

Lake Oconee Academy
2018-19 Lower School Parent/Student Handbook
(Grades PK-5)



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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, handicaps, and national origins. The policies and procedures outlined in this Handbook support its mission and vision.

LAKE OCONEE ACADEMY MISSION

The mission of LOA is to increase student achievement by building a culture of high expectations for all students.

The Academy incorporates commonsense, proven principles, such as 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.

LAKE OCONEE VISION

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

POINTS OF DISTINCTION

- A belief that all students can learn
- A culture of high academic and behavioral expectations for all students
- Data-driven, standards-based instruction
- Required parental contracts outlining the roles and expectations for parents and guardians
- A uniform dress code
- All students graduating with a college-preparatory diploma
- Partnerships with higher-education institutions
- Real-world experiences through job shadowing and internship opportunities
- A strong foundation in Core Knowledge and a quest for lifelong learning

DAILY OPERATIONS

PARENT/SCHOOL COMMUNICATION

As a public charter school it has been your choice to attend school here. In choosing LOA, parents and students are committing to the school's philosophy, Honor Code, purpose, vision, and mission. 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 should pursue the information promptly and directly first with the appropriate teacher in a setting conducive to a private conversation. When necessary, the School Director or Dean of Students will be contacted, and finally, the CEO.

We ask that parents watch for and read all correspondences from the school through the use of e-mail and other technological sources, information packets home in book bags, parent conferences, report cards, newsletters, the LOA website, our safety plan provider (Preparis), Google classroom, and phone calls. Please check the school website regularly and learn where to find the information you may need from time-to-time. Cooperation and communication are the hallmarks of excellence in student education.

For several reasons, LOA teachers have been requested to not “friend” parents or students on Facebook and other sites. Parents should not text teachers. Teachers should not text students. The appropriate means of written communication is email. 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.

THE SCHOOL DAY

The school day runs from 7:40 a.m. – 2:30 p.m. (unless a student is scheduled for Titan Focus and will dismiss at 3:15 p.m.). Students are expected to have exited their vehicles and be moving to class when the first bell rings at 7:35 a.m. The tardy bell will ring at 7:40 a.m. At this time all students should be in their classrooms and announcements will begin. Students not present in class with all required materials by the 7:40 a.m. bell will be marked tardy in Infinite Campus. Teachers will be placed throughout the campus to assist and monitor students as they proceed to class.

Please note the following identifiers when referring to the three carline locations:

Lower Carline (Titan Circle by the pond)
Middle Carline (Upper School buildings)
Upper Carline (Gym)

School Day Schedule:

7:00 a.m.	Upper Carline opens (K-5 students in cafeteria, 6-12 in gym - no food in gym)
7:00 a.m.	Breakfast Service opens
7:15 a.m.	Lower Carline opens
7:25 a.m.	K-5 students released to class from cafeteria
7:30 a.m.	Breakfast Service closes
7:30 a.m.	Upper School students released to class from gym
7:35 a.m.	Warning Bell, students must be on campus and moving to class
7:40 a.m.	Tardy Bell, class begins
2:30 p.m.	Dismissal for all students unless attending Titan Focus
3:15 p.m.	Titan Focus Dismissal – Lower Carline location for all grades

Breakfast will be served in the cafeteria beginning at 7:00 a.m. and ending at 7:30 a.m. Students may not bring food to the classroom. Breakfast must be eaten and trash disposed of in the cafeteria.

Upper school (6-12) 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

CAR LINE PROCEDURES

**These procedures may change mid-year when the new high school buildings open.

Morning Arrival:

Two Drop-Off Locations:

- 1) Upper Carline (Gym) – open 7:00 – 7:35 a.m., access via North Campus Drive (all grades)
- 2) Lower Carline (Titan Circle by the pond) – open 7:20 – 7:35 a.m., access via South Campus Drive (all grades)

You must choose one drop-off location to unload students. Drivers will not have access to both carlines. Student drivers will park in the gravel parking lot and enter the high school buildings via the cafeteria. They must escort younger siblings into the gym/cafeteria and cross at the designated crosswalks. It is imperative that student drivers follow this procedure to ensure safety for drivers and pedestrians on campus. Staff will be in place to monitor students crossing Knowledge Way.

Afternoon Dismissal:

Three Pick-Up Locations:

- 1) Upper Carline (Gym) – Grades 2-4 and older siblings*
- 2) Middle Carline (Upper School buildings) – Grades 5-12 with no elementary siblings
- 3) Lower Carline (Titan Circle by the pond) – Grades K-1 and older siblings*

*siblings will report to the carline of the youngest sibling in the family

Drivers will only have access to the carline from the entrance they use – Lower Carline will not be permitted to access Middle or Upper Carline and vice versa.

Student drivers with elementary siblings (K-5) will meet their siblings in the gym and escort them to the gravel parking lot. Students must cross Knowledge Way during carline and are required to assist younger siblings. Student drivers with siblings in grades 6-12, or without siblings, will exit the 700 building and proceed to the gravel parking lot. Staff will be in place at the crosswalk to monitor students crossing Knowledge Way. Student drivers will not need to enter carline to pick up siblings.

Students walking to the Traditions neighborhood adjacent to campus will meet in the gym and walk as a group to the neighborhood.

The Greene County Sheriff's Office will assume all responsibility for management of traffic flow on Carey Station Road and Hwy 44.

Students who are not picked up in car line by 3:00 p.m. will be checked into Titan Tech and parents will be charged \$12 for a full day of after-school care.

Pre-K Schedule (Lakeside Church)

Morning: Pre-K students may arrive at the church beginning at 7:00 a.m. Pre-K classes will begin at 7:40 a.m. All Pre-K students will be dropped off at Lakeside Church.

Afternoon: Pre-K students will dismiss at 2:30 p.m. for pick-up at Lakeside Church. Pre-K will host its own Titan Tech program at Lakeside Church in the afternoon. Students will not be returning to the main campus in the afternoon.

LOA MEAL SERVICE

The Greene County School Nutrition Program offers breakfast and lunch service for LOA students. For complete information about the Free and Reduced Lunch program and how to

apply, please visit the Resources page of the LOA website. Your student lunch account payments may be managed online at www.mypaymentsplus.com.

Students may also bring a lunch from home. LOA has many students with severe food allergies. Students should not share lunches or snacks with other students.

Due to the size of the cafeteria and the number of students that have lunch service daily (1,000+), LOA will not be able to accommodate lunch visitors.

Lunch Costs:

Pre-K – 8th Grade - \$2.00 regular price/\$.40 reduced price

9th-12th Grade - \$2.25 regular price/\$.40 reduced price

The daily lunch schedule is:

10:55-11:20	Upper School Lunch #1 (Grades 9-12, 8th graders in certain HS courses)
11:25-11:53	3rd, 4th and 5th Grade
11:55-12:20	K, 1st and 2nd Grade
12:25-12:50	Upper School Lunch #2 (Grades 6-8)

LOA is a peanut-free school. NO peanut butter and peanut products are allowed. Please check all ingredients, especially in items such as granola bars, cookies, etc., before sending to school.

TITAN TECH AFTER SCHOOL PROGRAM/TRANSPORTATION CHANGES

Titan Tech is available Monday – Friday from 2:30 p.m. – 5:30 p.m., except on teacher workdays, holidays, early release days, inclement weather days, and summer break. Students must be picked up promptly at 5:30 p.m.

The after-school program is supplemental to the charter program and as such will carry a fee of \$12 per day or \$60 per week. Billing will be done monthly or you may pay in advance.

The program is designed to be an enrichment program as well as an opportunity for children to complete homework and projects. Students will have time during the after-school program to have a snack, exercise, do homework, read, and receive enrichment.

A portion of the program will give students time for homework or project completion. Staff may assist students with homework or projects; however, students will need to show patience when requesting assistance as there will be several students to assist. Homework will be checked for completion; it is the responsibility of the student and parent to check homework for accuracy.

The students will have access to various activities but must stay in the supervised area under the care of the designated staff member(s) until a parent or specified person comes into the building to sign out the student. If you encounter a need for a change in pick-up and someone

other than a parent will be picking up your child, please notify the program director ASAP. That person will be required to show photo identification in order for us to release your child to them—NO EXCEPTIONS. Student pick-up is located in the main office lobby.

Students who have a previously scheduled on-campus activity after school has been dismissed, such as Titan Focus, office hours, athletic practice, Boy or Girl Scouts, private music lessons, etc., will be checked into Titan Tech by the parent/teacher in charge following the conclusion of their activity.

Students who are not picked up in car line by 3:00 p.m. will be placed in Titan Tech and parents will be charged for a full day of after-school care. Students not picked up promptly at 5:30 p.m. will incur a late fee.

Students participating in Titan Focus or office hours should first check in with Titan Tech and then report to the teacher or tutor's classroom. No students will be roaming campus unattended.

Schedule and Transportation Changes

Planning for your child to be in after-school is important for the program to operate smoothly for all children. All students will need to schedule their attendance with the Titan Tech director. If you need to make an unexpected change in your child's after-school schedule, please complete the transportation change form on the website. All changes must be made by 12:30 p.m. All transportation changes will be managed by Titan Tech. The daily spreadsheet of changes will be accessible to all staff.

If contact has not been made prior to 12:30 p.m., the student will be taken to carline or Titan Tech, whichever is normal operation. If the student is not picked up in carline, the child will be admitted to Titan Tech.

SCHOOL CLOSINGS AND DELAYS

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 Atlanta TV stations and DOCK 103.9 FM (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, you should refrain from sending your child to school. Your safety and your child's safety are of utmost importance. Under these circumstances, 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.

CLASS TRIPS

LOA distributes an all-inclusive year-round, field trip form for parents to sign at the beginning of the school year. No student will be allowed to participate on a school trip without a permission slip signed by a parent or guardian and returned to the school. If you have questions regarding the form or field trips, contact the appropriate Director for further clarification. Your child will not leave campus without your prior approval.

Faculty members will supervise students on all field trips. Parents 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.

Students serving disciplinary action will not be allowed to attend class trips.

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.

Students are required to wear a navy blue polo shirt with the LOA helmet logo and a khaki bottom (pants, skort, etc.) for field trips (unless designated otherwise depending on the type of trip).

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

BIRTHDAY SNACK AND DELIVERIES

Delivery of gifts, flowers, balloons or other items for students for birthdays or holidays is not allowed.

Elementary teachers have their own special way of recognizing and celebrating the birthdays of each student while at school. Elementary students may bring a small snack to school to share with the class. The snack must be delivered during morning carline – no drop-offs with the expectation that the items will be delivered/picked up will be accepted during the school day.

The teacher will use his/her discretion depending on the academic schedule for the day to determine the best time to distribute the snack. Healthy snacks (fruit & cheese, yogurt, muffins, etc.) are preferred. Please communicate with your child's teacher about what snacks are allowed in the classroom (i.e. some prefer no cupcakes). No decorations or goodie bags are allowed in the classroom or the cafeteria.

Please remember we are a peanut-free school. Always check with your child's teacher for students with additional allergy information before bringing food to school.

All invitations to home parties that do not include the entire class should be distributed by mail and not at school.

CELL PHONES (including SmartWatches/any device used for texting, phoning, or recording)

Cell phones will not be 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.

If the student chooses to bring their cell phone to school for use at an after-school athletic event, to take to work after school, etc., the phones will be powered off and stored in the student's first block class. Cell phones may not be stored in a student's locker or backpack. The phones will be picked up in the same location following the end of the academic day dismissal (which includes Titan Focus from 2:30 – 3:15 p.m. or other academic enrichment time).

Cell phone use (to include SmartWatches, etc.) is not allowed in carline. Should the policy be broken by a student, the supervising staff member will collect the phone and the parent must pick up the phone from the staff member. Further consequences for choosing not to follow the cell phone policy are listed in the "Minor Offenses" section of the Handbook.

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.

DROP-OFF ITEMS

The school office 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.

ABSENCES, TARDIES and CHECK-OUTS

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. A critical component of this standard is student attendance.

There is no comprehensive list of all possible situations that constitute an Excused or Unexcused Absence; therefore, the CEO or other administrator 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.

An Excused Absence is defined as 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. All absences must be communicated to the school in a timely manner. Failure to notify the school through a phone call, email, note, or doctor's excuse of the absence will constitute an Unexcused Absence.

A Specific Student Participatory Function is defined as an academic, athletic, or civic function in which a student has committed extensive training, practice, and/or preparation prior to attending. Parents must provide at least a one week advance notice with the exact dates and nature of the activity to the Upper School or Lower School Director. Upon approval, the director will 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.

An Unexcused Absence is 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. If your child is going to be absent due to illness or a scheduled doctor's appointment, please call or email the Upper School or Lower School receptionist no later than 7:35 a.m. The receptionist will record the absence and notify the student's teachers of the absence. Medical appointments must be verified by a note from the doctor's office upon the student's return. Failure to notify the school through a phone call, email or note for the purpose of the absence will constitute an Unexcused Absence.

Students should be free of fever for 24 hours without medication before returning to school. Do not medicate your child to break the fever and send them to school. You will be contacted to come and take the child home. Any student who leaves school during the day or is absent due to illness, or has an unexcused absence from school, will not be allowed to attend or participate in any extracurricular activity (athletics, field trip, performance, program, club meeting, etc.) or other event held by the school after the regular school day is complete.

Perfect Attendance for the School Year

*0 Absences

*Maximum of one excused tardy or excused early dismissal PER QUARTER

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.

EXCESSIVE ABSENCES

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.

Parents will receive a letter from the school on the 5th recorded absence (excused or unexcused) and on the 10th recorded absence. This letter requires the parent to contact the school and schedule an appointment to discuss the nature of the absences and how the school can assist the family to ensure student attendance improves.

On the 10th recorded absence, the student and parent/guardian may be referred to the Attendance Support Team (AST) to include the Greene County Social Worker to address truancy. The student will also be placed under administrative review for retention and/or receipt of a failing grade for a high school level class.

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

The School Director should be informed as soon as possible of any known extended absence due to illness or a family emergency.

TARDIES AND EARLY CHECKOUTS

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**. A tardy for reasons that do not fall under the guidelines of an Excused Absence will be marked an **Unexcused Tardy** and recorded in Educator's Handbook (LOA's behavior management system). A tardy pass from the office is required for a child to enter class.

Early check-outs for reasons that do not fall under the guidelines of an Excused Absence or Tardy will be marked as an **Unexcused Checkout** 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.

MEDICAL INFORMATION

Students must be in attendance at school to receive the full benefit of the classroom setting. Parents 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 p.m. or during student vacations are best.

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.

Pre-K4 and Kindergarten 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.

Students participating in competitive school team sports activities (softball, baseball, soccer, basketball, cheerleading, or other sport) 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. The GHSA physical clearance form is available on the school website. This is the **ONLY** acceptable form.

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. Parents will be given a blue emergency information card at the beginning of the year 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.

MEDICATION ADMINISTRATION

Medication requiring two doses per day should be administered before and after school. 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 sent 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 kept in the office and administered by 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 to provide emergency medication procedures and a letter granting permission for immediate emergency room care.

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.

TELEMEDICINE

To better serve our students we have partnered with ESE Telehealth to provide real time video consultations with Nurse Practitioners or Physicians in cooperation with the LOA school nurse allowing us to provide a higher level of care to your child on site. These may include minimally invasive tests (such as a nasal swab for flu or a throat swab for strep) that once ordered is performed in the school health room by the LOA school nurse with results in a matter of minutes. Or it may be as simple as a look in the child's ear with a digital otoscope that allows an early diagnosis and treatment of an ear infection.

This is a voluntary service and is not meant to replace your regular pediatrician's care. If you choose to participate, you may enroll your child at:

<https://esenetworksllc.prognosis.com/prognosis/esenetworksllcClinicIndex.html>

By pre-enrolling, if your child needs to utilize this service the "new patient paperwork" is complete, all pertinent medical background, medication, and allergy information will be available to the ESE Telehealth practitioner allowing them to assess and treat your child's symptoms thoroughly. ESE Telehealth will assess your insurance coverage so you can make decisions related to this service in light of the cost. Service is also available for a self-pay fee of \$45.00 per consultation for established patients and \$65.00 for the first time new patient consultation.

Any questions may be directed to ESE Telehealth at 877-755-2212 or to the LOA school nurse at 706-454-1562 ext 2103.

UNIFORM DRESS 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 (online and at select Sears stores). The Titan Armory school store offers consignment sales during the year where families can donate and purchase gently used items.

As a parent, it is your responsibility to ensure your children attends school dressed in the required school uniform. Before coming to school, review your child's dress. ***If there are concerns whether the clothes meet the school's expectation, then change to an outfit that you know meets the uniform dress code.*** Students identified as not conforming to the uniform 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 EXPECTATIONS

All uniform items (shirts and bottoms) 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. Any unauthorized use is trademark infringement.

It is very important that you 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 Land's 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.

LOA has a required "Dress Day" shirt for special occasions such as Honors Ceremony days, Picture Day, special visitor days, certain field trips (i.e. the Georgia Capitol), and any other times deemed appropriate by the faculty. For Dress Day, students will wear the Lands' End "French Blue" oxford-style shirt, khaki bottoms and school-appropriate shoes. Parents and students will be made aware of Dress Days in advance.

Sixth grade students and above will be dressing out for P.E. The P.E. uniforms are available from Lands' End. It is recommended that you purchase a minimum of two sets of navy P.E. or Athletic shorts and gray "LOA Athletics" t-shirts or Athletic shirts. There is a name block on the back of the PE shirts for your child's name – please label all PE clothing.

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 Titan Bash, Band of Titans, Beta Club, baseball team, etc. may also be worn on Fridays.

UNIFORM POLICY DETAILS

Pants and Belts

Lands' End pants and shorts with belt loops **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. All uniform items should be in good condition and fit properly– no torn knees, frayed seams or hems, or holes. Shirts must be tucked in at all times.

Skirts, Skorts and Shorts

Lands' End skirts must be size appropriate and worn at waistline. Skirt, skort and short length must be appropriate as deemed by the administration. While Lands' Ends strives to provide appropriate lengths on all items, please be mindful of how an item fits each individual student. For extended and tall sizes, please contact Lands' End at the number listed in the information box on a student profile section of the Lands' End website.

Shoes

- a. Conservative-style athletic shoes, loafers, ballet flats, and Mary Jane-style shoes in predominantly neutral colors (navy blue, royal blue, white, black, gray) that match the LOA uniform are required. Open-toed shoes, flip flops, sandals, mules (shoes with no backs), and five-finger shoes are not allowed. Shoes with glitter, characters, lights, rollers or patterns (ex. checkerboard) are not permitted.
- b. Heels will be less than one inch high; stacked soles or heels are not appropriate
- c. Boots must be covered by pants and may not be worn with skorts, skirts or dresses.
- d. Shoelaces and socks should match and be white or a solid color that matches the uniform (navy blue, royal blue, white, black, gray). Students in PreK- 5th grade should wear appropriate shoes on days they have PE class and recess.

Leggings/Tights

Leggings and tights worn with skirts should be solid colors that match the uniform colors (navy blue, royal blue, white, black, gray). Patterns and spandex active/athletic wear are not acceptable. Plain knit or ribbed are acceptable.

Outerwear

Students are required to wear outerwear (sweaters, jackets, vests, hoodies) purchased from the Lands' End uniform selection for LOA or The Armory (LOA school store) **ONLY**. Spirit wear t-shirts may be worn under outerwear on Friday only. A collared shirt is required on all other school days.

Hair

Hair should be clean, in natural colors and well-groomed. Hair should be pulled back from the face with eyes visible. Facial hair is not permitted. Hair bows and other hair accessories must be in colors that match the uniform (navy blue, white, yellow, royal blue).

Uniforms Other Than School Uniforms

Girl Scout and Boy Scout uniforms are acceptable on club meeting days.

Unacceptable Attire

- a. Tattoos (including temporary)
- b. Earrings on boys or hanging earrings for girls, facial piercings (nose, eyebrow, tongue, etc.)
- c. Clanging jewelry or necklaces
- d. Hats
- e. Bandanas or scarves
- f. Colognes or perfumes
- g. Brightly-colored undershirts or camisoles

Book Bags

Please provide your student with a book bag in an appropriate size to carry all of their belongings and clearly mark his/her name on the book bag. A rolling book bag style is not recommended for grades PreK-4-2nd grade.

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. 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

GRADING PROCEDURES

Grading Philosophy

In a challenging environment such as LOA, and the high quality educational institutions across the country and the world, students will from time to time encounter failure. These encounters will help the student understand that true learning comes from the successes and failures that we experience. Learning to address challenging material and conquer that which is difficult will only strengthen our resolve as we grow, mature, and face life on our own. LOA teachers and administrators will challenge students with a rigorous curriculum. Concurrently, these same teachers will be there to guide students through these challenges making them more critical thinkers and resilient learners when they attend college on their own.

Grading Scale

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.

Specials Grades: (K-2 PE, Music, Art, Spanish)

E = 100-90

M = 89-70

N = 69 and below

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 or High Honors in elementary grades 3 -5, a student must also have an "M" in all specials classes based on the following scale: E: Exceeds, M: Meets, and N: Needs Improvement, and a satisfactory conduct grade in ALL classes.

TITAN FOCUS

The academic day will conclude at either a first release bell at 2:30 p.m. or a second release bell at 3:15 p.m. depending on if your child is scheduled for *Titan Focus*. *Titan Focus* will occur campus wide (K-12) Monday-Thursday from 2:30 to 3:15 p.m. The purpose of *Titan Focus* is to enhance an individual student's academic growth. A schedule will be devised and those students will be required to attend *Titan Focus* as prescribed by the teacher. Should a parent or student feel they could benefit from extra academic support, please contact your child's teacher

so that a plan can be arranged. Students who have multiple classes in which he/she needs extra academic enrichment may be required to attend an extended tutoring until 3:45 p.m.

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.

LOA administers the Northwest Education Association (NWEA) for grades K-2 three times a year. The results are compiled and discussed on an individual basis with the homeroom teacher. The scores give an indication of the student's achievement compared to other students across the country. Exposure to a variety of standardized tests is an advantage for students taking comparable tests in the future.

LOA participates in the Georgia Milestones Assessment System for grades 3-12. The Georgia Milestones Assessment System (Georgia Milestones) is a comprehensive summative assessment program. Georgia Milestones measures 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 assessment in English Language Arts and mathematics while students in grades 5 and 8 are also assessed in science and social studies.

Students are required to take the tests indicated by the Georgia State Testing Program. 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 cover this material as the basic education model.

MAKEUP WORK

A student with an Excused Absence will have a minimum 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 appropriate Director to devise a plan for completion of work.

SUMMER PROJECT

LOA promotes a continuous learning environment, which includes a summer project. All presently and newly enrolled students (late enrollees, within 3 weeks of school opening, will

have a modified program) will complete a summer project. Grades for the completion or non-completion of the summer project will be part of the first quarter grading.

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.

In upper grades, it is the responsibility of the STUDENT to communicate with each teacher and make arrangements for completion of work and tests. A student should meet with their teachers immediately upon return to discuss make up work. Students can check missed classwork and homework on Google Classroom or through another method as directed by the teacher.

STUDENT AWARDS AND HONORS

Academic excellence, good citizenship, honesty, integrity, and high ethical values are traits that each student at LOA should possess. The philosophy of the school cultivates these traits in each student. It is the desire of the Board of Governors to attract students who hold and regularly practice these values.

LOA conducts a quarterly awards ceremony (four per year) for high honors (all A's and satisfactory conduct) and honors (at least one A and no grade lower than B, and satisfactory conduct) for elementary students in grades 3-5. Grades K-2 will host an end-of-the-year awards program.

It is a wonderful opportunity to recognize all our students for their efforts and 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.

LOA students wear a student stole (sash) during Awards Ceremonies to display their academic and extracurricular pins. All students need to purchase a stole in the main office or The Armory school store. Elementary, middle and high school grades have a different color sash for each of these section levels.

Cornerstone Award

With these desirable traits in mind, it behooves the school to honor those students who through their actions and association with others support the values of the school. At the end of the year, the LOA faculty recognizes three students in each grade level who exemplify the school standards of "Citizenship, Scholarship, and Community" with a Cornerstone Award.

EXCELLENCE in CITIZENSHIP:

A person who is always kind, helpful, and sharing.

A person who frequently asks about others and is a good listener.

Someone who is sure to respect all people, property, animals, and the earth.

Someone who is accepting of people for who they are.

Upholds the value of relationships.

A person who is quick to forgive and never holds a grudge.

Someone who includes others and notices when someone is being left out.

Takes time to help other people feel good, learn and grow.

Finally, someone who looks for the good in people.

EXCELLENCE in SCHOLARSHIP:

Often this award may be bestowed on a student who has achieved high academic success: however, this award seeks to recognize all forms of scholarship, both tangible and intangible. In other words, this may or may not be the student with the highest grade point average, but is definitely recognizing a model student.

Someone who eagerly and appropriately participates in class.
A student who manages working independently and in groups with ease.
Someone who has high expectations of him or herself.
The recipient is a good listener as well as a contributor.
Someone who demands understanding and knowledge – Realizing that true understanding comes from the chaos of in depth study, research, and further investigation.
Someone who accepts challenges willingly, and seeks to be challenged.
A student who consistently submits work that is above the expectation.
A person who works diligently in all subjects understanding that a well-educated person is well informed in all academic areas.
This person shows pride in work well done, and regularly seeks to improve his or her last effort.
This recipient is both a student and a teacher.
The scholarship recipient regularly submits authentically student created work with pride.

EXCELLENCE in COMMUNITY:

A person who exhibits care about our school, community, state, nation and world in which we live.
A person who is always looking for ways to improve the school environment, and the environment in which we live, work, and play.
Someone who takes time to learn more about his or her friends and teachers, and shows interest in the lives of others.
Someone who is involved in our school community, and the community outside the school.
Is an encourager of others.
Someone who never forgets to show respect to the people, animals, and property around him or her.
Someone emphatically exhibits integrity defined as doing the right thing when no one else is watching.

STUDENT EXPECTATIONS AND THE LOA HONOR CODE

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.

The fundamental rule for all students at LOA is to treat others the way you wish to be treated.

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

Lower School teachers employ the following guidelines for behavior expectations at school.

1. Keep hands, feet and objects to yourself
2. Follow directions given by school personnel
3. Use an appropriate tone of voice
4. Walk; save your running for the playground
5. Respect others and their property

Four rules adopted for the High School and Middle School are:

1. Ask permission before you have to ask for forgiveness
2. Show pride in all that you do
3. Ask permission before entering another's space
4. Speak kindly of yourself and others – be respectful

LAKE OCONEE ACADEMY VALUES

With these rules, it is the belief of the faculty, administration, and students that the following school-wide values can be upheld.

1. Respect
2. Responsibility
3. Self-control
4. Honesty, trustworthiness, integrity
5. Kind humor and empathy
6. Kindness
7. A positive attitude
8. Tolerance
9. Sportsmanship
10. Acceptance of personal differences

The Honor Code that is in the Discipline section of the Handbook summarizes the philosophy of Lake Oconee Academy. It is our responsibility as members of the LOA Family to be honest and respectful while acting responsibly and with integrity. This is the pledge we must make of ourselves while expecting no less from others.

Your pledge and the pledge of your classmates, parents, teachers, and administration to be honest, respectful, and act responsibly and with integrity, will make your experience here extraordinary while maximizing your opportunity to be prepared for what the future holds.

DISCIPLINE (LOWER SCHOOL)

The LOA 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.

To be honest is defined as the following:

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.

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.

To act responsibly and with integrity is demonstrated by making the right choices despite the consequences. This includes, but is not limited to, demonstrating commitment in your effort, participation, and attendance in school and school-related teams, clubs, and groups.

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 immediately. 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 and forwarded to the student Honor Council as necessary. The student members of the Honor Council are selected by faculty members for their leadership and character traits, and are an important component in providing guidance and mentorship in upholding the Honor Code.

⇒ The subsequent pages are not meant to threaten or intimidate any student or parent. The philosophy of the school is to work with students and parents to develop effective social skills; however, to ensure that each student and parent understands the possible ramifications for the student's actions, these pages must be present. If you have any questions concerning these rules, direct them to the appropriate school director or CEO. Additions, corrections, and deletions of these rules may ensue. Students and parents will be notified of changes. Every effort will be made to communicate with parents in a clear and timely manner when infractions occur.

In most cases, discipline is handled immediately and effectively by the appropriate faculty members within the setting of the classroom. In some situations, either due to the seriousness or repetitive nature of the offense, intervention by the CEO or other administrative personnel is warranted. In any action requiring probation, suspension, or expulsion, the CEO is included in the decision-making process. The CEO has the discretion to interpret the action taken by the offender(s) and administer the appropriate discipline. The student-led Honor Council will be utilized as deemed appropriate by the CEO or his designee.

LOA believes there is an expectation of behavior that will be present for a student's entire life, especially into adulthood. Therefore, any behavior or practice that shows disrespect to the school, its mission, staff, guests, or other students is unacceptable. Students will conduct themselves in a professional manner within stated limits that mirrors the excellence they demand from themselves in the classroom. Consequences for these common school etiquette infractions that have become a constant distraction from the school mission are dictated by the expectations of behavior and adherence to clearly-stated rules at LOA.

Minor Offenses

The following behaviors are listed are minor offenses in Educator's Handbook. Educator's Handbook is the software that LOA uses for behavior and discipline management.

Dress Code/Uniform Violation, Tardies, Violation of Cell Phone/Other Texting or Phoning Devices, Repetitive Breaking of Classroom/School Rules

First Offense (of same violation):

Documented Minor Incident #1 in Educator's Handbook

- Parent Contact from Teacher

Second Offense (of same violation):

Documented Minor Incident #2 in Educator's Handbook

- Parent Contact from Teacher
- Classroom Disciplinary Action

Third Offense (of same violation):

Documented Office Referral #1 in Educator's Handbook

- Parent Contact from Administrator
- Student Meeting with Administrator

Fourth Offense (of same violation):

Documented Office Referral #2 in Educator's Handbook

- Student Meeting with Administrator
- Parent Meeting with Administrator to determine further action

Any subsequent violations could result in In-School Suspension, Detention, Saturday School, Out-of-School Suspension, or Social Probation (loss of privileges to attend or participate in all school activities, including athletics) or other consequence as deemed appropriate by the Dean of Students or School Director for a minimum of 15 school days. Continued violations will constitute a referral to the CEO/Administration Team Meeting.

Less Serious Violations

The Lower school has five clearly stated rules (listed above). If a student chooses not to follow these rules, violations are handled by the classroom teacher or a faculty member that is present and supervising the students. The attending faculty member may bring these situations to the attention of the Dean of Students or School Director if disciplinary action is warranted or if these actions are repeated.

More Serious Violations

More serious violations such as physically threatening others, use of profanity to students, faculty or staff, bullying of any kind, or repeated lesser violations will be dealt with in a more formal basis.

Detention will be held Monday and Wednesday from 2:30 – 3:15 p.m. with a faculty member at a designated location. Detention will be a silent study hall – no devices, no talking, no computers, no sleeping. If the expectations of detention are not met, a student will serve a subsequent detention period.

Saturday School will be held from 9:00 – 11:00 a.m. with the same protocol as a detention period. If a student has a scheduled academic activity (i.e. SAT administration), he/she will need to contact an administrator. If a student does not report to an assigned Saturday School session, a second session will be served.

Any subsequent violations will result in a referral to the LOA Administration Team. This team is made up of school directors, school leaders, and the CEO. The student and his/her parent or guardian will both attend the Administration Team Meeting. These meetings are held weekly at school.

Major Violations

Major violations are those that are serious enough to require probation, suspension, or expulsion. They will be immediately reported to the CEO. These violations include: the use or possession of illegal or controlled substances, the use or possession of a weapon or any object being used as a weapon, the use or possession of alcohol, academic dishonesty, theft or destruction of property, repeated serious violations, and fighting that results in physical harm or injury. These violations will result in probation, suspension, or expulsion.

STUDENT EXPULSION AND EXCLUSION POLICY

Realizing this is an area that is often difficult to define and implement, LOA has attempted to be very specific in explaining its proposed policy. If the CEO determines that a student has committed the following offenses, then the student may be suspended from school or recommended for expulsion.

1. Caused or attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certified school employee, which is agreed to by the CEO, or the designee of the CEO.
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance as defined by Title 16 of the Official Code of Georgia, or alcoholic beverage, or an intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated the sale of any controlled substance, an intoxicant of any kind, and subsequently sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or materials as a controlled substance, alcoholic beverage, or intoxicant.
5. Committed robbery or extortion.
6. Caused or attempted to cause damage to school or private property.
7. Stolen or attempted to steal school property or private property.
8. Possessed or used tobacco, or any products containing tobacco or nicotine cigarettes, smokeless tobacco, chew packets, betel, vaping devices or Juuls. However, this section does not prohibit use or possession by a pupil of his or her prescription products when the school has been appropriately notified.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or stolen private property.

Disciplinary consequences related to school activities

Disciplinary actions will occur for acts enumerated in this section and related to school activities including (but not limited to) any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period or breaks whether on or off campus.
4. In transit to or from a school-sponsored activity on or off campus.
5. At a school-sponsored activity off campus.

Acts of Violence

Fighting is not allowed at LOA. This action is considered one of the most severe infringements on the rights of others. It is also a direct attack on the educational process. Acts of violence, whether directed at another student, teacher, or adult, carry a severe penalty.

Possible disciplinary action includes but is not limited to: On-campus suspension, home suspension, or expulsion. Repeat offenses may result in a maximum consequence of expulsion.

Student Weapons Policy and Dangerous Objects

It is the policy of the Board of Governors of Lake Oconee Academy that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by Lake Oconee Academy (LOA), at a school function, or on a bus or other transportation provided by LOA. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade (not including pencil sharpeners), spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any non-lethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in Paragraph 1 above, in violation of this policy will be subject to a minimum of a one calendar year expulsion. The CEO shall have the authority to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the CEO. In any CEO decision appealed to the Board of Governors, the Board may reduce the mandated punishment but shall consider whether the CEO considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

All employees must immediately report violations of this policy to the Upper or Lower School Director, Dean of Students or the CEO of the school. If the CEO has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Chairman of the Board of Governors and to the appropriate law enforcement authority and district attorney.

The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons.

Students will be given a copy of the Parent/Student Handbook, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

Drugs and Alcohol

LOA is a drug and alcohol-free campus. Therefore any possession or use of these substances is strictly prohibited. Offenses of the rule may result in on-campus suspension, home suspension, or expulsion. This rule applies for after-school events and school trips. Possession of these substances with the intent to distribute or sell may result in expulsion. The sale of look-alike drugs results in home suspension for the first offense and expulsion for any subsequent offense.

Drug paraphernalia whether possessed for use or with the intent to sell or distribute is seen as an attempt to promote the distribution and use of illegal drugs and results in suspension or expulsion. Lake Oconee Academy reserves the right to conduct random student drug testing and/or searches with the exception of strip searches.

Stealing, Robbery, or Extortion

These offenses result in on-campus suspension, work detail, home suspension, or expulsion. The severity of the crime and the number of offenses dictates the punishment.

Damage to Property

Cause or attempt to cause damage to school property results in the replacement of the damaged property by the student. The parent or guardian is also held responsible for the replacement of the damaged property.

Severe cases of damaging, defacing, or mutilating school property such as arson, damage to windows, playground equipment, computers (see the section Computer Use and Policy) etc. may result in on-campus or home suspension or expulsion. Because of the tendency for chewing gum to be discarded on desks, chairs, sidewalks, etc., students will not be allowed to chew gum on campus, or while riding on a school vehicle.

Profanity, Obscene Acts, Demeaning Racial Statements, and Vulgarity

These acts are construed as an attack on the rights and privileges of other students who are attempting to receive an education, and the rights of teachers to teach. Therefore, the attempt or act of projecting the above named actions on clothing, through the written word, verbally, or through gestures, is against the philosophy of the school. The resulting disciplinary action results in changing offensive clothes, work detail, on-campus suspension, home suspension, expulsion, or a combination of any of these actions.

Willful Disobedience

Willful disobedience is the intentional defiance of teachers and staff. Such action may be exhibited while coming to and from school, during the normal school day, or on field trips. For the safety of all students, respect for faculty, staff, and parents is necessary. It is the intent of the school personnel to convey this message to all students. It may take more time, patience and understanding to illuminate the younger children. However, student safety and the educational environment must not be compromised. Therefore, timeout, work details, and on-campus suspension may be employed. Repeated disobedience may result in a request to have a student evaluated by other behavior professionals. Every attempt will be made to correct the disobedient behavior before actions of home suspension and expulsion are considered. Students are expected to demonstrate good citizenship and act in a responsible manner. Failure to do so results in a reprimand, detention, Saturday work detail, after-school work detail, or suspension. Public displays of affection fall under this category.

Act of Hate Violence

Causing, threatening, or attempting to cause or participate in an act of hate violence, defined as willfully interfering with or threatening another person's personal or property rights because of race, ethnicity, national origin, religion, disability, or sexual orientation will not be tolerated. Speech that threatens violence, when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence. These offenses may call for reprimand, suspension, community service, and/or expulsion.

Other Harassment Including Cyber Bullying

Intentionally engaging in harassment, threats or intimidation against a student or group of students will not be tolerated. Harassment creates disorder or an intimidating or hostile educational environment. Cyber bullying is a form of harassment. Social networks such as, but not limited to, Facebook, SnapChat, Instagram, and Twitter are prevalent in today's world. Any defaming information posted on social networks about fellow LOA students, staff, and/or the school will be seen as cyber bullying. LOA will follow the Georgia Department of Education's Policy for Prohibiting Bullying, Harassment, and Intimidation. This policy can be found at www.gadoe.org.

Sexual Harassment

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature:

1. Soliciting nude or sexual photos or videos
2. Sharing nude or sexual photos or videos
3. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
4. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
5. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
6. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through the school.

Other types of conduct that are prohibited and may constitute sexual harassment include:

1. Soliciting nude or sexual photos or videos
2. Sharing nude or sexual photos or videos
3. Unwelcome leering, sexual flirtations or propositions
4. Unwelcome sexual slurs, epithets, verbal abuse, derogatory comments or sexually degrading descriptions.
5. Graphic verbal comments about an individual's body or overly personal conversation.
6. Sexual jokes, stories, drawings, pictures or gestures.
7. Spreading sexual rumors.
8. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
9. Touching or grabbing an individual's body or clothes in a sexual way.
10. Purposefully limiting a student's access to educational tools.
11. Cornering or blocking of normal movements.
12. Displaying sexually suggestive objects in the educational environment.

13. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

When deemed needed and appropriate the school may take action when a student:

- exhibits inappropriate behavior, deportment or appearance
- fails to abide by the rules and regulations issued by LOA, as amended from time to time
- treats personnel or employees of the school in an unreasonable or abusive manner

Depending on the circumstances and the nature of the action or activity involved, the school may discipline a student through its progressive disciplinary process or take immediate action, within its sole discretion. Immediate action for certain offenses that may, within the sole discretion of the school, require immediate review and proposed action are listed below. This list is meant to be illustrative of such offenses, but not comprehensive:

1. Soliciting nude or sexual photos
2. Sharing nude or sexual photos
3. Improper touching;
4. Sexual harassment;
5. Disorderly conduct; and
6. Verbal or physical abuse to LOA staff, considered by the school to be so egregious as to require immediate action.

Enforcement

The CEO shall take appropriate actions to reinforce the sexual harassment policy. These actions may include:

1. Removing vulgar or offending graffiti.
2. Providing staff in-service and student instruction or counseling.
3. Taking appropriate disciplinary action to include reprimand, detention, on-campus suspension, home suspension, or expulsion.
4. Referral to the Chairman of the LOA Board of Governors and to the appropriate law enforcement authority and district attorney.

COMPUTER ACCEPTABLE USE POLICY

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 shall be responsible for damages resulting from a violation of this policy and shall be liable for costs incurred for service or repair.

Students are only allowed to utilize the computers and network to retrieve information and run specific software applications as directed by their teacher. Students are not permitted to explore the configuration of the computer, operating system or network, run programs not on the menu, or attempt to do anything they are not specifically authorized to do. Students may not download, install, or use games or any other unauthorized program on any school's computer or computer system.

Students are responsible for ensuring that any computers or computing devices, diskettes, CDs, memory sticks, USB flash drives, or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files.

Students have no expectation of privacy in their use of and storage on the Lake Oconee Academy network or on any online storage solution provided by the school system. Any access from a school computer, including internet browsing and use of electronic mail, is subject to monitoring and may be visible through routine maintenance. Monitoring and maintenance may lead to the discovery that a user is violating this use policy and implementing regulation, other Lake Oconee Academy's policies, or the law. Such violations will be reported and appropriate action taken.

With the permission of the school administration and the classroom teacher, the student may use a personal computing device at school for instructional purposes. A student's personal device may be connected to a school wireless network only upon specific permission of the school administration and the Technology Director. Use of this personal device will be governed by this Acceptable Use Policy, and the device will be subject to monitoring and inspection by school authorities.

Bullying: Lake Oconee Academy has adopted policies prohibiting bullying. Students should not use personal or school-owned technology resources to threaten, harass, or intimidate others. Prohibited behaviors include, but are not limited to

- Cyber-stalking or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim

- Cyber-bullying or the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites (e.g. SnapChat, Instagram, Facebook, WhatsApp, Kik, etc.) chat rooms, texts, and instant messaging
- The use of cameras or camera phones to take embarrassing photographs or videos of students or school employees and posting them online
- Sending abusive or threatening text messages or instant messages
- Using websites to circulate gossip and rumors to other students

The student SHALL

- Login to the Lake Oconee Academy network using his or her assigned username and password (when a username and password has been provided to the student)
- Identify himself or herself by first name only when posting on any wiki, blog, or other web-based tool provided by or authorized by Lake Oconee Academy
- Give credit for information found through internet research when used in a class project or paper
- Only use public domain or creative commons licensed images in class projects
- Notify the teacher or media specialist if he or she inadvertently browses to an inappropriate site on the Internet
- Use a school system-provided email account only for instructional purposes and as directed by his or her teacher (if provided with an email account by the school system).

The student SHALL NOT

- Use the school system's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally-accepted network etiquette
- Seek or initiate access to inappropriate material on the internet, including (but not limited to) abusive, obscene, sexually-oriented material, or hate speech
- Use the school computers or network for illegal activity, such as copying or downloading copyrighted software, music, or images, or for violation of copyright laws

- Purposely bring on premises or infect any school computer or network with a virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information
- Gain access or attempt to access unauthorized or restricted network resources or the data and documents of another person, nor will the student alter or delete the data belonging to others or to the school system
- Use or attempt to use the password or account of another person or use a computer while logged on under another user's account
- Use the school's computers or network while access privileges have been suspended
- Alter or attempt to alter the configuration of a computer, network electronics, the operating system, or any of the software.
- Vandalize, disconnect or disassemble any network or computer component.
- Utilize the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy
- Provide another student with user account information or passwords
- Bring on premises any computer, disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
- Download, access via e-mail, file sharing, or install any software or programs not specifically authorized by Technology Department personnel.
- Bypass or attempt to circumvent network security, virus protection, network filtering, or policies.

VIOLATIONS of the AUP

Violations of any of the provisions of this use and implementation policy will result in restricting or discontinuing a user's use of Lake Oconee Academy's technology and may result in other disciplinary and/or legal action. For students, disciplinary action will be tailored to meet the specific violation. If the violation also involves a violation of other Lake Oconee Academy policies or implementing regulations, including policy JCDA – Code of Student Conduct, the violation will be handled in accordance with the discipline measures recommended by that other policy or regulation. Lake Oconee Academy will fully cooperate with local, state, and federal officials in any investigation concerning or relating to any illegal activities conducted through the district's technology, as permitted or in compliance with federal and state laws.

Acknowledgement: In revising the LOA AUP, much of the language was adopted from the Forsyth County Schools Computers and Network Resources Student Acceptable Use Guidelines.

(<http://www.forsyth.k12.ga.us/129410616215017890/blank/browse.asp?a=383&BMDRN=2000&BCOB=0&c=67938>)

THE MEDIA CENTER

MEDIA CENTER OVERVIEW

- Media Center hours are 7:25 a.m. – 3:30 p.m.
- All students will be issued a patron number.
- Fines are assessed for damaged or lost materials.
- All students must be supervised by a staff member while in the media center.
- Materials checked out on a student's account are the responsibility of that student.
- Materials can be checked out for two weeks with a possible one-time two week renewal, if there is no waiting list for the material.
- Students using the media center during tutoring time (2:30-3:15) must have a pass from the teacher with whom they are tutoring OR be accompanied by a parent. All other students should report to carline, tutoring or Titan Tech.
- Each student who wishes to use the media center must return the agreement form at the back of this Handbook.

Students may not check out materials if they have overdue or lost materials on their accounts.

Media Center Conduct

The media center is governed by the overall school discipline policy; however there are additional rules that must be followed to prevent damage to the materials:

- Food and drink must be consumed away from the computers.
- Students are asked to treat the computers, books, and all other equipment with care.
- Students are asked to use the media center as intended and be respectful of others in the library. Computers and tables are available for student and teacher use during scheduled times and on individual time.

Supervision

All classes must be supervised by a classroom teacher unless otherwise arranged with the media specialist. Individual students are allowed to use the library during times that the media specialist, media clerk or classroom teacher is present, with permission from their teacher.

Media Center Schedules

All scheduling is done through the media center's Google calendar and teachers are encouraged to check the Google calendar for library availability for whole class and individual check-out times.

MEDIA CENTER PROCEDURES

Media Center Patron Numbers

Media Center patron numbers are assigned to each student at the beginning of the year. Any material checked out on a student's patron number is the responsibility of that student. Students are not to share their number, or loan a book that is checked out in their name to anyone.

Check Out

General circulation materials are allowed to be checked out for two weeks. Students may not check out any materials if they have overdue or lost books. Overdue books must be returned and replacement costs must be paid for damaged or lost books in order to clear the student's account.

Upper grade students (6-9) are allowed five books on their record. Lower school students (Pre-K- 5) are allowed up to three books on their record at the discretion of their teacher. E-books may be checked out for a period of one week. E-books may be accessed at <http://wbb04888.follettshelf.com> or through Destiny (the library catalog) via the VMWare. E-books require the student's individual login and password (firstname.lastname and six-digit number). E-books automatically turn themselves in at the end of the week-long circulation period.

Nook e-readers will be available for checkout by students in grades 3-5. A user agreement must be filled out and signed by both the student and the parent before checking out a Nook. User agreements for the Nooks are available from the media specialist or the media clerk. The checkout period for the e-readers is two weeks for media center check-out, or for the semester if the student is using them as part of their ELA class.

Reference Materials

Reference materials are to be used in the media center and are not available for checkout. These include encyclopedias, dictionaries, and other informational. Teachers, however, may check them out as needed for classroom instruction.

Renewal

One renewal is allowed for all materials. This renewal extends the due date for two more weeks. After the additional two-week renewal the book is overdue and fines will be assessed. If there is a reserve/hold on the book, a renewal will not be allowed.

Due Dates

When all materials are checked out, it is the student's responsibility to return the materials on time or renew them if more time is needed.

Reserves

A student or teacher may reserve a book if it is checked out. This can be done through the media specialist, the media clerk or directly through the Destiny library program on any computer. Students will be notified when their reserved book becomes available.

Notices

Overdue notices are sent home weekly listing all overdue books checked out by the student. Reserve notices are sent home when a book is available.

Searching

This can be done in the classroom or in the library through the Destiny program or at home by visiting <http://www.lakeoconeeacademy.follettdestiny.com>. Quick step instructions for Destiny are listed below. If you have any questions, the media specialist or media clerk is able to assist you.

1. Enter Destiny via your desktop;
2. From the welcome page select Lake Oconee Academy.
3. Select the Catalog tab in the upper lefthand corner.
4. Once the search screen appears, type in the subject, author, or key words, and click the search button.
5. Click on the title to display the full record.

FINES

When materials are checked out on a student's account, they are the responsibility of that student. Monetary fines are assessed for lost or damaged materials. Fines are automatically assessed on the student's patron number and notices are sent home through the homeroom teachers. Students are expected to pay the full replacement cost for any lost or damaged materials so that replacement copies can be purchased for the media center. The students are not allowed to check out any additional materials until the fines are paid.

Damaged Materials

When a student checks out materials from the media center it is their responsibility to take good care of them. Wear and tear is expected on library materials; however, additional damage done to materials incurs a reasonable charge for repair. The definition of damage includes torn

pages, water damage, graffiti, chewed covers, stains, and any other cosmetic defects that occur while the materials are on loan to that student. The damage fee is the student's responsibility regardless of how the damage was done. If there is existing damage, it is noted and the student is not charged.