

Lake Oconee Academy
2023-2024 Student and Family Handbook*
(Grades Pre-K - 12)



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***CAVEAT**

This handbook is a working, organic document that may be updated as circumstances change. Any policy or procedural changes that take place after the publishing of this handbook will be updated on the website. Such changes will supersede what may be listed in this version of the handbook, with the most current version of the handbook and policies published on the website.

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Welcome to LOA

Lake Oconee Academy (LOA) is a nonprofit, non-denominational, tuition-free, public charter school providing quality education for children of all races, creeds, abilities, and national origins. The policies and procedures outlined in this Handbook support its mission and vision.

LOA strives to create a positive and motivating school environment. To attain these characteristics and maintain academic excellence, each child must exhibit respect for himself/herself and others. Good manners and behavior are integral components of optimum learning environments. Learning to adapt to a changing environment is a valuable part of the socialization process for all students.

As a public charter school it has been your choice to attend school at LOA. In choosing LOA, parents/guardians and students are committing to the school's mission, vision, philosophy, and Honor Code.

*We are O.N.E. Titan: **O**utstanding Citizens, **N**oble Scholars, and an **E**ngaged Community*

MISSION

The mission of Lake Oconee Academy is to increase student achievement by building a culture of high expectations for all students. The Academy incorporates common sense, proven principles, such as a research-based curriculum; high academic and behavioral expectations for all students; an emphasis on outstanding faculty; experienced school leadership; and extensive parental involvement. The culture of the Academy is built on these fundamental principles.

VISION

Citizenship, Scholarship & Community: Preparing students for the global society in which we live, work and play.

HONOR CODE

Recognizing that LOA was founded on these cornerstones of citizenship, scholarship, and community, students pledge to be honest, respectful, and act responsibly and with integrity.

Honesty

- Academic honesty is demonstrated by presenting one's own work on all assignments without giving or receiving assistance from others, and giving proper citation to all sources.
- Personal honesty is demonstrated by telling the truth.

Respect

- To be respectful is demonstrated by treating our school, local and global communities and properties with care, concern, and regard; including, but not limited to images, spoken and written words (including social media), attitudes, and actions.
- Treat others as you would want to be treated.

Integrity

- To act responsibly and with integrity is demonstrated by making the right choices and taking responsibility for those choices, despite the consequences.
- Demonstrating commitment in your effort, participation, and attendance in school and school-related teams, clubs, groups, etc.

Students pledge to personally uphold the Honor Code, have the courage to do what is right, and report all known first-hand violations of this code. Each student will sign a document that they understand the Honor Code and commit to uphold it.

From time to time violations of the Honor Code commitment do occur. These are taken seriously; cases will be reviewed by administration.

COMMUNITY CHARACTERISTICS OF EXCELLENCE

Founded on the cornerstones of citizenship, scholarship, and community, Lake Oconee Academy (LOA) is dedicated to educational excellence. A vital component of preserving this excellence is a highly supportive and collegial community. Education is a collaborative process that requires partnerships among parents/guardians, teachers, and the school community. LOA welcomes and encourages our community members to participate fully in the life of the school to advance the school's mission:

The following Characteristics of Excellence are guidelines in support of our school's mission, to help our community thrive, progress, and sustain a culture of mutual respect and understanding:

- Demonstrate respect, understanding, and support of LOA's mission, values, Honor Code, and all stated policies and procedures associated with the operation of the school
- Demonstrate respect for the school's responsibility to do what is in the best interest of the entire community while recognizing the needs of individuals
- Demonstrate respect for the complexity of diverse opinions and perspectives
- Demonstrate respect and an understanding of the importance of student attendance and punctuality in order to fulfill LOA's commitment to educate every child
- Demonstrate respect for school uniform policies by ensuring students dress accordingly
- Demonstrate community respect by seeking information through appropriate channels when questions or issues arise (Any concerns with the school must be made through the appropriate channels by speaking first to school personnel directly involved, then appropriate administrators, and then the CEO, if needed, so concerns are dealt with fairly, appropriately, and effectively for all involved.)
- Recognize that the school is obligated to protect individual privacy with regard to all academic, disciplinary, and personnel concerns

In order to support a peaceful and safe school environment, community members shall:

- Respect and follow all school security procedures
- Refrain from defamatory, offensive, or derogatory comments regarding the school or any of its students, parents/guardians, or staff members – including on all social media sites
- Remain respectful in all emails, texts, voicemails, phone messages, or other communications
- Support the school's efforts to promote student health and wellness education by refraining from the use of alcohol, tobacco, and other prohibited substances at all school

related events and activities where students are present, to include athletic events, both home and away

- Refrain from using loud or offensive language, or displaying disruptive behavior which interferes or threatens to interfere with the operation of the classroom, office areas, any other area of the school grounds, or at any school related events to include athletic events, both home and away
- Refrain from any disruptive behavior or communication that threatens the school's staff, visitors, Board members, parents/guardians, or children

The implementation of these Community Characteristics of Excellence helps ensure recognition and support of LOA's mission in furtherance of a safe and productive learning environment for all students and for each and every member of the LOA community. In choosing to attend LOA, a public charter school of choice, students and parents/guardians make a commitment to the school's mission, values, vision, and Honor Code.

FACULTY AND STAFF ORGANIZATIONAL

[Click here to access the 2023-2024 Faculty and Staff Organizational Chart.](#)

DAILY OPERATIONS

FAMILY/SCHOOL COMMUNICATION

Parents/guardians are expected to read all correspondence from the school through the use of email and other technological sources. Please check the school website regularly and learn where to find the information you may need. Cooperation and communication are the hallmarks of excellence in student education.

A concern about an unusual situation not outlined in the Handbook or the need for more specific information may be necessary from time to time. When this is the case, parents/guardians should pursue the information promptly and directly first with the appropriate teacher or coach in a setting conducive to a private conversation. When necessary, the Dean of Students or Director of Athletics will be contacted, followed by the Division Director and finally, the Executive Director.

Unannounced drop-ins during the school day or after the school day to meet with a teacher are not appropriate. Please schedule a meeting with a teacher in advance. Parents/guardians should not text teachers regarding school issues. The appropriate means of written communication is email.

Parents/guardians should not contact their students through text message or personal cell phone. All communication should be made through the office phone. Students will not be allowed to use their cell phones during school hours.

THE SCHOOL DAY

Car Line/Transportation Procedures

Student health/safety is our first concern. Arrival and departure of our students at carline are the two most congested times on campus. Because of this, we offer specific procedures that should be followed when dropping off and picking up your student. Families are responsible for arranging and providing transportation to and from campus each day. This information is subject to change as we work to be efficient with getting students on and off campus. Specific information about carline procedures will be sent prior to the beginning of the school year.

- After School Transportation Changes
 - All after-school schedule and transportation changes (such as a change in pick-up person, a student needs to report to a different car line, a student needs to enroll/unenroll in Titan Tech for the day) are managed in PikMyKid. If a change has not been submitted prior to 1:30 p.m., the student will be directed to carline or Titan Tech, whichever is normal operation. If the student is not picked up in carline, he/she will be admitted to Titan Tech.
- AWOL Pick Up
 - When tutoring begins in August, no all-calls will be made until 3:15. Parents will be directed to a holding zone while we locate your student. For your convenience please ensure that you are utilizing the PikMyKid app to designate carlines and after school changes. Additionally,

encourage your student to make his/her way quickly to the correct carline and pay attention to the announcer.

School Day Schedule

7:10 a.m. All Morning Carlines open

7:10 a.m. Breakfast service opens

7:25 a.m. All students released to class from Lower School Cafeteria, Titan Center, and 100 Kindergarten Lobby

7:30 a.m. Breakfast service closes

7:35 a.m. Warning Bell, students must be on campus and moving to class; carlines close

PK - 8th: 7:40 a.m. Tardy Bell, class begins (students not in class are marked tardy)

9th-12th: 7:50 a.m. -Tardy bell, class begins (students not in class are marked tardy)

2:30 p.m. Academic Day ends (unless scheduled for Titan Focus tutoring*)

2:35 p.m. Afternoon Carline begins

3:15 p.m. Titan Focus tutoring dismissal* (ALL pickup - 100 Bldg.)

*Titan Focus tutoring will begin on August 29th

Elementary School Schedule

PreK, K, and 1st grade: Self-contained classes with one homeroom teacher per class

2nd grade: Four teacher team; homerooms rotate among all teachers/subjects for that grade level

2nd/3rd Learning Lab: Two teachers teaching all content in small group setting

3rd grade: Two teacher teams with each team teaching all four content classes by two teachers (sci/math; ss/ela)

4th: Four teacher team; homerooms rotate among all teachers/subjects for that grade level

Upper School Schedule

Upper school (5-12) classes operate on an alternating 90-minute block schedule using a “Blue” and “Gold” day format:

Monday, Wednesday – Blue

Tuesday, Thursday – Gold

Friday – Alternating Blue/Gold

Tutoring and 5th Block

The purpose of tutoring is to enhance an individual student’s academic growth. Any student is welcome to sign up and receive extra academic support, attend study groups, etc. Tutoring is available from 2:35 - to 3:15 every Tuesday through Thursday. Tutoring may be assigned by teachers or requested by students. In every case, teachers and parents must communicate before a student can attend after school Tutoring. **This is NOT Drop-in tutoring.** Students who attend tutoring without parent/teacher communication will be escorted to Titan Tech.

Students not attending an assigned tutoring session will be ineligible for any other school activities until the tutoring session has been completed.

Middle and high school students identified as at-risk for failing can be enrolled in an additional academic block from 2:35 - 3:15.

Titan Tech After-School Program

The Titan Tech after-school program is designed to be an enrichment program as well as an opportunity for children to complete homework and projects. Titan Tech is available Monday – Friday from 2:30 – 5:30 p.m., except on teacher workdays, the last day before holidays, early release days, inclement weather days, and summer break. Students must be picked up promptly at 5:30 p.m.

More information on Titan Tech including activities and associated costs can be found [HERE](#).

For payments, you can find the Titan Tech / Tuition Express Automatic Payment Authorization Form [HERE](#) . Please print, complete, and return this form to the Titan Tech Office.

Meal Service

The Greene County School Nutrition Program offers breakfast and lunch service for LOA students. Students may also bring lunch from home. For more information including associated costs, policies, and assistance programs please click [HERE](#).

*LOA will **not** accommodate lunch visitors at this time.*

LOA is a peanut-free school. NO peanut butter or peanut products are allowed.

School Closings and Delays (Weather-Related)

The decision to close or delay the opening of LOA due to inclement weather will be made as early as information concerning power, water, or the condition of the roads is available. A message will be sent through the LOA emergency notification system (text, email, phone), social media, and conveyed to DOCK 103.9 FM and Atlanta TV stations (if necessary).

LOA will make the decision to cancel or return to school independent of the Greene County School System. If LOA has chosen to return to operation and, as a parent, you feel the road conditions are not suitable for travel, your child's absence will be excused and every effort will be made to ensure that your child will receive added assistance with any material he/she has missed due to weather-related conditions.

Field & Class Trips

Class trips are for educational purposes. If you have questions regarding the form or field trips, contact the coordinator of the trip for further clarification. Your child will not leave campus without your written approval. Phone-in approvals are not allowed.

- Faculty members will supervise students on all field trips.
- Parents/guardians are encouraged to volunteer to chaperone class trips as needed. They may travel with the students on a space available basis. *Siblings are not allowed on field trips.*

- Students are required to travel to their destination (field trip, sporting event, etc.) with their class or team on the bus but may travel home with a parent or designated adult with expressed *written* permission provided to the supervising LOA staff member in advance of the trip.
- Middle and high school students must be in good standing academically and have minimal absences. Division Directors will make the final decision.
- The field trip uniform is the navy blue polo shirt and khaki bottoms (unless designated otherwise depending on the type of trip).

***If a student is not attending a class trip, he/she will still report to school. Since class trips are academic in nature, if a parent chooses not to allow a student to attend the class trip, the teacher will assign an appropriate project for the student to complete.*

Campus Traffic

It is the responsibility of each of us to drive slowly, alertly, and safely on campus. The campus speed limit is 10 mph. If you are sending a sibling driver or someone unfamiliar with the campus to pick up your child, please remind him/her to drive with extreme caution. Students who do not follow this expectation may lose their campus driving and parking privileges.

***** For the safety of your child and others, absolutely no cell phone use, including text messaging and other social media, is allowed in car lines.***

Drop-off Items/Deliveries

The school offices will not accept drop-off items during the school day.

- Emergency deliveries such as medication will be accepted– these do NOT include lunch, water bottles, snacks, PE clothes, instruments, homework, etc. Do not leave items outside of buildings for students to retrieve. This creates a security issue and is not acceptable.
- Delivery of gifts, flowers, balloons, snacks or other items for student birthdays or holidays is not allowed.
- Students reporting to campus after the first block are under the same rules as parents and are not permitted to bring outside items to other students during the school day.
- Students are not allowed to order food and have it delivered to campus.

Cell Phones/Smart Watches/Earbuds

Cell phones, SmartWatches and Earbuds are not a part of the academic day (7:20 AM - 3:15 PM) at LOA. All urgent messages directed to students should be given to a front office receptionist. Students may use the phone at the receptionist's desk to make a phone call. Students should not make phone calls without permission. Bringing other electronic devices and the use of these devices on campus is discussed later in this Handbook and in the LOA Computer Acceptable Use Policy.

- *What should a student do with these items while on campus?*
 - Power it off
 - Place it out of sight (in a book bag, locker, or vehicle)
 - Pockets or elsewhere on the body are **NOT** “out of sight” and can be confiscated

- Only access it for specific academic or instructional purposes and only with the explicit permission of the supervising teacher. (Phones should not be used for recreational or entertainment purposes)

***As a safety precaution, these rules/procedures also apply when waiting to be picked up during car line.*

***Discipline guidelines for these items can be found in the disciplinary procedures section of this handbook.*

Visitors to Campus

Parents are invited to visit their child's school and to be involved in all school activities. For the safety of our students, all visitors are required to report directly to the main office when entering the school. After signing in, a visitor's badge will be issued and must be worn while on the school campus. If a parent or guardian feels that a classroom visitation is necessary, prior arrangements should be made with the child's teacher and Division Director. Approval of such a visit will be made by the Division Director and/or the Executive Director. At no time are teachers/students to be disturbed during classroom lessons. Observations should occur with minimal distraction and school administrators will uphold this expectation.

ATTENDANCE

In support of student success, Lake Oconee Academy expects students to be present and to arrive and depart on time. Good attendance habits positively impact the learning process and carry over into the world of work. It is the position at Lake Oconee Academy that every day at school is important and that no student should be absent except for extraordinary reasons. As a Georgia public charter school, LOA is required to meet the College and Career Readiness Performance Index (CCRPI) standards set forth by the Georgia Department of Education. Parents/Guardians should attempt to schedule doctor and dental appointments at times that do not impair a student's presence and active participation in class. If possible, appointments after 3:15 pm or during student vacations are appreciated for routine exams.

There is no comprehensive list of all possible situations that constitute an Excused or Unexcused Absence; therefore, the Division or Executive Director will, in their reasonable and informed discretion, make the final decision on whether an absence is excused or unexcused. The basis for the determination will in all cases be guided by the principles of personal responsibility and educational excellence.

Absences Defined

- Excused Absence - any illness, doctor's appointment, significant family event (e.g. death in the family, birth, wedding, graduation), religious observance, pre-approved college visit, or Specific Student Participatory Function.
 - Failure to notify the school through notifying the grade specific receptionist (noted below) through email, note or doctor's excuse within three (3) days of absence will constitute an Unexcused Absence.
 - Lower School: jamison.baynes@lakeoconeeacademy.org and your student's Homeroom teacher
 - Middle School: tinna.mitchell@lakeoconeeacademy.org
 - High School: teresa.sitler@lakeoconeeacademy.org
 - Medical appointments must be verified by a note from the doctor's office upon the student's return.
 - All excuses must be submitted *in writing* within three (3) days upon returning to school. No calls or texts will be accepted.
- Specific Student Participatory Function - an academic, athletic, or civic function in which a student has committed extensive training, practice, and/or preparation prior to attending. This includes college visits (Juniors and Seniors only.)
 - Parents/guardians must provide at least a one week advance notice with the nature of the activity, exact dates, and proof of registration/participation to the Division Director. Travel days are not automatically approved; submit requests for travel days to be reviewed.
 - Upon approval, the student will be given permission to notify the student's teachers of the Excused Absence.

- Students must communicate with their teachers to make arrangements to complete all missed coursework and tests due to an Excused Absence or the student will lose credit for that work.
- Middle and high school students may not be allowed to attend a specific student participatory function for disciplinary, grades, or attendance reasons.
- Unexcused Absence - defined as any or all other absences not defined as an Excused Absence or Student Specific Participatory Function.
 - The student will receive no credit (a zero) for all academic work which comes due during an Unexcused Absence.
 - Family vacations are not excused absences in accordance with state of Georgia Board of Education rules.
 - If the student accumulates three (3) unexcused check-outs will constitute one (1) unexcused absence for truancy purposes only. Unexcused tardies and check outs can be defined as convenience tardies or check-outs.

****Attendance in Upper School (grades 5-12) is taken per class period. There are four 90-minute class periods a day. A student accruing any four class period absences (regardless of the date of absence or class) will be considered absent one full day.*

****In Lower School, a student must be checked in at the front office before 11:00 a.m. to be considered present for the full day. A student must be checked out after 12:00 p.m. to be considered present for the full day.*

Attendance Policy

Children with excessive absences have a much smaller chance of academic success. The school will make a good faith effort to notify the parent, guardian, or other person in charge of a student who has a chronic attendance problem.

- After three (3) absences, the parent/guardian will receive a notification with the number of absences and a reminder of the attendance policy.
- Once a student exceeds three (3) total days absent within a semester, a medical excuse will be required from a doctor or other qualified medical practitioner or the absence will need an administrator's approval to be excused.
- Any extended absences of three (3) or more consecutive days will require a physician's excuse or an administrator's approval to be excused. Please note that students have access to our on-site clinic via ESE Telehealth. This is a convenient way to be seen by licensed physicians via telehealth. This service is available during school hours.
- After five (5) absences, the parent/guardian will be contacted by a Dean of Students. The school counselor monitors attendance daily and actively supports the student and family.
- After seven (7) absences, Division Directors will arrange an Attendance Support meeting to determine root causes of absences and develop a collaborative plan to support attendance.
- After 10 days, Division Directors will arrange an Interagency Counseling meeting that includes the school social worker and the school resource officer. At this

meeting, the family's circumstances will be reviewed and the following options will be discussed:

- Home visit from Officer Franco. Refer the child and/or parent to appropriate social services, including mental health and/or health agencies
- Request further medical documentation if appropriate
- File a Juvenile Complaint for truancy
- Seek a protective order for the parent from the Juvenile Court
- Make a child protective services report to Department of Family and Children Services (DFCS)
- File an affidavit for an arrest warrant for the parent to be issued in Magistrate Court
- After 10 consecutive days, the student could be withdrawn from LOA.
- Lake Oconee Academy reserves the right to withhold credit for students missing more than 10 days. Students may be required to appear with their parent/guardian of record for an attendance review to determine if credit shall be granted for designated course(s). Attendance in addition to the totality of the student's performance will be taken into account to make a decision.
- AP students should refer to the AP Contract to review the attendance policy.

High School Students Only

If a student driver has excessive unexcused tardies, check-outs and/or absences, their driving privileges can be suspended or revoked at the discretion of the administration.

If a student wishes to obtain an employment certificate (worker's permit), the student must obtain a letter from the school indicating that he/she is enrolled in school full-time and has an attendance record in good standing for the academic year.

If a driver is younger than 18 years of age, a driver's permit or license can only be received if the student is enrolled in and not under suspension from school and has satisfied relevant attendance requirements for a period of one academic year prior to his/her application.

If a student has more than ten (10) school days of unexcused absences (cumulative) in any semester, the school system will submit a Certificate of Non-Compliance to the Department of Motor Vehicles (DMV) and the student's license will be revoked by the DMV.

If a student under 18 drops out of school without graduating and has remained out of school for ten consecutive days, the school system will submit a Certificate of Non-Compliance to the Department of Motor Vehicles and the student's license will be revoked by the DMV.

A student is not permitted to check themselves out under any circumstances. A parent or guardian must call or email the school prior to check out to give the student permission.

*****See *ACADEMIC* section for each division make-up policy.**

*****Administrators should be informed by parents as soon as possible of any known extended absence due to illness or a family emergency.**

Morning Arrival Tardies and Early Checkouts

- Excused Tardies - A tardy arrival due to medical appointments, illness, religious observance, family emergencies, or other reasons deemed acceptable as Excused Absences are also acceptable as excused tardies.
- Unexcused Tardy - A tardy for reasons that do not fall under the guidelines of an Excused Absence will be marked in Infinite Campus
- A tardy pass from the office is required for a child to enter class. Work missed due to an unexcused tardy receives the same value as an unexcused absence - a zero.
- Unexcused Checkout - Early check-outs for reasons that do not fall under the guidelines of an Excused Absence or Tardy will be marked as an and no credit (zero) will be given for work missed.
 - **If there is a need for early check-out, the student must be signed out at the office by a parent or guardian and must note the reason for checking out.** A parent must notify the office if a student driver will be checking out early, as well as for tardy arrivals.
 - If someone other than a parent or guardian is picking up a student, the parent or guardian must notify one of the receptionists prior to the student's release.
 - Students will not be dismissed to unauthorized persons, including siblings.
 - Students will be called from class after a parent or guardian arrives on campus. Please allow plenty of time for the student to be located, pack his/her belongings, and report to the office.

*****Excessive absences/tardies will result in the parent being reported to the Division of Child and Family Services.**

*****There will be no early check-outs after 2:00 p.m. without administrative approval.**

MEDICAL INFORMATION

Health and Immunization Forms

As required by Georgia Law, LOA must have a copy of each student's official immunization records on file (i.e., signed by a physician or carrying a physician's stamp). Students cannot be admitted without this information.

- **ALL STUDENTS** - must have certain timely immunizations such as DPT, Hepatitis, etc. Records confirming these immunizations must be returned to the school.
 - Students who do not meet this requirement within the first thirty days of the school year will be identified by the county health department and dismissed from school. If the requirement is not met within the following week, the student's position shall be filled by the next student on the waiting list. Contact your physician for a listing of the required immunizations.
- **Athletics Forms** - Students participating in competitive school team sports activities (softball, baseball, soccer, basketball, cheerleading, etc.) must have on file a GHSA physical clearance form verifying the student athlete has passed a physical exam within one year of participation in the sport. This form must be uploaded to:
<https://max.dragonflyathletics.com/maxweb/max-cover/login>
 - Please email Athletic Director Chris Ingle with any questions.
chris.ingle@lakeoconeeacademy.org

First Aid/Medical Care

The faculty and staff make every effort to ensure your child's safety; however, if a serious accident should occur, the parent will be notified as soon as possible. Concurrently, the appropriate personnel will be notified, and the child will be cared for by professionals, including the LOA school nurse.

- Health Information/OTC Medication Administration Form - At the beginning of the year parents/guardians will be given a form to complete and return to LOA for documentation of any known medical conditions, allergies, etc.
- LOA is conveniently located adjacent to St. Mary's Good Samaritan Hospital and unless instructed otherwise, the child will be taken there for emergency treatment.

Students presenting a fever or other symptoms related to any known illness, as stated by the Department of Public Health, CDC, and World Health Organization, will be sent home immediately. Parents/Guardians will be notified and students MUST be picked up as soon as possible. Students sent home with such symptoms must adhere to staying home for the 24-48 hour standard, determined by these symptoms. This will be communicated to the parent/guardian prior to the students' return.

Medication Administration

- Medication requiring two doses per day should be administered before and after school if at all possible. However, if a child requires prescription medication during the school

day, the medication must be given to the school nurse by a parent or guardian (**do not send medication to school with a student**).

- Medication must be in the original prescription bottle and accompanied by a form signed by a parent, guardian, or physician that gives specific directions concerning dosage and time of administration.
- Medication will be secured in the office and administered by the school nurse. Should the medication need to go home with the student at the end of the day, it is the responsibility of the parent to pick up the medication from the school nurse. Medication is not to be transported by a student.
- It is the parent's responsibility to notify the school nurse, administration and the child's primary teachers of any student's medical needs or conditions that require special attention (to include allergic reactions, asthma, medical devices, etc.).
 - In such cases, LOA requires the Parents/guardians to provide emergency medication procedures and a letter granting permission for immediate emergency room care.
- Students may not self administer home medications at school. Students may not distribute personal medications to peers. If a student needs medication from home, parents must contact the school nurse prior to sending in medication. The parent(s) must sign a consent for their student to have personal medicine on campus. Medications from home will be kept in the nurse's office and administered by the nurse at the appropriate time.

The only students permitted to carry their personal medications must have a signed physician's order providing permission for the student to carry their medication(s). The school nurse must sign off on students' ability to self administer. The appropriate forms must be signed by the physician, parent(s), and school nurse.

*****The school nurse may dispense over-the-counter medications such as ibuprofen, cough drops, eye drops, etc. as needed with written permission from the parent.**

Telehealth

Telehealth is a voluntary web-based system using secure video conferencing with Nurse Practitioners and Physicians in cooperation with the LOA school nurse, which provides a higher level of care to your child on site. For more information, please click [HERE](#).

Medical Emergencies

Threat to Harm Others

The school takes all threats to harm others seriously, even if all threats are not equally dangerous or capable of being carried out. After a thorough investigation of the threat and circumstances and questioning of those involved, the school will take appropriate disciplinary action(s), ranging from verbal warnings and parental notification to suspension or expulsion and notification of law enforcement.

Threat to Harm Self

The school takes all threats to harm oneself seriously, even if all threats are not equally likely or capable of being carried out. If the school determines the presence of suicidal ideation, the school will implement the Policy for Suicide Awareness, Prevention, Intervention, and Postvention which involves constructing a plan with the parents/guardians for the student to see a licensed mental health professional as soon as possible, as well as to schedule appropriate support from counselors and the social worker at LOA. The student may not return to campus until s/he receives an evaluation stating that they are not a threat to themselves and are cleared to return. Any school time spent obtaining this evaluation and clearance will be considered an excused medical absence. If parents/guardians elect, for whatever reason, not to see the mental health professional, or to secure the evaluation and clearance, then the school may refer the matter to outside authorities.

Any self-harm incidents will be thoroughly investigated and assessed, which may require the student to see a licensed mental health professional. The student may require an evaluation stating that they are not a threat to themselves and are cleared to return to school.

UNIFORM/DRESS CODE AND APPEARANCE

LOA believes common dress leads to the least interference as the student prepares for school, relieves tension at school that can be caused by designer clothes, and adds a degree of safety as we oversee the activity of students on and off campus.

LOA requires that all students wear approved uniforms. The designated uniform vendor is Lands' End Uniform. The Titan Armory school store offers consignment sales during the year where families can donate and purchase gently used items. [The BSN online store is also a source to order PE wear, spirit shirts, sweatshirts and jackets.](#)

As a parent, it is your responsibility to ensure your children attend school dressed in the required school attire. Before coming to school, review your child's dress. If there are concerns whether the clothes meet the school's expectations, then change to an outfit that you know meets the stated requirements. Students identified as not adhering to the policy will be directed to contact a parent to bring the appropriate clothes. Please assist us so we can concentrate on our educational duties.

Uniform/Dress Code Expectations

Important - Please register your child by school, gender and grade on the uniform section of the Lands' End website. Certain items are only available to specific grades (i.e., high school has a shirt color unique to 9-12 grade students) so do not purchase through the general Lands' End site, but from your child's student profile.

- Lands' End accessories such as shoes, tights and belts are included as options but are not required styles.
- Uniform Shirts - must be purchased from Lands' End.
 - Only items on the custom LOA pages of the Lands' End website are part of the approved LOA uniform.
 - The various LOA logos (crest, helmet and sports logo) are trademarked and their application and use are restricted to authorized vendors only.
 - Spirit shirts may be worn on Fridays.
- Uniform Bottoms (Skirts, Skorts, Shorts and Pants) - bottoms are not required to be purchased from Lands' End but should be the same style and cut as Lands' End's uniforms.
 - Khaki or Navy in color
 - Not athletic wear i.e. Lululemon
 - Must be worn at the natural waist
 - Clothing that is too tight or too loose may be deemed inappropriate at the discretion of the administration.
 - No jeans, cargo pants/shorts, leggings/jeggings or bottoms with large side pockets.
 - Skirts, skorts, and shorts should be 3" above the knee for female and male students.

- Students in **grades 7-12** must wear skirts with leggings or tights; however, skorts (with shorts) do not require leggings.
 - Leggings and tights worn with skirts should be solid colors that match the uniform colors (navy blue, white, black, or gray).
 - Patterns and spandex active/athletic wear are not acceptable.
 - Plain knit or ribbed leggings are acceptable.
- All bottoms, with the exception of skirts, must have belt loops and must be worn with a belt.
 - Belts must be plain and appropriate for uniform dress – no patterns, decorations or oversized belt buckles. No sagging pants.
 - Belts are not required for Pre-K and Kindergarten students.

*****LOA reserves the right to modify the dress code during the school year as deemed necessary.**

- Shoes - Conservative-style athletic shoes, loafers, ballet flats, and Mary Jane-style shoes in predominantly neutral colors (navy blue, royal blue, white, brown, black, gray) that match the LOA uniform are required.
 - NOT ALLOWED - Open-toed shoes, flip flops, sandals, Crocs, mules (shoes with no backs), and five-finger shoes are not allowed. Shoes with glitter, characters, lights, rollers or patterns (ex. checkerboard) are also not permitted.
 - Heels will be less than one inch high; stacked soles or heels are not appropriate
 - Boots must be covered by pants and **may not** be worn with skorts, skirts, shorts or dresses.
 - Shoelaces and socks should match and be white or a solid color that matches the uniform (navy blue, royal blue, white, black, gray).
- Outerwear - Student outerwear expectations are below:
 - Sweatshirts and hoodies must be purchased from Land's End, The Armory, or BSN.
 - Jackets, sweaters, and coats can be purchased from Land's End, The Armory, or BSN; however, it is not mandatory that these items are purchased from LOA vendors. Solid gray, navy, royal, black or white jackets, sweaters, and coats with no writing are acceptable.
 - Hoodies are permitted, but the hood should not be worn indoors.
 - Size must be deemed appropriate by the administration. Oversized outerwear may not be worn (the bottom of garment should fall at or just below the waistline).
 - A uniform shirt is required under outerwear on all other school days. Spirit wear t-shirts may be worn under outerwear on Friday only.
- Spirit Wear - T-shirts that are available in The Armory school store or on the Lands' End website may be worn on Fridays with a uniform bottom.
 - LOA club, event or athletic team t-shirts such as Band of Titans, Beta Club, baseball team, etc. may also be worn on Fridays. A collared shirt is required on all other school days.
 - On Fridays, Seniors may wear a college t-shirt or sweatshirt only after confirmed admission to that college or university.

- “Dress Day” - for special occasions such as Honors Ceremony days, Picture Day, special visitor days, certain field trips (i.e. the Georgia Capitol), and any other time deemed appropriate by the faculty.
 - For Dress Day, students will wear the Lands’ End navy uniform polo with LOA monogram, khaki bottoms, and school-appropriate shoes.
 - Parents/guardians and students are made aware of Dress Days in advance.

- Hair - Hair should be clean, in natural colors, and well-groomed. Hair should be pulled back from the face with eyes visible.
 - Facial hair should be clean, neat, and tightly groomed.
 - Hair bows and other hair accessories must be in colors that match the uniform (navy blue, white, yellow, royal blue).

- P.E. Uniform - Seventh grade students and above dress out in uniform for P.E. The P.E. uniforms are available from Lands’ End or BSN.
 - If a student has 1st block PE, he/she may wear their PE uniform to school Likewise, a student who has 4th block PE may wear their PE uniform after school.
 - It is NOT permissible to wear PE uniforms when not in PE class.

Items interfering with the learning environment or compromising student safety will be referred to administration. Examples may include, but are not limited to:

- Visible tattoos (including temporary)
- Hanging earrings, excessive piercings or facial jewelry
- Clanging jewelry or necklaces
- Hats, scarves, or bandanas
- Colognes or perfumes
- Face coverings that are offensive or distracting

Dispositions:

- 1st offense: Verbal warning, documented as a minor incident in Educator’s Handbook. Students will not be permitted to class until the violation is remedied.
- 2nd offense; Parent Contact to bring clothes, documented in Educator’s Handbook. Students will not be permitted to class until the violation is remedied.
- 3rd Offense: Assignment to ISS
- 4th Offense: Converted to major office referral, ISS, and a loss of privilege as determined by administration (example- no longer allowed to wear skirts or shorts if consistent problem with length)

Lost and Found

Your child’s first and last name should be placed on all personal belongings (computers, jackets, lunch boxes, water bottles, uniform clothing, etc.) brought to campus.

- Unidentifiable items will be placed in the Lost and Found in a central designated location.
- High value items should be turned in to the front desk for safe keeping. Please tell the teacher or receptionist of your intention to retrieve a lost item.

- At the end of each quarter, items without a name that are not claimed will be donated to a charitable organization or sold in the consignment sale.

ACADEMICS

We believe in strong communication for success. Families who choose LOA enter into an educational partnership with us. While our administration and highly qualified teachers work to provide an academically challenging and safe, orderly environment, LOA parents agree to the monitor academic success through Infi

Support

Communicate

encourage

- Students and parents/guardians may review 9 week interim grades on Infinite Campus.
 - Login information is available on the Technology Resources page of the LOA website.

Lower School: Pre-K - 4th Grade

- **Grading Structure:**
 - Kindergarten and 1st Grades will use a standards based grading system. Students' progress towards meeting each standard or group of standards will be reported on report cards at the end of each 9 week grading period.
 - 2nd - 4th Grades will use a conventional grading system.
 - A = 100 – 90
 - B = 89 – 80
 - C = 79 – 70
 - 69 and below is failing
 - *All graded subjects will be considered for Honors (all B's with at least one A) and High Honors (all A's).*
 - 2nd - 4th Grades
 - Non-weighted gradebook
- **“Specials” courses** are offered throughout the year in the areas of: Art, PE, Media Literacy and Fine Arts. Students will receive a pass or fail score for each special.
- **Grade Monitoring:** It is the responsibility of the parents and students to monitor student grades. Students can review grades on Infinite Campus at any time. It is highly encouraged that parents/guardians secure an Infinite Campus login. See Robin Weir for more information.
- **Academic Honesty:** All assignments should be the work of that particular student and not that of other students unless permission is given by the teacher for student collaboration. As stated in the Honor Code, students are expected to be honest and respectful of others and their academic work.
 - Academic dishonesty carries with it the possibility of expulsion.
 - **The Honor Code will be in place for all tests and quizzes. Students should not give or receive help during these times nor tolerate those who do.**

- **By-Stander Rule:** Failure to report firsthand awareness of an Honor Code violation is in itself a violation of the Honor Code and will be addressed separately.
- **Make-Up Policy**
 - A student with an *Excused Absence* will have a maximum of two school days per absence (exclusive of Blue/Gold days in the Upper School) to submit make-up work and complete or schedule a make-up test with a teacher.
 - Students who have recorded an extended absence due to illness or other significant hardship will meet with the Division Administrator to devise a plan for completion of work.
 - Students can check missed classwork and homework on Canvas or through another method as directed by the teacher.
 - Students who receive an Unexcused Absence will be responsible for completion of all missed work but will not receive credit (zero).

Middle School: 5th - 8th Grade

- **Academic Honesty:** All assignments should be the work of that particular student and not that of other students unless permission is given by the teacher for student collaboration. As stated in the Honor Code, students are expected to be honest and respectful of others and their academic work.
 - Academic dishonesty carries with it the possibility of expulsion.
 - **The Honor Code will be in place for all tests and quizzes. Students should not give or receive help during these times nor tolerate those who do.**
 - **By-Stander Rule:** Failure to report firsthand awareness of an Honor Code violation is in itself a violation of the Honor Code and will be addressed separately.
- **Grading Structure:** Conventional grades, when used, will represent the following scale in all grade levels:
 - A = 100 – 90
 - B = 89 – 80
 - C = 79 – 70
 - 69 and below is failing
 - *All graded subjects will be considered for Honors (all B's with at least one A) and High Honors (all A's).*
- **Grade Reporting:** Grading categories are as follows:
 - Homework/coursework: 40%
 - Tests/Projects/Essays: 60%
 - Final grades will be reported in numerical scores with no weighting unless an 8th grader is taking a high school level class; in that case, .5 of a quality point is added to transcript GPA.

- **Reporting Periods:** All grades K-12 will have semester (18 weeks) report cards. While final grades are cumulative, 18 week report cards are final and will not change.
- **Grade Monitoring:** It is the responsibility of the parents and students to monitor student grades. Students can review grades on Infinite Campus at any time. It is highly encouraged that parents/guardians secure an Infinite Campus login. See Robin Weir for more information.
- **Advanced Courses:** 8th grade students taking high school credit classes should review the next section about grading at the high school level.
- **Final Averages:** Grades for year long Middle School courses will be the average of the two semester grades (50%, 50%). Final exams in Middle School courses will count 10% of each semester's grade.
- **Make Up Policy:** A student with an *Excused Absence* will have a maximum of two school days per absence (exclusive of Blue/Gold days in the Upper School) to submit make-up work, and complete or schedule a make-up test with a teacher.
 - Students who have recorded an extended absence due to illness or other significant hardship will meet with the Division Administrator to devise a plan for completion of work.
 - It is the responsibility of the student to communicate with each teacher and make arrangements for completion of work and tests. Students should meet with their teachers immediately upon return to discuss make-up work.
 - Students can check missed classwork and homework on Canvas or through another method as directed by the teacher.
 - Students who receive an *Unexcused Absence* will be responsible for completion of all missed work but will not receive credit (zero)

High School: 9th - 12th Grade

- **Academic Honesty:** All assignments should be the work of that particular student and not that of other students unless permission is given by the teacher for student collaboration. As stated in the Honor Code, students are expected to be honest and respectful of others and their academic work.
 - Academic dishonesty carries with it the possibility of expulsion.
 - **The Honor Code will be in place for all tests and quizzes. Students should not give or receive help during these times nor tolerate those who do.**
 - **By-Stander Rule:** Failure to report firsthand awareness of an Honor Code violation is in itself a violation of the Honor Code and will be addressed separately.
- **Grading:** Conventional grades, when used, will represent the following scale in all grade levels:
 - A = 100 – 90
 - B = 89 – 80
 - C = 79 – 70
 - 69 and below is failing

- *All graded subjects will be considered for Honors (all B's with at least one A) and High Honors (all A's). To receive Honors of any sort, a satisfactory conduct grade in ALL classes is required.*
- **Advanced Courses:**
 - Honors Courses - Honors courses will earn .5 of a quality point added to their GPA for that specific course.
 - Dual Enrollment - dual enrollment classes will earn .5 of a quality point added to their GPA for that specific course.
 - AP Courses - (AP) courses will earn 1.0 of a quality point added to their GPA for that specific course, with all students in AP classes required to take the AP exam in order to earn that quality point. Class numerical grades will be reported with no added weighting on the final grade for that course. Please see the AP Contract for specific information about earning the quality point.
- **EOC Courses:** High school courses accompanied by an End of Course test (EOC) will have an end of course score that will count 20% of the total grade combined with an
- **Final Averages:**
 - For semester-length classes, the final average will be calculated using 80% of the student's course grade and 20% from the semester exam.
 - For year-long courses, the first semester averages for High School courses will include a midterm exam which will count as 10% of the first semester average. The final yearly average for all year-long High School courses will be comprised of the following (consult syllabus for AP courses as there may be some deviation from this calculation):
 - First Semester = 40%
 - Second Semester = 40%
 - EOC or Final Exam (for non-EOC course) = 20%
- **Grade Reporting:** Grading categories are as follows:
 - Homework/coursework: 40%
 - Tests/Projects/Essays: 60%
 - Final grades will be reported in numerical scores with no weighting unless a student is taking honors or advanced placement courses. In those cases, please refer to your AP contract and/or course syllabus.
- **Reporting Periods:** All grades K-12 will have semester (18 weeks) report cards. While final grades are cumulative, 18 week report cards are final and will not change.
- **Grade Monitoring:** It is the responsibility of the parents and students to monitor student grades. Students can review grades on Infinite Campus at any time. It is highly encouraged that parents/guardians secure an Infinite Campus login. See Robin Weir for more information.

- **Make Up Policy:** A student with an *Excused Absence* will have a maximum of two school days per absence (exclusive of Blue/Gold days in the Upper School) to submit make-up work, and complete or schedule a make-up test with a teacher.
 - Students who have recorded an extended absence due to illness or other significant hardship will meet with the Division Administrator to devise a plan for completion of work.
 - It is the responsibility of the student to communicate with each teacher and make arrangements for completion of work and tests. Students should meet with their teachers immediately upon return to discuss make-up work.
 - Students can check missed classwork and homework on Canvas or through another method as directed by the teacher.
 - Students who receive an *Unexcused Absence* will be responsible for completion of all missed work but will not receive credit (zero).

Midterm and Final Exams

With the exception of seniors, no students can exempt midterms or final exams. Seniors may exempt midterm exams under the following conditions:

- Have a total of two or fewer daily unexcused absences OR two or fewer unexcused tardies
- Earned a grade of 90 or above for the semester
- No Advanced Placement (AP) course midterm or mock exam may be exempted
- No projects or performances may be exempted

Midterms Exams

For both middle and high school students, all content teachers including Spanish will give cumulative, standard-based midterm exams that count for 10% of the first semester average. Elective courses may choose to give a unit-based exam or project-based task; however, these will count as test grades.

Final Exams

No course with a required EOG, EOC (Milestones), or AP test will give final exams. If a **high school** content course including Spanish does not have a required exam, a yearly cumulative, standards-based exam that counts for 20% of the overall grade will be given. All middle school semester-long content courses will give an end-of-unit test that will count as a standard test grade.

****This does not apply to AP or upper level advanced courses. Please refer to the course syllabus for information concerning midterm and final assessments.**

**Exam schedules will be sent at a later date.

Schedule Changes

Schedule changes will be considered when pertaining to one of the reasons listed below.

- A specific course is needed for graduation.

- A specific course needs to be repeated for credit.
- Student has already received credit for a course listed on the schedule
- Changing from an AP to the same on level class is allowable in the first 4.5 weeks.

Please use [THIS](#) form to request schedule changes. ***Note: No schedule will be changed that disrupts the balance of classes.

Student Support Services

LOA works cooperatively with the Greene County School System in order to ensure that special education services are provided to students consistent with their IEPs. This may include IEP Team decisions in order to provide the least restrictive environment for each student that enables the student to make educational progress consistent with the requirements of IDEA. As with all students in the District, this may result in a student's placement and services being provided at a location within Greene County or its affiliate locations in order to provide the services that best meet the student's individual needs based on the IEP Team recommendations.

Any questions regarding student support services should be directed to the Special Education Lead Teacher, the Chief Operating Officer, or the Chief Executive Officer.

Promotion, Retention, Placement Criteria

Promotion, Retention, and Placement are defined as follows:

- Promotion: The student has met grade level achievement criteria.
- Retention: The student has not met grade level achievement criteria.
- Placement: The student has not met grade level achievement criteria, but the evidence indicates that retention would not be beneficial. The student may also be a candidate, in certain instances, for the learning lab.

Placement Committee: The placement committee is established by the division director to make placement decisions concerning a student who has not met the criteria for promotion to the next grade level. The committee shall be comprised of the director, the instructional coordinator, the MTSS/RTI coordinator, and the child's teachers.

The placement committee shall use the following guidelines for the Promotion, Retention, Placement Criteria:

Through high-quality and differentiated instruction, a variety of norm-based assessments, classroom achievement, End-of-Grade Milestone assessments (when applicable), other grade-level indicators, and benchmark scores, each teacher, with administrative support, shall be responsible for determining if a student is achieving at grade level.

- Sample assessments or indicators may include: Georgia Milestones, NWEA/MAP, GKIDS, Acadiance, IKAN (GA Numeracy), ELA/Math Grades, Progress Monitoring Data, and classroom work samples

Guidelines for Promotion:

If a student is on grade level at the conclusion of the school year, the student will be promoted to the next grade level. Students are considered on grade level if they are passing their classes and meet grade-level expectations on end of year assessments.

Guidelines for Retention:

Where there is evidence that a student is not performing on grade level and has achievement and/or academic growth concerns that could result in retention, the teacher will implement remediation efforts such as interventions through MTSS and/or the early intervention program (EIP), tutoring, and regular communication with parents and guardians by February of the school year. An in person meeting will be scheduled to discuss student concerns. Teachers will use a variety of classroom and standardized assessments, student observations, and anecdotal evidence to provide parents with documentation that support possible retention. Student progress will be closely monitored from February to April. LOA staff will meet with parents again by May to determine a final retention decision.

Retention decisions will be made in conjunction with the placement committee and the child's parents or guardians.

Guidelines for Placement:

If a student is not a candidate for retention, they will be placed in the next grade level based on age and other factors unique to the individual student. Students who qualify for placement in the next grade level may be candidates for the learning lab class, if the lab serves their grade level.

Students qualifying for the lab should be approaching grade level, receiving interventions through MTSS and/or EIP, and passing their classes (or meeting the expectation of most standards on a standards based report card). Students qualifying for the lab must show that they can be successful learning content of the next grade level while also exhibiting academic deficits in targeted or specific areas. Students may not be candidates for the lab if they exhibit significant deficits across multiple content areas.

Placement decisions will be made in conjunction with the placement committee and the child's parents or guardians.

In cases where a child has an Individualized Education Plan (IEP), the IEP committee will determine promotion and/or retention decisions.

If placement or retention is recommended, the placement committee will make every effort to consult with the child's parent or guardian. The directors will have final authority regarding placement and retention decisions, which will be decided after review of support academic documentation.

ATHLETICS AND EXTRACURRICULAR ELIGIBILITY

Participation in LOA affiliated athletics and extracurricular activities is encouraged. Students must maintain good academic standing in order to participate in extracurricular activities such as sports, cheerleading, and club activities. This standing is determined by grades at every 4 ½ week posting period. *Additional information about eligibility can be obtained from the Director of Athletics:* chris.ingle@lakeoconeeacademy.org

In addition to the [GHSA guidelines for eligibility](#), LOA also requires the following:

- Grades are reviewed at the 4 ½ week posting mark.
- A grade of 70 or above in **all** subject areas is required for eligibility, as well as satisfactory conduct reports.
- If a student has below a 70 in any class, he/she is ineligible for 2 ½ weeks. Students can practice but not travel. If the student is still not passing at the 2 ½ week check-mark, he/she may not practice, travel, or be on the sideline.
- Student's with a failing final average in a course may be required to attend 5th period for 4 weeks.
- Students must be present during the academic day to play that day. Students who check-in or check-out due to illness may not play.
- Students who miss more than 3 school days will be referred to the *Attendance Committee* for review and may not be able to participate in athletic or extracurricular activities.
- Students on academic, disciplinary or social probation, in-school suspension, or out-of-school suspension will not be allowed to participate in extracurricular activities until the probation period or suspension has been completed and the student is fully reinstated into classes by the Division Director or the Executive Director.

Many students compete athletically outside of GHSA causing them to miss school days. While we support this opportunity, these absences will only be excused under the following conditions:

- Requests should be submitted to Dr. Montgomery at least 2 weeks prior to the absence.
- The student is in good standing academically, behaviorally, and attendance wise.
- Note the make-up policy for excused absences.

STANDARDIZED TESTING

Standardized testing at LOA is used as an indicator of strengths and weaknesses specific to each student and to assist in preparing students for the rigors of future academic work. The student, parent, and teacher use this information to assist the child in the attainment of his/her personal academic goals.

Georgia Milestones Assessment Systems

The Georgia Milestones Assessment System (Georgia Milestones) is a comprehensive summative assessment program. Georgia Milestones measure how well students have learned the knowledge and skills outlined in the state-adopted content standards in English Language Arts, mathematics, science, and social studies.

- Students in grades 3 through 8 take an end-of-grade (EOG) assessment in English Language Arts and mathematics
- Students in grades 5 and 8 are also assessed in science, and students in grade 8 are assessed in social studies.
- Students in grade 8 that are enrolled in Physical Science will take the Physical Science EOC in lieu of taking the grade 8 science EOG.
- Students at the high school level will take an end-of-course (EOC) assessment in the following four courses:
 - English Language Arts
 - American Literature and Composition
 - Mathematics
 - Algebra I
 - Science
 - Biology
 - Social Studies
 - United States History

Students are required to take the tests indicated by the Georgia State Testing Program or Testing Programs prescribed by the LOA administration in the absence of state testing. These tests will be administered on campus. If the student is enrolled in LOA and taking courses off campus, they must return to campus at the appropriate time to sit for and take any required tests. "Taking the exam" is defined as making a good-faith and recognizable attempt to answer the questions as posed to the best of ability of the student.

Tests are given within the time prescribed by the Georgia testing standards. Faculty members do not teach directly for these tests but incorporate practice exercises that focus on the standards, content, and format used on the tests. The State testing program is the tool that is used by the Georgia Department of Education to evaluate LOA and all public schools in Georgia. It is important that our curriculum covers this material as the basic education model.

PSAT/NMSQT

LOA administers the PSAT/NMSQT to all 10th graders in the fall. 9th and 11th grade students can opt-in to take the assessment.

NWEA

Students in grades K - 11 will take the NWEA assessment in the fall, winter, and spring. LOA strives to monitor the progress and learning of our students. LOA will gather baseline data in the fall using NWEA MAP Growth Assessment. This assessment will provide teachers, parents, and students with data on where their students are currently functioning. The assessment will also provide national percentile rankings as a more global indicator of where students are functioning within our world. Over the course of the year, NWEA MAP Growth will provide data on how much students have grown.

STUDENT AWARDS AND HONORS

Students in grades K-12 will have an awards ceremony at the end of the school year. Pre-K students will have their celebration at the end of the year. These are wonderful opportunities to recognize students for their efforts. Academic achievements will be awarded accordingly. Grades and awards are earned at LOA, not given - it is our philosophy not to distribute frivolous or excessive awards.

DISCIPLINE

Student Behavior Code

Development of the Student Behavior Code

The LOA Student Behavior Code is based on the philosophy that discipline is a tool that is used to teach students to become responsible for their own behavior. Since our students live in a society in which citizens are expected to obey laws and abide by commonly accepted standards of behavior, we must teach them to be self-disciplined. This Student Behavior Code establishes expectations for the maintenance of a positive learning environment at school.

This code was developed in conjunction with Georgia school laws pertaining to student discipline in elementary and secondary public education outlined in the Official Code of Georgia Annotated (O.C.G.A.), commonly called the Georgia Code (specifically, O.C.G.A. § 20-2-730 – O.C.G.A. § 20-2-769). (Such a code is mandated in O.C.G.A. § 20-2-735.)

In order to educate students to become productive citizens as adults, we must create a safe, non-threatening and orderly school environment that enables teachers to teach and students to learn. We expect students to “behave themselves in such a way so as to facilitate a learning environment for themselves and others, respect each other and school employees, and to obey student behavior policies and rules established by our school. (O.C.G.A. 20-2-735).”

Cooperation is essential to a successful discipline program. Every person has an important role to play. Students must know the rules and accept responsibility for the choices they make and the consequences, positive or negative, that result from these choices. Teachers and administrators must enforce the rules consistently and fairly. Parents must be aware of situations affecting their child and provide support for correcting problematic behavior. Everyone must be a role model by setting a positive example. When parents, teachers, administrators and students work together, our students can become fully prepared for life beyond school.

The behavior code is reviewed on an annual basis. The revisions of the behavior code will go into effect on the first day of school each year.

When the School Behavior Code Applies

The rules contained in the Student Behavior Code apply to students, both during and outside normal school hours, who are:

- On school system property
- Off school system property while attending a school activity, function, or event
- En route to or from school or school-related activities (All forms of transportation)
- Off school system property if:
 - the student’s off-campus conduct could result in the student’s being charged with a criminal offense (or delinquent act) that would be a felony if committed by an adult and the off-campus conduct either makes the student’s continued presence at school a potential danger to the educational environment or disrupts the school environment; or

- the student's off-campus expressive behavior (including, but not limited to, written communication, internet postings, communication through social media, cyber bullying [threats or harassment], or texting) could reasonably be expected to come to the attention of school officials and create a substantial risk to the safety of students, staff or others and/or a risk of substantial disruption to the school, program, or school environment.

LOA Student Behavior Code for Office Managed Offenses ([HERE](#))

Student Restraint Techniques (GCSS Special Education Implementation Manual) ([HERE](#))

The techniques described in the link above are performed only by Mindset trained staff on the LOA campus and only when those staff, using professional judgment, assess that the student is either a threat to themselves or another student/staff member.

Minor Offenses

Minor Offenses are also referred to as Teacher Managed Offenses. Examples of these offenses include, but are not limited to, the following:

- Tardiness
- Cell Phone/Technology Violations
- Uniform Dress Code Violations
- Not following directions

Minor offenses will be documented in Educators Handbook by the supervising teacher or staff member. In the event that the behavior continues to be a problem after warnings, and/or is so pervasive or disruptive as to disrupt the learning environment, minor offense(s) will become major, or office managed offenses. *Please see progressive dispositions for cell phone and dress code policy violations under the appropriate sections of this handbook.*

Under Georgia law (O.C.G.A. § 20-2-738), a teacher shall have the authority, to manage his or her classroom, discipline students, and refer a student to LOA administration (Dean of Students, Elementary School Director, or Upper School Director), or any LOA administrator designee to maintain discipline in the classroom. A teacher also has the authority to remove from his or her classroom a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the LOA Student Behavior Code.

LOA teachers have the authority to impose class detention before, during, or after school as a consequence for repeated minor offenses. Failure of a student to appear for assigned teacher detention will result in an office managed referral.

Cell Phones

Cell phones are not a part of the academic day at LOA. A student is not allowed to use a cellphone upon their arrival to campus until the end of their academic day. All phones should remain powered off and placed out of sight. Cell phones may be stored in a student's locker or backpack **NOT** in a pocket or elsewhere on their person.

Disposition: Students not adhering to this policy will have their phone confiscated.

1st offense: Phones confiscated prior lunch may pick heir phone up at the end of the day, after lunch until the end of the day and turn in the following day for the day.

2nd offense; Phone will be turned in daily for a week. If a student fails to do so their phone will be confiscated and held for parent pick up.

3rd Offense; Student will turn phone in for parent pick up.

Any further occurrences student will no longer be allowed any personal electronic devices / phone to school. If they drive they will be required to keep them in the car.

Cell phone violations will be documented in Educator’s Handbook

Student Driver Expectations

Driving to school as a student is a privilege. Any students who will be driving to campus will need to purchase a student vehicle parking tag from the Upper School receptionist to be displayed in the car they drive to school and register their vehicle with the office. Parking tags must be visible at all times while the vehicle is on school property. Students may park in designated student parking lots only. Students will receive an assigned parking spot upon availability and approval by the administration. They must park in their assigned spot each day.

Students are not permitted to loiter in cars in the morning or during the school day or after school. Students are to go directly into the building upon arrival at school. Students will not be allowed to go to their cars during the school day (including lunch). Students are not permitted to leave campus during “free blocks”, between classes, or during their lunch period. Students should be leaving immediately after school unless staying for extracurriculars or tutoring.

Driving infractions could consist of reckless driving, speeding on campus, ignoring traffic laws, playing excessively loud music, racing the motor and making excessive noise, talking/texting on the phone while driving, or showing a general disregard for the safety of people or campus property (even if accompanied by a parent or adult).

Disposition: Ranges From Loss of Driving Privileges (Minimum of Five Days) to Expulsion

Approved Spaces

Students should not be in any spaces on campus without adult supervision. This includes, but is not limited to, classrooms, fields, flexspaces, etc. Students should never be in teacher workrooms unless invited and accompanied by a faculty member. A designated space will be assigned where students can report if waiting for a class.

Skipping

Students that are caught skipping class will receive an unexcused absence for the classes missed and will not be allowed to make up the missed work (this includes tests and projects).

Any student leaving campus must sign out in the office giving the date, time, and reason for leaving campus. Students with after school duties on campus will not be allowed to leave campus during the 4th block and return.

TECHNOLOGY

Technology is an integral part of the learning experiences at Lake Oconee Academy. Students will use these resources to acquire knowledge, to seek, evaluate, and create information, and to communicate and collaborate with others. The use of the system's computers and network is a privilege that requires each student to act responsibly. The student shall be accountable for any violations of this Acceptable Use Policy, as they would be for any other classroom disciplinary incident. A student and his/her Parents/guardians shall be responsible for damages resulting from a violation of this policy and shall be liable for costs incurred for service or repair.

More specific information pertaining to the Technology/Computer Acceptable Use Policy can be found [HERE](#).

One-to-One Policy

In order to continue to provide the best environment for education, ALL students will be required to use a school issued Chromebook when on campus. Personal computers may be used at home but will not be able to connect to the school's networks and should not be brought to campus. Below are the guidelines for chromebooks:

LOA Chromebook Guidelines

I. Receiving your Chromebook

A. Acknowledgment of this document

The contract should be signed by both parent and student upon completion of reading the guidelines set forth.

B. Distribution

Chromebooks are assigned to each student to be picked up on the first day of school. Students must return the same fully functional Chromebook, charger, and case (if applicable) to avoid incurring repair or replacement costs. Chromebooks remain the property of LOA.

C. Transfer/New Student Distribution

All transfers/new students will be able to pick up their Chromebooks from the Technology office. Both the student and parent/guardian must sign the LOA Chromebook Contract prior to picking up a Chromebook.

II. Returning your Chromebook

A. End of the Year

At the end of the school year, students will turn in their Chromebooks, chargers, and cases (if applicable) in working condition. Cases or covers that were added by the student must be removed prior to returning the Chromebook. Failure to turn in the same items that were issued may result in the student being charged up to the cost of the device. LOA may also file a report of stolen property with the local law enforcement agency.

B. Transferring/Withdrawing Students

Students that transfer out of or withdraw from LOA must turn in their Chromebooks, chargers, and cases (if applicable) prior to their last day of attendance. Failure to turn in the same items that were issued may result in the student being charged up to the cost

of the device. LOA may also file a report of stolen property with the local law enforcement agency.

III. Caring for your Chromebook

Students are responsible for the general care and custody of the Chromebook, charger, and case (if applicable) they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Technology office immediately for repair. School-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

A. General

1. Headphones, cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
2. Writing, drawing, or other outside stickers on the Chromebook itself or the school-issued case are not allowed.
3. Never lift Chromebooks by the screen.
4. Always close the Chromebook before carrying it to another location.
5. Report any Chromebook damage to the Technology office immediately.

B. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

1. Do not put pressure on top of a Chromebook when it is closed.
2. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or other objects).
3. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

IV. Repairing/Replacing your Chromebook

A. Repair

1. If the Chromebook is not working or damaged, students should notify their teacher and take it to the Technology office immediately for repair.
2. Students may be issued another Chromebook if they leave their school-issued Chromebook for repair in the Technology office.
3. A notification detailing the damage and cost will be sent home to the parent/guardian.
4. Repairs and maintenance should only be conducted by LOA personnel; do not attempt to repair or take the Chromebook to an outside vendor for repair.

B. Replacement Cost

The following are costs of replacements that will be assessed in the event of loss or damage :

- | | |
|---------------------------|-------|
| 1. Chromebook Replacement | \$350 |
| 2. Chromebook Charger | \$35 |

V. Privacy

- #### **A.**
- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation

of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

- B. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

VI. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes only and students are to adhere to the LOA Digital Citizenship Agreement at all times. Violations of the school's Code of Conduct or the Agreement will be addressed and can impact a student's discipline record.

Artificial Intelligence Policy

Purpose:

The purpose of this policy is to define acceptable uses of Artificial Intelligence (AI) tools while upholding academic honesty in order to help students develop essential academic research, writing, and critical thinking skills.

Scope:

This policy applies to all LOA classes and addresses the use of AI tools including language models, search engines, grammar checkers, paraphrasing tools and other AI-based software or platforms used during assignments, projects, and assessments.

Acceptable Uses:

AI tools can be valuable for idea generation or planning. It is important to note that AI is vulnerable to discrimination and misinformation because it is limited to the data on which it was trained; therefore, it can perpetuate biases and inaccuracies. In this way, AI is not a replacement for human critical thinking and even ideas generated must be vetted carefully.

Current iterations of AI should not be trusted to generate accurate information and it is not uncommon for AI to fabricate information or sources. Assume that the information from AI is inaccurate unless you can verify it from reputable sources.

Any use of AI must be cited correctly. MLA, APA, and Chicago all have explanations for correction citation of AI. Text generated by an AI is not yours and must be acknowledged. Therefore pay attention to what information is generated and be certain to explain how you have used an AI tool and what you used that came from that tool.

Prohibited Uses:

Students are strictly prohibited from submitting AI work as their own. Submitting AI work without acknowledgement and citation is both a form of cheating (using unauthorized tools) and a form of plagiarism (using outside work without attribution). Academic dishonesty with AI may include but is not limited to copying and pasting text, paraphrasing without attribution, submitting work created by AI tools without acknowledgement.

Students must not use AI tools on assignments and assessments without explicit permission from the teacher. Assume that AI is forbidden unless you are directly told that it is allowed for an individual assignment.

Students should not manipulate, falsify or revise AI-generated work to deceive others or misrepresent work used to assess their academic abilities.

Proof of Provenance:

Teachers will use a variety of tools that may detect use of AI. If a teacher believes that you have misused AI or falsified work, it will be your responsibility to prove that you have created your work. There are things you can do to make this easier, including keeping notes and outlines, saving multiple drafts of documents, or using Google docs with a Draftback plugin. If a student does use AI with permission, it may be necessary to show your work, meaning it is important that you screenshot your prompts and AI's answers, and that you can explain what was generated by AI and what was generated by you, how you have used AI, and why you have used AI.

Consequences of Violations

Parents or guardians will be notified of any suspected violations of this policy.

Work suspected of misusing AI will be given a zero with no chance of rewriting or resubmitting until the student is able to prove that they are the creators of the work by supplying proof of provenance.

Violations of this policy will be communicated to HGM staff and faculty. Because misuse of AI is a form of cheating and plagiarism, a student's misuse of AI will be recorded in the form of a disciplinary referral.

****This policy is based on the work of Dr. Ryan Gagnon at Clemson University, Amy Goldman at River High School in the Washington Unified School District, and a model from Chat GPT-4****

FINANCIAL RESPONSIBILITY

LOA has implemented a systematic process to clear student financial accounts to ensure accuracy, transparency, and fairness. Students and parents are responsible to meet various payment deadlines throughout the year. These include technology fees, any field trip fees, senior fees, student parking fees, extracurricular activity fees, library fees, etc. Students or parents who fail to meet the payment deadline must communicate with the school's financial office.

Throughout the school year and at the end of the school year, the LOA financial department will conduct a thorough review of all student financial accounts. At the end of the school year, any student with outstanding balances must clear their accounts by the first week in June. Any seniors who have not cleared their accounts may have transcripts and diplomas withheld until the dues are fully settled. Any students wishing to return to LOA may find you are not added to next year's roster until all accounts are cleared. If they are not cleared, students risk being dropped from the roster and students on the waitlist may be accepted in their place.

Again, please maintain communication with the LOA financial office when missing a fee payment deadline. Students or parents seeking financial assistance should also contact the LOA financial office.

MEDIA RELEASE OPT-OUT

During the course of the school year, photographs or videos of students may be taken during the school day and/or at extracurricular activities for use in district and school news releases, publications, video productions, social media, educational projects, websites, etc. Parent(s)/Guardian(s) who DO NOT authorize Lake Oconee Academy (“LOA”) and its agents, licensees, and authorized vendors to use, reproduce and publish any part or all of any photograph(s), audio, or video recordings, or that which they have furnished LOA should complete and submit the OPT-OUT Media Release Form below. OPT-OUT Media Release Forms should be completed and returned to your student’s division director within 30 days of the first day of school.

Submitting the form or “opting out” includes for any and all purposes, including advertising in all forms, and in any medium, whether print, digital, or otherwise, and including but not limited to any school yearbook, memory book, memory video, sports team, club, or any other medium. Georgia law prohibits the use of a person’s name or likeness for financial gain in any manner unless express consent is given and I acknowledge that not submitting the OPT-OUT Media Release form constitutes such consent until Lake Oconee Academy is otherwise notified in writing, provided, however, that any written notification revoking the above consent will be forward-looking only, and shall not apply retroactively.

I DO NOT authorize Lake Oconee Academy (“LOA”) and its agents, licensees, and authorized vendors to use, reproduce and publish any part or all of any photograph(s), audio, or video recordings, or that which I have furnished LOA.

(Student)

(Parent)

(Date)