administration.

Students involved in any of the behaviors listed below will be subject to disciplinary action which **may** include 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
- Inappropriate use of Technology and/or Social Media
- Using profanity
- Speaking or acting in a lascivious manner
- Hitting, biting, or fighting with malicious intent to inflict injury
- Cheating

Behavior & Discipline Policy

In order for discipline to be fair and consistent, Administration will utilize a Demerit Point System to determine student consequences for acts of disobedience and misconduct. The administration has the right to increase the consequences when deemed necessary. **The number of infractions earned by a student should not exceed the approved amount by Administration. Students with multiple behavior infractions may be expelled by the administration.** Parents/Students will be informed of student infractions by e-mail using **RenWeb**, the student information system.

ELEMENTARY

Teachers in grades PK-5 use a variety of methods to monitor student's behavior and maintain orderliness in the elementary classroom. Each teacher has a disciplinary plan. An explanation of each teacher's plan is sent home at the beginning of the year. If students do not comply with the classroom rules, the following actions may take place:

Loss of free time
Parents called
Detention/ISS/OSS

Forfeit of privileges
Parent/Teacher conference
Possible withdrawal

Behavior notice sent home
Visit with Principal

MIDDLE/ HIGH SCHOOL

<p style="text-align: center;">Level 4 (1 infraction)</p> <ul style="list-style-type: none">• Behavior unbecoming of a Peachtree Academy Student (this includes, but is not limited to the following infractions:• Disrespect toward staff or faculty• Bullying• Fighting• Cheating• Stealing• Plagiarism• Hacking of Computer or Technology
<p style="text-align: center;">Level 3 (2 infractions)</p> <ul style="list-style-type: none">• Inappropriate language or gestures• Lying• Inappropriate use of Technology during the instructional day without approval
<p style="text-align: center;">Level 2 (4 infractions)</p> <ul style="list-style-type: none">• Being in an unsupervised area without permission• Classroom or School Bus Disturbance• Profanity
<p style="text-align: center;">Level 1 (5 infractions)</p> <ul style="list-style-type: none">• Dress Code Violation• Disrespect to classmates and peers• Running, yelling, or horseplay in the building• Excessive Tardiness

Consequences for accumulated Infractions may include but are not limited to:

LEVEL 1: Service Project/Campus Beautification/Teacher Detention

LEVEL 2: Morning or Afternoon Detention, 200 word essay

LEVEL 3: IN/OUT School Suspension (1-2 days)

LEVEL 4: Suspension (1-5 days), Expulsion Hearing

(ANY infractions may prevent students from participating in academic and/or extracurricular activities)

Bullying

Student bullying is an ongoing educational, social and public health phenomenon facing students, parents and educators. Student bullying can be harmful to the student and is disruptive to the learning environment. Therefore, Peachtree Academy will not tolerate bullying on or off campus. Bullying can be defined as:

- Physical hitting, kicking, pushing
- Relational – gossip, rumors, exclusion, destructive or negative comments that defame another’s character
- Cyber bullying through email, text messaging, internet
- Sexting cyber bullying sexually suggestive materials

All concerns brought to the attention of administration by a student, staff or parent involving student safety or harassment will be immediately documented by an email forwarded to administrative staff. Students involved in the report will be removed from class to be interviewed at which time a plan of action will be developed by review and implementation by the administrative team. Penalties may range from demerits, suspension to dismissal from school at the direction of the administration.

Prohibited Articles

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

- Magazines or books which are not for academics
- 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

Any item that is deemed threatening or inappropriate will be dealt with at the discretion of Administration. Electronic devices of any kind, including cell phones, if used at a time deemed inappropriate by staff, will be confiscated for parents to retrieve from the Administration office.

Students found in possession of a weapon will be suspended for two (2) weeks. Investigation will ensue, which may include local law enforcement, if deemed necessary by the administration. At the conclusion of the investigation, a decision concerning continued attendance at Peachtree Academy will be made by the Administrative team. If information gathered during the investigation supports a shortened suspension, the decision of the Administrative team will override the original suspension.

Any student who shows repeated behavioral problems will be reported to Administration. Parents will be notified by e-mail of their child’s behavior and of the consequences assigned at the discretion of the Administration. 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.

Searches and Seizures

Peachtree Academy Administration maintains the right to search any student at any time, or to search a student’s **technology device(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 staff.

All concerns brought to the attention of an administrator by a student, staff or parent involving student safety or harassment will be immediately documented by an email forwarded to all administrative staff. Students involved in the report will be removed from class to be interviewed at which time a plan of action which will be developed for review by the administrative team to ensure proper procedures are followed.

Public Displays of Affection

In order to maintain a safe, pleasant, and wholesome environment for all, public displays of affection (PDA) will not be allowed on school property, at school sponsored events, or during travel to school sponsored events. Public displays of affection include, but are not limited to, hand holding, kissing, hugging, etc.

Illegal and Immoral Behavior

Peachtree Academy is committed to the development of young people who exemplify Christian values and positively represent the school on campus and in the community. Administration reserves the right to investigate complaints of student behaviors which do not embody Christian principles, to include participating in illegal or immoral activities and/or demonstrating these behaviors either in real-life events or as postings on social media. Students found guilty of questionable conduct of an illegal or immoral nature may be expelled.

Cell Phones and Technology

A. Cell phones may not be turned on, may not be used, and may not be visible from 8:15AM until 3:15PM. Discovery of these devices will result in being turned over to the administration.

The disciplinary action will include, but is not limited to:

1. First offense – a student may pick up device after school in the office.
2. Second offense – a parent/legal guardian must contact administration to receive the device.
3. Third offense and any reoccurring incident, the device will be confiscated and a parent(s) must pick up the device. In addition, disciplinary action will be taken.

B. There are telephones available for student's use in the following locations at the school – main office, teacher work area (with permission), each coach's office, guidance counselor's office (with permission), and accounting office (with permission). Coaches and faculty also have cell phones that can be made available for use if needed.

C. Parents and students should have their coach's cell number readily available should they need to get in touch with their child during athletic or other school events.

D. Students who drive to school should leave their phones locked in their vehicle. Others should leave their phones in their book bag or locker.

Use of Cameras and other Technology

A. To protect the privacy of our students and staff as much as possible, students are not permitted to bring and use personal cameras in school during the school day.

B. It is illegal to take a picture or video of a student without the consent of the student and parent and then post or publish that material in any manner.

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

Electronic Devices

Peachtree Academy DOES NOT allow students to bring cellular phones into the classroom or other instructional environments. Cellular phones and other electronic devices, such as tablets and iPods, on campus MUST be left in lockers, in the “off” position until consent is given by teacher or administrator.

1. The first time a student is caught using a device without permission, the **student will receive infractions and the device will be confiscated by the teacher and returned by the end of the day.**
2. **If there is a second incident, the device will be confiscated for parent retrieval and a referral will be issued for “failure to follow directions and inappropriate use of technology.”**
3. **If there is a third incident, the device will be confiscated and the student will be suspended.**

Parents should not text or call their student directly. Communication between parents and students will need to come through the school office.

- Students are not allowed to use a device to take pictures, video, or record unless authorized by a teacher or during a permitted usage time as noted above.
- The school Administration reserves the right to examine any and all contents of a confiscated phone, tablet or other electronic device.

Network Etiquette

Each user is expected to abide by generally accepted rules of etiquette, including the following:

- Be polite.
- Users shall not forge, intercept or interfere with electronic mail messages.
- Use appropriate language. The use of obscene, lewd, profane, lascivious, threatening, or disrespectful language is prohibited.
- Users shall not post personal information other than directory information Records about themselves or others.
- Users shall respect the use of technology
- Users shall not post chain letters or download large files.
- Users shall not use the computer system to disrupt others.
- Users shall not modify or delete data owned by others

Computer Lab and Internet Policy

Peachtree Academy has provided students with a computer lab and Internet services to enhance their educational experience. The Internet is a valuable tool for accessing information from libraries, universities, companies, and other valuable sources. Students must follow the guidelines listed below in order to have the privilege to utilize Peachtree Academy's Computer Lab and Library computers. Students may bring and utilize their personal laptops at school; however, students must have teacher permission to use any electronic devices and the school is not responsible for any lost or damaged electronic devices.

1. The Computer Lab/Library and use of the Internet must be in support of education and research and must be consistent with the educational standards and objectives of Peachtree Academy.
2. Students may not visit sites that violate the moral standards and philosophy of Christian education, or the spiritual goals of Peachtree Academy.
3. The Computer Lab/Library must be utilized for school-related purposes only.

4. Students may not utilize school computers for personal communications, including but not limited to checking personal E-mails, instant messengers, etc.
5. Students misusing or damaging hardware will be responsible for repairs or replacement and subject to disciplinary action.
6. Students utilizing the Internet must have teacher/staff supervision.
7. Students must utilize the Internet for school-related purposes only.
8. Students may not download copyrighted or licensed programs.
9. Students may not alter or manipulate software or operating systems.
10. Students may not attempt to break into restricted files or private files.
11. Students may not attempt to introduce any virus into the system.
12. Students may not attempt to log on as another student.
13. Students may not visit chat rooms and/or bulletin board sites.
14. Students may not load, launch, or play any new games or programs.

In order to protect the minds and safety of our students and at any time deemed necessary, Peachtree Academy Administration reserves the right to view any content of a cell phone, PDA, iPod, iPad, tablet, notebook, Kindle or any other social media exchange, or communication device, which is owned, operated by, or in the possession of a Peachtree Academy student.

Section 6: ACADEMIC INTEGRITY

Peachtree Academy requires all students to abide by the following guidelines regarding academic integrity, cheating and plagiarism:

Cheating Policy

- Using or possessing, as well as giving or receiving, unauthorized materials in a testing situation (notes, textbook, cheat sheets, electronic devices.)
- Giving or sharing information on a test, quiz, homework, project, etc.
- Copying another student's work of any kind.
- Passing on or receiving definite answers to test or quiz questions.
- Turning in work for credit that is not one's own (This includes, but is not limited to, information from the internet.)
- Submitting text that has been cut-and-pasted from the internet without attribution.
- Sharing or copying information from another student's computer or mobile device.
- Plagiarism of any sort, as defined and explained, is strictly prohibited.
- Paraphrasing without properly given recognize the original source is also considered plagiarism.

The following consequences will apply when violations occur:

- A documented referral to Principal will be added to student's behavior file.
- Demerits will be assigned to behavior record.
- A credit of "0" will be recorded for the test or the assignment involved.
- Suspension or expulsion may be recommended.

Plagiarism Policy

Plagiarism: *an act of fraud and should be considered as serious an offense as stealing someone's personal property or a patent on an invention. It is our expectation that students will abide by this policy at all times, in all classes, for all assignments.*

A student will be considered to be in violation of the plagiarism policy if he or she does any of the following:

- (1) Uses the direct wording of another source without documenting the source and putting the words in quotation marks.
- (2) Uses the ideas of another person without fully documenting the source of those ideas.
- (3) Copies the basic sentence structure of another writer's work, but changes some of the words.
- (4) Downloads and turns in information as one's own work.

- (5) Provides incorrect or fictitious information about a source.
- (6) Cites a source in such a way as to change the content, meaning, or intention of a source.
- (7) Turns in the work of someone else (peer, teacher, parent) as his or her own. This includes homework assignments, journal entries, formal papers, and projects.
- (8) Completes another student's assignment for him or her and allows it to be turned in as the other student's work.

The following consequences will apply when violations occur:

When a teacher can provide evidence that a student has plagiarized any portion of an assignment, the student will:

- A documented referral to Principal will be added to student's behavior file.
- Infractions will be assigned to behavior record.
- A credit of "0" will be recorded for the test or the assignment involved.
- Suspension or expulsion may be recommended.

Students should consider the impact that plagiarism could have on their grades and their permanent conduct records before they make the decision to violate the policy. Neither teachers nor administrators will lessen the penalties to prevent them from harming the student's grade or conduct record.

Section 7: 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.

Sending Payments and Money to the School

All checks should be clearly marked to indicate the name of the student for which the payment is being made and for which the payment is intended. Please complete the memo line. ACH is the method that Peachtree Academy will use to process payments. These timely payments help to ensure adequate allocation of funds and immediate deposit. **No cash payments will be received.**

Tuition

Tuition covers the annual cost of your child's education. Our annual budget allows for cost of tuition to be paid in three options. Parents may pay the full annual tuition by **July 1st** of the current school year and receive a 3% discount. There are two payment options which involve monthly fees. Our 10 month plans begins July 1. Tuition is due by the 1st of each month, after which a late fee is applied. If the 1st falls on a non-school day, tuition is due on the last school day prior to the 1st (Example: If the 1st is on a Sunday, tuition is due on the next business day). A late payment fee of \$40 will be applied to the account for all payments received after the 5th of each month. **All account balances must be kept current in order for students to participate in any and all school activities, including extra-curricular activities, athletics, graduation, assemblies, concerts, end of year program, field day, etc.**

Your tuition commitment is for the **entire** school year. Students who are relocating outside a 35 mile radius are required to give a one month notice and must pay one month's tuition following withdrawal. Student records, including report cards and standardized testing scores, will NOT be released if there is an unpaid balance on the account. Failure to meet the annual tuition agreement results in our inability to meet our financial goals for 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. Families are able to check their account balance at any time using our **student's** portal, RenWeb.

Section 8: GENERAL POLICIES

Absences

Students are permitted two (2) “Parent Excuses” per school year. A Parent Excuse is an excuse written by a parent/guardian that **excuses the student from school for absences (up to 3 days) pertaining to illness, vacation, etc; these absences will be documented as Excused Absence.** 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. Additional absences may warrant a meeting with administration. Students who are not in attendance miss important classroom instruction which cannot be made up by completing homework packets. Students missing more than 20 days of school may not receive credit for the year’s work and this may prevent the student from being promoted to the next grade level. Students with an unexcused absence are not permitted to make up missed work. **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. In most cases, make up work is due within the number of days absent, example if your child is absent three (3) days, they will be given three (3) days to make up the work. If necessary, please make arrangements with your child’s teacher(s) for the expected return date of completed make-up work. We ask that you contact teachers to make arrangements for a child’s missed assignments. 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.

Attendance

Regular and punctual attendance is necessary if a student is to achieve success in his/her academic pursuits 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.

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 difficult for the teacher to start the day.

Tardiness

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 conform to this requirement.

Students will be considered tardy when not seated and ready to begin class by 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 (3) or more occurrences per quarter, will equal one unexcused absence. These absences will be recorded on report cards and permanent records.

Afterschool Enrichment and Summer Camp

Afterschool services are offered for students in Pre-K thru 8th grade. Students who 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 through ACH. Afterschool Enrichment tuition may be paid weekly or on the first of the month. A late payment fee of \$15 will be added if monthly payments are received after the 5th. Two (2) absent credits per calendar year are allowed, which are equal to half of the regular weekly tuition. Any full week absences over the two (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 students that require care for Early Release days will be charged \$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 dis-enroll from any of the enrichment programs. **Our After-school Enrichment and Summer Camp programs have the same behavior expectations as our Private School.**

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 K -12th grades. All parents are encouraged to communicate with teachers via email. Teachers and members of administration will also utilize phone calls and **written notes and/or emails** back and forth to keep parents informed about a student's progress and/or behavior issues. Student agendas are also used for quick daily **communication** between parent and teacher.

Parent/Teacher conferences will be conducted twice during the school year. Peachtree Academy faculty will contact parents to request a conference time. Parents may request a conference any time during the school year by contacting the teacher(s) or by calling the administrative office.

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.

Enrollment

Current students are invited to re-enroll as of November 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 hire teachers and order books and supplies 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 or they may bring a nutritious lunch from home. Fees will be assessed monthly for students who participate in school lunch. If your child does not bring a *nutritious lunch* from home or has not paid for school lunch

in advance, your account will be billed for school 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**. 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. We also ask that you provide a lunch for your child that does not have to be refrigerated, heated or prepared. The delivery of **Fast Food meals is not permitted, but parents have the option of bringing in a healthy lunch for their students on FUN Fridays. If you would like to eat lunch with your child, please send a note to the teacher and sign in at the front office.**

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

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.

Request for Teacher

Please do not make parent requests for a specific teacher by name. 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.

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. **Parents and/or Visitors are NOT permitted to go directly to the classroom between 7:45-8:10 and 2:15-3:15, as teachers are preparing for instruction, arrival and/or dismissal. Appointments to visit teachers and administrators can be scheduled with teacher**

or through the front office. In order to maintain student safety, students may not have student visitors during school hours, unless it is approved by Administration.

Volunteers

Volunteers are a valuable part of 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: assisting with car rider drop off, PTO officer, fundraising programs, computer lab, gardening, baking cakes for birthday celebrations, lunch assistance, room parent, attending/driving on field trips, typing items for the teacher, lunch duties, campus beautification, etc. Please see local campus personnel to find out what type of help is needed. We require all families to volunteer ten (10) hours of time per school year. Please e-mail volunteer hours to front desk personnel to be updated in RenWeb.

Please make arrangements with your child's teacher to see what their needs are in the classroom. Parents are encouraged to help with activities that are designated by the teacher. Observations of classrooms are not encouraged because they may prove uncomfortable and distracting to students. 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 required 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 four (4) business days. Parent's contractual commitment is for the annual tuition. If withdrawal is unavoidable due to relocation over a 35 mile radius, **one (1) month's notice, a utility bill, updated Driver's license with the new address, and the equivalent of one (1) month's 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 matriculation fees. Your matriculation fee pays for workbooks and the rental of hardback textbooks chosen for classes. These books are the property of Peachtree Academy.

Section 9: TRANSPORTATION POLICIES

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.

- Students arriving at school after 8:15 must be accompanied into the building and signed in by a parent.
- 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 be assessed** to those who violate parking stipulations and interrupt the flow of traffic. **The fines will be** used for the Library Fund.

School Bus Procedures:

The Peachtree Academy school bus provides transportation for middle and high school students to and from the Covington Campus each day. The cost for transportation is \$100 per semester per student. Payments must be made at Open House or added to the student's first month tuition. **The school bus will leave the Conyers Campus at 7:35am.**

- Students may be dropped off at the Conyers campus starting at 7:20am.
- Students enrolled in before care will be dropped off at the Early Childhood Center.
- Please enter the parking lot from Wall Street and exit on Ellington Rd.
- Students will be picked up and dropped off in the front parking lot of the elementary school in Conyers.
- **Students will be permitted 3 bus tardies before being suspended from the school bus.**

The school bus will be parked in front of the elementary school in the BB& T parking lot. We ask that you follow the one-way driving/drop-off procedures. This is for the safety of all students. All students participating in school bus transportation should be registered for the bus by September 1.

Student Drivers/Riders:

Any high school students that drives and/or transports other Peachtree Academy students will be required to be in good academic and behavior standing, purchase a \$20.00 parking permit issued to them by the Administration, and have all documents on file:

- Copies of proof of auto insurance
- Student's driver license
- A permission form must be signed by parents of both the student driver and student passenger(s) indicating permission and approval.

Section 10: HEALTH

1. Peachtree Academy is committed to the success of all students, including those with other mental health conditions. Please be reminded of the following:

- We will isolate students who have symptoms of illness and call parents immediately for them to be picked up.
 - If a student has **fever**, they must be fever free for 24 hours before returning to school (*this means without the use of fever reducing medication*).
 - If a student has **diarrhea**, they must be diarrhea free for 24 hours before returning to school (*this means without the use of diarrhea suppressing medication*). Diarrhea is 3 or more episodes of loose stools in a 24 hour period.
 - A student must not come to school if **vomiting** 2 or more times in 24 hours. A student should have 1 or 2 meals without vomiting before returning to school
-

Mental Health

2. Peachtree Academy will:

- Acknowledge but not stigmatize mental health problems/refrain from discrimination against students with mental illnesses;
- Make suicide prevention is a priority;

- Encourage students to seek help or treatment that they may need;
- Ensure that personal information is kept confidential;
- Allow students to continue their education by making reasonable accommodations.

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. The prescription number must be included when completing the form. The medicine to be dispensed will be kept in the front office. Medicine must be properly labeled with the student's name and in its original container with prescription number (if applicable), as well as instructions for administering.

Section 11: CHARACTER & HONOR

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 others
- 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

Honor Pledge

“Integrity far outweighs any grade I could receive because it is a true representation of my character. In order to respect myself, I pledge to only put forth work that is my own and will encourage my peers to do the same.”

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. Everyone is invited to attend this important activity.

Section 12: DRESS CODE

Students at Peachtree Academy are required to wear uniforms. Peachtree Academy has an established and well enforced dress code that helps a child learn to present their best self and because:

- Uniforms help build unity and school spirit
- Proper dress is an important key in life long success, therefore we expect students to take pride in their appearance.
- Encourage discipline
- Increase a sense of belonging and school pride
- Improve attendance
- Help students resist peer pressure to buy trendy clothes
- Assists parents in streamlining the morning routine and reduces tardiness
- Reduces distractions
- Helps students concentrate on their school work
- Assists in identifying strangers on campus
- Provides immediate identification of students

While Peachtree Academy recognizes the uniqueness of each student and seeks to develop individuality, it is also imperative that each student understand the concept of appropriate dress. Peachtree Academy students are **required** to wear uniforms. Uniforms may be purchased exclusively at Land's End www.landsend.com. **Please use code: 900120924 when ordering from Land's End.** Casual and Spirit days are traditionally on Friday for both campuses.

Casual days- students are permitted to wear dress code approved clothing of their choice.
Spirit days- students are required to wear a Peachtree logo shirt and Jeans.

Mandatory Uniform Attire

A) **SHIRTS** – Polo, or Button Down Oxford shirt with the Peachtree Academy logo (male and female)

- Burgundy, black, white or ice pink

B) **PANTS and SKIRTS** - Khaki Pants or shorts **MUST** be worn with a black or brown belt (male and female) (Loose fitting Uniform type pant)

- Pants and shorts - Khaki or black fitted pants only. Standard cotton fabric.
- Skirts – Khaki or plaid that coordinates with uniform shirt
- No leggings, jean fabric, or stretch pants (Grades PK-12)
- No cargo pants (no large pockets)
- Shorts must be of a longer style (at least credit card length from the knee.)

C) SHOES - Shoes must be closed toe and closed heel, Socks must match pants or shirts or be “no show” socks. White socks are also acceptable. Glitter or light up shoes are not acceptable.

1) Sperry, Dockers, Saddle Oxford type shoe

- Brown, tan or black only

2) Tennis Shoe

- White, Black, Tan, or Burgundy only (no noticeable colors other than white or black, including soles, logos or designs.)
- Tennis, cross trainers or “vans” acceptable
- No large, noticeable logos or off color designs. Can have opposite color or neutral logo design.
- Low tops only
- Shoe laces in white or black only
- Colored tennis shoes may only be worn to PE class

3) Dress Shoe

- Brown or black only
- Black or brown laces only
- No high heels or wedges above 2 inches. Flat shoes only for elementary students (female)
- Dress boots with flat heel acceptable, but only if covered by pant legs

D) OUTERWEAR – Weather related, seasonal gear

Heavy winter coat with designer logo can be worn to school, but not worn during school hours on campus
No designer logos are to be worn during school hours. **Only Peachtree Academy logoed or neutral (non-logo) outerwear is approved to wear during school day.**

1) Jacket or Sweater - Black, burgundy, white, tan only

- Traditional logo, spirit wear branded logo, or no logo
- No logos except those approved for school use

2) Pullover, Hoodie - Black, burgundy or gray only with traditional logo or spirit wear logo design.

Boys

- Hair should not be longer than the top of the shirt collar.
- Unnatural colored hair is not acceptable! No unnatural (dyed) colored hair: blue, pink, green, red, etc...
- Afros must be neat in appearance and no longer than 2 inches.
- Students are not permitted to have Mohawks or designs and icons trimmed into their hair
- No earrings or **facial piercings**

Girls

- Hair is to be only of natural color. No unnatural (dyed) colored hair which is blue, pink, green, red, etc... is acceptable.
- **Hair Accessories must be black, burgundy, white, or the plaid uniform print.**
- Under garments should not be visible at any time.
- Clothing for extracurricular activities must also be acceptable attire – shorts must reach fingertip length.
- No tank tops or spaghetti straps.
- Earrings may not be longer than 1 inch below the earlobe and should be **quarter size; NO facial piercings.**
- Girls may wear tall socks or tights of black, burgundy, white, or ice pink.

Seniors (12th grade students ONLY)

Seniors are permitted to wear **BLUE jeans** and a Peachtree uniform shirt **EXCEPT** for days that they are attending Chapel or participating in an off-site excursion.

Jeans must be straight leg or boot cut.

NO- SKINNY Jeans are permitted.

NO- Design or embellishments on pockets.

NO- Rips, tears, or patches.

Senior dress code violations will result in the following consequences:

1. Warning.
2. 1 day of mandatory uniform.
3. Loss of jean privilege and mandatory uniform for the remainder of the school year.

Section 13: SPECIAL ACTIVITIES

Class Parties

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

College Visits

Peachtree Academy encourages 11th and 12th 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.

Exploratory Classes

Foreign Language, Physical Education, Art, and Music are provided for students from K – 5th grades. Middle and High School students participate in electives chosen each semester. Band is available for students beginning in the third grade. These classes help round out our curriculum and are enjoyed by all students. Students' grades will not be determined on talent or ability. Rather, children will be evaluated in these areas based upon participation and behaviors 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 scheduled P.E. days.

Extracurricular Activities/Competitive Sports/Student Organizations

Each semester Peachtree Academy students are given the opportunity to participate in school sponsored activities for an additional fee. These activities include Drama/Chorus, Art Club, Science Club, Golf, Tennis, Swimming, Piano, Voice, Violin, Cheerleading, Equestrian, Soccer, Basketball, Baseball, Football, Softball, etc. Peachtree Academy Private School reserves the right to deny participation for anyone with less than B average in core subjects. Fees paid to an extracurricular activity are nonrefundable. Participation varies semester to semester.

Any student participating in **Competitive Sports**:

- must maintain a 2.5 GPA in order to participate. Students will be placed on probation until their GPA is 2.5 or greater. Parents are expected to pick up students at the designated end time of an extracurricular activity. **Failure to do so will result in a fee charged at the rate of \$1 per minute or removal from the program.**

Any student participating in Homecoming or Prom Court:

- must maintain a 3.0 GPA in order to participate.
- Students must have been enrolled at PA for at least one semester.
- have less than 5 absences
- NO level 3 or 4 behavior & discipline infractions

Family Fun Events

Family Fun Events provide opportunities for Peachtree Academy families to meet other families, get better acquainted, socialize and just have fun. These events are held several times throughout the year at all three campuses. Be sure to pay attention to posted notes, flyers, etc. and check your child's backpack regularly. Family events include, but are not limited to the following activities:

Back-2-School Bash,
Taste of Peachtree
Kentucky Derby Gala

Harvest Festival
Christmas Tree Lighting
Panther Day

Homecoming
State of the School Address
Career Fair



Handbook Signature Page

The student/parent handbook is for your information and hopefully will answer any questions you have. Please sign and return this page to the school for our records.

I have read the 2016-2017 student handbook and agree to abide by its regulations and standards.

Homeroom teacher Grade

Student name

Parent signature

Academic Integrity: Cheating and Plagiarism Policy

Signing this policy indicates that the student and parent understand the rationale for the policy, the definition of cheating and plagiarism, and the penalty for violating this policy. A signature indicates that neither the student nor the parent will attempt to explain or to justify a cheating or plagiarism offense with the argument that the student was unaware of the policy or did not understand that he or she was violating the Academic Integrity Policy.

I have read the policy and I understand it. My parent has reviewed this policy with me and has given me a chance to ask questions about it. I understand that it applies to all of my assignments in all of my classes all year long, including any summer reading assignments.

Print Student Name: _____ Date: _____
Student Signature: _____ Date: _____

I have read the policy and I understand it. I will support it by discussing it with my child and agree that my child will abide by it. I will do my best to ensure his or her accountability in his or her schoolwork.

Print Parent Name _____ Date: _____
Parent Signature: _____ Date: _____

Please return to your homeroom teacher as soon as possible.