

**Peachtree Charter Middle School**  
DeKalb County School System

Teamwork Makes the Dream Work!

Parent/Student Handbook  
2016-2017

**TO THE PARENT/GUARDIAN:**

This handbook was prepared to explain and clarify the procedures, policies, and regulations at Peachtree Charter Middle School, as well as to provide general information about the school.

**TO THE STUDENTS:**

On behalf of the faculty, we would like to welcome you to Peachtree Charter Middle School. We are looking forward to assisting you in fulfilling your educational goals. Peachtree has a history of academic and extracurricular accomplishments. We expect you to meet the educational goals, to carry on the tradition, and to make this a better place. You can benefit from everything Peachtree has to offer by being actively involved in your classes and the programs offered. If you encounter difficulties, we will do our best to assist you. We are here to make your years in school successful, yet educationally challenging.

**STATEMENT OF PHILOSOPHY:**

Peachtree's philosophy is best explained by our mission statement: Through a spirit of teamwork, Peachtree Charter Middle School supports students in realizing their academic and personal dreams.

Our ultimate goal is to aid our students in becoming self-sufficient individuals mentally, physically, socially, and morally so that they can meet the demands of a rapidly changing society. It is essential to instill in each student the importance of individual worth and to create a positive self-image through the personal development of initiative, resourcefulness, and responsibility.

It is the intent of the faculty to lead students toward being disciplined, productive, informed, and fulfilled individuals. To achieve these ideals, mutual respect and understanding must be present in the learning process on the part of all participants—the faculty, students, and community.

Dear Parent/Guardian:

Please review the Peachtree Charter Middle School Handbook with your child. Sign below and return this form to the school.

My child, \_\_\_\_\_, and I have reviewed and understand the Student Handbook for the 2016-2017 school year.

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Student Signature

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Parent/Guardian Signature

**Parent/Student Handbook  
2016-2017  
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## **Peachtree Charter Middle School**

4664 North Peachtree Road  
Dunwoody, Georgia 30338

Main Office	678-676-7702
Counseling Office	678-676-7726
24-Hour Absentee Reporting	678-676-7715
Attendance Office	678-676-7719
Fax	678-676-7710

<http://www.peachtreechartermiddleschool.org>

### **WELCOME**

Welcome to Peachtree Charter Middle School! We are dedicated to excellence and strive to provide an environment that is safe, orderly, and supportive as students meet various adolescent challenges. This informational handbook will assist in answering questions regarding the expectations of the school and the opportunities available at Peachtree.

### **DESCRIPTION**

Peachtree Charter Middle is a DeKalb County School and houses sixth, seventh, and eighth grades. Classes are in session from 8:50 AM to 3:55 PM, seven periods per day. Peachtree Charter Middle offers courses in the core subjects (language arts, math, science, social studies, reading, and world language), full-year chorus, band, strings, and physical education. Peachtree also offers nine week connections courses such as, health, art, family consumer sciences, computer, and technology education. Peachtree Charter Middle School is accredited by the State of Georgia and the Southern Association of Colleges and Schools.

### **LOCATION**

Peachtree Charter Middle School is located in north DeKalb County on North Peachtree Road.

### **FEEDER SCHOOLS**

Peachtree Middle receives students from the following elementary schools: Austin, Chesnut, Dunwoody, Hightower, Kingsley, and Vanderlyn. Students from schools outside of  
Updated 6/1/16

the Peachtree attendance zone are chosen through a lottery process.

### **MISSION STATEMENT**

Through a spirit of teamwork, Peachtree Charter Middle School supports students in realizing their academic and personal dreams.

### **MOTTO**

TEAMWORK MAKES THE DREAM WORK!

### **COLORS**

Red, White and Blue

### **MASCOT**

Patriot

### **A TYPICAL DAY IN MIDDLE SCHOOL**

- Arrival
- Breakfast Program and/or Before School Activities
- Academic Block with Academic Team Teachers (5 Periods)
- Connections Block with Connections Teachers (2 Periods)
- Lunch with Academic Team
- Dismissal
- After School Activities

### **ADMINISTRATIVE TEAM**

Mr. Heptinstall	Principal
Mrs. Effatt	Assistant Principal
Mr. Shrader	Assistant Principal
Mr. Edwards	Assistant Principal
Dr. Conner	Assistant Principal

### **COUNSELING DEPARTMENT**

Mrs. Poh-7<sup>th</sup> grade  
Ms. Tarver-6<sup>th</sup> grade  
Mr. Anthony-8<sup>th</sup> grade

### **ACADEMIC/BEHAVIORAL CONCERNS**

If a parent develops a concern with the academic and/or behavioral progress of his

child or his child's progress under the supervision of a particular teacher, we ask that the parent take the initiative to attempt to solve his concerns through the following process:

1. Communicate concerns by phone conference, email, and/or personal conference with the classroom teacher (s).
2. Engage the student's counselor and solicit his/her expertise and conferencing skills.
3. Engage the student's grade level administrator if the above steps are not satisfactory to resolve the problem.

Below are common concerns and contact information:

<b>Concern</b>	<b>Contact</b>
Grade	Teacher who issued grade
Detention	Teacher who issued detention (Asst. Principal/Principal if concern remains)
Placement	Counseling at the beginning of the year, Teacher/Counseling at mid-year
Peer Problems	Counseling (Asst. Principal/Principal if concern remains)
New Student	Counseling
At-Risk Student	Counseling
Homework	Teacher
Homework requests due to illness of three or more days.	Counseling
Bus Discipline	Bus Driver/Assistant Principal
General Transportation	DCSS Transportation Department 678-676-6691
Teacher Complaint	Teacher (Assistant Principal if concern remains)
Medical	Clinic Worker/Attendance Office-678-676-7707
Tutoring Homebound	Counseling
Trip Requests	Teacher
Program/Curriculum	Teacher, Department Chair, Assistant Principal, Counselor
Extra-Curricular Activities	Sponsor/Coach Athletic Director

### **REPORT CARDS, PROGRESS REPORTS, DEFICIENCY/REMEDATION REPORTS**

Report cards are issued each semester; academic progress reports are issued every four and one half weeks. Parent-teacher

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conferences are encouraged, especially if the progress of a student is unsatisfactory, and may be requested by parents, guardians, or teachers. Teachers prepare a deficiency report plan for remediation for each student making unsatisfactory progress. Bi-weekly progress reports are available upon request in the counseling office.

### **COMMUNICATION METHODS**

- Constant Contact -E-News
- Team E-Mail Distribution
- Letters from the Principal
- Student Directory
- Website, School, and Teacher
- Parent Portal--Online Grade Access for Parents
- Telephone Activity Information Lines

### **TESTING PROGRAM AT PEACHTREE**

#### **Grade Six:**

- Georgia Milestones (April)

#### **Grade Seven:**

- Iowa Test of Basic Skills (ITBS) (October)
- Cognitive Abilities Test (CogAT) (October)
- RENZULLI (FALL)
- GEORGIA MILESTONES

#### **Grade Eight:**

- PSAT (October)-optional
- Georgia Milestones(April)
- END OF COURSE  
Coordinate Algebra  
Physical Science

### **Retention Policy**

Students who fail 2 or more academic classes at the 1<sup>st</sup> semester 9 week point or at any point thereafter will be placed on an Academic Contract. Parents will be notified of the possibility of retention by January 30, as per District Guidelines.

Students who continue to fail 2 or more academic classes by the end of the 2<sup>nd</sup> semester are subject to retention in grades 6 and 7. Please see Georgia Department of

Education for 8<sup>th</sup> grade promotion requirements.

## **COUNSELING SERVICES**

The counseling department is a support service for the entire school community. Counselors also serve as members of the Student Support Team (SST) committee and refer students, when appropriate, to other services in the school system such as special education, psychological services, and the school social worker.

Counselors are assigned to each grade and work with teachers to provide support services.

The counselors are involved with parents and students in their decision-making toward fulfilling educational and career goals. They provide direction and orientation for sixth, seventh and eighth grade class registration. The counseling department assists in providing programs for students in the affective area of our curriculum through the Student/Teacher Mentor Program, Anti-Bullying Program, TAA (Teachers as Advisor) program and the Peer Helper Program.

## **Required Immunizations**

Required health forms for Georgia students include:

- Form 3231 (Immunization)
- Form 3300 (Hearing, Vision, Dental)

All the requirements below must be met before your student may register for school:

- Five DPT
- Four OVP/IPV
- Two MMR
- Two Varicella
- Three Hepatitis B

Georgia immunization requirements for children entering the 7<sup>th</sup> grade have been expanded effective July 2014 All incoming 7<sup>th</sup> graders must have two additional vaccines: MCV4 meningitis and a Tdap booster for Pertussis (whooping cough). The required certificate (Georgia Form 3231) and any needed vaccines may be obtained from the child's physician or from the local health

department. All of the requirements listed above must be met before your child may register for school.

Sixth grade parents please note that all forms previously filed with the PCMS feeder elementary schools were transferred to PCMS. The DeKalb County Department of Public Health website lists the sites for its health centers.

## **Schedule Changes**

Students may request schedule changes by the 5th day of each semester for the following reasons:

- a. To make adjustments for failing grades or summer school work.
- b. To correct clerical or administrative errors.
- c. All schedule changes are based on space availability.

Please contact the grade level counselor.

## **ATTENDANCE**

All students and their parents/guardians are informed of, and agree to, the Peachtree Charter Middle School Attendance Policy at the time of enrollment. Since the purpose of the Attendance Policy is to provide maximum instructional opportunities for every student, teachers shall establish effective communication procedures with parents to ensure that every student's best interest is served. From reviewing our school's College and Career Readiness Index data, there is a direct correlation between attendance and academic performance.

## **Early Checkout Procedures**

- Parents/Guardians should send a signed note to school with your child on the day he/she is to be checked out. The note should state what time you will be arriving to pick up your child and the reason why. The student is to bring the note to the Attendance Office BEFORE first period.
- The Attendance Office will issue a pass to the student to give to the teacher in the

class from which he/she will be leaving. This cuts down on the constant disruption of calls to the classrooms.

- When you arrive at the school, you must sign-in at the Security Desk. You will be given a Visitor's tag from the Security Desk. Go to the Attendance Office and show proper I.D. to get your child.
- Students that do not have notes will not be called until the parent arrives.
- **Students will not be checked out or given messages after 3:15 PM unless a note was sent that morning.**

### **Absences**

- If your child will be absent from school, please call the 24 Hour Absentee Reporting Number (**678-676-7715**) the day your child is absent. It is your responsibility to contact the school when your child is absent. Courtesy calls are made from the office when possible.
- When your child returns, please provide the Attendance Office with a written note or doctor's excuse verifying the date and reason for the absence.
- Unless you follow these procedures, your child's absence will be unexcused. Excused absences are illness, doctor appointments, death in the family, religious holiday or service as a congressional page. Trips, other than school-sponsored, are unexcused absences.
- If absent for three or more days, your child may get make-up work from the Counseling Office (**please call 678-676-7732**) Teachers need a 24hr notice to gather make-up work for more than 3 days. If absent less than three days, the student must get make-up work from his/her teachers.

### **Make-Up Work**

The number of excused absences determines the length of time the student has to make-up the academic work. Normal procedure is to

allow one day make-up time for each day absent. Regardless of the length of absence, the maximum time for the completion of make-up work is ten (10) school days. Homework and make-up assignments are obtained through the counseling office for students who anticipate being absent for more than three (3) days. One day's notice is required to obtain these assignments. When students are absent for fewer than three days, they should see their teachers upon their return for any missed assignments. (It is suggested that students have the telephone number of a homework buddy and review the teachers' websites from the beginning of the school year so they can get assignments to work on while they are at home.) It is the responsibility of the student to make arrangements with each teacher to make up work.

### **Tardiness**

- Students are expected to be in class by 8:50 AM or sign in at the Security Desk.
- You do not need to call when your child is going to be late; however, you must physically sign them in to be properly excused.

### **Transportation**

If your child is staying after school for clubs, tutoring, ball games, detention, or any school function, please make arrangements for his/her transportation before he/she arrives at school. This will relieve many calls made during and after the school day from the Attendance Office.

### **Forgotten Items, Messages, Etc.**

Items requested by parents to be delivered to students during the school day are taken to the **Attendance Office** and must be signed in by a parent. Students will not be called from the classrooms to pick up deliveries. It is the child's responsibility for checking in the Attendance Office and signing for their dropped off items. Please realize that deliveries to students cause interruptions to instruction. Deliveries are restricted to eye glasses, medications, lunch money, lunches and house keys. Delivery of

fast food items or other commercial items at lunch is not allowed.

### **Medication**

- Prescription medicine is to be left in the Attendance Office with a signed permission slip and/or doctor's statement.
- No other medication (aspirin, Tylenol, etc.) will be given to students without a signed permission slip from the parent. Forms are available in the Attendance Office.
- Inhalers may be kept with the student, but only with a signed permission slip from the doctor and parent. All notes will be kept on file in the Attendance Office.
- A health worker is available only from 10:30 AM to 2:30 PM daily. Please address your medical concerns with the school clinic worker.

### **FLORAL AND BALLOON DELIVERIES**

The school will not accept floral and balloon deliveries for students. These items cause disruption in classes and in the halls during class changes. They also create safety problems on school buses. The school does not allow birthday celebrations. No party favors or food will be accepted. Arrangements should be made to have such items delivered to your home.

### **CHECK-IN/CHECK-OUT INFORMATION**

As we attempt to provide a secure environment, please understand that it is critical that each family provide a list of those persons who may check-out their child. Peachtree cannot risk checking children out to unauthorized persons; however, such security requires timely and correct information from each child's family.

If situations exist where contact with certain family members should not occur, it is the custodial parent's responsibility to provide the school with the necessary legal documents indicating such arrangements/requirements.

### **Check-Outs**

Any student leaving the school campus during the day must follow proper check-out procedures. Contact with the parent is required

before the student may check-out. Parents and authorized persons checking students out must provide a picture ID at every checkout. Students are not allowed to leave campus alone or with anyone other than his/her parent or legal guardian without specific instructions from his/her parent/guardian.

Any student leaving school without properly checking out is considered truant. We strongly discourage allowing the student to walk home if he is checking out of school because of illness. If you plan to check your child out during the day, please send a note to the Attendance Office in the morning, and a pass will be written for your child to meet you at the designated time.

### **Check-Ins**

Any student arriving late to school should report to the Security Desk.

### **PERMISSION TO RIDE ALTERNATIVE BUS**

Students may not change their bus assignment for any reason. If there is a need to ride a bus other than the one assigned, a note from the parent should be written requesting the change. The request is to be presented to the Attendance Office in the morning in order for the school to have time to verify the request. The request should give the date(s) involved, the reason for change, the bus desired, and phone number for verification. An administrator will approve/disapprove the request and return the note to the student so that the bus driver can be notified.

### **VISITORS**

The school extends a courteous welcome to all adult visitors who have a legitimate reason to visit the campus. Visitors are requested to report to the Security Desk to obtain authorization and sign the visitor's log. Under no circumstances are visitors allowed to infringe on a student's or teacher's class time or school routine. Unauthorized persons found loitering on the campus or in the building are asked to leave immediately. Students from other schools may not visit Peachtree classes. Visitors may not have lunch with students.

### **TELEPHONES**

All office telephones are made accessible to

students in case of an emergency. It is strongly suggested to discuss arrangements for the day with your child before leaving home. Students will not be called to the Attendance Office for phone calls. Please do not text or call your child during the school hours.

### **LOST AND FOUND**

Large, red Lost and Found bins are located in the cafeteria and in the gym lobby for clothing items. Purses, jewelry, books, keys, cell phones and glasses are to be taken to the Main Office. Lost and found items will be periodically donated to charitable organizations after publicized opportunities for students to claim items.

### **ADDRESS AND PHONE NUMBER CHANGE**

In the event a student's address or home phone number changes during the year, notification to the Registrar's Office is essential to update school records. Because schools must deal directly with parents for emergency, attendance and disciplinary situations, it is very important that our school records also show work telephone numbers. Current home and work numbers on file with the Attendance Office and Discipline Offices are essential.

### **STUDENT DROP OFF AND PICK UP**

NO morning drop off prior to 8:15 am and pick up is 4:35 pm unless the student is enrolled in the YMCA Extended Day Program, or has made arrangements with a specific teacher or activity.

**Morning Drop Off:** Enter the school from North Peachtree Road, follow the traffic signs, and drop the students off in front of the gym doors. If you have business inside the school, we ask that you park your car in an available parking space in the parking lot, and not park at the curb.

**Afternoon Dismissal:** No student checkouts will be allowed after **3:15 PM**. Parents should pick up students in the school's front circle, which is off North Peachtree Road. The Barclay Road entrance is reserved in the afternoon for bus loading only. Cars may form a single line on the outside of the circle, next to the sidewalk, for the safest loading of students. If your child is not at the curb, you will have to circle back around to the end of the line. Please do not get out of your car to wait for your child on the sidewalk. If

you have business inside the school, please park your car in an available parking space in the parking lot, and not at the curb. It is important that you are ready to move your vehicle once your child has reached you. Encourage your child to come out of the school when dismissed. The hallway after school is not the appropriate place to socialize, because it extends your wait.

**Students should be picked up within 30 minutes after dismissal.**

### **YMCA AFTER SCHOOL PROGRAM**

"After Y'All" is an after school program run by the Cowart Family Ashford Dunwoody YMCA. It runs from 7:00-8:30 AM and from 4:00 to 6:30 PM, Monday through Friday a very capable staff of Peachtree Charter Middle School teachers, provides homework time, a snack, and many fun activities geared to the 11 to 14 age group.

The program price is set by the YMCA.

Scholarships are available to those who qualify. Online registration for the YMCA can be completed at [www.ymcaregistration.com](http://www.ymcaregistration.com).

For additional information contact Elissa Jasso at the YMCA. Her email address is [elissaj@ymcaatlanta.org](mailto:elissaj@ymcaatlanta.org); her phone number is 770-451-9622

### **CHECKS**

Checks in excess of \$50.00 cannot be accepted by Peachtree Charter Middle School. Any amounts in excess of \$50.00 must be paid by cash or money order. Checks are also not accepted for any amount after January 15 each school year.

### **SCHOOL INSURANCE**

School insurance may be purchased. Additional insurance programs are available for students participating in athletics and after school activities. Optional 24 hour coverage is available for all students. The school bookkeeper, coach, or activity sponsor has information about school insurance.



## **FOOD/DRINKS/SALE OF ITEMS**

All edible and otherwise consumable items are to be consumed in the cafeteria only. Glass bottles and squeeze bottles are not to be carried with the student during the school day. Students may not sell items at school or on their way to or from school for personal profit or for outside fund raising purposes (such as church, athletic, civic). Financial disposition between the student and his fund-raising organization will not be the school's responsibility. School-related fundraising may only be conducted with the approval of the Principal.

## **STUDENT EXPECTATIONS, RULES, AND PROCEDURES**

Each Student Is Expected To:

- Demonstrate courtesy even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet DeKalb County School District and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers and other DeKalb County School District staff.
- Respect the property of others, including DeKalb County School District property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order and discipline.
- Avoid violations of the Code of Student Conduct.
- A student whose behavior shows disrespect for others, including interference with learning and a safe environment, will be subject to disciplinary action.

## **STUDENT RESPONSIBILITIES**

Students must accept their responsibility to know the contents of the Code of Student Conduct and to abide by the rules of the school system. Students may ask faculty or staff members for any clarification. All students, regardless of age, are subject to the rules and regulations of the DeKalb County School System.

## **SCHOOL BUS SAFETY RULES:**

- Students will follow the directions of the driver.
- Students will wait in an orderly line and avoid playing.
- Students will go directly to an available or assigned seat when entering the bus.
- Students will remain properly seated and keep hands to themselves.
- Students will not eat, drink, chew gum, or bring glass objects, nuisance items, animals, tobacco, alcohol, drugs, weapons, mirrors, lasers, flash cameras, or any other lights or reflective devices that does or might interfere with the school bus driver's operation of the school bus. Electronic devices without headphones or any other device that may interfere with the school bus communications equipment or the school bus driver's operation of the school bus are prohibited (OCGA 20-2-751.5).
- Students will refrain from using loud voices, profanity and/or obscene gestures, and respect the rights and safety of others.
- Students will not extend head, arms, or objects out of the bus windows.
- Students will be totally silent at railroad crossings.
- Students will stay seated until time to get off the bus.
- Students will help keep their bus clean and in good, safe condition.
- Students must turn in a signed note to the attendance office by 9:00 am in order to ride a different bus route home.

## **CODE OF SPORTSMANSHIP**

Sportsmanship can be defined in one word: RESPECT. Respect for ourselves, our schools, and guests to our school helps build a positive image not only with the community, but also with

all those who participate in competitive activities in our schools.

Responsibilities of Participants:

- Use appropriate language.
- Treat opponents with the respect due them as guests or hosts.
- Exercise self-control at all times.
- Respect the officials' judgment and interpretation of the rules.
- Accept the responsibility of representing your school in a positive manner.
- Act in a manner that will create a positive attitude in the audience.

## **BULLYING**

State law prohibits bullying. State law mandates a discipline hearing after the third incident of bullying with a referral to an alternative school setting upon a finding of guilt (O.C.G.A. 20-2-145). The DeKalb County School District will not tolerate bullying and other forms of harassment, and therefore, reserves the right to punish students after the first incident and upon a finding of guilt. Such punishment may include suspension, expulsion, or a referral to an alternative school.

## **CELL PHONE/ELECTRONIC COMMUNICATION DEVICE USE BY STUDENTS**

STUDENTS MAY POSSESS AND USE ELECTRONIC COMMUNICATION DEVICES IN ACCORDANCE WITH PROCEDURES PROMULGATED BY THE SUPERINTENDENT. SUCH PROCEDURES SHALL PROVIDE THAT ELECTRONIC COMMUNICATION DEVICES MAY NOT BE USED DURING SCHOOL HOURS AND DO NOT INTERFERE WITH THE EDUCATIONAL MISSION OF THE SCHOOLS OR POSE A SAFETY HAZARD (O.C.G.A. 20-2-1183) (POLICY JCDAF). IT SHOULD BE NOTED THAT NO ONE IS ALLOWED TO TAKE PICTURES OR VIDEO OF OTHER PERSONS AT SCHOOL WITHOUT THE EXPRESSED PERMISSION OF THE PRINCIPAL.

## **USE OF CELL PHONE, RADIO, CD, IPOD, MP3player, TAPE RECORDERS/SCOOTERS AND SKATEBOARDS**

In order to provide a proper learning

environment free from distraction and interruptions, cell phones, radios (with and without earphones), tape recorders/players, CD / MP3 players, and other audio, computer, and electronic games are not to be used at school. Please do not text or call your child during school hours. Scooters and skateboards are not to be brought to school. **Peachtree is not responsible for any items that are lost, stolen or confiscated. Do not bring these items to school.**

The use of Nooks and Kindles is permitted.

## **LOCKERS/BOOK BAGS**

Lockers are issued to every student at the beginning of the year. Students are required to purchase locks from the School Store to place on their P.E. lockers. Sharing of lockers/locks, unless assigned by the administration, is prohibited. Students having locker problems should go to the Attendance Office to contact Mr. Edwards. If the repair cannot be made, the student is issued a new locker if one is available. Book bags should be used to carry books to and from school. However, once the student arrives at Peachtree, all book bags are to be stored in the student's assigned locker. Book bags may not be taken to class, lunch, physical education, or in the hallways. Students are encouraged to keep their lockers neat, orderly and well-organized so that each locker visit results in their obtaining the right books, supplies, and materials for the coming classes. Coats, hats, and book bags are to be in lockers by 8:50 AM and remain there until the day's final passing period. Book bags with wheels are not allowed.

## **LOCKER ROOMS AND RESTROOMS**

Students are expected to help keep restrooms clean and safe. Also, students are expected to report disruptive, unsafe, and/or unclean conditions in restrooms to an administrator. No cell phones, camcorders, video recorders, or cameras are allowed in locker rooms or restrooms.

## **FIGHTING/CONFLICT**

Physical violence has no place at Peachtree

Charter Middle School. Students are advised to keep their hands to themselves. Students are strongly advised to rely on the faculty and staff to help them resolve conflict instead of resorting to physical measures. A suspension of at least three days will result for a first offense of fighting. The penalties will be more severe for any subsequent incidents of a physical/intimidating nature. A suspension in excess of three days could result in a formal hearing. Formal hearings can be called by the administration if, in its judgment, the circumstances merit such a procedure.

### **IN-SCHOOL SUSPENSION (ISS) ALTERNATIVE INSTRUCTION (AI)**

In-School Suspension (ISS), also known as Alternative Instruction (AI), is a suspension at school. It is a method used to remove students from the regular classroom in order to modify their behavior to meet the school's expectations. Students will be required to complete their regular academic assignments under close supervision and will receive grades according to the quality of work completed. Students may be confined to the ISS classroom for the entire school day for suspension ranging from one to ten days. The student may not attend or participate in extracurricular activities while assigned to in-school suspension. As students are assigned to ISS, they and their parents will be given more specific information regarding the expectations.

### **DETENTION/SILENT LUNCH**

A student may be assigned detention by a teacher. A student is retained outside of regular school hours, either before school or after school. The student will be given at least twenty-four hours (24-hours) notice so that transportation can be arranged. The school expects the student to inform his/her parent of the disciplinary obligation to his/her teacher. Each detention is to be a minimum of 30 minutes. An assignment to silent lunch is also appropriate as redirection for minor offenses.

### **SATURDAY SCHOOL**

Saturday school may be assigned for students with repeated violations. Saturday school is scheduled once a month from 8:00 am to 12:00 pm.

### **PCMS DRESS STANDARD**

This Dress Standard is part of the PCMS Charter, and by signing the Charter Agreement when enrolling your child at Peachtree, you are agreeing to adhere to the following guidelines Monday-Friday. The exception is Dress Down Day, noted on the PCMS Events Calendar, when DeKalb County guidelines must still be met.

**SHIRTS, SWEATERS, etc:** collared, button down or polo style shirt (pullover sport/golf shirt with collar), long or short sleeve, buttons or snaps (top two buttons may be left open), or turtleneck may all be worn. Sweaters (including cardigan), sweatshirts, Fleece or lightweight jacket may be worn as long as a shirt described above is worn underneath. Shirts must be tucked in at all times (excluding PE).

**ALL CLOTHING MUST BE ONE SOLID COLOR AND PLAIN (NO WORDING, NO DESIGN-NO STRIPES OR PATTERN, & NOTHING SEE-THROUGH).** A "PCMS Spirit" t-shirt or sweatshirt (including band, orchestra, drama, feeder schools and DHS) is the only t-shirt/sweatshirt allowed and may be worn in place of the required collared shirt.

**PANTS, SHORTS, etc:** Pants, shorts, cargos, blue jeans, skirts, skorts, capris, jumpers and overalls may be worn, but must be the proper size, fit, and length (nothing baggy, too tight (spandex, yoga pants or leggings), or too short...3" above the top of the knee at the shortest), and unadorned (no rivets, lacing or patches). **ALL CLOTHING MUST BE ONE SOLID COLOR AND PLAIN (NO WORDING, NO DESIGN-NO STRIPES OR PATTERN, NO HOLES, & NOTHING SEE THROUGH).**

**JACKETS:** Heavy jackets and coats are NOT allowed in the classroom and must be a solid color.

**FOOTWEAR:** While PCMS Dress Standard does not address footwear, FOOTWEAR MUST BE WORN BY ALL STUDENTS - NO BARE FEET! Flip-flops and bedroom slippers

are prohibited. Heels are not recommended because of the potential safety hazard. "Heelys" or shoes with wheels are NOT allowed. The PE Teachers require appropriate athletic shoes.

**HATS:** Unless specified by a special Dress Down Day or for medical/religious reasons, hats are not to be worn inside the school.

**PE UNIFORMS:** The required PE uniforms should be worn ONLY during PE class.

#### **Dress Standard Enforcement Procedures**

Students not adhering to the Dress Standard will receive a Dress Standard Violation. Parents will be called and a letter will be sent home to the parents once again explaining the PCMS Dress Standard. Students will receive consequences as outlined in the Code of Student Conduct.

#### **INTERNET ACCEPTABLE USE AGREEMENT (Policy IFBG)**

- The DeKalb County School District is in compliance with the Children's Internet Protection Act of 2000.
- The DeKalb County School District believes that the information and interaction on the worldwide network, known as the Internet, far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school system. On a global network as the Internet, it is impossible for the school system to control access to controversial material. Therefore, the user may accidentally or purposefully discover controversial material. It is the user's responsibility to avoid initiating access to such material.
- Use of the Internet must be in support of educational research and consistent with the school system's objectives.
- Use of any other organization's network or computing resources must comply with the rules appropriate for that network. Users must abide by all rules and procedures specified and deemed necessary at the site from which access to the Internet is made.

- Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- Use for commercial activities by for-profit institutions, for product advertisement, or for political lobbying is prohibited.
- Illegal activities are strictly prohibited.
- The use of the Internet is a privilege, not a right. Any student user not complying with the school system's Internet Acceptable Use Agreement shall lose Internet privileges for at least one week. Student infractions may result in appropriate disciplinary action in addition to suspension or termination of access privileges.
- Any user identified as being a security risk or as having a history of problems with other computer systems may be denied access to the Internet. The school system makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school system will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the risk of the user. The school system specifically denies any responsibility for the accuracy or quality of information obtained through its services.

#### **INTRANET ACCEPTABLE USE AGREEMENT (Policy IFBG)**

- Students will observe the standard of courtesy and behavior consistent with the practices and policies of the DeKalb County Board of Education when sending or publishing messages or transmitting data or other information on the Intranet.

- Students will not send or receive offensive messages or pictures from any source. For example, students will not post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, sexist or illegal material.
- Posting messages and attributing them to another user is prohibited.
- Students are violating network security if they enter the system under a user ID other than their own, share their user IDs, passwords, or user accounts with others. Students must make all efforts to safeguard any information from unauthorized users.
- Students may not use the system for any purpose if in violation of the law.
- Students will not transmit or download information or software in violation of copyright laws.
- Students will use the system for instructional purposes only as it relates to classroom and co-curricular assignments and activities.
- Students disconnecting network components, altering programs or data, or purposely infecting any computer with a virus will be guilty of harming network integrity and/or security.
- Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations is prohibited.

### **PCMS LIBRARY MEDIA CENTER**

*(Adapted from the PCMS Library Media Center Handbook; the complete handbook is available on our website or by requesting a printed copy and is the ultimate source on Media Center policies.)*

Circulation Desk: 678-676-7735

The Library Media Center is located on the top floor of PCMS in Room 853. Our Media Specialist/Teacher-Librarian, Mr. Simony, provide patrons with access, instruction and help locating the information they need and want. They also support students in their development of life-long learning skills.

Our print collection includes over 17,000 titles and subscriptions to a variety of magazines and journals. Computer stations are also available for patron and class use.

### **Hours of Operation: 8:00 a.m. to 3:45 p.m.**

All students must have a signed pass from a teacher every time they visit whether before the morning bell or throughout the school day. Upon arrival, individual students and those in small groups are to sign in at the circulation desk.

### **Student Library Checkout Privileges:**

- **Books** – up to three for a two week period; two week renewals allowed as long as the title is not being requested by another patron
- **Magazines** – back issues for two days only; no renewals allowed
- **Single Volume Reference Works** – overnight; no renewals allowed
- All materials must be checked out at the Circulation Desk before removal from the Media Center.

### **Overdue, Lost or Damaged Materials:**

*Destiny*, DeKalb County School District's online catalog/database, is used to record all items housed in the PCMS Media Center and all patron check outs and due dates. A stamped due date card is placed in the inside pocket in each book. Students should leave the card in the pocket so they can easily follow up on their due dates.

Students are urged not to 'loan' Library materials to other students. Checkout privileges are suspended whenever students have an overdue or lost book, or have accumulated fines of \$1.00 or more. Once the account is cleared, privileges are reinstated.

Overdue notices are sent directly to students' email accounts. We urge them to frequently read their emails. Students may also receive printed notices. When a book is long overdue, calls, emails and/or letters home are utilized to notify parents of the problem.

- Overdue Fines – 10 cents per school day, per book, with a maximum fine of \$3.00
- Lost Books – the charge is the replacement cost of the title.
- Lost Magazines - \$2.00
- Lost Due Date Cards – 25 cents
- Damaged Materials – fine is determined by the Teacher-Librarian depending on the extent of the damage

Students show consideration for other patrons and act responsibly when they return books on time. Overdue fines, along with damage and replacement fees, reinforce this life lesson. All charges for lost books and overdue fines carry over in *Destiny* to the following school year. According to DCSD policy, school registration, transcripts, report cards, and graduation records can be withheld due to nonpayment. Parents are ultimately responsible to see that fines and other charges are paid.

### **Media Center Computers:**

During our hours of operation, computers are available for student use for school related purposes only, such as:

- PCMS online catalog, *Destiny*, to locate books or read available ebooks
- Academic Research – the internet and a number of limited access databases
- Educational programs provided by DCSD and PCMS
- Create documents and presentations using Microsoft Word and PowerPoint
- Email accounts

Each student has a unique User ID logon and password for both computer use and for email. Students are not to share either their ID numbers or passwords with other students. When using the DCSD computers neither students nor parents should assume privacy.

For further information, refer to the **Internet Acceptable Use Agreement** and the **Intranet Acceptable Use Agreement (Policy IFBG)** section in the PCMS Parent/Student Handbook.

### **Media Center Printer and Copier:**

Students may print up to 3 one-sided black and white pages for free each school day. The charge for printing additional pages is 10 cents per page. **All printing must be related to school assignments only.** Students who abuse printing rules can have printing privileges revoked and/or be charged 10 cents for each inappropriate page.

A **coin-operated copier** is available and the cost is 10 cents per copy (one-sided, black and white).

### **Destiny Online Catalog:**

The PCMS online catalog of materials available in the library can be accessed from school computers or from outside the school. To access *Destiny* from other locations, please see the Teacher-Librarians for an instruction sheet. By logging on to *Destiny*, from anywhere, with a User ID and the password *mydestiny*, patrons can use the catalog to create their own resource lists, access subscription databases, such as Galileo and Culture Grams, without needing a site specific password, and they can review their check outs and due dates. The PCMS Media Center home page includes links to useful websites for students, parents and teachers, and includes the link for access to our collection of ebooks.

*Destiny Quest*, a component of *Destiny*, features a list of new arrivals, offers patrons the ability to keep track of what they've read, titles they want to read, and the opportunity to make and receive reading recommendations.

### **Copyright and Citing Sources:**

#### **STUDENTS ARE EXPECTED TO HONOR THE COPYRIGHT LAWS AND TO AVOID PLAGIARIZING**

The writing, images, or audio creations of others no matter the source must be properly cited. Students are to cite all sources and are instructed in the MLA style used for writing bibliographies.

## **Student Behavior Expectations:**

- All school wide rules apply in the Library
- Arrive with a hall pass signed by a teacher
- Sign in at the circulation desk upon arrival
- Speak quietly and respectfully (visiting with friends and carrying on loud conversations distract the other patrons)
- No gum chewing, eating or drinking
- Treat equipment and materials respectfully
- Report immediately any observed tampering or damage to school property

## **LUNCH PROGRAM**

Prepayment for meals is encouraged.

- Make check payable to the school cafeteria.
- Prepay by the week or month.
- Indicate the child's name, grade, Pin Number and teacher's name on check and money envelope.
- An account may be opened with any amount of money.
- You may Prepay online using a credit card or debit card at MyLunchMoney.com/.

Free/Reduced

Applications for Free and Reduced Meals are distributed to students at the beginning of the school year. At all other times, applications are available from the school nutrition manager. Applications can be submitted at any time during the school year, and will be processed as quickly as possible. A new application must be submitted each year.

Meals may be prepaid in the cafeteria. All food is to be consumed in the cafeteria. No food or drink may be consumed in the halls. Students are not allowed to leave the campus during the period or go into unauthorized/unsupervised areas.

Students are expected to practice good manners in the cafeteria at all times. Students are expected to keep their eating area clean and

place all trash in the trash cans. Students are expected to form a straight lunch line on either side and not to "cut" or allow "cuts" in line.

For more information on food service, please visit

<http://www.dekalb.k12.ga.us/instruction/foodservices/menus.html>.

## **ACADEMIC HONOR CODE**

As defined in the DeKalb County Code of Student Conduct, PROVIDING FALSE INFORMATION includes, but is not limited to, such acts as falsifying school records, forging signatures, making or providing false statements, cheating, bribery, using an unauthorized computer user ID or password, etc.

Penalty may range from detention to short-term suspension. For repeated incidents, a Due Process Hearing must be held. Based on a finding of guilty at the Due Process Hearing, the student is suspended for up to ten (10) school days.

At Peachtree Charter Middle School students are expected not to cheat, which includes both giving and accepting help on quizzes, tests, and exams, as well as plagiarism. If cheating occurs, the teacher informs the grade level assistant principal, the student's counselor, and the student's parent(s).

The following actions are considered to be cheating:

1. Using unauthorized materials in a test situation
2. Receiving unauthorized information on a test
3. Knowingly giving information in a test situation
4. The passing of definite questions or answers to someone who has not yet taken the test
5. The turning in of work for credit that is not one's own
6. Plagiarism

## **HALL PASSES**

Any student in the hall during class time must have a signed agenda planner.

## **GRADING SYSTEM**

All final grades are recorded in numerical form.

A 90 – 100      B 80-89      C 71-79

D 70              F 69 and below

Passing mark is 70 and above.

## **HONOR ROLL REQUIREMENTS**

Principal's List—All A's

Honor Roll—All A's and B's

## **Retention Policy**

Students who fail 2 or more academic classes at the 1<sup>st</sup> semester 9 week point or at any point thereafter will be placed on an Academic Contract. Parents will be notified of the possibility of retention by January 30, as per County Guidelines.

Students who continue to fail 2 or more academic classes by the end of the 2<sup>nd</sup> semester are subject to retention in grades 6 and 7.

## **ATHLETIC AND EXTRACURRICULAR ACTIVITIES**

Academic Quiz Bowl Team

Blue Shadow Jazz Band

Drama Club

Literary Club

Junior BETA Club

Mathletes in Action

Peer Helpers

Reading Bowl

Science Olympiad

Ski / Snowboard Club

Social Studies / Geography Bee

Special Friends

Student Government Association

DHS Marching Band-8<sup>th</sup> grade

Yearbook

No Place For Hate

Odyssey of the Mind

Soccer Club

Volleyball Club

### **Sports Programs (7th and 8th grade only)**

Basketball (Boys)

Basketball (Girls)

Cheerleading – Football & Basketball

Dance Team

Football

Track (Boys)

Track (Girls)

### **Sports Programs (8th grade only – at DHS)**

Baseball DHS

Cross Country DHS

Softball DHS

Gymnastics DHS

Soccer (Boys) DHS

Soccer (Girls) DHS

Volleyball DHS

Wrestling DHS

Tennis DHS

Students interested in these programs should listen for announcements made during the year about the activities. Georgia High School Association rules DO NOT PERMIT sixth graders to participate in interscholastic sports.