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SHRI AARNA
PU COLLEGE



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LORAA
DEGREE & MANAGEMENT COLLEGE

Affiliated to Karnataka Pre-University & Bangalore University, Govt. Of Karnataka

3/3 Begur Main Road, Bommanahalli, Hongasandra, Bangalore - 560068, Karnataka, India | www.loraa.co.in | info@loraa.co.in | 080 4374 0451, 9844 377 992, 8217 639 183, 6363 754 659

STUDENT RULES AND REGULATIONS BY DISCIPLINARY BOARD: GUIDANCE BOOK



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1.0 Overview

LORAA Business Academy (LBA), one of the country's leading higher education institutions, offers both domestic and international students a diverse range of degree qualifications, as well as a world-class research platform that promotes a highly interactive, collaborative, and project-based learning environment.

LORAA Business Academy (LBA) was established in May 2009 with a vision and passion of offering top-notch training and sharing information, experience, and skills to help students become the new, dynamic leaders that the modern corporate world demands.

LORAA Degree & Management College (LDMC) comes under LORAA Business Academy (LBA), which is affiliated with Bangalore University, as well as Karnataka State Open University (KSOU), and recognised by the Govt. of Karnataka. We offer a wide range of degrees that are applicable to the workplace, quickly obtained, and pave the road for fruitful career outcomes. This enables us to offer nationally recognised, accredited degrees that fulfil a set of requirements and offer important learning outcomes for higher education leading to success in employment.

LORAA Business Academy (LBA) also has another arm that is known as Shri Aarna PU College, which is affiliated with the Karnataka PUC Board and recognised by the Govt. of Karnataka. We provide a pre-university education, which allows students to suit their career aspirations and interests and maintain a breadth of scientific & commerce subjects.

We can support our students at every stage of their learning journey because of our affiliations with numerous industry and educational networks, which guarantee that we stay on the cutting edge of innovative technologies and current and emerging industry knowledge. We give access to a vibrant student community and high-quality support networks and services. We grow alongside our students by tailoring our innovative and focused on teaching and assisting them in finding solutions for each stage of their studies, career and workplace development.

→ **Vision statement, Mission Statement, Core Values and Quality commitment**

- ***Vision statement***

A commitment towards empowering students into field of Knowledge, Innovation and Opportunities.

- ***Mission Statement***

Mission 1: Inclusive, Dynamic & Positive learning environment

Mission 2: Critical thinking, Excellence, Experimental, and Personal growth

Mission 3: Bring respect for Culture, integrity and compassion into global cutting edge



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• Core Values

- ✓ **Learners-centric environment:** Placing the learner at the core of everything we do
- ✓ **Courage:** We will create new ideas and take challenges to benefit our students, ecosystems, and employers.
- ✓ **Appreciation:** We shall work and learn in a culture of mutual respect and heterogeneity.
- ✓ **Diversity:** We will set rigorous standards for all of our learners, peers, and stakeholders.
- ✓ **Sustainable development:** We will commit to establishing sustainable practices and educating green skills.
- ✓ **Synergy:** We will work collectively to achieve excellent performance. We will keep ourselves ready to accept new viewpoints, perspectives, cultures, and learning experiences, ensuring an inclusive embracing environment.
- ✓ **Lifelong Learning:** We are committed to lifelong learning, constantly pushing for knowledge, skills, excellency and innovation.
- ✓ **Core LBA Foundation Pillars:** Our services are founded on honesty, integrity, respect, trust, ethics, collaboration, innovation, excellence and professionalism.

- ***Quality commitment***

Always seeks to generate professional graduates with quality and competitiveness in business and commerce, built in a friendly campus environment, and who continue to develop themselves in a global community. To ensure continual improvement in the institution's overall operations through timely, efficient, and progressive performance in all areas, as well as appropriate quality interventions.

For this reason, management and staff are committed to providing students with a holistic education through an empowering process that involves adequate input from all stakeholders. LBA is a quality-focused private institution. We always endeavor to generate graduates who are exceptional and competitive, ready to flourish in a global world. Our goal is to satisfy our customers, namely students. To ignite minds and inspire hearts, creating a dynamic hub of transformative education where lifelong learners flourish. We empower individuals to become catalysts for positive change, equipping them with the knowledge, innovative spirit, and compassionate outlook needed to shape a brighter, more sustainable world. That's the kind of transformative education hub, you'll grow into a lifelong learner. We're not just teaching; we're empowering you with the know-how, creative spark, brighter, more sustainable future. Together, we're shaping tomorrow's world, igniting minds and inspiring hearts creating dynamic.

→ **Heritage and Milestones**

2009 - Affiliated to MS University for MBA
2012 – Affiliated to Bangalore University with B. Com and PGDBA
2015 - Affiliation for BA
2016 – Affiliated to PU Board for PUC Commerce and Science
2021 – Affiliated to KSOU for various courses in UG & PG for Correspondence and online courses.
2023 – Collaboration with ICMRD Nodal center south for research & development.

→ **Why LORAA**

- Well-recognized and respected Public State University under part of the Association of Indian Universities (AIU), Association of Commonwealth Universities (ACU), and affiliated with the University Grants Commission (UGC).
- Affiliation and accreditation with academic excellence
- Personalized Learning: “Every Student Matters – Tailored Learning Paths for Individual Growth”
- Value-added courses and empowering future
- Modern infrastructure: well-equipped classroom, seminar room, workshop and discussion room, Hostel for boys and Girls, Food Court, Wi-Fi, and Green campus
- Industrial visits/ Internship / 100% Job Placement (Domestic – Abroad)
- Guest lectures/ Events /Workshop / Seminar (Domestic – Abroad)
- Entrepreneurship and innovation culture
- Safe and Supportive Environment: “Caring Community, Safe Environment”
- Scholarship and student loan facilities availability

- Global Perspective: “To develop global citizens through diverse learning experiences”
- Life Skills: “To teach life skills necessary for future independence”

→ ***Statement of Diversity***

LBA admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

→ *Principal Message*

Dear All,

We welcome you the young aspiring minds willing to shape & create a space in the corporate world.

I promise to provide the best industry experts & academicians with ICMRD as our knowledge partner who would facilitate the highest level in academics & professional excellence from the industry making you the young most dynamic leader of tomorrow.

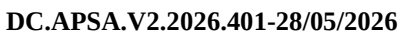
LBA offers an enriching and rigorous learning environment that stimulates our students' desire for lifelong learning and research. We create a strong learning culture as well as ethos for our students by catering to their distinct talents and providing them with numerous possibilities to prepare for their future in the global market.

The LBA team is delighted to have you here, and we wish you every success in achieving your academic goals at LORAA Business Academy (LBA). With God's grace, direction, and blessings, we are looking forward to an amazing and meaningful experience with everyone at our LORAA Business Academy, Bangaluru, Karnataka, India.

Wishing you all the very best.

Regards

Dr. Srinivas P.S., MBA, Ph.D



3.0 Academic Board, Examination Board and Disciplinary Board committee members

➤ Academic Board

Name	Designation
Dr. P. S. Srinivas	Chairman
Mr. Soumen Ganguly	Member
Mrs. Shalini Subramanyam	Member
Mrs. Smita Mishra	Member

➤ Examination Board

Name	Designation
Mrs. Shalini Subramanyam	Chairman
Mrs. Smita Mishra	Member
Mr. Soumen Ganguly	Member
Ms. Kempadevamma	Member

➤ Disciplinary Board

Name	Designation
Ms. Parinitha	Chairman
Mrs. Shalini Subramanyam	Member
Ms. Kempadevamma	Member
Mrs. Vijaylakshmi	Member



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→ Our Management and Professors team

➤ Management team

Name and Qualifications	Position Held
Dr. Srinivas P.S., MBA, Ph.D	Principal
Mrs. Smita Mishra, MBA	CFO/HR
Mr. Vivek Mishra, B.com, Entrepreneur	College Govern Council member
Mr. Soumen Ganguly, MBA, PGDBIO, PGDBM, B.Com (Hons), GNIIT , Sify SCM certified	Academic Director
Mr. Naveen, MBA, Entrepreneur	College Govern Council member



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➤ Professors team

Sl. No	Name of Professor	Qualifications	Course title	Teaching Basis (Full time/ Part time)
1	Dr. Srinivas P.S.	MBA, Ph.D	PUC, B.Com, PGDBA, MBA, BA	Full time
2	Dr. Manjunath	MBA, Ph.D	PGDBA, MBA	Full Time
3	Dr. Suresh Babu	MBA, Ph.D	MBA, PGDBA	Part Time
4	Dr. Mahesh	MBA, LLB, Ph.D	MBA, PGDBA	Part Time
5	Dr. Sagar	MBA, Ph.D	MBA, PGDBA	Part Time
6	Dr. Venkatesh	MBA, Ph.D	MBA, PGDBA	Part Time
7	Mr. Soumen Ganguly	MBA, PGDBIO, PGDBM, B.Com (Hons), GNIIT , Sify SCM certified	B.Com, BBA, PGDBA, MBA	Full time
8	Mrs. Smita Mishra	MBA	MBA, BA	Full time
9	Mrs. Shalini Subramanyam	B.Com, M.Com	PUC, B.Com, BA	Full time
10	Ms. Parinitha Shettigar	B.Com, M.Com	PUC, B.Com	Full time
11	Ms.Kempadevamma	B.Com, M.Com, B.Ed	PUC, B.Com	Full time
12	Mrs. Rupa Goswami	M.Ed. M.Sc.	PUC, B.Com	Part Time
13	Mrs. Deepa Kumbar	MA, BA, B.Ed	PUC, B.Com	Part Time
14	Ms. Ajitha Saji	Ph d	PUC, B.Com	Part Time
15	Vijaylakshmi	B.E.	PUC	Full time
16	Dhanalakshmi	M.Sc. in Computer science	PUC	Part time



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4.0 Guidelines for student discipline

Types of Disciplinary Dimensions	Details of action
1. Specific Behavioural	- Follow the uniform and time guidelines. - There are no cell phones on campus; for emergencies, contact the class coordinator. - Before leaving the classroom, make sure you have permission. - Maintain cleanliness and respect for others' property. - Students-- respect other's property - no theft, vandalism, etc. - Gum chewing is not allowed inside school at any time. - Keep your school clean just as you would keep your house clean. - Throw rubbish in the bin, keep the place clean always. - Students are not allowed to touch or keep dangerous or harmful objects. - Respect the property of the school. Don't draw on walls or tables. - If any student / group of students cause any damage to the Institute property, the cost of the same will be recovered with a fine from the said



	student / group of this will be followed by disciplinary action. - Students are expected to take care of the college property and help in keeping the premises neat and clean. Disfiguring of walls, doors or breaking furniture, electrical devices like fans, light bulbs etc. is a breach of discipline and will not be tolerated. - To ensure that students maintain complete silence in the library.
2. Classroom Rules	- Arrive on time with the appropriate classroom academic resources. - Listen without interruptions. - Complete your assignments on time and submit within deadlines mentioned by college authority - Respect others and Act responsibly and safely. Treat the teacher and other students with respect. - Students- respect other's person - no rough play, fighting, bullying, threats, harassing, etc. - Ragging in any form is strictly prohibited in and outside the campus. Ragging in any form is strictly prohibited and is punishable by Law. - According to guidelines provided by U.G.C. and university, students



found guilty of participating or influencing in ragging will be subject to severe punishment ranging from cancellation of admission to a fine up to Rs.25000 (Rupees twenty five thousand only) and rigorous imprisonment up to 3 years.

- Students respect other's feelings - no teasing, name calling, swearing, etc.
- Eve-teasing is strictly prohibited & eve-teasers will be dismissed from the college. Whoever commits or participated or abets in eve-teasing, in or within the premises of institution, is liable for strict disciplinary action and/or shall be liable to a fine which may extend to Rs.10000 (Rupees ten thousand only).
- Students are not allowed to throw objects around the school.
- Resting, napping or sleeping is not allowed inside the classroom.
- It is not allowed for any student to leave the classroom without taking permission from the teacher.
- It is impermissible to let the students enter the classroom during the breaks.
- Eating is not allowed inside the classrooms.



	• No eating or drinking is allowed in class (water is acceptable.) • After breaks, students must go directly to their classrooms. • Do not talk/discuss/create disturbance in the Library. • <i>In case of any misbehaviour or violation of the Institute rules, the ID cards of the students will be kept with the Disciplinary Committee Members until the enquiry is over.</i>
3. Dress Code	• It is impermissible to let the students enter the classroom without uniform. • Girls' hair is neatly put up. Boys' hair should cut properly. • Boys must keep their pants pulled up and use a belt if necessary. Pants are not to be dragging on the ground. Undershirts are to be tucked in at all times. Boys may not wear any jewellery. There are no short trousers permitted at college campus. <i>Consequences for Dress Code Violation:</i> • <i>1st Offense:</i> Student will wait in the office and parent will be notified to bring a change of clothes. • <i>2nd Offense:</i> Student will wait in the office and parent will be notified to



	bring a change of clothes. Student will receive a written warning. • 3rd Offense: Student will wait in the office and parent will be notified to bring a change of clothes. The student will be suspended for at least one day. <i>In case of any violation of dress code or disturbance in the class, the ID card will be confiscated from the student, which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Members.</i>
4. Mobile Policy	• Mobile devices are prohibited on campus. • Parents should discourage children from bringing phones to school. • If a student is found using a mobile phone, for any purpose, the phone will be confiscated from the student • As a rule, students are not allowed to use the school telephones except for emergencies. To use the telephone, students should request permission from the Students' Counselor or a teacher. However, the student can refer to the Students' Counselor to



	request either a mobile or a land-phone number.
5. Lost and Found	A lost & found property box is located near the Student Counselor's office. If a student finds something, he/she is requested to put it in the box. So, the student is advised to refer to the Students' Counselor to check his/her missing properties.
6. Attendance & Academics	• Punctuality and Regularity: Students are expected to attend classes, practical's, and other activities on time and regularly. • Minimum Attendance: Most colleges require a minimum attendance percentage (75% and above) in theory and practical classes to be eligible for examinations. • Assignments and Exams: Home assignments, tests, and seminars are compulsory and must be submitted on time. • Tampering: Tampering with campus telephone, computers, access codes or falsely using telephone is prohibited. This includes accessing the answering machines or voice mail of another student, faculty member on campus. • Residential Address: Students are required to submit their residential address at the time of admission. In case of change of address, the same



	must be intimated in writing with the signature of parents/guardians to the College office. - Absence on medical ground will be dealt with as per University and Academic Board norms and regulations. - Internal Examinations and class tests are part of the curriculum and student should be sincere in taking these tests. They should not indulge in any kind of malpractice during examinations or tests.
7. Other Activities	- Notices once displayed on the Notice Board/Website are deemed final and official communication to all. - If for any reason, the continuance of a student in the college is detrimental to the best interest of the college, the Principal can ask such a student to leave the college without assigning further reasons. In extreme cases, the student may be rusticated or dismissed from the college. - The college will hold in reserve the semester end exam results of those students who fail to clear their dues (breakage, damage, loss etc.) and return library books by the end of the academic year. - No visitors/ outsiders are allowed in the college to meet the students, unless permitted by the college authorities. Visitors will particularly



not be permitted to meet students while a lecture/practical session is in progress except under exigencies, with prior permission of the Principal.

- The Principal's decision in all matters of the college will be final and binding on all the students.
- Do not keep money, mobile phones and other valuables in your bags unattended in classrooms, library, laboratories and canteen. The college will not be responsible for any loss.
- In case of death/life-threatening illness of a student, a condolence/ Relief fund may be collected which shall be administered through the respective mentors and the Principal. The donated condolence/ relief fund shall be handed over to the next of kin of the decease/ patient.
- Do not smoke, consume liquor, drugs or other intoxicants.
- Do not use unbecoming/indecent language or conduct in the class/campus. This may lead to suspension or dismissal.
- Do not attend lectures other than your own, except with special permission from the lecturer concerned.
- Student should not enter the office room, staff room or laboratories without permission.



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- Do read all the notice Boards and visit the College website regularly for updates.
- Do participate in the co-curricular & extra-curricular activities of the college during your spare time.
- The students should stand up and wish the teacher when he/she enters the class. They should take their seats only after the teacher takes his/her seat or instructs the students to do so. They should wish all the teachers irrespective of their departments
- Students should not involve themselves in any political or religious activity inside the Campus.
- Students must abide by the rules and regulations in force as well as other rules prescribed by the college from time to time.
- Students who do not follow the college rules and regulations will be expelled from the college.
- Students coming by two wheelers are instructed to wear helmet. They should possess a valid driving license. The vehicle must be parked in the allotted space only.

5.0 Bus Transportation - School Bus Behavior Policy

Safe Bus Riding

Students at LORAA Business Academy are expected to conduct themselves according to the LORAA Business Academy code of conduct and Behavior Standards and LBA Expectations to practice such virtues as being respectful, responsible, and safe, in all school settings—including on the bus. Following school rules on the bus is essential not only for developing good character, but for ensuring students' safety.

The proper behavior among students while being transported on a bus is fundamental to safety. The lack of appropriate behavior on the bus has an effect on every student's safety. The most dangerous aspect of unruly behavior is the distraction it causes to the bus driver, whose main focus is concentrating on traffic and traffic conditions, not on discipline. Any behavior that causes the driver to shift their attention from traffic to discipline will not be tolerated. Safe student transportation for all students is our goal.

Bus Conduct Regulations:

1. The bus driver is in complete charge of the bus.
2. Drivers have authority to assign students specific seats on the bus.
3. Students may disembark buses only at school and at their regular stops. Any exception will require authorization of parent(s) or legal guardian(s), school administrator, and the transportation department.

4. No eating or drinking is allowed on the bus.
5. Radios, glass items, animals, skateboards, baseball bats, hockey sticks, or any other item of safety concern shall not be transported. Bagged athletic equipment may be transported but must be under the control of the bus driver.
6. For minor offenses, bust drivers will follow the established four-step minor offense process.
7. Problems of a serious nature must be reported promptly by the driver, in writing, to the principal of the school which the student attends.
8. The principal will take up the matter with the delinquent student and, if necessary, the parent(s) of the student.
9. If the problem cannot be resolved, the principal will notify the parent(s) that the student has forfeited the privilege to transportation by bus.
10. Forfeiture of the privilege to transportation by bus in no way changes the requirement for compulsory attendance. When the forfeiture of bus transportation privileges has occurred, it is the responsibility of the parents/guardians to transport the student to and from school.
11. The student's privilege to transportation by bus may be restored by the principal but only after a satisfactory agreement has been established with the Transportation Operations Manager.

Specific Rules for Students while on the School Bus:

1. When boarding a bus, student should go directly to their seat and be seated.
2. All students must conduct themselves in an orderly manner at all times.

3. Student are not to move around while the bus is in motion.
4. Student will not extend any part of their body out of the bus window at any time.
5. Loud talking, throwing of objects, or any other act to distract the attention of the driver will not be allowed.
6. Tobacco or tobacco products are prohibited on the bus.
7. Writing, cutting, scratching, or defacing the interior or exterior of the bus is prohibited. Students responsible will pay for damages.
8. Student are to keep the bus clean. Paper or trash should not be left on the floor. The bus driver is responsible for cleanliness and ventilation of the bus.
9. Students cannot bring anything on the bust hat would keep another student from having a place to sit or that would block the aisle or door of the bus.
10. Drivers are interested in student welfare, comfort and safety



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6.0 Daily Schedule

8:15am	College Gate Doors open (Students are report to college)
8:30am - 10:30am	1st Period
10:30am - 12:30pm	2nd Period
12:30pm - 1:00pm	Lunchtime
1:00pm - 3:00pm	3rd Period
3:00pm - 4:30pm	Activities Period
4:30pm	Dismissal

7.0 Parent Involvement and Communications

7.1 Parent Conferences

Formal parent/teacher conferences are scheduled Four time per school year to facilitate open communication between parents and teachers regarding students' progress. Refer to the school calendar for specific dates.

LBA maintains an open door policy, and parents are encouraged to visit their children's classrooms to see them in action. We do ask that parents notify the office upon arriving to the school for a visit to a classroom so as to keep disruptions to a minimum. Informal conferences or conversations are encouraged and may also be scheduled with teachers or school leaders at any time throughout the year.

7.2 Progress Reports and Report Cards

Progress reports will be sent to parents during the school year to provide specific information about student progress in each subject. At the end of each semester, parents will receive report cards with cumulative data on their children's performance and progress.

7.3 Textbooks, Supplies, and Laptops

LBA furnishes textbooks and instructional materials that remain school property. Also, we furnish laptops/ tab for each student. These laptops must remain on school property. Parents may be

required to reimburse the school for lost or damaged books, and/or property damage done to laptops. All students will need to be supplied with pencils and paper. Other supplies may be required and teachers will send home a list of such supplies.

7.3 Money and Other Valuable Property

Students are encouraged to leave all money and other valuable property at home, especially cell phones. If cell phones are brought to school, they must be turned into the office as soon as you arrive. If not, the students cell phone will be kept until Friday, unless a parent comes in. The school assumes no responsibility for the loss or theft of such articles.

7.4 Candy, Gum, and Toys

Students may not bring candy, toys, cell phones or other non-school related items to school. The student assumes responsibility for any items brought from home. Toy weapons are strictly prohibited, and no cell-phones, radios, games, virtual pets, electronic gaming devices, etc., are allowed and will be confiscated and only returned to a parent.

7.5 School Uniforms

To help create an environment conducive to learning, students at LBA are required to wear uniforms. Our Dress for Success policy is designed to permit students to focus their attention on academics and on those aspects of their personalities that are truly important.

LORAA Business Academy Dress Code:

Students are required to wear a formal shirt without emblems that is required to be tucked in at all times. Students should also have formal pants with a belt worn at the waist with tennis shoes or boots. No sagging or tight fitted clothing is ALLOWED. Students should come dressed in uniform each and every day. Students will not be permitted to wear any formal color dress which is not supplied by LORAA Business Academy.

Students are not permitted to wear the following items:

Clothing identifiable with any gang	Hair bows
Scarves	Head Dressings
Body Piercings	Hats
Earrings	Hair Rollers
Necklaces	Visors
Bracelets	Caps
Do-rags	Wallet Chains
Bandannas	Purses, Backpacks, totes
Flip-Flops	Open-toed shoes

Violation of Dress Code:

- 1st offense- Verbal warning and Parent Phone Call
- 2nd offense- Parent Phone call, restricted movement, referral to Principal
- 3rd offense- Parent conference
- 4th offense – 3 Days Out of School Suspension

*If students is out of dress code, parents will need to bring a change of clothing for the student.

*Please be reminded that students should leave all backpacks and purses at home.

7.6 Attendance

Tardiness

Instruction at LBA begins promptly at 8:30 a.m., and it is critical that all students be prepared to begin instruction on time. Students may enter the building beginning at 8:15 a.m. Students must arrive at school before 8:30 a.m. A student who is late misses valuable instructional time.

Tardy to Classes- Also students should arrive to each class prior to the tardy (2nd) bell. Students who report late to class will receive a zero on their point sheet as well as a tardy.

1st -3rd offense: Phone Call to Parent

4th offense: Placed on a Tardy Contract, referral to Prinicipal, School Counselor and School Social Worker

5th offense: 1 day Out of School Suspension.

7.7 Breakfast and Lunch

Students will practice etiquette and clean-up skills during mealtimes.

All school lunches should be a balanced meal. If students are bring lunch from home please ensure that the items are sealed upon entering the building. Students are not allowed to use microwaves and/or snack machines. NO OUTSIDE FOOD, GUM, SODA, WATER, CANDY, AND SNACKS ARE ALLOWED.

7.8 Health and Safety

Students' health and safety is the school's foremost concern. The following information describes the precautions taken to protect the well-being of all students. If your child has any specific health, safety, or security needs, please inform the school so that appropriate accommodations can be made.

Medication

The principal, student's teacher, and nurse must be informed of any prescription medication that a student is required to take at school. To dispense prescription medication to students, the school must receive a written order from the student's doctor and a consent from completed by parent. All medication must be brought to the office in its original prescription container, labelled with the student's name, the name of the medication, the date of expiration, and the proper dosage. If medication needs to be administered to the child when the principal is not present, a staff member trained by the principal will administer the medication.



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Non-prescription medications: If, during the course of the school day, it is necessary for a student to receive common, non-prescription medication (e.g., Tylenol), the parent/guardian must fill out a Medicine Administration Form. Parents/guardians must inform the school of any allergies to or restrictions on non-prescription medication that their children might have. Parents/guardians are required to notify the principal in writing if your child has a chronic illness that may affect his or her performance at school.

Accidents

The principal or a trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student, and an Incident Report will be kept in the student's permanent file. In such cases, it is especially crucial that the school has working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable. Please be vigilant in keeping the school's records for your child up-to-date.

Fire Drills/Evacuations

The school will have at least one fire drill per month within the school hours. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis. The entire school will practice weather and security lockdowns. During these drills, no one will be allowed to enter or leave the school. Please be patient and understanding of this important rule. Your child's safety is our number one concern.

Student Conduct

In addition to the expectations described in the LBA Discipline Code of Conduct and the LBA Behavior Standards, the following rules apply in every classroom and throughout the school with the following theme:

LORAA Expectations:

We are:

R – Responsible

R – Respectful

S-Safe

WE ARE LORAA !

Helping your child meet these expectations will facilitate the creation of a safe and orderly learning environment.

LORAA Academy Behavior Standards

All rule/standard interpretation will be left to the discretion of the principal.

LBA1- Students will follow all regulations from the LORAA Business Academy Student Handbook, base school handbook, and from Indian and International law.

LBA 2- Students will work on assigned material and activities at all times. Students will refrain from sleeping, distracting other

students, disrupting the learning environment, compliance with adult/teacher directives, etc.

LBA 3- Students will refrain from producing or being in possession of any drawings or making/preforming any handshakes or gestures pertaining to gangs, sex, weapons, or drugs on school property, school bus, or any school property.

LBA 4: Students will remain in their assigned area unless they have their supervising permission.

LBA 5: Students will refrain from any inappropriate touching of other students/adults. This includes but is not limited to horse playing, hitting, brushing, hand holding, hugging, kissing, fondling, and other displays of affection.

LBA 6: Students will adhere to the LORAA Business Academy Dress Code at all times. All students will wear the assigned uniform with their shirt tucked into their regulation formal pants. All students must wear their pants on their waistline, with a belt, at all times deemed by the principal. At no time should any part of any student's posterior be exposed even if covered by their shirt. No undergarments should be exposed at any time.

LBA 7: Students will only wear a plain white, black, or gray undershirt under their uniform with no distinguishing patterns, emblems, words or markings every day at all times (if a student elects to wear an undershirt)

LBA 8: Students will not bring any electronic devices on school groups, on the bus, or the bus stop, at any time unless it is approved by an administrator. This includes but is not limited to iPods, hand held video games, mp3, music devices, cameras, and cellular phones. If student is possessing an electronic device, they will need to turn it into the office as soon as they arrive.

LBA 9: Students will not use inappropriate language and/or voice towards adults or peers. This includes but is not limited to slurs (regardless of race, gender, sexual orientation, religion or creed), profane language, and sexual innuendos.

LBA 10: Students will refrain from bullying. This includes but is not limited to: taunting (verbal/nonverbal), physical or verbal aggression, name calling, teasing, and intimidation.

LBA 11: Student will be on time. Loitering outside the building will not be permitted. Once the student arrives at school, he or she will report immediately to the mandatory search area.

LBA 12: Students are not permitted on any school property or any school event/activities except the LBA without being escorted by a parent/guardian.

LBA 13: Students will only use computers for academic purposes (research, test prep, teacher assigned projects/websites, etc...) Inappropriate websites/computer usage includes but is not limited to: importing, exporting, viewing, distribution, printing, or creation of inappropriate, illicit, or illegal materials including pornography, and

materials demeaning another person or containing lewd, profane or vulgar words, gestures or action or any records, social network sites such as YouTube ,Facebook, Kick, Instagram, and files or material which the student should not have access.

LBA 14: Students will comply with reasonable directions or commands of teachers, paraprofessionals, substitute teachers, principals, administrators, school bus drivers, or other authorized personnel when on school grounds, or while under school supervision.

LBA 15: Students will comply with conference or search by school personnel. This includes but is not limited to purses/handbags, wallets, and binders.

LBA 16: Student will demonstrate the ability to resolve conflicts without physical and/or verbal misconduct.

LBA 17: Students will not wear any jewellery of any kind. This includes bur is not limited to rings, necklaces, earrings, bracelets, non-standard belt buckles or ornamentation.

Violation of Dress Code: (Parents are responsible for bring a change of clothes)

1st offense: Verbal warning and Parent Phone Call

2nd offense: Parent phone call, Isolation, referral to Principal

3rd offense: Limited movement

4th offense: 3 days Out of Schools Suspension

Violation of Cellphone/Electronics:

1st offense: surrender phone, parent phone call, phone returned at the end of the day

2nd offense: surrender phone, and phone returned to student on Friday or parent must pick up phone

3rd offense: 3 days Out of School Suspension

Tardiness:

1st -3rd offense: Phone Call to parent

4th offense: Placed on Tardy Contract, referral to Principal, School Counselor and School Social Worker

5th offense: 1 day Out of School Suspension

Chronic Disruption:

1st Offense: Student and administrator conference, parent phone call

2nd Offense: Referral to Principal

3rd Offense: Mandatory Parent Conference placed on Chronic Disruptor's Contract

4th Offense: Out of School Suspension (1-10 days)

LORAA Business Academy Progressive Disciplinary Protocol

The following outlines the LORAA Business Academy Progressive Disciplinary Protocol:

Tier 1/Referral: After School Detention**/Student Teacher Conference/ Parent Contact

Tier 2/Referral: 1-3 days OSS/Parent Conference required before student returns to school; Develop a behavior contract

Tier 3/Referral: 5 days OSS/ Parent Conference with SSD team required before student returns to school.

Tier 4/Referral: 10 day OSS/ Student will be referred for long term suspension and/or expulsion from LORAA Business Academy.

** If the student is unable to stay for after school detention, then they will receive a one day out of school suspension. **

Prior to Tier 3, students and parents will be asked to meet with the Response to Intervention Team to discuss the student issues.

If a student commits an offense that is considered critical (LORAA Business Academy Critical Behavior Standards), they will automatically move to Tier 4 of the protocol.

8.0 LBA Critical Behavior Standards:

All students must have 100 percent mastery of these critical standards before they will be considered to transition back to their base school. If any of these standards are not mastered, the student is in direct violation of the LORAA Business Academy college policies. Thus, the student will be referred to law enforcement and will be taken back to tribunal where additional time at LBA or compete expulsion from College may occur.

LBACBS1: A student shall not share nor be involved in transmission of his/her over-the-counter medication with anyone else.

Note: Transmit/Transmission is defined as buying, selling, receiving and/or delivering, sharing (the act of “changing hands” a substance).

Note: A student using over-the counter medication is required to complete a “Permission to Dispense Medication” form and have the medication in the office or clinic. The student shall be supervised when taking this medication. Medication must be brought in the original container.

A student shall not possess or attempt to possess, buy or attempt to buy, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, anabolic steroid, or any drug requiring a prescription controlled by the Georgia Pharmacy, or substance represented to be a drug.

A student shall not possess consume or be under the influence of any alcoholic beverage of any kind or any substance represented to be alcohol.

A student shall not sell, attempt to sell, transmit, or attempt to transmit drugs or substances represented or thought to be drugs by the buyer, on school property, or at a school function, or on any property used by the school with the permission of the owner or within 2000 feet of school property.

A student shall not possess, use, sell, transmit, or solicit, or attempt to possess, use, sell, transmit or solicit any drug-related paraphernalia which includes, but is not limited to pipes, water-pipes, clips, rolling papers, or any other items directly related to drug use.

LBACBS 2: A student shall not possess, handle, or transmit a knife with a blade less than 2 inches in length, an ice pick, or any other bladed instrument unless authorized by the teacher.

A student shall not possess, handle, or transmit any firearm. A firearm is considered to be any weapon (including a starter gun, shotgun, stun gun, taser or other hunting or sporting gun) which will or is designed to or may be readily converted to expel a projectile by action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device, including, but not limited to, bombs, grenades, rockets, mines, or any other explosive material. Antique firearms are not included in this term when used for class work as authorized by the teacher.



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A student shall not possess, handle, or transmit any object which could reasonably be considered a weapon, to include but not limited to such items as dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nunchahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having a least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser, explosives to include bullets of any type, fire crackers, caps, or cap pistols, smoke or odor bombs, BB or pellet guns, loaded canes or sword canes, or machetes. This paragraph excludes any of these instruments used for classroom work as authorized by the teacher.

LBACBS 3: A student shall not indecently expose himself or herself, or engage in any inappropriate heterosexual or homosexual act on school property, during school functions, or on any property used by the school with permission of the owner, or while under school supervision

A student shall not molest or rape another person on school property, during school functions, or on any property used by the school with permission of the owner, or while under school supervision.

A student shall not engage in any form of inappropriate bodily contact or display of affection.

A student shall not engage in inappropriate activities such as mooning (pulling one's own pants down) or ankling (pulling another student's pants down).

A student shall not engage in sexual harassment toward any person on school property, or at a school function, or on any property used by the school with permission of the owner. Sexual harassment may include, but is not limited to, unwelcome:

- A. verbal harassment of a sexual nature or abuse;
- B. pressure for sexual activity;
- C. sexually motivated or inappropriate patting, pinching, or physical contact; and,
- D. behavior, verbal or written words or symbols directed at an individual because of gender.

LBACBS 4: Student will refrain from any intentional physical contact that causes injury to another person.

9.0 Student Expectations

Staff members are expected to follow, model, teach and re-teach each of these behavior expectations.

All classrooms must remain safe and orderly, provide students with a supportive learning environment and maintain a high level of academic functioning. Students and staff are expected to follow the school-wide expectations and rules in order to facilitate this belief.

Students will be taught the school-wide expectations and rules. Students will be given opportunities to practice these rules in a variety of settings. All staff should adhere to these expectations and rules in order to provide consistency and structure. The expectations and rules should be reviewed on a daily basis.

Students typically expect a college to provide more than just classes and exams. Their expectations usually fall into several key areas:

9.1 Academic Expectations

- * Quality teaching and knowledgeable faculty
- * Updated curriculum aligned with industry needs
- * Practical learning through labs, projects, internships, and workshops
- * Fair evaluation and academic support
- * Access to libraries, research facilities, and digital resources

9.2 Career and Placement Expectations

- * Strong placement opportunities
- * Internship assistance
- * Career counseling and skill development programs
- * Industry exposure through seminars, guest lectures, and collaborations

9.3 Campus Facilities

- * Clean and safe campus environment
- * Good classrooms, labs, Wi-Fi, and study spaces
- * Hostel, transportation, cafeteria, and sports facilities
- * Medical and mental health support

9.4 Personal Development

- * Opportunities for leadership and teamwork
- * Clubs, cultural events, sports, and extracurricular activities
- * Communication and soft-skill development
- * Personality growth and confidence building

9.5 Faculty and Administration Support

- * Friendly and approachable teachers
- * Transparent administration
- * Quick response to student concerns
- * Mentorship and guidance

9.6 Social and Emotional Expectations

- * Inclusive and respectful environment
- * Opportunities to build friendships and networks
- * Freedom to express ideas and creativity
- * Emotional support and motivation

9.7 Technology and Innovation

- * Modern teaching methods
- * Online learning support
- * Exposure to emerging technologies and innovation centres

One line expectation:

“Students expect colleges to help them gain knowledge, build skills, develop personality, and secure a successful career in a supportive environment.”

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~End~