

E.B.L.A. H.S. Academy

S.T.E.A.M.

(Science Technology Engineering Arts Mathematics)

Circa 1999

2019-2020

Parent/Student Handbook

A Family School®

Foreword

*This handbook was written for all members of E.B.L.A. Academy. This handbook serves as a guideline for procedures that will be followed by E.B.L.A. Academy. Parents and students should read this carefully so that they will know what will be expected during this academic term. This handbook reflects the latest changes and replaces the older handbook. **All students are required to know the E.B.L.A. Honor Code and Motto.** All guidelines covered in this handbook are effective immediately.*

The E.B.L.A. H.S. Academy Honor Code

- I am an honest person who is worthy of being trusted.
- I am grateful for life and realize that each and every day is a gift.
- I will not complain about any situation if I am not doing anything to change it.
- I will not lie, cheat, or steal.
- I will not bear false witness to any situation or person.
- I will be ethical when it comes to doing all my assignments and tests.
- I will do no harm to myself or others.
- I will carry myself in a way that will bring respect to my family, school and community.
- I will treat my parents, teachers, and classmates with the utmost respect.
- I will wear the proper attire that shows that I am coming to school to work and to be taken seriously.
- I will come prepared for class each day (pen, paper, homework). I will be dismissed from class if I do not come prepared because I will be a distraction to others that want to learn.
- I know that angry words, slander, and gossip can hurt. I will be mindful of what I say and use my words to encourage, rather than tear someone apart.
- I have/will master the school motto (shown below).
- I will take full responsibility for my own actions and not throw a negative light on others to avoid my own judgement.
- I have read and understand the Code of Conduct as outlined in the Handbook (this pertains to use of drugs, bullying, etc).
- I know that failure to comply with the Code of Honor along with guidelines listed in the school handbook will result in me being suspended or expelled from school.

E.B.L.A. Motto

*There is no such thing as "to try" only "to do".
I know that by doing, I am giving my best.
By giving my best, I am putting forth my full potential.
By giving my full potential, there are no heights that I cannot reach;
No storm that I cannot endure;
No bridge that I cannot cross.
I know that being a success is not
Just making the grade, but helping
Others along the way.*

Contact Information:

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Education Bringing Leadership and Achievement

E.B.L.A. Academy was started in 1999. The original purpose of the Academy was to allow gifted students the opportunity to work at a faster than normal pace. They could attend school year round with the possibility of graduating earlier. Admission was based on interview only in which each student had to showcase some hidden or obvious talent. In 2001, we opened our doors to begin taking on students from traditional school systems. We no longer work with only gifted students, but students from all walks of life. We have come to realize that when everyone is given a sincere and enriching opportunity, they can accomplish anything. This is why our initials stand for Education Brings Leadership and Achievement. Our mascot is a globe because we have a universal approach to learning and have worked with students from all over the world.

Mission Statement

The purpose of E.B.L.A. is to share authentic knowledge that will serve as a catalyst to self-discovery, self-exploration, and self-leadership. Once students learn to accept and take ownership for

who they really are, they become successful and productive citizens who will have a positive impact on the world. This is why our symbol is the globe. The philosophy of E.B.L.A. is that all students are capable of learning and accomplishing any goal with a little hard work.

EBLA Academy Services

- *Private School
- *Home Schooling
- *Tutorial Services (secondary, college level, and businesses)
- *Testing Services

*We also offer assistance in specialized areas:

- **Career Assessment**
- **Business Solutions (includes instructional seminars for companies)**
- **Standardized Testing Assistance**
- **College/Scholarship Search**

If you are interested in a service that is not offered here, contact EBLA to find out if it is available.

Which type of student am I?

Type 1: Daily student (Typical Student)

Limited. Few students are accepted in this program. We meet regularly for a set amount of time during the week. This is the traditional school setting. E.B.L.A. keeps the academic records. Students meet Monday through Wednesday and Friday.

Type 2: Weekly/monthly student with session (Independent Study-Non Traditional Program)

Limited. Parents are considered to be the teachers. E.B.L.A. requires that at least one parent have an educational background that includes credits/degrees beyond high school. The student will need to pull their schedules from the website. The work is due by the end of the week, so that it can be graded. Parents are expected to teach daily. E.B.L.A. only serves as a tutor. Parents must submit work for classes that E.B.L.A. is not responsible for. E.B.L.A. keeps the academic records. All the testing must be done on site. This is considered to be a non-traditional program.

Type 3: Weekly/monthly student without session (home schooling-Non Traditional Program)

Limited. The parents teach everything. E.B.L.A. requires that at least one parent have an educational background that includes credits/degrees beyond high school. The parents turn/send in the work to be graded at the end of the week. E.B.L.A. keeps the academic records. All the testing is done on site. This is considered to be a nontraditional program.

**For all programs, students under the age of 18 years old must have the permission of a parent/guardian to enroll.*

***Students interested in enrolling in all programs must schedule an interview. An interview does not mean acceptance.*

****Parents for type 2 and type 3 programs will be required to keep AND submit attendance to the local board of education. They must also file a letter of intent with the board of education.*

*****E.B.L.A. specified curriculum MUST be used with all these programs except in very special cases.*

Accreditation

All of E.B.L.A.'s academic programs are currently accredited "with quality" by the Georgia Accrediting Commission. We are classified as a non-traditional private school. The accreditation designation is for those centers established and functioning under standards of the commission. The directors of the commission are professionals who previously have served in the accreditation of schools in Georgia and who are responsible for the modification of standards. They are professionals who can afford to devote their time and travel expenses and a modest honorarium.

Accreditation gives professional recognition and approval to the study that students may do in independent or home study.

GAC has been recognized nationally for admission into college. No accrediting agency can guarantee admission to college; this is based on a student's high school performance. It does; however, validate academic course work.

Home schooled students that are a member of a center accredited by GAC are eligible for the HOPE scholarship program and can also earn a diploma. (This information was taken directly from the GAC handbook)

Meeting Times

We will continue to meet on Monday through Wednesday and on Fridays (private school). THURSDAYS ARE NOT DAYS OFF, BUT your independent study day. Students will still be given assignments to carry out on Thursdays. Also, most of our dual enrollment students have courses on this day. Students in the private school will be marked absent when they show up Friday without their Thursday assignment. Some students choose to intern or take a college class on Thursdays. Students in the home school and independent study programs must log their hours each day. This log will be submitted to the Board of Education as verification that students are still allotting a minimum of 4.5 hours to education on Thursdays. Some students have sought employment that may interfere with school time. School comes first, so YOU must spend your full time each day in class. You will not be allowed to leave early. If employment is a necessity for survival (there are a couple of students that fall into this category), you must have a signed letter on your employer's stationary that specifically states your hours and why you must work early. This letter cannot come from a parent (unless the parent is the employer). Working 15 hours or more each week may qualify as a work study unit (ask for more details).

School Hours/Visitation

School is in session from 8am-3pm Monday through Wednesday and Friday. The school office closes at 3pm, so parents need to make arrangements for their child to be picked up by this time. If a parent has to come after 3pm, then the school needs to be notified. In keeping with the school mandates set by Baldwin County and the state of Georgia, arrangements will be made with the Baldwin County Sheriff's office for any child that is not picked up in a timely matter. Each teacher has obligations after school and it cannot be assumed that they will be able to wait pass the designated school hours. The school doors are opened by 7:50am.

Break is from 10-10:10am and lunch is from 11:10-12:00. Students can bring their own snacks and lunch if they wish to. We currently do not serve lunch on site, but we have refrigerators that they can utilize to keep their food fresh (they should label their items). **ONLY SENIORS THAT ARE IN GOOD STANDING** can leave on their lunch break, provided that they adhere to all the proper school policies. Students **ARE NOT** allowed to be in a car with other students without parental consent and they must be listed on the driver liability form. Students in elementary/middle school cannot leave campus at all on break or lunch.

Occasionally, parents and former students like to visit the school. It is important that they check in at the front office so that they can be given a visitor's badge. This is essential for each child's safety.

Dress Code

Students are required to wear the full school regalia. This includes the pull over v-neck sweater/cardigan, khaki bottoms (pants/walking shorts for boys, pants/skirts for girls), and the polo with the school insignia during the week. These shirts can be purchased directly from Sew K Designs in Milledgeville. School shirts must be worn Monday through Friday. The following rules apply for the dress code:

- (1) NO HATS or sunglasses can be worn in class OR on the school campus, so leave them at home (for students that drive, leave them in your car)!!!!
- (2) ALL male students must wear appropriate pants and/or shorts. Students CANNOT wear pants that hang off their rears. It is the parent responsibility to make sure that the pants fit appropriately. If they do not satisfy parent expectation, THEY will not satisfy our expectation. If you can see your boxers or undergarments, then these pants are not appropriate. Male students are also expected to keep their hair cut, unless you are a registered member of an Indigenous Native American Tribe with your registration card and paperwork.
- (3) Students can wear shorts provided that they are tasteful and reach the knee. Girls CANNOT wear mini-skirts to class. Girls do have the choice of wearing black skirts or slacks (NO leggings, jeggings or tights unless they are worn under a skirt)
- (4) No student can wear shirts that expose the abdominal area. Female students must wear shirts/blouses that are appropriate.
- (5) The air conditioner is on during most of the fall and spring, so if you are cold natured, please bring a jacket.
- (6) Students cannot wear open-toed shoes (flip-flops or sandals) on the days we have labs. Students will be notified ahead of time on the days of lab.
- (7) Students must also follow this dress code.
- (8) Remember that society judges you by what you wear, so please look your best at all times.

Disciplinary Action for not wearing the dress code: 1st time: A verbal warning and parent notification, 2nd time: student sent home and parent notification, and 3rd time: suspension until student procures the proper uniform.

Code of Conduct

- E.B.L.A. will not tolerate misbehavior of any kind. Students are expected to come prepared. In the past, students have been sent home for not being prepared. This is not something to be

taken lightly. It is a waste of the parents' money and our time to "baby sit". Students are expected to always be courteous of their other classmates and offer assistance, not insults, when needed. Students are expected to be respectful of all students and remember that words can sting. We must be considerate of other student's feelings. We realize that there will not always be perfect days, but it is an E.B.L.A. rule that ALL disputes be resolved before leaving at the end of the day.

- Parent Behavior:
 - (a) It is very important that we all treat each other with respect. If a situation arises between students at school, it is best to let the EBLA staff handle the matter. We are trained to handle situations within the educational and legal code of ethics. When parents try to take a situation into their own hands on school grounds, it removes the emphasis from the original problem and creates a totally new situation that has nothing to do with the educational process. It also removes the situation completely out of our hands. 99.9% of the time when an issue arises, it is usually based on misinformation between the parties involved. A situation that could have taken minutes to solve, now has taken hours.
 - (b) Please remember that each of our staff members are hardworking and dedicated to giving the students their very best. It is not necessary to act in a disrespectful manner toward any staff member. If there is an issue, it can always be addressed professionally, not with anger. We have to remember that we all have trying days and your comments as a parent can uplift an educator to new heights and help them improve OR tear an educator down to the point of breaking. As educators, we consider each day an opportunity to learn and become better.

- *A list of phrases and behaviors that will not be tolerated in class... ..*

1. I can't
2. I am a failure
3. I am stupid
4. I give up
5. I didn't finish my work because.... (no excuses unless medical emergency)
6. I didn't have time to because.....
7. AAh..I don't want to do this because.....
8. Whining
9. "Know it all attitudes" that seek to demean other students and make them feel bad
 - **Cell Phone Policy:** Cell phones CANNOT be used in class. With the first violation, we will take up the cell phone in class and give it back at the end of class. With the second violation, we will keep the cell phone until the end of the school day and contact the parent. If a student chooses not to turn in their cell phone when asked, THEY WILL be sent to the front office. If they become disrespectful when asked, they will be suspended for a week. We ask parents to contact the front office if they need to speak to a child during class or wait until break.
 - **Disciplinary Action:** (1) We realize that each student has a private life that is independent of E.B.L.A. Academy. Yet, we must keep in mind that every school is no stronger than the students that represent it. If a student should get in serious trouble with the law while a student at E.B.L.A., YOU WILL BE DISMISSED. It is not fair to have our reputation stained because a student feels the need to behave carelessly. It takes a lifetime to build a good reputation, but only one "rock" to shatter it all. Violation of the law is the same as violating school policy and will not be tolerated. (2) If there is any class misconduct

(excessive talking, foul language, etc), a failure to do homework, and/or a failure to keep your grades up, the student will be issued a warning. Once we have issued a warning, and the behavior persists, the student will be suspended for a week. Students are not allowed to make up any work while suspended. (3) We realize that drama is a part of everyone's high school career (some students more than others). We have come to find that some students exaggerate drama so much in their lives that they bring it to school, only to spread disharmony. We will not tolerate drama that may hurt the academy. When personal issues happen off of school grounds, it should be settled among those students/parents involved in as peaceful a way as possible. If it cannot be resolved peacefully and we happen to become involved, WE WILL DISMISS ALL THOSE INVOLVED. We don't have enough time, nor is it our responsibility to deal with off campus nonsense that is usually the result of gossip and speculation. (4) Students may not bring candy, toys, or other non-school related items to school unless approved by the teacher. The student assumes responsibility for any items brought from home. Toy weapons are strictly prohibited. Items like game boys, etc will be confiscated and only returned to a parent. Gum is NEVER allowed in school. Students caught with gum will be referred to the office on an office referral. This may lead to an in-school suspension (trash duty). Please help us keep our school beautiful.

- **Social Media Behavior:** The social media can be a beautiful thing when used properly. Yet when students use social media as a tool to bully, chastise, or torment anyone, it is unethical and immoral. There is a healthy way to express your concerns face to face in a diplomatic setting. If a student is caught or reported posting negative or derogatory statements about the school, a staff member, a student, etc, the student will be expelled from EBLA. This behavior will not be tolerated at all. We also advise students to keep their family and personal lives private from social media. It is naïve to think that everyone on social media is your friend. Predators learn so much based on information that people put on social media, so be safe and cautious when posting information. STUDENTS ARE NOT ALLOWED TO BE ON SOCIAL MEDIA DURING SCHOOL HOURS. THIS IS CONSIDERED A VIOLATION OF SCHOOL POLICY.

Behaviors Warranting Disciplinary Action

Below is a list of behaviors and offenses that would warrant appropriate disciplinary action, in alphabetical order, including suspension and expulsion:

- *Absenteeism (including cutting class), unexcused or excessive
- *Aggressive behaviors, including but not limited to hitting, pushing, and shoving
- *Assault or attempted assault (a threat can be taken this way)
- *Cheating and/or plagiarism
- *Dangerous articles (weapons of any kind)
- *Defacing or destruction of school property (includes writing on walls, littering on school property etc)
- *Disobedience to teacher or other staff member
- *Disrespectful behavior toward student, teacher, or other staff member
- *Disrespect of school and staff (through social media, foul language, threats, etc)
- *Disruption of class, study or instruction
- *Dress Code violations
- * Failure to report to office as directed
- *Failure to be able to recite the honor code

- *Fighting
- *Forgery of notes or passes, etc.
- * Leaving class without teacher's permission
- *Leaving school grounds without proper authorization
- *Loitering on school property
- *Lying /falsehood
- *Misuse of school property or property of others
- *Misuse of electronic communication devices
- *Obscene and/or profane language or gestures, use of
- *Obscene and/or profane writing, pictures, or articles, or possession of
 - *Refusal to follow directions of teacher or other staff member
- *Rude behavior to others
- *Sexual harassment
- *Sleeping in class
- *Tardiness, unexcused or excessive
- *Theft or attempted theft
- *Threatening bodily harm or property damage
- *Threatening language or gestures, use of
- *Truancy from school
- *Use of drugs (this includes but is not limited to alcohol, tobacco products of any kind, etc)
- *Violence, acts of
- *Any violation of this code, policies of the Board of Trustees, or local, state or federal law
- *Any other conduct considered by the Administration to be disruptive, disrespectful or disobedient

***Bullying**

*Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students in the school environment. For purposes of this policy, the school environment includes buildings, grounds, vehicles, bus stops, and all school-sponsored activities and events.

*A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. The administration and staff address bullying at all school levels and aim toward accomplishing the following goals:

- *Send a clear message to students, staff, parents, and community members that bullying will not be tolerated.
- *Train staff and students in taking proactive steps to prevent bullying from occurring. *Implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
- *Initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
- * Foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
- *Support victims of bullying by means of appropriate counseling.
- *Help develop support networks, social skills, and confidence for all students.

*Recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

***The following five situations will result in immediate discipline referral to the office (including but not limited to):**

*Fighting and/or Abusive language directed toward a teacher or another student

*Student actions that disrupt the class to the extent that a teacher's authority is being challenged

* Student actions that present a danger to the safety and well-being of themselves or others

*Other criminal acts in violation of local, state, or federal laws

***Searches and drug tests** may be conducted by a school official who has reasonable grounds for suspecting that a search/drug test will turn up evidence that the student has violated either the law or school policy. A law enforcement officer will be contacted to make sure that any search that is conducted is lawful. The parent/guardian will also be notified. When reasonable grounds for a search/drug test exist, school personnel may search a student and/or the student's property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any illegal, unauthorized, or contraband materials.

*Any search conducted by a school official shall respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student of the suspected infraction.

*Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

*An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results, and the names of any witnesses. If the search produces evidence to be used as the basis for disciplinary action, the report shall be filed in the student's cumulative folder.

***Definitions**

1. "Reasonable suspicion" is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion should be based on facts provided by a reliable informant or personal observation which cause the school official to believe, based on his own personal experience, that search of a particular person, place, or thing would lead to the discovery of evidence of a violation of school policy or state laws. Reasonable suspicion requires more than a mere hunch.

2. "Contraband" consists of all substances or materials prohibited by school policy or state law, including but not limited to drugs, alcoholic beverages, guns, knives, other weapons, and incendiary devices.

Purpose of Board of Trustees:

- The purpose of the EBLA Board is to enforce the compliance to the Handbook and other school concerns as they arise. Students will have to appear in front of the Board for the following reason(s): (1) failure to maintain a B average or higher, (2) failure to maintain school work, (3) conduct, or (4) any other violation of the Handbook. E.B.L.A. Academy has two boards that handle academic and disciplinary conduct. At any time, they will do a walk through to make sure that the mandates set forth in the E.B.L.A. Handbook are being observed. The head of the Academic Board is Reverend Dr. Warren. The head of the Disciplinary Board is Mr. Craig Reddick. All students and staff that do not follow the mandates of the Handbook are reported directly to one or both Boards. All decisions rendered by the Board are final.

Days Absent/Tardy Policy

- The *Compulsory Education Law, O.C.G.A. 20-2-690.1*, requires that every parent/guardian and every child who is 10 years or older by September 1 shall sign a statement indicating that they have been informed of the possible consequences and penalties associated with violations of the *Compulsory Education Law*. The *Compulsory Education Law* states that all children who are between their sixth and sixteenth birthdays and reside in any county in Georgia shall enter school the opening date and attend school regularly. All children enrolled for 20 days or more in school prior to their sixth birthday shall become subject to the compulsory attendance law even though they have not attained six years of age.
- Students are marked tardy after 8am. Any student that arrives to campus after this time needs to check in at the front office.
- A student WILL NOT be able to make up any assignment that was covered if the tardy is unexcused. Proof must be provided to determine if the tardy is excused or unexcused.
- **Excused Absences/Tardies:**

Excused absences are those designated by state law, State Board of Education Policy, and the policies set by each county in the state. Students may be excused for the following reasons:

 1. Personal illness or attendance in school that endangers a student's health or the health of others;
 2. A serious illness or death in their immediate family necessitates absence from school;
 3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school;
 4. The observance of religious holidays, necessitating absence from school;
 5. Conditions rendering attendance impossible or hazardous to student health or safety;
 6. A scheduled medical, dental, or eye examination of the student;
 7. Registering to vote or voting, for a period not to exceed one day,
 8. Visiting a parent or legal guardian who is in the military service in the armed forces and has been called to duty or is on leave from overseas deployment to a combat zone or combat support post. The student may be excused for a maximum of 5 days per school year.
 9. A student who is absent, checks in late, or checks out early for other than one of the above reasons will be considered UNEXCUSED.
 10. THREE unexcused late check-ins or early check-outs will be considered ONE unexcused absence.
 11. The same stipulations that apply to excused/unexcused absences also apply to excused/unexcused tardies.
 12. Every THREE unexcused tardies count as an absence.
- **Responsibility/Penalties for Students (Absences and Tardiness)**
 1. The *Teenage and Adult Driver Responsibility Act* (O.C.G.A. 40-5-22) requires that a driver's license SHALL NOT be issued or SHALL BE REVOKED for a period of one year if a student is 14-17 years old and has (a) dropped out of school and remained out of school for ten consecutive days; (b) accumulated TEN or MORE unexcused absences during the current academic year; (c) accumulated ten or more unexcused absences during the previous academic year; or (d) has been found guilty by a disciplinary tribunal of committing one or more of the offenses listed as violations of the Teenage and Adult Driver Responsibility Act.

2. EBLA Academy is required by state law to file a form of non-compliance with the local board of education AND with the state department of motor vehicles.
 3. This non-compliance form will suspend the student's driver license for one year.
 4. Charges may be filed in Juvenile Court or State Court on students who do not comply with the *Compulsory Education Law*.
 5. A student WILL NOT be able to graduate or be promoted to the next grade level if they have more than 20 absences for the academic year.
 6. Students will have only TWO DAYS to make up work after an absence. After this point, the student will earn a zero for the work that is missed.
 7. Students need to sign in at the front office to serve as proof of their check-in time. This information is requested from the local board of education if an appeal is requested.
- **Responsibility/Penalties for Parents**
 1. A parent/guardian who violates the *Compulsory Education Law* shall be guilty of a misdemeanor and upon conviction thereof, shall be subject per violation to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court having jurisdiction. Each day's unexcused absence beyond five unexcused absences constitutes one violation.
 2. A parent/guardian may be subject to Educational Neglect charges filed in Juvenile Court
 3. It is the responsibility of the parent/guardian to notify the school in writing of the date and reason for the absence within 5 school days of the absence. The parent/guardian must note the student's name, the date(s) of absence(s), and the reason for the absence. If a student is being checked-in or checked-out for a doctor's appointment, a physician's note or appointment card is required to present a note from a doctor of the Health Department to be considered excused.
 4. The fact that a parent/guardian has submitted a written explanation DOES NOT automatically mean the absence is excused. Cases of patterned absences will be called questionable. The parent/guardian may have to supply additional, supportive documentation for review. If this is not done, the absence or absences will be called UNEXCUSED/UNLAWFUL.
 5. Written notes provided by the parent/guardian(s) regarding a student CAN ONLY COVER TWELVE DAYS per school year. After the twelfth note/excuse, medical/doctor excuses must be submitted for any additional absences.

Field Trips

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents may be asked to assist in paying for field trips. Parents will receive advance notice of all such trips. A permission slip must be signed by a student's parent/guardian in order for the student to participate in a field trip. Students without signed permission slips will remain at the school in another class. Participating students should bring a bag lunch unless otherwise noted. It is important to note that field trips require a great deal of pre-planning. Venues and transportation have to be reserved in advance and require substantial deposits to be prepaid before the date of the field trip. Most venues no longer offer refunds once the event is paid for. This means that the school is still responsible for the fees. It is because of this fact that parents need to

understand that refunds can only be granted three days after the financial due date (the date the money is due for the field trip). NO REFUNDS will be given after this point.

Occasionally, parents will be needed to serve as chaperones on class field trips. No parent should feel obligated to serve in this capacity, but parents are encouraged to volunteer if possible. The primary responsibility of a chaperone is to ensure appropriate supervision for students. Parental chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the students' needs throughout the trip. Babies and children who are not enrolled in the class may not accompany the chaperones.

Fire Drills/Emergency Drills

Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. These procedures are posted in key areas of the entire school. These are pointed out to the student the first day of school.

Purchasing Books/Book Buy Back Policy

Parents will be able to order books through EBLA this year. EBLA sometimes (if the books are in demand) purchases books back at a maximum of 60% of the original cost. The amount of money received for books is largely dependent upon the quality and care of the books. Most students sell their books to upcoming students. We recommend that before you purchase any book from a student that you get EBLA Staff to thoroughly check the book to ensure that there are no pages missing, it is the correct edition, etc. **ALL books must be purchased before beginning ANY E.B.L.A. program.** This is why it is very important that parents **THAT CHOOSE NOT TO order** their books from EBLA, make sure that they have their books by the first day of class.

Administering Medication

The only medication that the E.B.L.A. staff will administer is Tylenol. If a student is sensitive to Tylenol, we need to be notified AND it should be documented on their medical form. If there is any special medication that a student needs, it is recommended that parents notify E.B.L.A..

Grading and Turning In Assignments

Private school students are expected to turn in work each day it is assigned. Weekly or monthly students must pay the fees set by E.B.L.A. It is very important that students that are on the weekly or monthly program (not the private school), submit their work by Friday of the each week. Late work is not accepted. Graders already have a tough time grading work on a normal basis, so it is important that work is labeled properly.

Some home school parents choose to be responsible for grading their child's work. E.B.L.A. is not responsible for keeping academic records for these students. We have no evidence of work being done. Parents in this case are responsible for generating their own report cards, if they choose to do so. If parents wish for E.B.L.A. to generate a report card, then they must show proof of work. These students will also be issued a placement exam to make sure that they are on the appropriate grade level.

E.B.L.A. Promotion/Failure Policy

Students must pass ALL classes to be promoted to the next grade. EBLA will enforce a new policy for grades. A student must maintain a B or better for each 9 week period. Students that have a

C will be placed on ACADEMIC NOTICE. Students that have a F will be placed on probation. If there is no improvement in their grades by the following 9 week period, they will need to choose a different program OR be dismissed entirely. IF a student cannot or chooses not to retake failed courses, you will repeat those classes at EBLA Academy if you are an upcoming senior. Students that are not seniors, may be dismissed because we do not have a retention policy. It is not fair to the parents or to the student to let failure go on for an entire year. The student will be issued a report slip that states that the current grade level has been failed. From this point, parents will be given several educational options.

Report Cards/Progress Reports

Grade reports will be issued every nine weeks. Only in special circumstances will a report slip be issued before this time. Some parents will be able to access their child's grades via Jupiter Grades. Others (depending on a student's track and grade level) can be obtained via our office.

Students that apply to colleges must submit a transcript request form so that a formal transcript can be sent to the schools of your choice. Each student is allowed free transcripts to the colleges of their choice as long as they are in good standing with E.B.L.A. and all fees are up to date.

HOPE Scholarship Program

The requirements for the HOPE Scholarship program have changed. Schools no longer determine the HOPE GPA. The Georgia Student Finance Commission does. They have raised the requirements for both diploma fields. The core GPA for the college preparatory program is based on a total of 16 units, which are: 4 units of English, 4 units of math, 3 units of science, 3 units of social studies, and 2 units of foreign language. The core GPA for tech prep is based on 14 units, which are: 4 units of English, 3 units of math, 3 units of science, and 3 units of social studies. It is important for students to remember that the Hope Scholarship does not pay for ALL college expenses. Students with a GPA of 3.7 (not rounded) will be eligible for the Zell Miller Scholarship (it pays for the tuition and includes a small book stipend). Students with a GPA between 3.0-3.69, will be eligible for the basic HOPE scholarship. It pays a percentage of the tuition. HOPE GPAs do not round. If your child has a 2.9999 GPA, they will not earn the HOPE scholarship. As of 2016, students must also take "rigors courses" to also be eligible for the HOPE scholarship. Students graduating from 2018 onward must have a minimum of 5 rigors courses on their transcript. For more information on rigors courses, you can refer to the gafutures.org website.

Payment

Payment for ALL services must be paid in advance. Everyone will be billed for all services beginning in June. The first tuition payment is due by June 1st. Returning parents will remain on their payment schedule for the previous year as long as they were in good standing with EBLA. Each family has the option to pay for the tuition in 11 monthly installments (plan A) or pay the full year's tuition (plan B). Tuition is due regardless of attendance. Tuition is based strictly on the program type. Failure to receive payment will result in the cancellation of your contract, your class time, and services. NO work will be processed (progress reports, transcripts, etc) until payment is received. Any account that is two months past due, WILL automatically be turned over to a collection's agency (their administrative fees will be added) and reported to Equifax. A late fee of \$50 is due for any payment made after the due date (this includes checks on hold). There is a \$50 fee for returned checks. All returned checks must be settled with cash or a money order; not with another check.

According to Georgia Law, a returned check must be paid within 10 days of the return date to avoid misdemeanor or felony charges (depending on the amount of the check). We accept the following forms of payments: check, cash, VISA, MasterCard, American Express, and Discover. All payments in June must be brought in person or mailed to: E.B.L.A., PO Box 1494, Milledgeville, GA 31059.

Interviews

Interviews will be conducted for any student that wishes to enter the E.B.L.A. H.S. Academy for the 2020-2021 school term. You must submit the following: an essay (a minimum of one page) that is typed or written in black ink, a project (writing poetry, building models, etc), a certified transcript, and one reference letter. Interviews will be scheduled from late January 2020 to June 2020.

Standardized Testing

Dr. Moss administers standardized test twice each year (spring and summer/fall). It is the parent's responsibility to make sure that their child is registered for testing if you are an independent study student (full time students are automatically tested). If you are a home schooling parent, Georgia law states that a child must be tested every 3 years up to the 8th grade. If you have never followed these guidelines, it is strongly suggested that you get your child registered.

Students in grades 8-12 will prepare for the ACT or SAT. These students are expected to register online or ask for a registration form. It is the student responsibility. All E.B.L.A. students in grades 10-12 are required to take the SAT or ACT at least once.

Transferring back to the School System

Parents that wish for their child to return to the school system must adhere to the following protocol: (1) E.B.L.A. must be contacted so that you can be formally withdrawn from E.B.L.A (absences will continue to accrue until a student is formally withdrawn via EBLA withdrawal form), (2) a transcript and/or final report card will be submitted to the designated school (most schools will not accept academic records directly from a parent unless it is sealed), and (3) the student may be administered a grade placement test by the school system they wish to attend or issued a standardized placement test through E.B.L.A.. Students that have previously transferred from E.B.L.A. Academy and wish to transfer back are usually not accepted back. These students must go back through the interview process. The interview does not guarantee acceptance.

New students or transfer students to E.B.L.A.

Parents that wish to transfer their child to E.B.L.A. must submit the following items: (1) an official transcript and immunization records from the last school attended (if the student is a home schooler, we need a grade report or a copy of academic records AND the student will be issued a placement test), (2) medical (immunization) records, (3) any other records that will help with the assessment of the student. E.B.L.A. may require a new student to take a placement test or retake courses that do not align with E.B.L.A.'s curriculum. E.B.L.A. will pull a disciplinary report on each student that wishes to attend.

Earning a High School Diploma

A high school student now needs a minimum of 27 credit hours to graduate. A student can graduate with a college preparatory diploma. Advanced students will have the option to attend college while in high school and earn joint enrollment credits. There is a GPA and SAT/ACT

requirement to participate in joint enrollment. You can request more information if your child is eligible for this program. Technical/career prep can only be chosen by students with the proper documentation that shows why the students cannot complete the full requirement of the college prep program. Tech prep students will only have the option of applying to technical schools and two year colleges. They may not be eligible for some types of financial aid.

Students that complete the required courses for the college preparatory program will receive the college prep seal on their diplomas. Students that earn a 3.2 GPA or higher in the college prep program will receive the 'college prep with distinction' seal on their diplomas. Students that complete the required courses for the tech prep program will receive the tech prep seal on their diploma. Students that earn a GPA of 3.2 or higher will receive the 'tech prep with distinction' seal on their diploma. Students that graduate with a 3.0-3.1 will graduate with "honors" status. Credits for the transcript are taken from grades 9th-12th. Students are then given a credited, cumulative GPA (grade point average). A transcript is not generated for students in grades PreK-8th. They will simply have the report card that is generated each academic term.

Students that wish to move forward during the academic term (accelerated program) will be able to do so. The following requirements must be met:

- (1) The student must currently have at least a 3.0 (not failing any courses or on probation with any of the Boards (Disciplinary/Academic)
- (2) There will be a meeting with the student, parent/guardian, Dr. Moss, and the teacher for the course the student wishes to advance in.
- (3) There is a \$125 fee per course each student plans to take. If a book needs to be ordered, this will be the responsibility of the parent/guardian.
- (4) Students will not be able to enroll in extra courses during the months of April and May. They will have to attend E.B.L.A. Summer School instead.

Required Courses	Technical/Career Studies (Required Units)	College Prep (Required Units)
Language Arts (English)	4	4
Math	3	4
Social Studies	4	4
Science	4	4
Health/PE	1	1
Foreign Language (same)	0	3
Computer	1/2	1
Fine Arts	1/2	1
Career Technology*	4	1
Other Electives	6	4
	27 units	27 units

*This may require the student to enroll in Central Georgia Tech or other comparable technical school to take courses based on technical career choice.

Junior/Senior Term Papers

- ALL juniors and seniors are required to submit a research paper based on the topic of their choice.
- For juniors, it will count as four project grades upon submittal and once graded, the term paper will be recorded as one project grade.
- ALL seniors are required to submit a research paper in order to graduate. A senior CANNOT graduate without completing a research paper.
- Each student must submit a research paper that is the student's own work. Plagiarism can result in a student being ineligible for graduation and/or expelled from EBLA Academy.
- Term paper topics are due by the first week in September. The final paper is due the last Friday before we break for the Christmas Holiday.
- Students are given this amount of time so that they have plenty of time to work on their research paper. It is not to be taken lightly. Papers are returned in April.

SAT Test Dates (2019-2020)

*Students can find out the test dates and register for the SAT at collegeboard.org

ACT Test Dates (2019-2020)

*Students can find out test dates and register for the ACT at actstudent.org

Executive Order and the National Honor Society

The Executive Order is an honor society that was created for all our students. Sixth grade students are included this year. Students in grades 5th -12th are eligible. Students in grades 5th -8th grades are considered to be Junior Executive Order members. Students that maintain membership for grades 7th-12th will graduate with the Executive Order seal on their diplomas AND will graduate with the status "Highest Honors". Students that remain in the Executive Order throughout their high school career will graduate with the diploma seal and the status "High Honors". Students that are in the Executive Order for one year or less will receive the seal and the status "Honors". A student is only considered for membership once they make straight A's (Executive List). They must earn no lower than Honor Roll status on future grade reports (No C's).

Students in high school, grades 10th-12th, are eligible for the National Honor Society (NHS). Students must have a 3.4 GPA or higher to be eligible for admission. Once admitted into the National Honor Society, students must maintain a 3.0 (no F's).

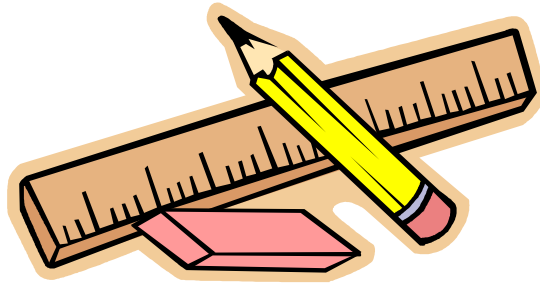
Annual E.B.L.A. Activities

- *Homecoming Week in September
- *Community Sharing Program
- *Teen Outreach Program
- *National Science Awareness Week
- *Natural Health Week in May
- *the Phoenix Scrivener
- *Hills & Valleys (yearbook)

E.B.L.A. Grading Scale

The grade scale can be broken down as follows:

A= 90-100 (worth 4 points towards GPA)
B= 80-89 (worth 3 points towards GPA)
C= 70-79 (worth 2 points towards GPA)
F= below 70 (worth 0 points towards GPA)



Homework=	will count 10%
Quizzes=	will count 20%
Tests/Essays=	will count 30%
Projects & Final/Quarterly Exams=	will count 40%

E.B.L.A. Honor Roll= GPA of 3.5-3.9. Student must make A's and B's. Some students may still have a GPA higher than 3.5 with a C, but you cannot make honor roll with any C's.

E.B.L.A. Executive List= GPA of 4.0, which is straight A's

*Students from grades PreK-6th will not take quarterly or final exams. Students in 7th grade may. Students in grades 8th-12th will take quarterly/final exams.

**Students will be given a grade for how well their work is organized when it is turned in. All papers should be organized. Do not turn in work that is ripped from a composition tablet (with jagged edges).

E.B.L.A. Full Time & Independent Study Directions

Note to Parents: PLEASE HAVE/HELP YOUR CHILD READ THESE INSTRUCTIONS BEFORE BEGINNING ANY WORK.

STUDENTS MUST FOLLOW ALL DIRECTIONS ON THIS SHEET TO MAKE SURE THAT THEY DON'T MISS ANY POINTS ON THEIR WORK.

- (1) Make sure that you read your assignment sheet carefully when you get it.
- (2) Check off on your assignment sheet as you complete an assignment (I recommend that the parent does this so that they can make sure that their child's work is complete)

- (3) Read the instructions carefully when doing your work.
- (4) Complete your assignments on time, so that you don't lose any credit. Each assignment SHOULD be completed on the day assigned. It should not take more than 5 days to complete the work.
- (5) Always label your work. This means putting your name, date, subject, and the name of the assignment on the top of your page in the right or left hand side.
- (6) Take care of your books. This means that you should not write, get food stains on your books, slam your books down, or damage your books. Most books have perforated pages, this means that pages can be torn out to turn in. It is up to the parent in these cases whether they want the student to write on paper, or turn in the sheets from the book. Students that have E.B.L.A. loan outs will be responsible for paying the full cost for any book that is damaged.
- (7) If you have any questions regarding your assignment, contact E.B.L.A. by email at eblaacademy@eblaacademy.org.
- (8) DO NOT get lazy and attempt to do your all your assignments in one day (this applies to weekly/monthly students). The graders, which are mostly teachers, know that you are rushing your work. This type of slackness always shows up when it comes time to take tests. I recommend to parents that they set up a schedule to do work. I recommend that students get started no later than 9AM. I also recommend that students work for at least four and a half hours with one break (for ten minutes). Students that work at this pace, have no problem completing their work. An hour should be spent on each subject. Some subjects do not require an hour. Subjects like science and social studies, tend to take longer.
- (9) Students should put all of their returned work in a 3 inch binder in order by subject. This is crucial for keeping up accurate home school/independent study records. Parents that do not use E.B.L.A. for record keeping should also remember to keep up with attendance records.

READ BEFORE BEGINNING ANY WORK

YOU MUST LABEL YOUR WORK AS SHOWN BELOW, IF YOU DO NOT PLAN TO LOSE ANY POINTS. THIS ALSO ENSURES THAT THE GRADER WILL USE THE CORRECT VERSION OF THE ANSWER KEY TO GRADE YOUR PAPERS.

NAME

DATE

SUBJECT

NAME OF ASSIGNMENT

SAMPLE: (this should go on the right hand corner of ALL your work)

John Doe

9/3/18

World History (you can abbreviate the subject)

Comp Check 1A, pg 13, 1-5

STUDENTS MUST BE SPECIFIC ABOUT THEIR ASSIGNMENT (HOW THEY LABEL THEIR WORK) OR THEY WILL RECEIVE A “ZERO” FOR THEIR WORK, EVEN IF THE WORK IS COMPLETED. ALL LABELS MUST APPEAR IN THE RIGHT OR LEFT HAND CORNER OF THE PAPER WHERE THE FIRST LINE BEGINS. THIS LABELING IS NOT JUST FOR THE GRADERS, BUT TO ALSO SEE HOW WELL STUDENTS CAN FOLLOW INSTRUCTIONS.

Driving/Parking Lot Regulations

There will be quite a few students that will be driving at E.B.L.A. this year. It is important to remember some simple rules: (1) please watch your speed in the parking lot, (2) make sure to enter and exit properly, (3) do not go speeding around the building when exiting because there are cars parked in back that may be pulling out, (4) please look carefully when backing up from your parking space, (5) be sure to wear your seat belt and that your passengers are doing the same, (6) turn down your music before entering the parking lot, and (7) you cannot drive anyone in your car from EBLA whose parent has not signed a driver permission form. The parking lot is private property, so students are not allowed to simply loiter around. Students that do not currently attend E.B.L.A. are not allowed in the parking lot unless they have an appointment. Juniors that are passing all their classes will be allowed to leave campus only on Fridays and ONLY during break. Only seniors will be allowed to leave campus on their breaks during the week, but only if they are currently passing all classes AND if their parents have submitted a permission form. No other students will be allowed to leave on break. In order to be able to ride with someone other than a parent, a Driving Intent form must be signed (issued through E.B.L.A.). You are being trusted to exhibit good conduct on break, so if a student is reported or seen doing anything that is not considered to be proper conduct, YOU WILL BE DISMISSED FROM THE PROGRAM.

For those students that haven't earned their driver's licenses yet, please remember that you must take the ADAP test (Alcohol Drug Awareness Program) which is now offered on the computer (eADAP). You can get a username and password through ga dds website via student registration. You will be issued a certificate once you pass the test. Each student must also take a Joshua's Law course (they must do this on their own) and turn in a driver's log. For students that wish to earn their learners or drivers permit, they must also obtain an attendance verification form from E.B.L.A.

We look Forward to a Great Year Together!!!!