

Lake Oconee Academy
2025-2026 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.

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 Executive Director, 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 may:

- 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.

As part of our commitment to a culture of excellence, one of Lake Oconee Academy's Points of Distinction is our [required Parent/Guardian Contract](#), which outlines the roles and expectations of families within our school community.

At LOA, we believe that all students can thrive in a structured, supportive, and academically rigorous environment. This contract reflects the shared commitments between the school and families that are essential to student success and a strong school culture.

Parents and guardians will be asked to electronically review and sign the contract by August 8, 2025. This will be completed digitally through **ParentSquare** after the school year begins. Only one contract per family is needed.

FACULTY AND STAFF ORGANIZATIONAL CHART

[Click here to access the 2025-2026 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. LOA uses *ParentSquare* as a platform for communication with families. This unified communications platform is designed to keep parents and guardians informed and encourage greater engagement and connection with LOA. It provides a safe way for administrators, teachers, staff, and parents to:

- Receive all school and classroom communication via email, text, or app
- Receive emergency notifications
- Consolidation of school emails in a weekly summary
- Communicate more efficiently
- One centralized platform

All school, grade level, and classroom information will now be sent to your computer or phone via email and/or text. For even more convenience, download the ParentSquare app (available for free for iOS and Android devices). Click [here](#) for more information on Parent Square.

Our school website is another area to check for any official school communication regularly and to 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 or administrator are not appropriate. Please schedule a meeting with any teacher or administrator 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/personal electronic device. All communication should be made through the office phone. Students will not be allowed to use their cell phones/personal electronic devices during school hours.

LAKE OCONEE ACADEMY COMMUNICATIONS MATRIX

Topic of Concerns	Level 1 Who to Begin With	Level 2 Where to Go Next	Level 3 Who to Go To After That	Level 4 If There Are Still Concerns
Preschool Curriculum	Classroom Teacher	Mrs. Jill Brown	Mrs. Katelyn Mellow	Dr. Brad Bowling
K-4 Curriculum/ Instructional Questions or Concerns	Classroom Teacher	Mrs. Mackenzie Kelly	Mrs. Katelyn Mellow	Dr. Brad Bowling
5-8 Curriculum/ Instructional Questions or Concerns	Classroom Teacher	Mrs. Carina Baxley Mrs. Morgen Gay	Mr. Jerante Smith	Dr. Brad Bowling
9-12 Curriculum/ Instructional Questions or Concerns	Classroom Teacher	Mrs. Caroline St. John (ELA/SS) Mrs. Danna Seigle (Math) Mrs. Kris Stevens (Science)	Mr. Jerante Smith	Dr. Brad Bowling
MTSS	Classroom Teacher	Mrs. Sara Lynn Bryant (PK-4) Mrs. Kelly Rogers (5-12)	Mrs. Katelyn Mellow (K-4) Mrs. Carina Baxley (5-8) Mr. Jerante Smith (9-12)	Dr. Brad Bowling
Special Education or 504	Case Manager	Mrs. Keetah Singleton	Mrs. Kelly Rogers	Dr. Brad Bowling
ESOL	Classroom Teacher	ESOL Teacher	Mrs. Kelly Rogers	Dr. Brad Bowling
Gifted	Classroom and/or Gifted Teacher	Mrs. Kalie McDaniel (K-4) Mrs. Morgen Gay (5-12)	Mrs. Kelly Rogers	Dr. Brad Bowling
Assessment (NWEA, EOG, EOC, SAT, ACT, AP)	Classroom Teachers	Mrs. Mackenzie Kelly (K-4) Mrs. Carina Baxley (5-8, AP) Mrs. Caroline St. John (9-12) Mrs. Danna Seigle (9-12)	Ms. Chrishandra Perkins	
Discipline	Classroom Teacher	Mr. Patrick Croffie	Mrs. Katelyn Mellow (PK-4) Mr. Jerante Smith (5-12) Mrs. Kelly Rogers (Special Education or 504)	Dr. Brad Bowling
School Safety	Classroom Teacher	Mr. John Arnold	Mrs. Katelyn Mellow (K-4) Mr. Jerante Smith (5-12)	Dr. Brad Bowling
School Counseling Services	Mrs. Erica Seybert (PK-4) Mrs. Jennifer Patton (5-8) Mr. Johnny Noto (9-12) Ms. Jermika Buck (Social Worker PK-12)	Mrs. Katelyn Mellow (K-4) Mrs. Carina Baxley (5-8) Mr. Jerante Smith (9-12)	Dr. Brad Bowling	
Technology	Classroom Teacher	Mrs. Katelyn Mellow (K-4) Mrs. Carina Baxley (5-8) Mr. Jerante Smith (9-12)	Mr. Bobby Zimmerman	Dr. Brad Bowling

LAKE OCONEE ACADEMY COMMUNICATIONS MATRIX

Attendance	Classroom Teacher	Mrs. Courtney Martin (PK-4) Mrs. Jennifer Branyan (5-8) Mrs. Tinna Mitchell (9-12)	Mrs. Erica Seybert (PK-4) Mrs. Jennifer Patton (5-8) Mr. Johnny Noto (9-12) Ms. Jermika Buck (Social Worker PK-12)	Mrs. Katelyn Mellow (K-4) Mrs. Carina Baxley (5-8) Mr. Jerante Smith (9-12)
Enrollment/ Infinite Campus	Mrs. Robin Weir			

THE SCHOOL DAY

School Day Schedule

7:10 AM	All Morning Car lines open (PreK with older siblings and K-12th grade)
7:10 AM	Breakfast service opens
7:25 AM	All students released to class from Lower School Cafeteria, Titan Center, and 100 Kindergarten Lobby
7:30 AM	Breakfast service closes for K-12th grade
7:35 AM	Warning Bell, students must be moving to class on campus; carlines close
7:40 AM	K - 8th Tardy Bell, class begins (students not in class are marked tardy)
7:45-8 AM	Pre-K drop-off (round 2) / Breakfast service for PreK students only
7:50 AM	9th-12th Tardy bell, class begins (students not in class are marked tardy)
2:30 PM	Academic Day ends, unless scheduled for tutoring*
2:35 PM	Afternoon Car line begins
3:15 PM	Tutoring dismissal* (ALL pickup - 100 Bldg.)

*Tutoring will begin as early as August 19, 2025 for MS and HS students and September 2 for LS students. Your child's teacher will be in touch if tutoring is needed.

Lower 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
- 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

Middle School Schedule

- 5th - 8th grade Content Classes (Math, Science, Social Studies, Language Arts)
- 5th - 8th grade Elective Classes (Band, Piano, Chorus, Theater, Business, Art, Technology, Skills for Adolescence, Spanish, PE)

High School Schedule

- 9th - 12th grade classes follow a rotating block schedule, alternating between “Blue” and “Gold” days.
- Each day consists of four 90-minute class periods. The blue/gold cycle continues throughout the school year, regardless of holidays or breaks.
- Please refer to the documents below to view the designated Blue and Gold days for the 2025–2026 school year.
 - [Blue / Gold Calendar](#)
 - [Blue / Gold Dates Listed](#)

Tutoring and Extended Day Learning

Tutoring will begin as early as August 19th. 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 PM - to 3:15 PM 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 PM - 3:15 PM.

Car Line / Transportation Procedures

Click [HERE](#) for detailed information about car line traffic.

ALL CARS ENTER CAMPUS ON SOUTH CAMPUS DRIVE AND EXIT CAMPUS ON NORTH CAMPUS DRIVE

Major changes to **AFTERNOON** car line for the 2025-2026 school year:

- **Car line 100 (around the pond)** - for students in grades PK, K and 1st + older siblings.
- **Car line 300 (by the football field)** - for students in grades 2, 3 and 4 + older siblings.

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.

Student health/safety is our first concern. Arrival and departure of our students during car line 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 car line procedures will be sent prior to the beginning of the school year.

- Parents and families **MUST** download the *PikMyKid* app.
- Parents and families **MUST** purchase or make a car line sign with your child's last name and 4-digit pin that will be released from *PikMyKid* in July.
- **After School Transportation Changes:** All after-school schedules 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 PM, the student will be directed to car line or Titan Tech, whichever is normal operation. If the student is not picked up in car line, he/she will be admitted to Titan Tech, Monday-Thursday.
- **AWOL Pick-Up:** When tutoring begins in August, no all-calls will be made until 3:15 PM. 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 car lines and after school changes. Additionally, encourage your student to make his/her way quickly to the correct car line and pay attention to the announcer. Students who are not picked up by 3:00 PM. (or by the conclusion of car line), will be sent to Titan Tech on Monday-Thursday. Students who are not picked up by the conclusion of car line on Friday (by 3:00 PM), will report to the 100 Lobby, and parents will be charged \$1.00 per minute that they are late.

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](#).

- **Pre-K through 8th grade students will receive meals at no cost for the 2025-2026 school year.** For more detailed information, please click [HERE](#) and select the lunch information button
- LOA does 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, *ParentSquare*, via text, email, and phone, posted on LOA 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.
- Students must be in good standing academically and behaviorally, as well as having minimal absences. Grades, discipline referrals, and attendance will be reviewed prior to field trip participation. Division Principals will make the final decision.

- The field trip uniform is the navy blue polo shirt and khaki bottoms (unless designated otherwise with administrator approval).

***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 assignment for the student to complete.*

***If your child requires medication to be administered while away from school on a field trip or in the event of an emergency, please reach out to Nurse Jessica Tolbert. A required authorization form must be completed in advance.*

Bus Behavior Policy - As representatives of our school, students are expected to uphold the highest standards of behavior at all times, including during transportation to and from school-sponsored events such as field trips, athletic competitions, overnight trips, and any other activities requiring bus travel. Riding the bus is a privilege, not a right, and with that privilege comes the responsibility to conduct oneself with respect, maturity, and integrity.

Expectations for Bus Conduct - All students are expected to follow these guidelines while riding on school-provided transportation:

- **Respect the Driver and Chaperones:** Follow all directions from the bus driver, coaches, teachers, or staff chaperones without argument or delay. Their priority is your safety.
- **Remain Seated:** Students must remain seated while the bus is in motion. Moving around, standing, or switching seats creates unnecessary risk and will not be tolerated.
- **Use Appropriate Language and Volume:** Speak respectfully and keep conversations at a reasonable volume. Vulgar, profane, or offensive language is strictly prohibited.
- **Maintain Cleanliness:** Do not leave trash or personal items on the bus. Students are expected to clean up after themselves before exiting.
- **Respect School Property:** Any damage to the bus, including seats, windows, or equipment, will result in disciplinary action and financial responsibility for repairs.
- **Technology Use:** Headphones must be used for any personal devices. Content viewed or played must be appropriate and non-disruptive.
- **No Public Displays of Affection:** Physical boundaries must be respected at all times.
- **Representing the School:** Behavior that reflects poorly on the school, whether during travel or at an event, will not be tolerated. You are an ambassador of our school community wherever you go.

Zero Tolerance Policy - We maintain a zero tolerance policy for any behavior that is disruptive, disrespectful, unsafe, or damaging to the reputation of our school. Consequences for violations may include, but are not limited to:

- Immediate removal from the trip or event
- Loss of future travel or participation privileges
- Parent/guardian notification and required meeting
- Disciplinary referral or suspension implemented by the Dean's Office

Any student who fails to meet the expectations outlined in this policy is subject to school-based consequences. In addition, students must consider how these decisions will also reflect poorly on their peers, coaches, and the entire institution/team. We will not tolerate anything less than respectful, responsible, and honorable behavior.

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, 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 / Personal Electronic Devices

Cell phones/Personal Electronic Devices are not a part of the academic day (7:20 AM - 3:15 PM). Students will store their phones in assigned designated areas from bell to bell in each and every classroom unless the teacher instructs that a very specific task requires its use. At the conclusion of each block (HS) or end of the school day (LS,MS), teachers will direct students to retrieve their phones before being dismissed. Any urgent messages that require an interruption to a student's school day will need to be directed through a front office receptionist. These phone policies will make procedures such as attendance more efficient, but will also enhance learning by removing unnecessary classroom distractions, heightening engagement, maintaining security and originality of teacher and student work, and better enabling students to focus and excel in their main task...learning.

***A failure or refusal to abide by this policy will result in a discipline referral for insubordination.*

***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

Parent volunteer opportunities will be shared by your child's teacher or the Division Principal as they arise throughout the year.

For student safety, all visitors must check in at the main office with a valid ID. A visitor badge will be issued and must be worn while on campus. Classroom visits must be arranged in advance with the teacher and Division Principal, and approved by the Division Principal and/or Executive Director. To avoid disruptions, observations should be quiet and non-intrusive.

For special events like performances/parties during the school day, teachers will send a sign-up form in advance. On those days, registered guests may go directly to the event location and do not need to check in at the office.

ATTENDANCE

Please be advised that Georgia Law, [O.C.G.A. Section 20-2-690.1](#), requires any person in Georgia who has control or charge of a child between the ages of six (6) and sixteen (16) to enroll and send that child to school, including public, private, and homeschooling.

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. In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. 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. When a student accumulates absences and/or tardies they are in jeopardy of being truant.

Updated Information: Please Review Carefully

Georgia's Compulsory School Attendance Law 20-2-690.1 states more than five (5) unexcused absences constitute truancy. The law also states that possible consequences for parent(s)/guardian(s) of students whose unexcused absences exceed five (5) days may be:

- At least a \$25 and not more than a \$100 fine;
- Up to 30 days of jail time;
- Community service; or
- Any combination of these penalties

LOA uses the Georgia Board of Education Rules below to determine whether the absence is excused or unexcused.

****Attendance in Lower School (PK-grade 4) is taken each morning. Attendance in Middle and High School (grades 5-12) is taken per class period. In grades 9-12, 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.*

****Attendance (including tardies) can affect promotion/retention and earning course credit.*

Absences Defined

Excused	Unexcused	Student Participatory Function
In accordance with Georgia Board of Education Rule 160-5-1.10, students may be temporarily excused from school who are: 1. Personally ill and whose attendance in school would endanger their health or the health of others; 2. In whose immediate family there is a serious illness or death which would reasonably necessitate absence from school; 3. On special and recognized religious holidays observed by their faith; 4. College visits (juniors and seniors only); 5. Serving as Pages of the General Assembly during the school year (Pages may be credited as present by the school in which enrolled); 6. Registering to vote or voting for a	Defined as any or all other absences not defined as an <i>Excused Absence</i> or <i>Student Specific Participatory Function</i>. 1. Unless otherwise approved by administration, students will receive no credit (a zero) for all academic work due during an unexcused absence. 2. Family vacations and travel are not excused absences in accordance with state of Georgia Board of Education rules.	Defined as an academic, athletic, or civic function in which a student has committed extensive training, practice, and/or preparation prior to attending. 1. Parents/guardians must provide at least a <u>two-week</u> advance notice with the nature of the activity, exact dates, and proof of registration/participation to the Division Principal. The student participatory function will be either approved or denied. 2. If approved, the parent/student will be given permission to notify teachers of the Excused Absence. 3. All work (classwork, homework and assessments) must be completed and submitted prior to the absence. 4. Students may not be allowed to attend a specific student participatory function due to

period not to exceed one day; 7. When conditions render school attendance impossible or hazardous to the student's health or safety; or 8. Mandated by order of governmental agencies, including pre induction physical examinations for service in the armed forces and court orders.		disciplinary reasons, grades, or attendance reasons.
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Parent/Guardian Responsibility

Parents are required to notify the school when a student is absent.

- Failure to notify the school through informing the grade specific receptionist (noted below) through email, note, or doctor's excuse ***the day the student returns to school is an Unexcused Absence.***
 - Lower School: courtney.martin@lakeoconeeacademy.org and student's homeroom teacher
 - Middle School: jennifer.branyan@lakeoconeeacademy.org
 - High School: tinna.mitchell@lakeoconeeacademy.org
- Medical appointments must be verified with a note from the doctor's office upon the student's return.
- Students are allowed **only three parent written medical excuses** per semester. Parents must send in a handwritten note or email to the grade specific receptionist upon arrival back to school.
- After three **parent written medical excuses** each semester, or three consecutive days absent, a medical excuse will be required from a doctor or other qualified medical practitioner for future absences.
- All excuses must be submitted the day the student returns to school. **Calls or texts will not be accepted.**

Attendance Policy Outlined

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 3rd Unexcused Absence	Parent/guardian may receive a notification with the number of absences and a reminder of the attendance policy
After 5th Unexcused Absence	Parent/guardian may receive a letter that needs to be signed and returned. This letter will have an attendance policy reminder and the number of days that the student has missed.
After 7th Unexcused Absence	School Social Worker may arrange an Attendance Support Meeting that includes the resource officer to determine root causes of absences and develop a collaborative plan to support attendance. At this meeting you will be required to sign an attendance contract.
After 10th Unexcused Absence	School Social Worker and the Division Counselor may meet with Division Principals. At this meeting, the family's circumstances will be reviewed and the following options will be discussed: • Home visit • 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 • Disenrollment from LOA. The parent will be required to enroll the student in public school or schooling of their choice. Failure to do so may result in a DFCS report. • Retention or loss of course credit. • After 10 consecutive days, the student could be withdrawn from LOA.
After missing an excessive number of days, the student could be withdrawn from LOA. A meeting may be scheduled to discuss possible disenrollment. 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 may 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, DE, and Honors students can lose .5 quality points because of attendance issues. Please refer to the academic contract for these classes to review the attendance policy.

High School Students Only

High school students should monitor their attendance on Infinite Campus.

Attendance recovery: If a student has more than *three unexcused absences or excessive (excused/unexcused absences)* in *one period*, they will be expected to make-up missed seat time through attendance recovery. What constitutes excessive absences will be determined through collaboration with the teacher, principal, and Executive Director.

- Attendance recovery can be managed by the teacher or the dean's office. The teacher for that class period can withhold grades until the time is made up.
- *Each day* missed after *three unexcused absences* will result in attendance recovery.

If a student driver has 7 or more 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 (10) 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.

Students are not permitted to check themselves out under any circumstances unless they are 18 years of age or older. In those cases, students may check themselves out;

however, the absence will be marked as unexcused unless the checkout is for an approved reason as outlined in the attendance section above. Unexcused absences may result in no credit for any missed assignments.

For all other students, a parent or guardian must contact the school to request a checkout. Email requests will be verified before the student is released.

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

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 (zero).
- Non-driving students with excessive morning tardies will have to have a parent/guardian check them in before they will be allowed to attend class.
- Students must be on campus and in class until 11:30 AM. to be considered present for the day.
- Unexcused Check-outs: Early check-outs for reasons that do not fall under the guidelines of an Excused Absence or Tardy will be marked as unexcused.
 - **Check-outs will not be permitted after 2:00 PM.**
 - **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.

Students are expected to arrive on time to class at the beginning of the day and at each transition. Consequences for unexcused tardies are as follows:

Lower School (PK-4th): Tardies

3rd Unexcused Tardy	Documentation made in Educator's Handbook
5th Unexcused Tardy	Excessive Tardy Letter sent home and parent invited to work carline

7th Unexcused Tardy	Phone call home and parent invited to work car line
10th Unexcused Tardy	Parent Meeting and parent invited to work car line

Lower School (PK-4th): Check-outs

After 5th Unexcused Checkout	Excessive Checkout Letter sent home and parent invited to work carline
After 7th Unexcused Checkout	Phone call home and parent invited to work car line
After 10th Unexcused Checkout	Parent meeting and parent invited to work car line

Middle School (5th-8th): Tardies

1st Unexcused Tardy	Verbal Warning Issues - Document in Educator's Handbook
2nd Unexcused Tardy	Email/Call Home - Document in Educator's Handbook
3rd Unexcused Tardy	Detention: Detention will be held Monday and Wednesday from 2:30 PM - 3:15 PM. 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.
4th Unexcused Tardy	Saturday School: Saturday School will be held from 9:00 AM – 11:00 AM. 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. Students will be ineligible for extracurricular activities and field trips until Saturday School has been served; subject to the discretion of administration.

5th Unexcused Tardy	Mandatory Administration Team Meeting: 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 Executive Director. The student and his or her parent or guardian will both attend the Administration Team Meeting.
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High School (9th-12th): Tardies

1st Unexcused Tardy	Warning documented in Educator's Handbook.
2nd Unexcused Tardy	Documented in Educator's Handbook and Teacher Contacts Parent via Email
3rd Unexcused Tardy	Detention: Detention will be held Monday and Wednesday from 2:30 PM - 3:15 PM. with a faculty member at a designated location. Detention will be a silent study hall – no devices, no talking, no computers, and no sleeping. If the expectations of detention are not met, a student will serve a subsequent detention period.
4th Unexcused Tardy	Saturday School: Saturday School will be held from 9:00 AM – 11:00 AM. 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. Students will be ineligible for extracurricular activities and field trips until Saturday School has been served; subject to the discretion of administration.
5th Unexcused Tardy	Mandatory Administration Team Meeting: 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 Executive Director. The student and his or her parent or guardian will both attend the Administration Team Meeting.

END OF YEAR RECOGNITION

Each May, each division—Lower, Middle, and High School—hosts an evening Award Ceremony to celebrate student achievements throughout the year. Families of students receiving awards are warmly invited to attend and join in recognizing their children's accomplishments.

The Lower School will hold classroom award ceremonies to recognize the classroom spelling bee representatives, school spelling bee runner up, A/B honors (4th grade only), student superlatives, and classroom volunteers. The evening award ceremony will recognize school, county and regional spelling bee winners, Young Georgia Authors 1st, 2nd and 3rd finalists, TOME, Most Improved, Perfect Attendance, Specials Awards, 4-H DPA 1st, 2nd and 3rd place finalists, High Honors (all A's; 4th grade only), NWEA: Highest Achievement and Growth Scores in Reading and Math, and Cornerstone Awards.

The Middle School will hold one evening ceremony for 5th - 8th grades. There will be no ceremony during the school day. This ceremony will honor the following: High Honors (A Honor Roll), Honors (A/B Honor Roll), NWEA Achievement (Top Scores in Reading and Math), NWEA Growth (Most Growth in Reading and Math), Hardest Worker In Core Subjects (Math, ELA, Science, Social Studies, Spanish), Elective Awards (Art, PE, Technology, Music, etc.), Perfect Attendance, County/Regional Spelling Bee, Young Georgia Authors (County Finalists), 4-H DPA Winners (1st–3rd Place), TOME Literacy Society, Junior Beta Club, Cornerstone Awards (Community, Citizenship, Scholarship), Executive Director's Award (Highest GPA – 8th Grade).

The High School will hold an evening award ceremony for 9th-11th grades. This ceremony will honor the following: High Honors (A Honor Roll), Honors (A/B Honor Roll), NWEA Achievement (Top Scores in Reading and Math), NWEA Growth (Most Growth in Reading and Math), Hardest Worker In Core Subjects (Math, ELA, Science, Social Studies, Spanish), Elective Awards Perfect Attendance, Young Georgia Authors (County Finalists), TOME Literacy Society, Junior Beta Club, Cornerstone Awards (Community, Citizenship, Scholarship), Executive Director's Award

**The list of awards is subject to change at the discretion of the school.*

TITAN TECH AFTER-SCHOOL PROGRAM

The Titan Tech after-school program is an extracurricular program designed to provide enrichment as well as an opportunity for children to complete homework and projects. Titan Tech is available **Monday–Thursday** from 3:00 PM – 5:30 PM, except on early release days. **Please note Titan Tech will NOT operate on Fridays.** Students must be picked up no later than 5:30 PM.

Start Date: Monday, August 4, 2025

Director: Katherine Nolley - katherine.nolley@lakeoconeeacademy.org

Location: The Titan Tech office and check-out location is in the 400 building adjacent to the upper playground/football field.

Cost

The after-school program is independent of the charter program and as such will carry a fee.

- \$12 per day, per child
- *Students who are not picked up in car line by 3:00 PM will be placed in Titan Tech and parents/guardians will be charged for a full day of after-school care.*
- *Students not picked up promptly at 5:30 PM will incur a late fee of \$5 for any of the first 5 minutes and \$1 per additional minute, per child. Repeated late pick-up will result in removal from the program.*

Behavior Policy

Per the LOA student handbook, students on academic, disciplinary or social probation, in-school suspension, or out-of-school suspension will not be allowed to participate in extracurricular activities, **including Titan Tech**, until the probation period or suspension has been completed and the student is fully reinstated into classes by the LOA Division Director or the Executive Director.

- **Minor** classroom infractions during Titan Tech will be addressed by the Titan Tech Teacher and referred to the Titan Tech Director if the offense becomes repetitive.
- **Major** infractions are immediately referred to the Titan Tech Director. Major infractions include, but are not limited to: disrespect for authority, fighting, bullying, theft, destruction of property, and elopement from the classroom.
- **Major** infractions follow a 3-step process:
 - **1st Offense** - One to five day program detention
 - **2nd Offense** - One week suspension from the program
 - **3rd Offense** - Expulsion from the program

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

MEDICAL INFORMATION

School Nurse

Jessica Tolbert jessica.tolbert@lakeoconeeacademy.org (on staff daily)

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 may be filled by the next student on the waiting list. Contact your physician for a list 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 exam form and medical eligibility form verifying the student athlete has passed a physical exam within one year of participation in the sport. These forms must be uploaded to [DragonFly Max](#). 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 emailed a link to a Google form called 'Health Information/OTC Medication Administration' for completion regarding a student's 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. This form is available in the nurse's office and can be completed upon dropping off the medication(s).
- 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/guardian to pick up the medication from the school nurse. **Medication transported by a student is strictly prohibited.**

It is the responsibility of the parent/guardian 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 (action plans) 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, a parent/guardian must contact the school nurse prior to sending in medication and must sign a consent for the 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/guardian, and school nurse.

****The school nurse may dispense over-the-counter medications such as ibuprofen, cough drops, eye drops, etc. as needed through digital permission from the parent/guardian via the Health Information/OTC Medication Administration Form.*

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 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.

Counseling Program

The mission of the Lake Oconee Academy's comprehensive school counseling program is to challenge all students to become responsible contributing citizens and lifelong learners through their creative academic development, personal and social growth, and career exploration.

The vision of the Lake Oconee Academy comprehensive school counseling program is to inspire students to find their natural strengths and gifts. Support from the counseling program will enable students to foster a healthy school climate that values diversity, knowledge, and achievement.

Counseling Services Offered

Lake Oconee Academy provides students with academic advisement, career exposure, and social emotional development. The counseling team is able to provide short term emotional support and connect families with clear, next steps that aid in the next phase of their child's development.

UNIFORM / DRESS CODE AND APPEARANCE

LOA believes common dress leads to the least interference as students prepare 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. Students may also wear shirts that are embroidered by an approved vendor. [The Titan Armory school store](#) offers consignment sales during the year where families can donate and purchase gently used items, as well as approved outdoor and spirit shirts. [The BSN sideline store](#) is also a source to order approved spirit shirts, sweatshirts and jackets.

As a parent/guardian, 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. 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.** 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 given loaner clothes when possible. These clothes must be returned at the end of the school day. This will be noted in the Educator's Handbook, repeated dress code issues will be treated as a defiance referral. **Assistance from parents/guardians is imperative so teachers and staff can focus on their educational duties during school hours..**

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 (polos)

- Uniform polos must be navy, white, light blue, or light yellow (maize) in color with the LOA logo embroidered on the chest.
- Uniform polos can be purchased with logo embroidery directly from Lands' End. Items on the custom LOA pages of the Lands' End website are part of the approved LOA uniform.
- Uniform polos not purchased from Lands' End must still showcase the LOA logo on the chest. For parent/guardian convenience, a local embroidery option has been approved:

-Sew Unique

Crystal Hunt, Owner
Contact: 706-286-3277

- The various LOA logos (crest, helmet and sports logo) are trademarked, and their application and use are restricted to authorized vendors only.
- Shirts must be tucked in at all times.

Uniform Bottoms (jumpers, dresses, skirts, skorts, shorts and pants) - Bottoms are **not** required to be purchased from Lands' End (except for the navy plaid jumper) but should be *the same style and cut as Lands' End's uniforms*.

- Khaki or Navy in color
- All dresses require the LOA helmet embroidery EXCEPT for the jumper style dresses
- 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 and skorts should be no more than 3" above the knee for students in **grades 5-8**. Shorts should be no more 3" above the knee for all students.
- Students in **grades 5-12** choosing to wear skirts or skorts must wear leggings or opaque tights.
 - Leggings and opaque 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/belt loops are not required for Pre-K and Kindergarten students.**

Shoes - Conservative-style athletic shoes, loafers, ballet flats, and Mary Jane-style shoes in predominantly neutral and pale in color that coordinate with the LOA uniform.

- NOT ALLOWED - Open-toed shoes, flip flops, sandals, Crocs, mules (shoes with no backs), house slippers, 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
- Shoelaces and socks should match the uniform colors.

Outerwear - Student outerwear expectations are below:

- Outerwear (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. Outerwear should come off once in the building.

Topwear - Student topwear expectations are below:

- Sweatshirts, spirit wear, and hoodies must be purchased from Land's End, The Armory, BSN or an approved vendor. It must be an LOA item (with the LOA crest/Titan head) to wear once inside the building. Topwear can be asked to be removed and not worn at the discretion of school administration.
- Hoodies are permitted, but the hood should not be worn indoors.
- Size must be deemed appropriate by the administration. Oversized top wear may not be worn (the bottom of garment should fall at or just below the waistline).
- A uniform shirt is required under topwear on all other school days. Spirit wear t-shirts may be worn under topwear on Friday only.

Spirit Wear – School-approved spirit shirts may be worn on Fridays with a uniform bottom.

- Spirit wear purchased from Lands' End, BSN sideline store, The Titan Armory school store, and school-sponsored events are approved.
- LOA club, event or athletic team t-shirts, such as Band of Titans, Beta Club, baseball team, etc., may also be worn on Fridays with uniform bottoms. A collared shirt is required on all other school days.
- On Fridays, Seniors may wear a college or military t-shirt or sweatshirt with uniform bottoms only after confirmed admission to that college, university, or branch of service.

Dress Days - On special occasions such as Award Ceremony days, Picture Day, special visitor days, certain field trips (i.e. the Georgia Capitol), and any other time deemed appropriate by the faculty, students may be instructed of alternate dress expectations.

- 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.

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

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

Disposition: At LOA, education is our priority. If a student is out of uniform, then proper uniform clothing will be loaned to the student. This allows the student to return to class as quickly as possible to maximize instructional time. Continued disregard of our uniform policy is an act of defiance, and it will be handled according to the discipline policy.

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 centrally designated location.
- High value items should be turned into the front desk for safe keeping. Please tell the teacher or receptionist of your intention to retrieve the 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 monitor academic success through Infinite Campus.

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.

Click here for the [Communication Matrix](#), outlining the path of communication regarding various topics.

Lower School: Pre-K - 4th Grade

- **Grading Structure:**
 - Kindergarten-3rd 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.
 - 4th Grade 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).*
 - 4th Grade
 - 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 (P/F) 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. Contact Robin Weir for more information at robin.weir@lakeoconeeacademy.org.
- **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. Students will
 - **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.
 - Unless otherwise approved by administration, students will receive no credit (a zero) for all academic work due during an unexcused absence.

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.
 - Students will agree to the following statement before taking each major assessment: "As a student of character and integrity, I have neither given nor received unauthorized aid on this assignment. Refusal to sign this statement is treated the same as a major infraction."
 - **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.
- **Academic Dishonesty:** Any student who cheats (which includes both accepting from, and giving information to, others), utilizes any form of illegal academic aid during testing or on specified assignments, or changes answers/grades is in violation of academic ethics and is subject to disciplinary consequences.

- Depending on the severity of the offense, disciplinary consequences will be determined by the teacher and administrative team and may include, but are not limited to: a warning, a zero on the assignment, a required retake, suspension or expulsion.
- **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:
 - Final/Midterm: 10%
 - Coursework: 15%
 - Quizzes: 25%
 - Tests/Projects/Essay: 50%
 - 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 yearlong 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.
- Unless otherwise approved by administration, students will receive no credit (a zero) for all academic work due during an unexcused absence.

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) A half of a quality point will be given for taking the class and meeting the attendance requirements stated above and an additional half of a quality point will be given for earning a 3 or higher on the AP exam

at the end of the year or a 2 or higher on a test that nationally norms less than 50%.

- Please see the related contract to review lack of attendance consequences for AP and Dual Enrollment Classes.
- **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.** High School EOC courses include Algebra, US History, American Literature, and Biology. Some dual Enrollment students and some AP students are required to take the EOC; although results will not count 20%. Please refer to your class syllabus and/or teacher for more information on these Dual Enrollment and AP classes.
- **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:
 - Coursework: 40%
 - Assessments: 60%
 - Final grades will be reported in numerical scores with no weighting unless a student is taking Honors, Dual Enrollment, 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 expected that parents/guardians secure an Infinite Campus login. See Robin Weir for more information.
- **Make-Up / Late Work 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 to 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.
- Unless otherwise approved by administration, students will receive no credit (a zero) for all academic work due during an unexcused absence.
- Students who are assigned OSS will be assigned at least one Saturday School session for each instance of suspension. These sessions must be attended to receive credit for any missed assignments. These assignments will be marked as Missing (0) in the gradebook until all required Saturday School sessions have been served. It is important to note that this could affect honors/high honors as well as other events that are tied to grades. This applies regardless of when the assignments were due. Completing work ahead of time does not exempt students from this requirement. Saturday School attendance is mandatory to earn back full credit.
- Late work is not accepted.

Midterm and Final Exams

No students can exempt midterms. *Seniors* may exempt final exams under the following conditions:

- For the course being exempt, a student will have a total of three or fewer unexcused absences per year.
- Earned a grade of 90 or above for the semester
- No Advanced Placement (AP) course 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

LOA attempts to fill all course requests; however, because of scheduling restraints, that is not always possible. 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 their schedule
- Changing from an AP to the same on level class is allowable in the first 4.5 weeks.
- Student is missing an academic course

Student Support Services

At our school, we are committed to meeting the needs of all learners. We offer a variety of student support services to ensure every child receives the help they need to grow and succeed:

Program	Description	Contact
Multi-Tiered System of Supports (MTSS)	MTSS is a school-wide approach to help all students succeed. It provides different levels of support based on each child's needs—whether academic, behavioral, or social-emotional. This includes extra help in reading or math, small group instruction, and positive behavior support strategies.	PK-4 Sara Lynn Bryant Lower School MTSS Coordinator sara.bryant@lakeoconeeacademy.org 5-12 Kelly Rogers Director of Individualized Learning kelly.rogers@lakeoconeeacademy.org
504	Section 504 is a federal law that helps students with disabilities who may not need special education but still require support to access learning. If a student has a physical or mental health condition that affects a major life activity—like learning, concentrating, or walking—they may qualify for a 504	PK-5 Kelly Rogers Director of Individualized Learning kelly.rogers@lakeoconeeacademy.org 6-12 Keetah Singleton Special Education Coordinator keetah.singleton@lakeoconeeacademy.org

	Plan. This plan provides accommodations (such as extra time on tests, seating arrangements, or behavior support) to help students succeed in the classroom just like their peers.	
Special Education	Special education services are designed to support students with disabilities by providing personalized instruction and accommodations. We work with families to create Individualized Education Programs (IEPs) that help each child reach their full potential in the least restrictive environment.	Keetah Singleton Special Education Coordinator keetah.singleton@lakeoconeeacademy.org Kelly Rogers Director of Individualized Learning kelly.rogers@lakeoconeeacademy.org
Gifted	Gifted services are for students who show exceptional abilities in one or more areas. These students are provided with advanced learning opportunities that challenge them and encourage creative and critical thinking through enrichment, acceleration, and extension activities.	<u>PK-4</u> Jill Brown jill.brown@lakeoconeeacademy.org Kalie McDaniel kalie.mcdaniel@lakeoconeeacademy.org <u>5-12</u> Morgen Gay morgen.gay@lakeoconeeacademy.org <u>General Information</u> Kelly Rogers Director of Individualized Learning kelly.rogers@lakeoconeeacademy.org
English for Speakers of Other Languages (ESOL)	ESOL services support students whose first language is not English. These students receive specialized instruction to help them learn English while also participating in grade-level content. The goal is to help students become confident and successful in both language and learning.	<u>K-2</u> Joanie Patrick joanie.patrick@lakeoconeeacademy.org <u>3-12</u> Shannon Hooks shannon.hooks@lakeoconeeacademy.org <u>General Information</u> Kelly Rogers Director of Individualized Learning kelly.rogers@lakeoconeeacademy.org

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 Coordinator, Director of Individualized Instruction, Division Director, or Executive Director.

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 can be composed of the director, the instructional coordinator, the MTSS/RTI coordinator, and the child's teachers as well as other staff deemed necessary by administration.

The placement committee will 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, will 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.

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, One Act Play, and club activities.

All information and requirements pertaining to athletics and extracurricular activity can be found in the Lake Oconee Academy **2025-2026 Athletic Handbook**. The Athletic Handbook, as well as all other Athletic information can be found at www.loatitans.org. All student-athletes and their parents/guardians must sign and return the signature page of the Athletic Handbook to participate in LOA Athletics.

Additional information about eligibility or athletics related questions can be obtained from the Director of Athletics: chris.ingle@lakeoconeeacademy.org

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 Upper School Principal, Mr. Jerante Smith, at least 2 weeks prior to the absence.
- The student is in good standing academically, behaviorally, and attendance wise.
- All work must be completed upon returning to LOA. All scheduled tests should be attempted before leaving or immediately upon returning.

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 in grade 8 who are enrolled in Algebra will take the Algebra EOC as well as the 8th Grade Mathematics EOG.
- Students at the high school level will take an end-of-course (EOC) assessment in the following four courses:
 - English Language Arts
 - English Literature & Composition II
 - 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 and seniors in on-level ELA and math 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.

DISCIPLINE

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.) Major offenses, including, but not limited to, drug and weapon offenses, may lead to a school being labeled as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

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.

Parental involvement is key to the success of students in school. Therefore, it is important that parents have the opportunity to know what is happening with their children on a regular basis. Parent contact will be made when students are referred to the Dean's Office for a violation of the LOA student behavior code. Major offenses may require more direct contact such as a phone call, mailed letter, or conference with the parent. At any time, a parent may request a conference with the Dean's office to discuss issues related to discipline and the code of conduct. Parents are encouraged to inform their children of the

consequences, including potential criminal penalties, of violations of the LOA Student Behavior Code. 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.

PBIS

PBIS stands for Positive Behavioral Interventions and Supports. It is a school-wide approach we use to help all students succeed by focusing on teaching and recognizing positive behavior. At our school, we believe that when students know what is expected and are acknowledged for doing the right thing, school is a better place for everyone. PBIS helps create a safe, respectful, and supportive learning environment where students can grow academically and socially.

Lower School Matrix for Grades PreK-4th

 WE ARE O.N.E. TITAN 							
	Hallway	Cafeteria	Recess and Breaks	Bathroom and Locker Rooms	Technology and Social Media	Classroom and Library	Activities and School Events
O Outstanding Citizen	 -Holding doors for others -Walk in the line with the group -Respect others space	 -Leave your space cleaner than you found it -Eat your own food	 -Clean up after yourself -Respect your surroundings	 -Respect others privacy -Choose appropriate voice level -Wait your turn -Flush toilet after use	 -Treat others as you'd like to be treated -Be kind and inspire others	 -Follow adult directions -Respect others and their property -Dress appropriately	 -Follow rules -Dress appropriately
N Nobel Scholars	 -Walk with a purpose -Walk face forward -Keep hands, feet, and objects to yourself	 -Invite new friends to sit with you -Have friendly conversations -Choose appropriate voice level	 -Congratulate and lift up others -Include others -Use problem solving skills	 -Demonstrate integrity at all times -Return to class right away	 -Use appropriate resources -Show your school pride	 -Sit on bottom, facing forward -Keep hands, feet, and objects to yourself -Choose appropriate voice level	 -Show your school pride -Clean up after yourself
E Engaged Community	 -Choose appropriate voice level -Looking eyes and listening ears -Follow adult directions	 -Encourage manners -Say please and thank you -Wait your turn -Stay in line	 -Be aware and alert -Share and use equipment properly	 -Be mindful of your personal hygiene -Only use what you need -Report problems	 -Consider your audience	 -Be good listeners -Sit in assigned area	 -Contribute Positively -Be a leader

Middle School Matrix for Grades 5-8

WE ARE O.N.E. TITAN							
	Hallway	Cafeteria	Recess and Breaks	Bathroom and Locker Rooms	Technology and Social Media	Classroom and Library	Activities and School Events
O Outstanding Citizen	-Holding doors for others -Walk in the line with the group -Respect others space	-Leave your space cleaner than you found it -Eat your own food	-Clean up after yourself -Respect your surroundings	-Respect others privacy -Choose appropriate voice level -Wait your turn -Flush toilet after use	-Treat others as you'd like to be treated -Be kind and inspire others	-Follow adult directions -Respect others and their property -Dress appropriately	-Follow rules -Dress appropriately
N Nobel Scholars	-Walk with a purpose -Walk face forward -Keep hands, feet, and objects to yourself	-Invite new friends to sit with you -Have friendly conversations -Choose appropriate voice level	-Congratulate and lift up others -Include others -Use problem solving skills	-Demonstrate integrity at all times -Return to class right away	-Use appropriate resources -Show your school pride	-Sit on bottom, facing forward -Keep hands, feet, and objects to yourself -Choose appropriate voice level	-Show your school pride -Clean up after yourself
E Engaged Community	-Choose appropriate voice level -Looking eyes and listening ears -Follow adult directions	-Encourage manners -Say please and thank you -Wait your turn -Stay in line	-Be aware and alert -Share and use equipment properly	-Be mindful of your personal hygiene -Only use what you need -Report problems	-Consider your audience	-Be good listeners -Sit in assigned area	-Contribute Positively -Be a leader

High School Matrix for Grades 9-12

WE ARE O.N.E. TITAN								
	Hallway	Cafeteria	Classroom	School Activities	Technology and Social Media	Locker Room and Restrooms	Study Spaces	Parking Lot
O Outstanding Citizen	-Stay in your lane -Walk with a purpose -Friendly greetings	-Clean up after yourself -Low volume -Show gratitude	-Speak appropriately -Follow classroom rules -Dress code -Use technology appropriately	-Follow rules -Dress appropriately	-Treat others as you'd like to be treated -Be kind and inspire others	-Clean up after yourself -Flush and wash -Leave all paper in proper place	-Clean up after yourself -Maintain a quiet volume -Keep the blinds open -Remember your visibility and act accordingly	-When dismissed, enter cars and leave campus -Be aware of pedestrians, vehicles -Drive safely -Pick up litter and forgotten items
N Nobel Scholars	-Don't push or shove -Help others -Pick up trash	-Include others -Leave better than you found it	-Help others when appropriate -Keep classroom clean	-Clean up after yourself -Show your school pride -Serve others	-Use appropriate resources -Show your school pride	-Keep hands to yourself -Give others privacy	-Stay on task -Use time and space appropriately -Be visible	-Use designated parking spots -Follow state driving guidelines
E Engaged Community	-Be aware of surroundings -Be on task -Be on time	-Intelligent conversations (don't gossip)	-Do your own work -Self advocate	-Contribute Positively -Be a leader	-Consider your audience, impact, and permanence	-Bring your gym uniform and prepare to participate	-Respect School Property -Keep hands to yourself	-Upon arrival, park and enters the building -Keep vehicles clear of prohibited items
CITIZENSHIP + SCHOLARSHIP + COMMUNITY = ONE TITAN								

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.

Discipline for Students in Preschool-3rd Grade

Students in preschool through 3rd grade will not be suspended or expelled from school for more than five days in a school year unless they have already received extra help and support to improve their behavior (such as through behavior or academic support plans). However, if a student brings a weapon, illegal drugs, or something dangerous to school, or if their actions put others' safety at risk, the school may take more serious disciplinary action, as allowed by Georgia law (O.C.G.A. 20-2-742).

Student Restraint Techniques

[GCSS Special Education Implementation Manual](#)

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.

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.

Saturday School

In some cases, administration may assign Saturday School to students. Saturday School will be held from 9:00–11:00 AM in the High School (800) building. 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, making two Saturday schools in lieu of one no-show. Students will be ineligible for extracurricular activities and field trips until Saturday School has been served in full; subject to the discretion of administration.

Cell Phones/Personal Electronic Devices

Lake Oconee Academy is committed to maintaining a focused, distraction-free learning environment. Beginning in the 2025-2026 school year, students may only use school-issued Chromebooks and approved assistive technology during the school day. Personal electronic devices will not be permitted for use from bell to bell. This policy aligns with Georgia's HB 340 Distraction-Free Education Act, signed into law on May 9th, 2025.

"Personal Electronic Device" is defined as any portable electronic device capable of transmitting, receiving or accessing communications, data or media. This includes Smartphones, Smartwatches, Smartglasses, tablets, e-readers, and headphones.

“School Day” is defined as the bell-to-bell period for students receiving instruction on campus (not virtual/remote away from campus).

“Bell-to-bell” is defined as the period beginning with the first bell signaling the start of instruction time and ending with the final bell signaling the conclusion of the school day including all breaks, transitions, and assemblies.

- **Lower School/Middle School (K-8):** K-8th grade students will not be permitted to access personal electronic devices during the school day. K-8th grade students who bring a personal electronic device to school will store their devices in the designated areas (student assigned lockers). In the event of an emergency school staff will communicate with parents/guardians via ParentSquare or another approved communication channel.
- **High School (9-12):** Cell phones nor personal electronic devices are not a part of the academic day at LOA. Students are not allowed to use a cellphone or any other personal electronic device upon their arrival to campus until the end of their academic day. All phones should remain powered off during the school day. During transitions, students should have their phones powered off and out of sight and in their bookbag. Students who have phones in their possession will store their phones in a designated pouch from bell to bell in each and every classroom unless the teacher instructs that a very specific task requires its use.
 - ***Students not adhering to this policy will have their phone or personal electronic device confiscated for parent pick-up. Continued violations may result in the student no longer being allowed to bring any personal electronic devices/phone to school.***
- **Cell Phone Use and Students with Disabilities:** For students with disabilities who receive services under an Individualized Education Program (IEP) or Section 504 Plan, any use of personal electronic devices, including cell phones, smart watches, headphones, and other electronic devices will be managed in alignment with the accommodations or supports outlined in their individualized plans. If a student requires access to a device as part of their IEP or 504 Plan for communication, medical needs, or other documented purposes, those needs will be honored in compliance with federal disability laws. If you believe your child may need accommodations related to cell phone or device access due to a disability, please contact Kelly Rogers, Director of Individualized Learning, kelly.rogers@lakeoconeeacademy.org, to review or revise their plan as appropriate.
- **K-8 Cell Phone Use on Buses (Fieldtrips, Athletic Competitions and other School Sponsored Events):** For field trips that occur during the school day and

return before dismissal, students are prohibited from bringing cell phones or other electronic devices. These devices should remain secured in the student's assigned locker and may only be retrieved after the student returns to campus and has been dismissed for the day.

- For field trips that return after dismissal or include overnight accommodations, students are permitted to bring cell phones or electronic devices. Students are allowed to use their devices at the teacher, coach or chaperone's discretion.
- For the communication of emergencies or updates, staff members supervising the trip will use ParentSquare or another appropriate platform to share important information such as emergency updates, estimated arrival times, and other relevant details. In rare cases, a staff member may request that students have access to their device during the destination portion of a trip. This will require prior approval from the Division Principal and will be clearly stated on the permission slip. In no situation should a parent chaperone provide cell phone access to a student.
- Students in grades 6-8 dismissed for athletic events during the instructional day are permitted to pick up their cell phones once the all-call dismissal has been made.

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

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).

Approved Spaces

Students should not be in any spaces on campus without adult supervision. This includes, but is not limited to, classrooms, fields, flex-spaces, 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.

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 will 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 will be responsible for damages resulting from a violation of this policy and will 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

- **Receiving your Chromebook**
 - Acknowledgment of this document: The contract should be signed by both parent and student upon completion of reading the guidelines set forth.
 - Distribution: Chromebooks are assigned to each student. Students can pick up their devices from the technology office.
- **Returning your Chromebook**
 - End of the Year: Students will keep their assigned device during the summer. All students are expected to bring their device and charger on the first day of school.
 - Transferring/Withdrawing/Graduating 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.
- **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.

- **General**
 - Headphones, cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
 - Writing, drawing, or other outside stickers on the Chromebook itself or the school-issued case are not allowed.
 - Never lift Chromebooks by the screen.
 - Always close the Chromebook before carrying it to another location.
 - Report any Chromebook damage to the Technology office immediately.
- **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.
 - Do not put pressure on top of a Chromebook when it is closed.
 - Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or other objects).
 - Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- **Repairing/Replacing your Chromebook**
 - **Repair**
 - If the Chromebook is not working or damaged, students should notify their teacher and take it to the Technology office immediately for repair.
 - Students may be issued another Chromebook if they leave their school-issued Chromebook for repair in the Technology office.
 - A notification detailing the damage and cost will be sent home to the parent/guardian.
 - 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.
 - **Replacement Cost:** The following are costs of replacements that will be assessed in the event of loss or damage:

● Chromebook Replacement	\$450
● Chromebook Charger	\$50
● Chromebook Case	\$25
- **Privacy**
 - 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.

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

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.

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 Original Work

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 Turn It In to review submitted work. 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 LOA 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.