

# PEACHTREE ACADEMY



## Family Handbook

*Peachtree Academy Private School is a Christian college preparatory school using innovative strategies to inspire all students to reach their highest God-given potential.*

# WELCOME TO PEACHTREE ACADEMY



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# SCHOOL INFORMATION

## A Private School of Excellence

Pre-Kindergarten – 12th grade

### Mission Statement

Peachtree Academy Private School is a Christian college preparatory school using innovative strategies to inspire all students to reach their highest God-given potential.

### Motto

Pursuing Excellence with Honor

### 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.”

Conyers Campus	Covington Campus
<b>Pre-K – 4th Grades</b> 1801 Ellington Road Conyers, GA 30013 770-860-8900 Ext. 1001 Fax 770-761-0883	<b>Pre-K – 12th Grades</b> 14101 Hwy 278 Covington, GA 30014 770-860-8900 Ext. 1003 Fax 678-212-6079

### School Hours

Pre-K.....8:15 a.m. - 2:30 p.m.  
Kindergarten – Grade 3.....8:15 a.m. - 2:30 p.m.  
Grades 4 & 5.....8:15 a.m. - 2:45 p.m.  
Grades 6 – 12.....8:15 a.m. - 3:00 p.m.

*This handbook serves as policy and procedures for parents and students of Peachtree Academy Private School. Leadership and/or Advisory Board Members reserve the right to amend any of the policies/procedures/general information represented here at any time without prior warning or written notice. This handbook supersedes any previous version and extends to any school sponsored activity or campus.*

## SECTION 1: ADMINISTRATION

### Administrative Team Organization Chart

2024-  
2025

# PEACHTREE ACADEMY

## Leadership Team



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PURSUING EXCELLENCE WITH HONOR



## SECTION 2: 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. Peachtree Academy 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 their or her greatest possible achievement level.



### Accreditation & Affiliation

Peachtree Academy is accredited by Cognia and the Southern Association of Colleges and Schools (SACS). The SACS Council on Accreditation and School Improvement (CASI) are accredited divisions of Cognia. Cognia is dedicated to advancing excellence in education worldwide. Fine Arts, STEM and Athletic teams compete in the Georgia Association of Private and Parochial Schools (GAPPS).

## Grading Scale

A+ 98-100	B+ 87-89	C 75-79
A 94-97	B 83-86	D 70-74
A- 90-93	B- 80-82	F 69 and below

Kindergarten	Elementary Weights: 1st-5th	Middle School Weights: 6th-8th	High School Weights: 9th-12th
<p>Kindergarten students are evaluated by achievement of academic goals and using ratings of</p> <p><b>Excellent (E), Satisfactory (S), Needs Improvement (N), or Unsatisfactory (U).</b></p>	Formative – 50% Homework Quizzes Classwork	Formative - 50% Homework Quizzes Classwork	Formative - 60% Homework Quizzes Classwork
	Summative - 50% Projects Tests	Summative - 50% Projects Tests	Summative - 40% Projects Tests
	<b>Exploratory Weights:</b> 50% Participation 50% Classwork	<b>Elective Weights:</b> <i>*these are determined each year by            course offerings/instructor*</i>	

*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 they have 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 due to teacher discretion. It is the expectation that students will use their agenda to track assignments.

We have implemented a new policy to support our students' academic success. If your student has any incomplete homework or failing grade in any class, they will be required to attend a working lunch session. During this time, they will have the opportunity to complete their assignments, receive extra help, and improve their learning outcomes. This policy is effective immediately and will be enforced by all teachers and staff.

### **Principal and Merit Honor Roll**

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.

Elementary students are recognized at the end of each quarter, Middle School/High School students are recognized at the end of each semester for excellence in academics. 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.

### **Academic Organizations**

<b>Organization</b>	<b>Grade Level</b>	<b>Academic Requirement(s)</b>
National Elementary Honor Society	4th-5th	Student must maintain a Principal or Merit Honor status at the end of each semester.
National Junior Honor Society	6th-8th	Student must maintain a Principal or Merit Honor status at the end of each semester.
National Honor Society	9th-12th	Student must maintain a Principal or Merit Honor status at the end of each semester.
Student Council	6th-8th	3.0 G.P.A
Student Government	9th-12th	3.0 G.P.A
Student Ambassadors	10th-12th	3.0 G.P.A
Spanish National Honor Society	10th-12th	Student must maintain a Principal or Merit Honor status at the end of each semester.
Mu Alpha Theta	10th-12th	Student must maintain a Principal or Merit Honor status at the end of each semester.



## Promotion/Retention

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

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

**High School:** A student that fails a required semester course or a semester of a year long course must complete the course during the summer break in order to be considered eligible for the next grade level.

Students who complete all required coursework and maintain a 2.0 or above for the year are promoted to the next grade level. Any student who fails to maintain a 2.0 or above average in any subject area is required to attend a meeting with parents, teacher(s) and a member of the leadership team to determine the course of action necessary to continue the student's education.

## Academic Probation

At the end of each quarter or semester, any student earning one or more grades below a 70 may be placed on Academic Probation at the discretion of Peachtree Academy Administration. While on probation, the student's academic progress will be closely monitored for the remainder of the semester.

Probationary status may be lifted if the student demonstrates sufficient academic improvement and raises the grade to at least 75. However, any student with one or more failing grades in a core subject or elective may be subject to continued probation, removal from extracurricular eligibility, or dismissal from Peachtree Academy due to academic failure, **regardless of whether they have previously been placed on probation.**

Final decisions regarding academic standing, probation, or continued enrollment are made by the school administration and may occur at any time based on the student's overall academic performance.

A minimum 2.0 GPA is required for participation in extracurricular activities and athletics.

## Academic Enhancement

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

## Report Cards

All students in Pre-K through 5th grade are issued a Report Card at the end of each nine-week grading period. Middle and High School Progress Reports and Report Cards are made available electronically on RenWeb in accordance with the school calendar. Parents are encouraged to print off the report from the provided link within 14-days before the link expires. Report cards for families with a financial hold are available through the front office in June once all outstanding fees and balances have been rectified.

## Standardized Testing

Kindergarten and first grade students are assessed on a curriculum based assessment that determines mastery of standards taught during the school year. Students in 2nd - 9th grades are administered standardized tests in the Spring of each school year. All students in grades 8th and 9th grade take the PSAT8/9, all 10th grade students are required to take the PSAT/NMSQT during the school-wide testing day in the Fall semester. All 12th grade students are required to take the SAT and/or ACT college entrance exams prior to graduation.

## Graduation Requirements

Courses	Honors Credits	Accelerated Credits
English	4	4
Mathematics	4	5*
Science	4	5*
Social Studies/History	4	4
Foreign Language	2*	3*
Electives	3 1/2	3 1/2
Health	1/2	1/2
Physical Education	1/2	1/2
Fine Arts	1/2	1/2
Technology	1/2	1/2
Bible	1/2	1/2
<b>Total Credits</b>	<b>24</b>	<b>27</b>

\* Indicates the students on the accelerated path will have additional Math and Science courses.

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. Rising 11th or 12th grade student

2. Have a minimum 3.2 Overall Academic GPA (3.5 for rising junior summer school students).
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 Peachtree Academy policies, including weekly chapel attendance and participation in a Bible course during their high school career at Peachtree Academy.
5. Adherence to all Peachtree Academy policies while on other campuses.
6. Students must adhere to the academic policies and procedures for the Dual Enrollment partnering school.
7. Dual Enrollment students are required to submit their social security to the GSFC in order to have the Dual Enrollment course paid for by the state.

Advanced Placement (AP) and Dual Enrollment (DE) **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 during the school year and Seniors are eligible to take a maximum of four DE courses during the school year.

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 a full time student enrolled for at least 6 courses with 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 Academy 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 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:

- If there is a .02 margin of difference, the Leadership Team will utilize the criteria to identify which students will be awarded the designation of Valedictorian and/or Salutatorian by

evaluating a student in the following areas:

NOTE: The Leadership Team 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.

Attendance Extra-Curricular Activities
Behavior Record
Senior Portfolio

Subject Area	Number of Semesters	Credit Hours
English	8	4
Math	8*	4*
Science	8*	4*
Social Studies	8	4
Foreign Language	4	2
<b>Total</b>	<b>32</b>	<b>18</b>

### Graduation & Compass Ceremony

Peachtree Academy conducts graduation (K and 12th) and Compass (5th and 8th) ceremonies each year. Only students enrolled full-time at 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 practice will be part of the school day with a special luncheon after practice. Seniors will not need to return to school after the luncheon. Dress for graduation will consist of the following:

Girls – closed back, black shoes, black or white dress or black dress pants and white shirt.



Boys – black pants, black dress shoes, white dress shirt, dark tie

Please refer to the dress code section of the handbook regarding hair, make-up and accessories

## SECTION 3: ACCOMMODATIONS

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 challenging 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 or Academic Dean 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 or Academic Dean, student and parent, the accommodation form will be discussed and revised, if necessary.
- (4) It is the Leadership's 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 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 an 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 laptop 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 or exams.
- b. Students are normally expected to use extended time during tutorial and after school tutorial.

- c. Teachers, students and counselors may also work together to coordinate extended time before school, during lunch, or after school
- d. 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)
- e. 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)
- f. Teachers may also choose to disallow students from correcting answers when students leave and come back to finish a test with extended time
- g. 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 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 prior approval by the Principal/Academic Dean is obtained.

**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.

**5. Co-Teaching:** At Peachtree Academy, class size and teacher ratio is very important to us. Students will have the advantage of a small class so that more direct instruction can take place in the classroom.

### **Academic and Enrichment Field Trips**

It is the desire of Peachtree Academy to provide safe transportation for students participating in field trips. All students participating in field trips must have an electronically signed permission slip. Some field trips may require parents to attend for supervision purposes.

- The number of chaperone's will be determined at the teacher's discretion based on venue requirements and space availability.
- No siblings or non-approved family members are allowed to attend field trips for the safety and supervision of Peachtree Academy students.
- Peachtree Academy is not responsible for any lost, damaged or misplaced electronic devices or personal items.

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** chaperone's are enlisted through a lottery system, requiring a security deposit and mandatory background check. Chaperone's 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 number of chaperone's 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 without monetary refund or transfer of funds.

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

### **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.

### **College & University Field Trips**

- A school sponsored college field trip is defined as a visit to a college/university to expand and reinforce higher education opportunities, as well as provide new and unique experiences for high school students to engage and interact with alum. ( 9-10th grade = 1 visit; 11 & 12th grade = 3 visits)

### **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 educational field trips throughout the school year for each grade level. Most trips are single-day events; however, certain grades may participate in mandatory overnight trips. Please note that fees for overnight trips will be charged to all students regardless of attendance, as costs are calculated based on total group participation.

The cost of these trips will be provided in the first quarter and broken down into payment increments which will be added to a student's FACTS account or paid through travel company. Once a family has submitted the electronic permission slip and deposit, ALL payment/fees are non-refundable.

*NOTE: The leadership team reserves the right to remove students from overnight trips for behavior, social maturity and/or ability to participate in activities fully and appropriately. Fees are no-refundable.*



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 their individual capabilities.
- Health and Safety - The health and safety of students and staff are given utmost consideration in the approval, planning and conducting of all school-sponsored trips. Staff involved in planning a field trip will include the Dean of Academics and/or the Chief Operating Officer in the planning process in accordance with health

## SECTION 4: CALENDAR

### Holidays

The school year calendar is provided online at [www.PeachtreeAcademy.com](http://www.PeachtreeAcademy.com) under parents tab and is also available in the front office. Every effort is made to adhere to the calendar as set; however, in the event that a schedule change is necessary, notifications will be sent home and changes will be notated on the 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 the website at [www.PeachtreeAcademy.com](http://www.PeachtreeAcademy.com) and our Facebook page for information regarding Peachtree Academy. We take surrounding area public school closing under advisement when making school closure decisions.
2. Notification of school closings, delayed openings and/or early dismissals, are decided by

## SECTION 5: CHARACTER & HONOR

### Character Contract

The goal of Peachtree Academy 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 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

In keeping with the Peachtree Academy vision of "developing men and women of Christian character" and in alliance with the Peachtree Academy Mission statement that includes inspiring "all students to reach their highest God-given potential," Peachtree Academy requires attendance in its school-wide chapel program. Age appropriate chapel programs are provided at the elementary, middle and high school levels. While Peachtree Academy respects persons of all religions and faith, participation through chapel attendance is mandatory.

### Bible Class Requirement

In conjunction with the Chapel policy, Peachtree Academy middle and high school students are required to take Bible class in order to complete their academic requirements. Middle school students are required to take middle school Bible no later than 8th grade year. High school students are required to take a Bible class elective prior to graduation. While Peachtree Academy respects persons of all religions and faiths, the Bible class elective is a

## **SECTION 6: DISCIPLINE**

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 on social media.

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 accrue escalating consequences 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 but are not limited to:

- Creating an unsafe environment for other students through teasing, intimidation, or bullying
- Possession of contraband including drugs/weapons
- 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 and investigated.

**\*If a student is expelled from Peachtree Academy, they are not allowed on campus or at a Peachtree Event on or off campus.**

**Behavior & Discipline Policy**

In order for discipline to be fair and consistent, Leadership will utilize a Demerit Point System to determine student consequences for acts of disobedience and misconduct. The Leadership Team 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 leadership. Students with multiple behavior infractions may be expelled by the leadership. Parents/Students will be informed of student infractions by e-mail using RenWeb, the student information system.

**ELEMENTARY**

Teachers in grades PK-5th use a variety of methods to monitor student 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	Forfeit of privileges	Behavior notice sent home
Parents called	Parent/Teacher conference	Visit with Dean of Academics
Detention/ISS/OSS	Possible withdrawal	

Please keep in mind that as a student advances in age, maturity and grade level, the disciplinary consequences will increase in seriousness and scope. Disciplinary infractions are recorded in Renweb on the student's behavior record.

## MIDDLE/ HIGH SCHOOL

Level 5	Consequences may include but are not limited to:
Terroristic threat or Inappropriate conduct at a personal nature.	Immediate dismissal from Peachtree
Level 4	Consequences may include but are not limited to:
Behavior unbecoming of a Peachtree Academy Student (this includes, but is not limited to the following infractions: <ul style="list-style-type: none"> <li>• Disrespect toward staff or faculty</li> <li>• Bullying</li> <li>• Fighting</li> <li>• Cheating</li> <li>• Stealing</li> <li>• Plagiarism (Major or multiple offenses)</li> <li>• Hacking of Computer or Technology</li> </ul>	<ul style="list-style-type: none"> <li>• Out of school suspension (1-5 days)</li> <li>• Expulsion Hearing at administration discretion</li> </ul>
Level 3	Consequences may include but are not limited to:
<ul style="list-style-type: none"> <li>• Inappropriate language or gestures</li> <li>• Lying</li> <li>• Inappropriate use of Chromebook Technology during the instructional day without approval</li> </ul>	<ul style="list-style-type: none"> <li>• OUT School Suspension (1-2 days)</li> <li>• ISS (2-5 days)</li> </ul>
Level 2	Consequences may include but are not limited to:
<ul style="list-style-type: none"> <li>• Cell Phone use during the instructional day without approval (third offense)</li> <li>• Being in an unsupervised area without permission</li> <li>• Classroom or School Bus Disturbance</li> <li>• Profanity</li> <li>• Plagiarism (Minor or first offense)</li> <li>• Public Displays of Affection</li> </ul>	<ul style="list-style-type: none"> <li>• Campus Beautification (1-2 days)</li> <li>• ISS (1 - 3 days)</li> </ul>
Level 1	Consequences may include but are not limited to:
<ul style="list-style-type: none"> <li>• Dress Code Violation</li> <li>• Chromebook Infraction</li> <li>• Disrespect to classmates and peers</li> <li>• Running, yelling, or horseplay in the building</li> <li>• Excessive Tardiness</li> </ul>	<ul style="list-style-type: none"> <li>• Lunch Detention</li> <li>• 1 hour Detention (Morning or Afternoon)</li> <li>• 200 word essay</li> <li>• ISS (1 - 2 days)</li> </ul>



## Detention

Parents are notified through RenWeb when a student is assigned to detention. Students may be assigned detention Monday through Friday for negative behavior infractions.

Students who fail to attend lunch detention may be assigned before or after school detention.

## 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. Bullying can be defined as:

- Physical hitting, kicking, pushing, or intimidation
- Relational – gossip, rumors, exclusion, destructive or negative comments that defame another's character
- Cyber bullying through email, text messaging, social media (direct or indirectly)
- Sexting, cyberbullying and 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 and investigated. Penalties may range from demerits, suspension or dismissal from school at the discretion of the administration.

## Prohibited Articles

These items are not permitted on school grounds or at any school activities by students, parents and/or guests:

- Inappropriate use of media and technology
- Knives, firearms, or any type of weapon
- **Drugs or any drug paraphernalia**
- **Alcohol products of any kind**
- Lighters or matches
- **Tobacco or vaping products of any kind**
- Items that disrupt the educational environment
- Verbal actions or statements deemed threatening, disruptive, or inappropriate

Any item or verbal action 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 pending the outcome of an investigation. The 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 email 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 reserves 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 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 for any HOMEWORK assignments that were assigned and not completed during his/her suspension. 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. (This includes class work, tests, and quizzes). These circumstances will be determined by the Administrative staff.

### **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.

### **Cell Phones and Technology**

- Parents should not text or call their student(s) 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.
- There are telephones available for student's use with permission in the following locations at the school – main office, teacher work area, each coach's office, guidance counselor's office, and accounting office. Coaches and faculty also have cell phones that can be made available for use if needed.
- 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.
- Students are expected to leave their cell phones locked in their vehicles, placed in their lockers or kept in their backpacks.
- Cell phones may not be turned on, may not be used, and may not be visible on campus during the hours of 8:15 AM until 3:15 PM, without the direct permission of faculty or staff. 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. This will be documented in Renweb.
2. **Second offense** – a parent/legal guardian must contact administration to receive the device. This will be documented in Renweb
3. **Third offense** and any recurring incident, the device will be confiscated and a parent(s) must pick up the device. In addition, disciplinary action will be taken.

### Use of Cameras and other Technology

1. 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 without permission from a staff or faculty member.
  2. 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.
  3. Unauthorized cameras or video devices will be confiscated and returned after appropriate disciplinary action has been determined.
- 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.
  - 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.”
  - If there is a third incident, the device will be confiscated and the student will be suspended.

*NOTE: 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 the generally accepted rules of etiquette, including the following:

- Be polite.
- Users shall not commit forgery, 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 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 Emails, 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 may not download copyrighted or licensed programs.
  - alter or manipulate software or operating systems.
  - attempt to break into restricted files or private files.
  - attempt to introduce any virus into the system.
  - attempt to log on as another student.
  - Students may not visit chat rooms and/or bulletin board sites.
  - Students may not load, launch, or play any new games or program without the permission of staff or faculty member.

**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 while in attendance of an event or while on Peachtree Academy campus. Violation of any of these policies could result in disciplinary actions.**

## **SECTION 7: ACADEMY 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.
- Infractions will be assigned to behavior record.
- A credit of "0" will be recorded for the test or assignment involved.
- Suspension or expulsion may be recommended.
- These violations can remove a student from the running of valedictorian/ salutatorian

### **Plagiarism Policy**

**Plagiarism:** *is an unethical 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 assignment involved.
- Saturday School, 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 8: 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.

### School Payments

FACTS is the method that Peachtree Academy will use to process payments. These timely payments help to ensure adequate allocation of funds and immediate deposit.

### 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:

- a. Parents may pay the full annual tuition by July 1st of the current school year and receive a 3% discount.
- b. Parents may pay our 10 month plan 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 families are continuously enrolled each school year. Fees for the upcoming school year will be billed to your FACTS account and deducted on Feb. 15th or the next business day. **All account balances must be kept current in order for students to participate in any and all school activities, including extracurricular activities, athletics, graduation, assemblies, concerts, end of year program, field day, etc.**

Families that register after July 1st will be converted to a pay schedule to the amount of months left in the school year. A \$40 late payment will be applied to any outstanding invoice which includes tuition and all incidental fees. Incidental charges will be billed on the 5th of each month, due by the 15th.

Your tuition commitment is for the entire school year. Students who are relocating outside a 35-mile radius are required to give one month's notice and must pay one month's tuition following withdrawal. If you are dismissed from Peachtree Academy, you are still obligated to fulfill your contractual agreement; therefore, any balance is still owed. 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 expenses for remediation will be borne by the defendant. Families are able to check their account balance at any time using our student portal, RenWeb.

## SECTION 9: INCIDENTAL FINANCIAL INFORMATION

### PTO Membership Fee

All Peachtree Academy families are automatically enrolled in the Parent-Teacher Organization (PTO) each school year. A \$25 annual PTO membership fee per family is assessed and charged to your FACTS account around August 15th.

This fee supports student events, enrichment activities, and community-building efforts organized by the PTO. As part of your membership, each family will also receive one (1) complimentary PTO t-shirt.

Your participation and support help strengthen the partnership between home and school across both campuses.

## SECTION 10: GENERAL POLICIES

### Attendance

Regular and punctual attendance is necessary if a student is to achieve success in their academic pursuits and for building proper attitudes regarding responsibility. The scholastic achievement attained by any student is directly related to their 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 checking 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 **no later than** the day the student returns to school.

Students are considered **excused** for the following reasons:

- personal illness
- illness or death in the immediate family
- religious holidays
- serving as a Page in the Georgia General Assembly (high school)
- students whose parent has been called up to active duty or on leave from an overseas deployment (5 days per school-year)
- College visits (Juniors and Seniors - 3 days per year)

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, for example if your child is absent for 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.

If a student misses more than 10 days in a semester, they can jeopardize getting credit for the course.

### Arrival

Students should not be in the school building before 7:40 a.m. or after 3:00 p.m. unless under the supervision of a faculty member or enrolled in the before/after school programs. **After the first two days of school, parents are asked not to escort their child(ren) into the building. The carline should be utilized to ensure our students safety 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. **ALL STUDENTS MUST SIGN IN AT THE FRONT OFFICE. Lower school parents must accompany their child into the school office to sign their child in if they are tardy.** For students who repetitively arrive late and/or check out early without a doctor's excuse, three (3) or more occurrences per quarter/semester, will equal one unexcused absence. These absences will be recorded on report cards and permanent records.

### After school Enrichment and Summer Camp

After school 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/after school services must pay their tuition separately from the private school tuition through ACH. After school 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 disenroll 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 within 2 days of the change.

### Communication with Parents

RenWeb is used for teachers, parents and students to communicate on a daily basis for PK

-12th grade. 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 for lower school students. Peachtree Academy faculty will contact parents to request a conference time. Upper school parents may request a conference at 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 psychological assessments, medical documentation, tutoring assessments, 504, IEPs, etc.

### Enrollment

Students are continuously enrolled with Peachtree Academy each year. If there will be any changes in your continued enrollment please contact Nicole Baker by Feb. 1st. Enrollment for the prospective families begins on January 1st of each year and is ongoing until classes are full.

### 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 a local charity. 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. Lunch charges will be assessed daily 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 a 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 in grades PK-2 that does not have to be refrigerated, heated or prepared. **Lunches are not to be brought in by parent/guardian during the school day.** Delivery of Fast Food meals is not permitted. Parents are welcomed to eat lunch with their students on Fridays. If you would like to eat lunch with your child on Friday, please send a request to your child's 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 including during athletic events. The school is not responsible for anyone on the playground unsupervised.

### **Respect of School Property and Personnel**

All students and families are required to respect and care for school property and personnel. All students will be required to assist in keeping the campus clean. 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.

### **Social Media Policy for Parents and Students**

Peachtree Academy acknowledges the right of parents and families to utilize social media, networking sites, and personal online platforms. However, it emphasizes the importance of ensuring that the personal use of these platforms by parents and families does not harm the school's reputation, its employees, students, or other families. It is advised that parents and families exercise caution in establishing appropriate boundaries between personal and public online behavior, considering the digital world's potential for private content to become public without consent.

Parents and families at Peachtree Academy are strongly encouraged to review and adjust privacy settings on their social media and networking sites. Additionally, they are urged to exercise care and sound judgment when posting content online. Parents or family members are not permitted to include current students as "friends," "followers," or using similar terms on social media..

Parents and families are cautioned against making statements that would violate any school policies, including those related to discrimination or harassment. If the school believes that a parent or family's online activity may have violated policies or the school's mission, administrative leadership may request the cessation of such activity. Peachtree Academy reserves the right to dismiss any student whose parent/family fails to cooperate with administration. (See Admissions Agreement)

### **Student Safety**

Fire, tornado, bus and intruder 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. In the event of an emergency the parents will be notified.

### **Visitors**

All visitors (this includes parents) are required to check in at the front 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 without appointments, as teachers are preparing for instruction, arrival and/or dismissal. Appointments to visit teachers and administrators can be scheduled with the 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. 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 go to the link on our newsletter to log your volunteer hours. A criminal records check will be required for all regular volunteers. Families will be charged \$15.00 per hour to their FACTS account for hours that are not fulfilled.

### Withdrawal

A withdrawal form must be completed and signed by the parent(s) of any student who seeks to withdraw from Peachtree Academy 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, 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 and/or fees paid for overnight field trips. 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 11: 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.

### School Bus Procedures:

The Peachtree Academy school bus provides transportation for 5th grade, middle and high school students to and from the Covington Campus each day. This is a privilege. The cost for transportation is \$105 per semester per student and is on a first come, first serve basis. 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.

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. Once the bus is in motion, it will not stop to pick up late students. This is for the safety of all students.

### Student Drivers/Riders:

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

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

From time to time high school students engage in activities for which Peachtree Academy transportation is not available. Peachtree Academy's first choice is for parents to drive to those activities. If that is not possible and a student chooses to drive, Peachtree Academy mandates that the student is not allowed to transport other students unless a permission form is signed by both the parents of the student driver and student passenger(s) indicating permission to drive/ride and releasing Peachtree Academy from liability.

## SECTION 12: HEALTH

Peachtree Academy is committed to the success of all students, including those with other mental health conditions. **A student who is ill or running a fever should not be sent to school.** 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 within an hour**.
- If a student has a fever of **100.3 or higher**, 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.

### **PARENT RESPONSIBILITIES AND WHAT HAPPENS IF A STUDENT GETS SICK AT SCHOOL?**

- All parents are asked to take their students' temperature before

- arriving at school.
- Parents are welcome to send masks for students to wear. Masks are recommended but not required.
- If a student demonstrates symptoms while at school, that student will be isolated in a separate room and parents will be asked to immediately pick up their student from school.
- Admittance to return to school will only be allowed when the student is fever free for 24 hours.
- If a student, or someone in the home of a student, is diagnosed with Covid-19, it is required that the family notify Peachtree Academy.

### **Mental Health**

Peachtree Academy will:

- Acknowledge but not stigmatize mental health problems/refrain from discrimination against students with mental illnesses
- Make suicide prevention 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.

At the discretion of a Leadership Team member, a review from a mental health professional may be required.

If your child is currently under the care of a therapist or counselor for mental health needs please notify our Leadership Team.

### **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.

### **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 bottle/package 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.

### **Immunizations**

Immunizations are required for all students. Documentation of immunizations are required at the admission process and updated yearly as required by the state of Georgia.

## Covid Procedures

If someone living in the home of a Peachtree student tests positive for COVID, Peachtree Academy must be notified, and that student must stay at home and be symptom free for 5 consecutive days before returning to school with a negative test result.

If a Peachtree Academy student or teacher tests positive, they will be required to quarantine for 5 days and can return after that with a negative test result. Peachtree Academy will conduct contact tracing to determine exposures. Exposures include but are not limited to anyone within 6 feet of distance for more than 15 mins of the positive individual will be quarantined for 5 days and can return with a negative test.

As a school we will continue to aggressively monitor the COVID situation. Each week Peachtree Academy participates in a phone call with the Department of Epidemiology through the Department of Health. These policies are subject to change with CDC guidelines and regulations as new information becomes available.

## **SECTION 13: DRESS CODE**

**Why School Uniforms?** <https://www.frenchtoast.com/why-school-uniforms>

Peachtree Academy has an established dress code. We believe:

- Uniforms help build unity and school spirit
- Proper dress is an important key in lifelong 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

Uniforms may be purchased exclusively at frenchtoast.com Please use code: QS47EXV. Spirit days are currently on Thursdays and casual day is on Fridays.

**NOTE: PEACHTREE LOGO'S MAY NOT BE ADDED TO CLOTHING BY NON-APPROVED VENDORS.**

**SPIRIT DAYS** -What is spirit day?

**SPIRIT DAYS** – students are required to wear a Peachtree logo shirt and Jeans with shoes that have a back on them. No ripped jeans, No jeans with holes.

**CASUAL DAYS**- What is casual wear?

Casual wear is a style of clothing that is less formal than traditional business wear, but is still intended to give a professional and businesslike impression, see below:

The following are NOT Allowed:

- Students are not allowed to wear slides to school, shoes MUST have a back.
- Low-cut blouses, low-cut dresses, or low-cut shirts are not allowed.
- No tank tops.
- Bare midriffs are not allowed.
- Spandex pants/skirts are not allowed.
- Leggings can be worn as long shirt or dress is covering the bottom area.
- No ripped jeans.
- No jeans with holes.
- Any clothing considered inappropriate by the administrators will not be allowed and will result in consequences.

### **Mandatory Uniform Attire**

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

- Burgundy, gray (Middle and high school only), black (High School only).

**B) PANTS/SHORTS and SKIRTS** - Khaki Pants or shorts (male and female) (Loose fitting Uniform type pant) **PANTS MUST HAVE A PA LOGO ON THEM, GENERATED FROM FRENCH TOAST.**

- Pants and shorts - Khaki 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 a horizontal credit card length from the knee.)

**C) SHOES** – **Shoes must be closed toe and have a back.** Socks must match or be no show socks. Glitter, light up shoes, and Croc style shoes are not acceptable.

**1) Mary Jane, Sperry, Dockers, Saddle Oxford type shoe**

- Brown, tan or black only

**2) Tennis Shoe**

- White, Black, Tan, or Burgundy predominantly
- Tennis, cross trainers or "vans" acceptable
- Shoe laces in white or black only

**3) Dress Shoe**

- Brown or black only
- Black or brown laces only
- High heels or wedges must be below 2 inches. Flat shoes only for elementary students (female)
- Dress boots with flat heel acceptable, but only if covered by pant legs
- Boots with fur or distracting designs are not permitted.



- D) OUTERWEAR** – Weather related, seasonal gear  
No designer logos are to be worn during school hours. **Only Peachtree Academy Peachtree branded material, school color or neutral (non-logo) outerwear is approved to wear during school day.**
- 1) Jacket or Sweater** - Black, burgundy, white, tan only
- Approved Peachtree 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 approved Peachtree logo or spirit wear logo design.
- 3) BELTS** – 1st grade - 12th grade students must wear a black or brown belt.
- E) BACKPACKS** -Rolling backpacks are not allowed on our premises. Rolling backpacks can cause damage to our floors, which are costly and time-consuming to repair.

### Boys

- Hair should not be longer than the top of the shirt collar. Afros can be no longer than 2 inches. No man buns. All hair must be neat in appearance.
- Unnatural colored hair is not acceptable! No unnatural (dyed) colored hair: blue, pink, green, red, etc...
- Students are not permitted to have Mohawks or designs and icons trimmed into their hair
- Under garments should not be visible at any time.
- NO earrings
- NO gauges
- NO facial piercings
- NO visible nail polish
- NO sweatpants
- NO hats, caps, visors, bandannas, head-coverings (only for religious purposes), etc. Hats / visors may be worn out-of-doors during lunch and physical education for protection from the sun ONLY. NEVER in any building.

### 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 be at least a horizontal credit card length from the knee.) Unless it is an official school approved athletic team uniform/practice attire.
- Shirts must have sleeves or collars.
- NO spaghetti straps.
- Earrings may not be longer than 1 inch below the earlobe.
- NO gauges.
- NO facial piercings.
- Girls may wear tall socks or tights of black, white, or grey.

- NO sweatpants
- NO hats, caps, visors, bandannas, head-coverings (only for religious purposes), etc. Hats / visors may be worn out-of-doors during lunch and physical education for protection from the sun ONLY. NEVER in any building.

### **Seniors (12th grade students ONLY)**

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

**NO- Rips, tears, or patches.**

Senior dress code violations will result in the following consequences:

1. First Violation - Warning.
2. Second Violation - 1 day of mandatory uniform.
3. Third Violation - Loss of jean privilege and mandatory uniform for the remainder of the school year.

### **Other School Event Attire**

Students attending school events outside of school hours, i.e. awards/sports banquets, induction ceremonies, homecoming, prom, etc. must follow the dress code listed above.

#### **Boys**

- Jeans or shorts are not to be worn at school/formal events.
- All pants must be worn on the outside of the shoe and may not be tucked into the shoe/boot.
- Collared shirts must be worn.
- No earrings or facial piercings.

#### **Girls**

- Jeans or shorts are not to be worn at school/formal events
- Two piece dresses or dresses with cutouts are not permitted.
- Heels must be no higher than 3 inches.
- Under garments should not be visible at any time.
- Skirts/Dresses may be no shorter than horizontal credit card length.
- Dresses with low cut fronts or low cut backs are NOT permitted

**NOTE: ALL Dresses must be approved by the Administration and/or Prom Committee and are subject to dismissal from event if not approved.**

## **SECTION 14: SPECIAL ACTIVITIES**

### **Class Parties**

Class Parties are scheduled throughout the school year depending on grade level. Parents are asked to assist. The teacher will communicate with the class and room parent to organize and plan the parties. 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 per year to tour campuses. It is the responsibility of the student to ensure these days do not conflict with scheduled tests or exams.

## Exploratory Classes

Physical Education, Art, Music and Technology are provided for students from PreK – 5th grades. Middle and High School students participate in electives chosen each semester. 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. 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 may include Drama/Chorus, Art Club, Science Club, Golf, Tennis, Swimming, Cheer-leading, Soccer, Basketball, Baseball, Football, Softball, Bass Fishing, Clay Target, Archery etc. Students must be academically eligible to participate. Fees paid to an extracurricular activity are nonrefundable. Participation varies semester to semester.

### Extracurricular/Organization Eligibility:

Any student participating in Student Government, Homecoming or Prom Court:

- Must maintain a 3.0 GPA in order to participate.
- Students must have been enrolled at Peachtree Academy for at least one semester.
- Have less than 5 unexcused absences
- A student is ineligible if a level of 3 or 4 behavior & discipline infractions has been received 45 days prior to event.

Any student participating in Competitive Sports must maintain a 2.0 GPA in order to participate.

- Students will be placed on probation until their GPA is 2.0 or greater.
- Parents are expected to pick up students at the designated end time of an extracurricular activity. Failure to do so may result in removal from the team.

### **ATHLETIC ELIGIBILITY:**

Peachtree Academy meets or exceeds the GAPPS requirements for athletic participation. A student athlete must maintain a minimum of a 2.0 cumulative grade point average for the current semester with no more than one failing grade.

• **PROBATION:**

Student-athletes will be placed on probation until any failing grade is brought to a passing status and/or their GPA is 2.0 or greater. Students placed on probation for a failing grade must show improvement in numerical grade for that class at the next progress report or probationary contract and permission to play is revoked until the student shows a passing grade at the next progress report.

• **ATTENDANCE:**

If a student athlete misses more than a half-day of school on the day of a game, they will not be eligible to participate in a school sponsored event scheduled for that day. (Check in before 11:30 or checkout after 11:30)

• **BEHAVIOR:**

If a student-athlete has been placed in school suspension or suspended from school, they are not eligible to participate in any school sponsored activities for those days. We encourage parents to use RenWeb on a regular basis so that they can monitor their student-athletes academic success.

### 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 both campuses. Be sure to pay attention to posted notes, flyers, etc. and check your child's backpack regularly. Family events may include, but are not limited to the following activities:

Back-2-School Picnic  
Trunk-or-Treat  
Gala

Spring Festival  
Tree Decorating Event  
Panther Day

Homecoming  
School Spirit Nights  
Career Fair

### Handbook Signature Page

The family handbook is for your information and hopefully will answer any questions you have.

**Mandatory Parent and Student Signature Required**

Please sign the electronic form to show you have read and understand the 2023-2024 student handbook and agree to abide by its regulations and standards.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_