



LAGRANGE
ACADEMY

STUDENT/PARENT
HANDBOOK
2024-2025

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INTRODUCTION

This handbook is intended to serve as a guide to help students and their families come to know LaGrange Academy's programs and opportunities as well as to set forth basic expectations and agreements. Please take the time to familiarize yourself with the contents. We are hopeful that the handbook will answer many questions you may have about academics, security, discipline, school rules, safety, athletics and other topics.

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of LaGrange Academy to deviate from the normal rules and procedures set forth in this handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the school taking into consideration the best interests of the Academy, its faculty, employees, students or overall school community. The policies may also be revised or updated periodically, even during the school year. You will be advised of any changes as they are made either electronically (email) or by mail. Any student or parent with a question about any handbook policy or statement should feel free to speak with the Head of School.

MISSION STATEMENT

LaGrange Academy is committed to providing a superior education in a caring, cooperative, and stimulating environment, emphasizing strong moral and ethical values, while instilling a lifelong love of learning.

PATH OF THE WARRIOR

We ask all students, parents, faculty and staff to adhere to the Path of the Warrior, demonstrated in Integrity, Innovation, Leadership, Collaboration, Compassion and Connection.

BRIEF HISTORY OF LAGRANGE ACADEMY

LaGrange Academy traces its history back to February 6, 1970, the date that the Academy was chartered by the State of Georgia. Mr. Ray Anderson, Founder of Interface, Inc., was the first President of the LaGrange Academy Board of Trustees.

The founders established LaGrange Academy to provide West Georgia with a premier college preparatory independent school. LaGrange Academy opened in the fall of 1970 with grades one through ten, adding the eleventh and twelfth grades the following two years. The first class graduated in the spring of 1973.

The LaGrange Academy campus presently includes five buildings and three athletic facilities. Mrs. Elmina Caldwell Harmon reserved the Caldwell home place on Vernon Street for a school. In 1970, she generously donated an eight-acre tract, including the family home, which now serves as the school's administration building. There were 110 Founders who donated at least \$1000 each for the construction of a new classroom building. Matching funds for this building, which was expanded in 1972, were generously provided by the Callaway Foundation. The gymnasium with additional classrooms was constructed in 1974 with matching funds again given by the Callaway Foundation. In 1981, the original classroom building was named Founders Hall to honor the commitment and vision of LaGrange Academy's initial group of supporters. The Susie M. Avery Media Center and Commons Building were constructed in 1983 and 1999 respectively.

LaGrange Academy has remained consistent to its mission and committed to providing an exceptional independent, college-preparatory education for the families of Troup County and beyond.



EDUCATIONAL PROGRAM

GRADUATION REQUIREMENTS

English	4
Mathematics*	4
Science†	4
Social Sciences‡	4
World Languages§	2
Health	.5
Fitness**	.5
Fine Arts	1.5
Leadership	2
Electives (minimum)	2
TOTAL	24.5

* *Students successfully completing Algebra 1 and/or Geometry in Middle School must complete four (4) consecutive units of mathematics in grades 9-12. All students are required to successfully complete Algebra 1, Geometry & Algebra 2.*

† *Students successfully completing Physical Science in the Middle School must complete four (4) units of science in grades 9-12. All students are required to successfully complete Biology and Chemistry.*

‡ *Social Science Footnote – All students are required to successfully complete a US History course.*

§ *Students successfully completing a World Language credit in the Middle School must then minimally complete two (2) consecutive years of a World Language credit in grades 9-12.*

** *Students meet this requirement (0.5 units) through participation in a minimum of two (2) seasons of any athletic extra-curricular offerings, or by completing an approved physical education course.*

GRADING SCALE

3 rd -12 th Grade		PK-2 nd Grade	
A	90-100	E-	Excellent
B	80-89	S-	Satisfactory
C	70-79	NI-	Needs Improvement
F	0-69	U-	Unsatisfactory

COURSE OFFERINGS

LaGrange Academy Upper School students are required to take a minimum of 2.5 Carnegie units each semester. These include English/Language Arts, Mathematics, Science, History, and a Foreign Language. A complete list or course descriptions is found in the Upper School Curriculum Guide.

HONORS AND AWARDS

Students at LaGrange Academy are expected to seek academic excellence. Achievement of that goal is particularly noteworthy in view of the demands of the curriculum and the high academic standards at the Academy. Honors and awards are determined through the midpoint of the fourth quarter. The school



recognizes outstanding achievement in academics, character, and leadership through the presentation of the following awards:

Recognitions at Graduation:

Valedictorian: The senior in good standing who has the highest academic GPA* in grades 9-12 in a college preparatory curriculum, and who has attended LaGrange Academy for at least the last three years of high school, is named Valedictorian.

Salutatorian: The senior in good standing who has the second highest academic GPA* in grades 9-12 in a college preparatory curriculum, and who has attended LaGrange Academy for at least the last three years of high school, is named Salutatorian.

**Note- To provide a more accurate measure, when calculating the GPA for Valedictorian and Salutation, we will average values based on the actual percentages earned in each course. Weighted values will be used for AP courses (+1.0) and Honors and Dual Enrollment Courses (+0.5). For example, in a non-weighted course, a 100%=4.0, 99%=3.9, 98%=3.8, etc. While for an AP Course a 100%=5.0, 99%=4.9, 98%=4.8, etc.*

Summa Cum Laude: The seniors who have a cumulative GPA (grades 9-12) of 4.00 or higher.

Magna Cum Laude: The seniors who have a cumulative GPA (grades 9-12) of 3.70 or higher.

Cum Laude: The seniors who have a cumulative GPA (grades 9-12) of 3.30 or higher.

Recognitions at Honors Day:

*LaGrange Academy will notify parents and students when the final calculations for grades will be each semester.

Special honors programs are held for all students at the end of the year. Medals, certificates, and special awards will be given to recognize students in the areas of academic achievement, literary events and other school activities, and club leadership. **All students are encouraged to attend.**

Top Honors Certificate- recognition for grades 9-12 is awarded to a student who maintains a yearly average of not less than 4.0. Yearly grades are computed by averaging the two semester grades.

Honors Certificate- recognition for grades 9-12 is awarded for a yearly average of not less than 3.50. Yearly grades are computed by averaging the two semester grades.

Honor Roll Eligibility Criteria

To qualify for academic honors at our school, students must meet the following grade requirements:

- **A Honor Roll:** To be eligible for the A Honor Roll, a student must have an "A" in all subjects at the end of each semester. Any final grade of "B" or lower in a subject at the end of the semester will disqualify the student from the A Honor Roll for that semester.
- **AB Honor Roll:** To be eligible for the AB Honor Roll, a student must have a final grade of "A" or "B" in all subjects at the end of each semester. Any final grade of "C" or lower in a subject at the end of the semester will disqualify the student from the AB Honor Roll for that semester.

ACADEMIC DISHONESTY

LaGrange Academy students are always expected to do their own work. All incidents of academic dishonesty—cheating, plagiarism, unauthorized help from another person, etc. – are serious offenses and subject the student to possible suspension from school. AI such as ChatGPT should only be used when instructed to do so by your teacher. Students involved in more than one instance of academic dishonesty may be dismissed from the Academy.

ACADEMIC PROBATION

Students who end a semester with any F's for semester grades will be placed on academic probation the following semester. The school, student and family will develop a plan to help ensure the student can bring those grades up and end the year off academic probation. If a student has any F's for end of the year grades, the Head of School may decide not to allow the student to return to LaGrange Academy the following year.



FAILING COURSES

In High School, transcripts will reflect a grade for each semester of every High School course a student takes. If a student repeats a semester of a course due to failure, both the failing grade and the passing grade will be reflected on the transcript and calculated into the GPA. The student will receive credit for the repeated successful semester. High School students may only retake a course if a failing grade is earned.

Any path of retaking a class must be approved by the Head of School prior to the student enrolling in the course. The student is responsible for registration and completion of the coursework. After the course is completed, the student will request a copy of the transcript sent to LaGrange Academy. Upon completion of the above tasks, the course will be added to the student's LaGrange Academy transcript as a transfer credit from another school.

EXTRA CURRICULAR ELIGIBILITY

A student may lose his/her eligibility to participate in ANY extracurricular activity (athletics, literary, clubs, etc.) if, at the end of any formal marking period that student has any F's, in any subject. Once ineligible, that student will be prohibited from practicing, playing, traveling, or having any contact with any extracurricular activity. Eligibility may be reinstated upon the mid-term progress reporting of grades, if that student no longer carries an F in any class.

In accordance with Georgia Independent Athletic Association (GIAA) regulations:

To be eligible to participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. A student is required to pass classes that carry at least 5 credits (per semester) counting toward graduation the semester immediately preceding participation. (See the GIAA Interscholastic Rules and Regulations Handbook, available through the office for more information).

INCOMPLETES

All incomplete ("I") grades require approval from the Head of School and must be made up within two weeks of the end of the grading period. Students with an extended illness should contact the Head of School to formulate an academic plan.

SCHEDULE CHANGES

Please note that schedules are planned on an annual basis. The schedule, also referred to as the Plan of Study, is formulated by the student, parent and academic advisor in the spring based on course requests and will be used to generate the student's course load for the entire following year. The Plan of Study serves as an indicator of course preferences and not a guarantee of classes. All requests for schedule changes must be made within the first 5 days of classes. Students may drop rigor (Honors/AP) up to 10 days from the first day of class.

REPORT CARDS

Progress reports for all grades are emailed to parents at the midway point of each semester. Report cards for all grades are emailed to parents at end of each semester. In addition, parent-teacher conferences take place during the year.

TESTING PROGRAM

Kindergarten-8th- MAP Growth Assessment (Fall/Winter/Spring)

8th-9th- PSAT 8/9 (Fall)

10th- PSAT (Fall)- Optional SAT (Spring)

11th- PSAT (Fall)- Optional SAT and ACT (Fall or Spring)

12th- Optional SAT and ACT (Fall or Spring)



AP Examinations: These tests are administered each May at LaGrange Academy for LaGrange Academy students who have taken the preparatory coursework and require additional fees.

Additional testing opportunities may be available.

TRANSCRIPTS

Transcripts may be requested by making a written/electronic request to the school. They are usually available for release by mail, email or pick-up 48 hours after the written request is received. Please plan in advance if possible and inform the school if there is a preferred method of sending the transcript.

Transcript requests are submitted to the Registrar.

Transcripts will not be released if a student's account is not paid in full. Senior transcripts will not be released during the year on past due accounts. Senior final transcripts will not be released until the account is paid in full.

MAKE UP WORK

Students are expected to complete all work assigned. It is the responsibility of the student to work with their teachers in the case of any extenuating circumstances.

HOMEWORK

The Academy considers homework one of many methods to reinforce a student's knowledge and understanding. When given, homework should be meaningful and it must provide a method of reinforcement and practice of academic skills and will be appropriate for the grade level of the student. When a student is absent from school for the whole day, parents should email the teachers.

COLLEGE COUNSELING PROGRAM

The college guidance program at LaGrange Academy is intensive and highly personalized. The Director of College Counseling will meet with students and parents regularly during the students' junior and senior years to prepare and plan for the college admission process. During the fall term of the senior year, the senior students will be guided in the completion of all college applications.

The Director of College Counseling is available to Upper School students and parents, and is happy to be of assistance in obtaining information, identifying appropriate schools, completing applications, requesting references, etc. Further guidelines are available from the Director of College Counseling.



COMMUNITY EXPECTATIONS/STANDARDS

Trust and honor are invaluable in life, and LaGrange Academy strives to build these traits in students. Each student should strive to be fair and display the “strong moral and ethical values” mentioned in the school’s mission statement.

MAJOR DISCIPLINARY OFFENSES

Students guilty or suspected of any of the following offenses may be suspended or dismissed from LaGrange Academy:

- Harassment, hazing, bullying, or violence towards others- including all forms of electronic communication
- Dishonest acts of any kind, including academic dishonesty
- Possession, distribution, or use of alcoholic beverages on school property and/or during school functions
- Possession, distribution, or use of prescription medications and/or illegal drugs on school property and/or during school functions. Use of a student's own prescription medication in accordance with the prescribed use of that medication shall not be viewed as a violation of this policy.
- Willful destruction of school property or the property of others
- Possession of unauthorized weapons or firearms, ammunition, or explosive devices of any kind
- Possession, distribution, or use of tobacco or e-cigarette products on school property or at a school function
- Leaving school without the school’s permission
- Disrespect or insubordination to the faculty, administration, or disrespect to other students
- Absences without parental approval, skipping school or skipping class
- Inappropriate sexual behavior

Note-This list is intended to be descriptive but is not exclusive. The administration reserves the right to dismiss a student at any time when it feels that his/her conduct is detrimental to the LaGrange Academy community.

OUT OF SCHOOL AND OFF CAMPUS BEHAVIOR

Students should be aware that certain activities, even outside of school hours or off school property, may result in loss of school privileges and other disciplinary action up to and including suspension or expulsion. Students may be subject to discipline for misconduct which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, during non-school hours, or on breaks from school. Such conduct will be evaluated at the sole discretion of the school, and the school reserves the right to deviate from the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct that may have disciplinary ramifications at school include any violation of law; underage purchase, use or possession of alcohol or a controlled substance; use or misuse of computers, or computer websites (personal, at home or at school), which do, or could, impact the welfare of any member of the school community or the reputation or functioning of the school.



CELL PHONES

Cell Phone Policy

To maintain an optimal learning environment, LaGrange Academy prohibits the use of cell phones during all instructional times. This policy is designed to minimize distractions and ensure that all students are fully engaged in their educational experience.

**1. Cell Phone Use During School Hours:

- **Prohibited Areas:** Cell phones must be turned off and stored in student lockers, backpacks, or designated areas during all instructional periods.
- **Permitted Use:** Students may use their cell phones during non-instructional times, such as before school, during lunch, and after school, in designated areas.

**2. First Offense:

- The student's cell phone will be confiscated by the teacher or staff member.
- The phone will be returned at the end of the school day.
- The incident will be documented, and the student will receive a warning.

**3. Second Offense:

- The student's cell phone will be confiscated and turned in to the school administration.
- A parent or guardian must retrieve the phone from the school office.
- The student will receive a disciplinary action, such as break detention or lunch detention.

**4. Third Offense:

- The student's cell phone will be confiscated and held for an extended period, as determined by the administration.
- A meeting with the student, parent/guardian, and school administration will be required.
- The student may face additional disciplinary actions, such as after school detention.

**5. Emergency Use:

- In case of an emergency, students are allowed to request permission from a teacher or staff member to use their cell phones.
- Parents may contact the office to get in touch with their student in case of emergency.

**6. Exceptions:

- Any exceptions to this policy, such as the use of cell phones for educational purposes, must be approved in advance by the teacher and school administration.

**7. Responsibility and Liability:

- LaGrange Academy is not responsible for lost, stolen, or damaged cell phones.



We appreciate the cooperation of students and parents in upholding this policy to ensure a focused and productive learning environment.

TARDIES

Tardy Policy

Punctuality is essential for maintaining an effective learning environment. At LaGrange Academy, we expect students to arrive on time for all classes and school activities. Tardiness not only disrupts the learning process for the tardy student but also for their classmates and teachers. To encourage prompt attendance, the following tardy policy is in effect:

****1. Definition of Tardiness:**

- A student is considered tardy if they are not in their assigned classroom or activity by the start of the period or designated time.

****2. Excused Tardies:**

- Tardies may be excused with a valid reason such as illness, medical appointments, or other circumstances approved by the school administration.
- Parents/guardians are required to provide a written note or call the school office to excuse a tardy.

****3. Unexcused Tardies:**

- An unexcused tardy occurs when a student is late without a valid reason or without appropriate documentation from a parent/guardian.

****4. Consequences for Unexcused Tardies:**

- **First and Second Offense:**
 - The tardy will be documented, and the student will receive a verbal reminder about the importance of punctuality.
 - Parents will be notified via email that their student was tardy
- **Third Offense:**
 - The student will be assigned detention, which will take place during lunch or after school, depending on the school's schedule.
 - The incident will be recorded, and the parent/guardian will be notified.
- **Fourth Offense:**
 - The student will face additional disciplinary actions, which may include further detention, or loss of privileges.
 - A formal notification will be sent to the parent/guardian.
- **Fifth Offense:**
 - A mandatory meeting with the student, parent/guardian, and school administration will be scheduled to discuss the issue and develop a plan to improve punctuality.
 - The student may face further disciplinary measures if tardiness continues.

****5. Responsibility and Accountability:**



- Students are responsible for managing their time and ensuring they arrive on time for all classes and school activities.
- Repeated tardiness may affect the student's participation in extracurricular activities, leadership roles, and other school privileges.

We encourage students and parents/guardians to work together to ensure timely arrival at school each day, as consistent punctuality is key to academic success and personal responsibility.

ABSENCES

Absence Policy

Regular attendance is vital for academic success and the development of responsibility. At LaGrange Academy, we expect students to attend school and all scheduled classes consistently. Absences disrupt the learning process and can negatively impact a student's progress. To promote regular attendance, the following absence policy is enforced:

**1. Definition of Absence:

- A student is considered absent if they are not present in their assigned class or school activity.

**2. Excused Absences:

- Excused absences include, but are not limited to, the following reasons:
 - Illness or medical appointments (with a note from a healthcare provider).
 - Family emergencies.
 - Religious observances.
 - Pre-approved educational activities or events.
 - School sanctioned events
 - Any activity deemed appropriate by the administration
- Parents/guardians are required to notify the school office and provide appropriate documentation to excuse an absence.

**3. Unexcused Absences:

- An unexcused absence occurs when a student is absent without a valid reason or without appropriate documentation from a parent/guardian.

**4. Consequences for Unexcused Absences:

- **First and Second Offense:**
 - The absence will be documented, and the student will receive a reminder about the importance of regular attendance.
 - A notification will be sent to the parent/guardian.
- **Third Offense:**
 - The student will be assigned detention, which may take place during lunch or after school.
 - The incident will be recorded, and the parent/guardian will be notified.
- **Fourth Offense:**
 - The student will face additional disciplinary actions, which may include further detention, or loss of privileges
 - A formal notification will be sent to the parent/guardian.
- **Fifth Offense:**



- A mandatory meeting with the student, parent/guardian, and school administration will be scheduled to discuss the issue and develop a plan to improve attendance.
- Continued unexcused absences may result in more severe disciplinary measures, which could include in school suspension or involvement of external agencies if necessary.
- **Excessive Absence**
 - A student must attend class a certain amount of times in order to receive credit for a course. If a student misses more than ten class periods (excused or unexcused) during a semester, he/she may not receive credit for that class for that semester. School-sponsored absences and college visits do not count toward the absence limit. Missing more than the allowed absences will result in the grade for that class being posted to the transcript as a zero (0), indicating that the student did not meet the requirements to receive credit for the class. The grade will be computed into the GPA as an F.
 - All students are expected to attend school regularly and to be on time for their classes in order to receive the greatest benefit from the instructional program and to develop good habits of self-discipline and responsibility.

To be eligible for extracurricular participation, a student must be at school for at least four (4) of the seven (7) periods of the school day on the day of the participation. Any exception to this policy must be approved by the Head of School.

LaGrange Academy recognizes that parents may check-out their child for any reason. Work missed during absences must be completed in accordance with the school's makeup policy.

Please note the following policies that apply to all students in grades 6 – 12 at LaGrange Academy:

****5. Responsibility and Accountability:**

- Students and parents/guardians are responsible for ensuring regular attendance at school.
- Excessive unexcused absences may affect the student's academic performance, participation in extracurricular activities, and eligibility for certain school privileges.

****6. Make-Up Work:**

- Students are responsible for making up any work missed due to absences. Teachers will provide reasonable time for the completion of assignments after an excused absence.

We encourage students and parents/guardians to prioritize regular attendance to support academic achievement and personal growth.

CORPORAL PUNISHMENT

LaGrange Academy does not utilize corporal punishment in any form.

HARASSMENT/BULLYING

LaGrange Academy is a place for teaching and learning; harassment disrupts the ability of the faculty to teach and students to learn. The Academy does not approve of harassment of any kind. The school's goal is to provide an environment free of tensions caused by sexist, racist, religious, peer, or age-based remarks or animosity.

Any student affected by any type of verbally or physically harassing conduct is urged to notify a teacher, member of the administration, or the Head of School immediately. The school will investigate all claims of harassment, and appropriate action (up to and including dismissal) will be taken at the conclusion of the investigation. All claims of harassment will be held in confidence insofar as this is possible.



LaGrange Academy is committed to providing a safe and supportive environment for all students. The Academy does not approve of and will not tolerate harassment or bullying of any kind. These behaviors include, but are not limited to: hurting someone physically, stealing or damaging another person's belongings, taunting or teasing, spreading rumors, excluding another student from social activities, initiating unwelcome sexual advances, and saying hurtful remarks based on gender, race, ethnicity, national origin, age, religion, or sexual orientation. Any student experiencing bullying or harassment is urged to report the behavior to a faculty or staff member, immediately. The faculty and staff at LaGrange Academy are committed to: being alert for signs of bullying or harassment and intervening appropriately, responding quickly and sensitively to bullying reports, and assigning consequences for bullying, parental notification, and (as warranted) suspension or dismissal. Students are expected to treat each other respectfully, refuse to participate in bullying or harassment (either as a perpetrator or observer), and to report such incidents to a staff/faculty member immediately.

Note- This list is intended to be descriptive but is not exclusive. The administration reserves the right to dismiss a student at any time when it feels that his/her conduct is detrimental to the LaGrange Academy community.

ABUSE AND MISTREATMENT

Abuse is defined as cruel or violent treatment of another person. This can include but is not limited to verbal, physical or sexual abuse.

Appropriate Behavior/Interactions	Inappropriate Behavior/Interactions
Clean Jokes	Off-Color Jokes
Encouragement	Name Calling
Praise	Ridicule/Humiliation
Side Hugs	Cursing
Pats on Shoulder/Back	Hazing
Handshakes	Shaming/Belittling
High Fives/Hand Slapping	Threats
Verbal Praise	Kisses
Touching Hands, Shoulders, Arms	Showing Affection in Isolated Areas
Arms around Shoulders	Lap Sitting
	Wrestling
	Exposing oneself
	Massages
	Unwanted Affection/Comments/Compliments
	Inappropriate Touching

Students, parents, visitors and staff are encouraged to report inappropriate behavior to Administration. If necessary, reports may be done anonymously.

CONTROLLED SUBSTANCES

Since nicotine/tobacco is a health hazard, LaGrange Academy students are to refrain from using any nicotine/tobacco products at any time, but especially on the school grounds or at any school function.

Possession, use, or being under the influence of controlled substances (except in accordance with medical prescriptions) on school property or at school functions by students, at any time, is strictly prohibited. The school may dismiss or suspend any student who violates this rule. A student found to be involved with or using any illegal substance may be subject to further requirements following a suspension in order to continue enrollment at LaGrange Academy. These may include required counseling, scheduled appointments with physicians, extensive treatment, and random drug testing. Students are expected to abide by all Federal and State laws, including those concerning alcohol, nicotine, tobacco, marijuana, hallucinogenic drugs, and narcotics.



SEARCHES

A search of a student's bags, locker and/or any other item in a student's possession may occur when any member of the faculty or school administration has reason to believe that a disciplinary infraction or the existence of physical or other potential harm to the student or others will be discovered. In addition, in the school's ongoing efforts to ensure compliance with our rules and that students engage in appropriate behavior, and to maintain a substance free and safe school environment, the school may choose to conduct a random search of any area of the school premises as well as any item of a student's personal belongings or items in a student's possession at any time and without prior notice.

SOCIAL BEHAVIOR

Students are expected to display proper behavior and good taste at all times. Physical displays of affection between students will not be tolerated.

SUSPENSION

Students may receive either In School Suspension (ISS) or Out of School Suspension (OSS) for chronic misbehavior or for committing any major offense. Students will complete all assignments during the suspension.

CODE OF PARENTAL CONDUCT

The parents agree to support the school in its relationship with the student. Particularly, parents agree to support school programs and policies. Any difficulties or disagreements which may occur during the student's school career should be handled by all parties with a high degree of professionalism and respect for all involved. The parents understand that when the school determines that parent dissatisfaction is such that the best interests of the child and/or the school are being harmed, LaGrange Academy may ask the parent to withdraw the student from the school or may choose to not offer the student a re-enrollment contract.



COMINGS AND GOINGS

2023-2024 ACADEMIC CALENDAR

August 2023						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8/2-8/7- Teacher Professional Learning- Pre-Planning

8/4- Back-to-School Picnic

8/8- First Day of School (Half-day)

8/10-8/11- High School Retreat

9/4- Labor Day- No School for teachers and students

September 2023						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

10/5- End of First Quarter

10/6- Fall Break- No school for teachers and students

10/9- Teacher Professional Learning- No school for students

11/6- Teacher Professional Learning (GISA Conf.)- No school for students

11/20-11/24- Thanksgiving Break- No school for teachers and students

12/15- Festivalooza- Half-day- End of 2nd Quarter

12/18-1/2- Holiday Break- No School for teachers and students

October 2023						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1/3- Teacher Professional Learning- No school for students

1/4- First Day of Third Quarter

1/15- Martin Luther King Jr. Day- No school for teachers and students

2/16-2/19- Winter Break- No school for teachers and students

3/7- End of Third Quarter

3/8- Teacher Professional Learning- No school for students

4/1-4/5- Spring Break

November 2023						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

5/10- Middle School/Upper School Honors Night

5/15- Last day of school (Half-day)- Kindergarten Commencement, & Lower School Honors Day

5/16- Graduation/Teacher professional day- Post-planning

5/17- Teacher professional day- Post-planning

December 2023						
				1	2	
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28	29	30	31			

February 2024						
				1	2	3
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18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



ARRIVAL/DEPARTURE

Students can not arrive at school before 7:30 a.m. each day. Upon arrival, students should report to the Commons until 7:55 a.m., at which time they will be dismissed to go to their classrooms. Students in Lower School will be permitted into their classes beginning at 7:50 a.m.

All students who arrive after 8:00 a.m. will be counted tardy and must be checked in through the office. Parents of students in grades PreK - 5 are to sign them in at the office. Students in grades 6-12 may sign in on their own.

Parents are urged to pick up students promptly at the appropriate dismissal time. Students who are not picked up by 15 minutes past the dismissal time, will be checked into Home Center and parents will be charged accordingly. Students who are not registered for Home Center, who remain past dismissal time, must be participating in a school sponsored activity or working with a teacher.

Dismissal Times:	Pre-K- Kind.	2:50 pm
	1 st - 5 th	2:55 pm
	6 th - 12 th	3:00 pm

EMERGENCY CLOSING OF SCHOOL

In the case of inclement weather or other type of emergency, LaGrange Academy will operate in conjunction with the Troup County School System when feasible. If an external force causes delayed start or closing of school, the LaGrange Academy families will be notified directly by an email as well as a text message.

LEAVING SCHOOL/SIGN IN AND SIGN OUT SHEET

Students will not be permitted to leave school until parental consent is obtained. Written or verbal permission to leave school during the school day must be submitted to the office for students in grades 6 - 12. Notes from students in Pre-K through fifth grades should be given to their teacher. Parents should come to the school office to pick up students.

Students are to sign-in in the office when entering school late.

They are to sign-out when leaving campus prior to the end of the school day.

Seniors, who have senior privileges, and leave campus, must sign out in the school office when leaving and returning to campus. During normal school hours, students are not permitted to return to the parking lots.

UNSUPERVISED STUDENTS/ACTIVITIES

LaGrange Academy cannot accept responsibility for students on campus except during class hours or while engaged in school authorized and supervised activities. Students should not be left on campus before or after school unless involved in an after-school care program or a scheduled activity or appointment.

AFTER CARE

Home Center is an after-school program that is exempt from licensure by the State of Georgia. Students in grades PreK-6 are eligible to register for Home Center. The after-school program is supervised by LaGrange Academy faculty between the hours of 3:00 p.m. and 5:30 p.m., Monday-Friday (following the school calendar) except for holidays and early dismissal days as noted on the Academic calendar.

Any unattended student on campus after 3:15 p.m. will be placed in Home Center.

Families will be charged a fee of \$15.00 per day per child. If your child is in Home Center for any portion of the day you will be billed for the entire day.

Students who are picked up after 5:30 p.m. will be charged \$1.00 per minute as a late pickup fee.



STUDENT VISITORS

In order to maintain an optimal educational environment, students are not allowed visitors during class periods unless approved in advance by the Head of School. Parents who visit the school during the school day to bring forgotten books, papers, clothing, etc. are asked to leave such items, or messages, in the office. The office staff will deliver the items or messages to the students as soon as possible without creating an undue disruption of class.

Parents, relatives, and Alumni are permitted to visit campus for lunch and various activities. All visitors must check in at the front office and obtain a visitor's badge before entering and buildings. The school does not allow visitors who are not a relative or alumni.



BUSINESS OFFICE

FINANCIAL ASSISTANCE POLICY

LaGrange Academy is dedicated to making its educational experience affordable to as many families as possible. LaGrange Academy feels very strongly that attracting a diverse student body is critical to the enrichment of our students as well as being beneficial to the school and larger community.

In general, regarding its financial aid process, LaGrange Academy:

- adheres to all applicable local, state, and federal laws and regulations, including those that require non-discriminatory practice in administering its financial aid policies.
- operates within the context of both short- and long-range financial aid budget and policy goals.
- uses objective research to measure the effectiveness of its progress towards its goals, and communicates the outcomes to its constituents, as appropriate.
- provides clear and transparent information to families through outreach, education, and guidance on all aspects of its financial aid process and the factors that influence admission and aid eligibility.
- determines eligibility for admission without regard to a student's application for financial aid.
- commits to providing financial aid dollars to applicants who demonstrate that their family resources are insufficient to meet part of the total educational costs.
- continues to provide support to students as long as they demonstrate financial need.
- maintains the same standards of behavior and academic performance for recipients of financial aid as it does for non-recipients.
- enacts documented procedures that ensure a fair, consistent, and equitable assessment of each family's ability to contribute toward educational expenses.
- makes and communicates financial aid decisions in a manner that allows families to make timely, careful, and fully-informed enrollment decisions.
- safeguards the confidentiality of financial aid applications, records, and decisions while respecting the right of each family to discuss its own financial aid outcomes in an appropriate manner.
- supports collegial relationships with other schools and organizations for professional development, exchange of best practices, and other information sharing, as appropriate.

In order to assess what a family can afford for educational costs, LaGrange Academy uses SSS (School and Student Services) by NAIS (National Association of Independent Schools) as an objective and independent third party. SSS calculations are the baseline for our financial aid determinations.

LaGrange Academy cannot make a financial aid decision until an application is complete and on file. Notification of tuition determinations will be released on the same schedule as admission decision letters, whenever possible. Although decisions about admission and financial aid are made at the same time, the two processes are separate. All financial information families provide will be held in strict confidence and will NOT be shared with anyone outside of the Tuition Assistance Committee.

Families are responsible for completing the online form and payment of the associated fee at www.sssbynais.org/parents on NAIS's secure website. In cases of divorce, SSS requires that both parents submit the necessary documents in order to provide LaGrange Academy's Tuition Assistance Committee with a full picture of the family resources.

Based on the submitted application, SSS makes a recommendation to the Tuition Assistance Committee. Parents are notified of their financial aid decision electronically and by direct mail. The decision is held in the strictest confidence by the committee. Families have 10 days to sign and return the acceptance letter, along with an enrollment agreement and registration fee.

LaGrange Academy participates in the Georgia GOAL program and follows all rules and regulations associated with this program. Additional documentation including a completed 1040 tax return for the current year is required when applying for GOAL.



The LaGrange Academy Board of Trustees approves the school's annual budget, which also sets the amount of financial aid available in a school year. Currently, that amount is set at 14% of net tuition income. The Board also sets a cap on individual awards. That is currently 50% of tuition.

The Board of Trustees grants the Head of School and Tuition Assistance Committee the ability to make financial aid awards of greater than 50% in situations where a family's financial status warrants such an award.

FINANCIAL OBLIGATIONS

It is the policy of LaGrange Academy that no student may attend classes or participate in any LaGrange Academy activity, including athletics and other extra-curricular activity, if his/her account is delinquent by more than sixty (60) days. Written notice of this policy will be sent to parents when an account becomes thirty (30) days delinquent. A letter will be sent to parents when an account becomes forty-five (45) days delinquent, and a 1.75% fee will be charged on the outstanding tuition. All accounts for seniors must be paid in full before graduation day.

INSURANCE COVERAGE

LaGrange Academy provides a Student Accident Insurance for all enrolled students. This policy covers students for accidental injuries sustained while under the care and direction of the school. **The policy's deductible is the responsibility of the parents, not the school.** The Student Accident insurance is a policy which helps cover that portion of a claim which is in EXCESS of the parent's normal, primary insurance coverage.

Parents who transport children to or from school functions should note that, in the event of an accident, the school's insurance is secondary to the parents' insurance on that vehicle. A parent's insurance coverage is always the primary coverage.

INSURANCE COVERAGE FOR FIELD TRIPS/OFF SCHOOL PROPERTY

If you drive often for school events, you may want to discuss this with your insurance agent to make sure both of you are comfortable with the limits on your policy.

FACILITY USE

Requests to use school facilities must be directed to the office for approval.

ETHICS REPORTING PROCEDURE AND PROHIBITION AGAINST RETALIATION

LaGrange Academy recognizes that often the best source of feedback about its operations, especially those involving the business office, are members of the Academy family and the school's external vendors. Any member of the Academy family or vendor who wishes to draw the School's attention to an issue of concern - such as a suggestion for improving a business procedure, a concern about legal compliance, or an issue of ethics - should bring the matter to the attention of the Business Officer or the Head of School. Concerns may be raised anonymously if the person raising the issue prefers that approach.

The Academy is committed to maintaining a school where members of the school community feel free to raise questions and concerns about the School's business. It is therefore the School's policy that it will not tolerate reprisals against those who may raise issues of concern.

Any member of the Academy family or contractor who believes that he or she has been subjected to retaliation as a result of raising a question or concern under this policy should immediately report such retaliation to the Head of School, or the Business Office.



Reports of retaliation will be promptly investigated in a manner intended to protect confidentiality, consistent with a thorough and fair investigation. Anyone who the School believes to have engaged in such retaliation will be subject to discipline, up to and including termination or expulsion.

LEGAL ISSUES NOT DIRECTLY RELATED TO THE SCHOOL

LaGrange Academy will comply with any court orders such as, but not limited to; custody, visitation, restraining orders, etc. The involved parties must provide a written or electronic copy of the court order to the school. The school will maintain these court orders for the life of the document in the student or employee's permanent file.



STUDENT HEALTH

IMMUNIZATION AND HEALTH

All students are **REQUIRED** by law to have a current certificate of immunization, birth certificate, and an eye, ear, and dental form on file by the first day of school. (GEORGIA IMMUNIZATION FORM 3231)

UPDATING STUDENT MEDICAL INFORMATION

All medical information for each student is kept updated in the school's database system, FACTS. Parents are **REQUIRED** to complete and maintain updated health and medical information in FACTS that pertains specifically to allergies, instructions for administering medication and any health conditions the student may have. It is assumed that all parents are giving LaGrange Academy permission to treat your child medically unless you communicate with the school to say otherwise.

TEMPERATURE POLICY

If a student has a temperature of 100.4°F or higher, the school will contact the parent and will make arrangements for the student to be picked up. Students should be fever free without the aid of medication for 24 hours before returning to school.

HEAD LICE POLICY

In a suspected case of head lice, the school will conduct a lice check on that student. Every possible action to preserve a student's confidentiality and self-esteem will be taken. If this head check shows an active case of lice, the school will contact the parent and will make arrangements for the student to be picked up.

Students who are sent home for a suspected case of lice must be treated and cleared by a lice treatment professional, a pediatrician, or the health department before being allowed to return to school. Parents may choose to go straight to one of the previously mentioned providers and if that student is judged to be lice free, he or she will be allowed to return to class. Students who have been treated for lice will be allowed to return to school the day after treatment. Students must bring a note from their provider before being allowed to return to class. This notice should specify that the child does not have an active case of lice.

The school will conduct additional checks of those children every five days for three weeks to help monitor any re-infestation.

If a suspected case is found in a grade, the school will check the rest of the students in that grade as well as siblings of students with suspected cases of head lice.

PRESCRIPTION MEDICATIONS

Students are to give all prescription medications to the front office as opposed to keeping them in their lockers, backpacks, etc. Students are to ask the school's front office personnel for their prescription medication and a written record will be maintained by the school of all medications administered by school personnel. An exception for prescription medications that are intended for immediate administration such as inhalers, epinephrine pens, insulin, etc. will be made.

GUIDANCE AND COUNSELING

The health and safety of our students are extremely important to our school. Students experiencing social or emotional difficulties should share those things with their parent, a teacher, counsellor, or another school administrator. Additionally, if a student, teacher, or parent suspects any concerns, our expectation is that those suspicions will be shared. School guidance operates on the premise that effective guidance can only take place if there is a concerted effort on the part of students, parents, and teachers to promote



the best interests of each individual student. LaGrange Academy retains information for additional professional services should a referral be requested as necessary.

ATHLETIC MEDICAL EXAMINATION

In order to participate in athletics, a student must have an annual medical examination prior to the beginning of the season in which that student wishes to participate. Students who participate in multiple sports are required to have only one physical examination. Records of the annual medical examinations must be filed with the Athletic Director and kept on file at the Academy.



DAY TO DAY STUDENT LIFE

CELL PHONES/ELECTRONIC EQUIPMENT

Students may not use their personal devices in the classroom without teacher permission. Use of personal devices outside the classroom is permissible.

Parents may be required to pick up cell phones of students who do not adhere to these guidelines.

LaGrange Academy is not responsible for any lost or stolen items.

CHALLENGED MATERIAL OR METHODS

The school annually reviews its curriculum and instruction as part of the overall educational experience. The Academy values the diversity among its families and therefore realizes that viewpoints may vary on appropriate materials, methodologies, trips, or other components of the school's curriculum and activities. If a student, or parent, objects to a component of a class or student life, the parent should contact the instructor for clarification. If satisfaction is not acquired, then the parent should contact the Head of School for further inquiries. The school will handle each concern on an individual basis to allow for sensitivity in each situation. However, students are responsible for all grades regarding materials even in the case of an objection by the student or family. The school does not promote any certain political, religious, or philosophical approach but desires to expose its students to appropriate experiences to be successful after graduation.

CLASS PARTIES

Class parties will be limited to three per year. The classroom teachers will determine the details and plan with the Room Parents.

CLASSROOM VISITATIONS

ALL visitors to campus during the school day, including parents, must check in with the front office and receive a visitor's badge before proceeding to the classroom buildings. Impromptu meetings with teachers during the class day are not permitted.

STUDENT DRESS CODE

LaGrange Academy students adhere to dress code intended to create a positive learning environment and to present our student body in a way that communicates our care and standards for ourselves and our school.

The school administration reserves the right to interpret the dress code as it applies to individual situations. Enforcement and promotion of the dress code is a joint responsibility of parents, students, teachers, and the administration. We appreciate your assistance as we work together to make our school great.

If a student is found in violation of any part of the dress code the first time, the student will be asked to call someone who can bring them a change of clothes. If a student is found in violation of any part of the dress code multiple times, other consequences will occur.

General

- Clothing must be in good condition.
- Baggy or sloppy clothing is not allowed.
- Clothes normally worn as undergarments (except t-shirts) may not be visible at any time.
- Hats/caps, hoodies (wearing a hood on the head), bandanas, sweatbands, stocking caps, sunglasses, are not to be worn inside the school buildings.
- No pajamas or slippers are allowed.
- No blankets or pillows can be brought to school.
- Visible body piercing (except for earrings), or visible tattoos are not acceptable for students.



- Shoes with any type of wheels are not permitted.

Shirts/Tops

- Sleeveless shirts must have at least two inches of fabric over the shoulder.
- Midriffs and cleavage are not to show.
- Sweatshirts are acceptable school attire, providing they are clean and in good condition.
- Halter tops, strapless tops, spaghetti straps, crop tops, t-shirts with inappropriate slogans, see-through fabrics, and excessively tight clothing are not appropriate for school.
- Jackets or removable outerwear do not constitute a top.

Pants/Bottoms

- Pants and shorts must be worn at the “natural” waistline. Shorts and skirts must be a minimum of middle fingertip length. Middle fingertip length is measured by having a student place their arms by their sides while standing up.
- Leggings, yoga, and form-fitting fitness attire may be worn only when the top is “wrist” length. Wrist length is measured by having a student place their arms by their sides while standing up.
- Cut-off jeans are not acceptable. Frayed denim is acceptable; however no skin can be visible above finger-tip length.
- Sweatpants are not allowed.

FIELD TRIPS

Field trips are scheduled throughout the year to augment the students' educational experiences. Student dress for field trips will be delineated by the trip's sponsors and chaperones. Behavior on field trips will be guided by the same rules and regulations required of students on campus and delineated in this handbook.

The default mode of transportation for a field trip is a school bus and van. Any student under the age of 8 must use a booster/safety seat on the bus and van.

Permission forms must be completed for each field trip.

MOTOR VEHICLES

Students with a valid driver's license will be allowed to drive motor vehicles to school as long as they observe the necessary precautions of safe driving, and provided they park their cars in designated student parking areas.

Students who ride motorcycles are also expected to conform to regulations pertaining to motor vehicles. Motorcycles are not to be ridden across the unpaved grounds of LaGrange Academy.

After a student leaves his/her vehicle in the morning, he/she must not return to the vehicle until school is out, unless he/she has permission from the office or a teacher.

Any student who is seen driving recklessly to or from school should be reported to the proper law enforcement agency. Any student who is reported to the office for reckless driving on campus will be warned and his/her parents notified.

A second bad traffic report for a student may result in the loss of the privilege of bringing a vehicle to the LaGrange Academy campus. Driving a car on campus is a privilege. Students who abuse the campus driving privilege may forfeit that privilege.

PARKING

Students are expected to park in designated parking spots throughout the entire school day; this includes returning to school from lunch or a college class. Students are NOT to park in the parking lot by the Administrative Building or in front of the Media Center.



At no time should anyone park on any grass area, especially near the playground or near the baseball field. We ask that you park only in designated parking spots.

SCHOOL-SPONSORED GROUPS AND STUDENT INTEREST GROUPS

LaGrange Academy encourages students to participate in various extra-curricular activities. In addition to our athletic, literary, and academic teams, our school allows for school-sponsored groups and student interest groups.

School-sponsored groups are organizations that are nationally recognized and school-initiated. The school pays dues for these groups. Examples include, but are not limited to, National Honor Society, National Junior Honor Society, BETA, National Art Honor Society, International Thespian Society.

Student-interest groups are approved every year and must meet the following guidelines for consideration:

- The group must be open to any student.
- The group must identify a faculty sponsor.
- The group must submit a statement of purpose and list of activities to the Head of School.

Student Interest groups will not receive school-sponsored communication or publication. Announcements for student interest group can be made during the High School Break each morning.

SENIOR PRIVILEGES

With administrative approval, seniors are allowed to leave campus during lunch or other designated times. This privilege will apply to all seniors who (1) are in good academic standing, (2) have a signed parental permission form, and (3) maintain appropriate disciplinary standards as determined by the administration and (4) must have applied to a college or university by December 1st.

Parents, please remember that leaving school is a SENIOR PRIVILEGE ONLY. Students from other grades are not allowed to leave campus for lunch. This is one of the privileges that makes being a senior special.



TECHNOLOGY

ACCEPTABLE USE POLICY

At LaGrange Academy, we provide our students with opportunities to utilize technology in various ways. We view technology as a tool to enhance teaching and learning at the Academy. It is our goal to always maintain this equipment in proper operating order and to ensure that it is used appropriately. Therefore, we have set up the following guidelines.

The student is responsible for his/her actions when using e-mails, the Internet, computers, and any other school technology. Examples of prohibited conduct and use include, but are not limited to the following:

PROHIBITED USE

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing school rules or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, obscene, or sexually explicit materials
- Use of chat rooms or games not authorized by the teacher for academic use
- Sites selling term papers, book reports, and other forms of student work
- Messaging services
- Spamming: sending mass or inappropriate emails
- Gaining access to other students' accounts, login credentials, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Bypassing the LaGrange Academy web filter through a web proxy
- Photographing or video recording on campus without the permission of a teacher, and should only be done for academic purposes or in support of a school program
- Student sharing of their passwords, addresses, or other personal information without the authorization of a parent or LaGrange Academy representative
- Copying certain internet materials or reproducing materials without the permission of the author or other right holder
- Plagiarizing academic materials
- Using or possessing hacking software

Students should respect all the technological equipment and their proper use based on the LaGrange Academy Technology Acceptable Use Policy. Any mishandling or tampering may result in losing computer privileges at school. In addition, disciplinary action, including suspension, may occur for situations considered serious by the school administration. Any damage requiring repair to hardware or software will result in financial charges being assessed.

Students will not participate in any acts of vandalism regarding the technology. Vandalism is defined as any malicious attempt to harm or destroy any piece of hardware, software, or data of another user, and includes but is not limited to, the uploading or creation of computer viruses.

Also, students will not attempt to alter the configuration of school technology or any of the school's software.

Students are not permitted to install software without prior approval of the school administration.

INTERNET USE

There are many sites on the internet that are inappropriate and can be potentially alarming or dangerous to minors. It is the goal of LaGrange Academy to block these sites when students are logged on to the



school's network. The school cannot control all the information available on the internet. Parents should be aware that such inappropriate material is on the internet and should caution their children not to access such material. Parents are encouraged to establish and maintain appropriate filters on their home internet.

The internet is to be used solely in support of LaGrange Academy's educational mission. All other uses are strictly prohibited. It shall not be used to publish or transmit any information that:

1. Violates or infringes upon the rights of any other person;
2. Contains material that would be considered abusive, profane, or sexually offensive to the average person;
3. Contains any advertisement or solicitation of goods or services that are not school-related;
4. Relates to the user's personal business or commercial activity;
5. Solicits the performance of any unlawful act;
6. Violates copyright laws or plagiarizes the work of another;
7. Encourages the use of controlled substances; or
8. Violates any local, state or federal law, Board policy or school rules.

SCHOOL EMAIL

All students in 6th through 12th grades are provided email addresses by LaGrange Academy. Middle school students are not able to send or receive emails to addresses outside our school domain. Their school-assigned email address will only allow them to send electronic communications to students, faculty, or administrators who share a lagrangeacademy.org email address. High school students will be able to send or receive emails both inside and outside our school domain. High school students will use this privilege in line with the LaGrange Academy Technology Acceptable Use Policy.

Parents are able (and even encouraged) to check their students' email address anytime they wish. Passwords can be provided from the school. You can also ask your student for his/her password. All students are required to share their passwords with their parents. Our school administration is always able to check student email accounts when asked, or if necessary.

Through these email addresses, students will be able to receive important school-related emails. Examples include our weekly school newsletter, daily announcements, and communication from their teachers and fellow students in a much faster and more efficient manner.

LAPTOP DISTRIBUTION AND CARE

Students are issued one Chromebook and one charger at the beginning of the school year unless otherwise specified. Laptops will be collected at the conclusion of the school year to allow for maintenance and updates over the summer break. The laptops and chargers are the property of LaGrange Academy and students are expected to use them in conformity with the school's Technology Acceptable Use Policy. Each laptop will be identified with a UPC code to facilitate the ongoing tracking of laptops. Students are responsible for the general care of the laptop they have been issued by the school.

All students must provide a hardshell case and slipcover for their Chromebook. Laptops that are broken or fail to work properly must be taken to the LaGrange Academy administration for an evaluation of the equipment.

Any loss or damage to the laptops (outside of reasonable wear and tear), regardless of the cause, will be the strict financial responsibility of the students/parents. Students must immediately report damage or loss, including theft, to the LaGrange Academy administration. Students/parents are not permitted to repair, alter, modify or replace laptops without express authorization from LaGrange Academy. Students will be charged for laptop repairs or replacements based on the cost of repair or replacement to the school.

GENERAL EXPECTATIONS



- Students must have their laptops and chargers with them at school every day.
- Students are responsible for keeping their laptop batteries charged for school each day.
- Students may not remove or circumvent the management system installed. This includes removing restrictions or “jailbreaking” the device.
- Only use a soft cloth to clean the screen, no cleansers of any type.
- Student laptops must remain free of any writing, drawing, stickers, or labels that are not the property of LaGrange Academy.
- Laptops must never be left in an unsupervised area.
- Students may use the laptop only for academic purposes on campus.
- Students may not use other students’ laptops nor have them in their possession.
- Students may not access another student’s account.
- Seniors will be required to clear all records and files before participating in graduation ceremonies.
- Students are expected to notify a teacher or administrator whenever they come across information or messages that are inappropriate, dangerous, threatening or make them feel uncomfortable.

SOUND, MUSIC, GAMES, AND PROGRAMS

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet games and game apps are not allowed on laptops.
- The software/apps originally installed by LaGrange Academy must remain on the laptops in usable condition and be easily accessible at all times.
- Students are not allowed to load extra software/apps on their laptops without teacher permission.
- Earbuds, headphones, or other such listening devices will not be allowed in classrooms unless permission is obtained from the teacher for educational purposes.

STUDENT/PARENT LAPTOP AGREEMENT

Every student in 4th through 12th grade and their parents are required to complete and sign the LaGrange Academy Student/Parent Laptop Agreement, found at the conclusion of this policy document. The Agreement must be signed before taking possession of the LaGrange Academy-owned laptop.

GENERAL RULES FOR LAPTOP USE

In consideration for receiving the laptop from LaGrange Academy, each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends LaGrange Academy as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, loss, damage, claim, action, and cause of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the laptops furnished by LaGrange Academy to the student.

This Technology Acceptable Use Policy applies to LaGrange Academy students at all times, whether or not the students are on campus, as LaGrange Academy students are school representatives at all times.

GO GUARDIAN FILTERING

In order to help keep our students safe and to continue to promote the scholarly use of technology, we have adopted online content filter and monitoring services provided by GoGuardian. The LaGrange Academy-issued devices and school-managed Google Accounts are automatically connected and are installed with GoGuardian.



The use of this content filter is a mandatory condition of the School's Technology Acceptable Use Policy, and it is a violation of the Technology Acceptable Use Policy to disable or attempt to disable, in any manner, the content filter.

It may be helpful to know that over 100,000 other schools use GoGuardian to protect 5.5 million students across the world, and the Global Educator Institute has endorsed the GoGuardian Teacher product.

We chose GoGuardian Admin and GoGuardian Teacher services to:

- Help protect students against harmful and inappropriate online material
- Help students stay scholarly and more focused when learning online
- Help assess students' progress towards class assignments
- Facilitate communication between teachers and students during class time GoGuardian's web-based services operate on our school's managed Google Suite for Education Chrome accounts (i.e. when a student is logged into Chrome or a Chromebook with his/her school e-mail address).

As a content filter, GoGuardian blocks inappropriate sites based on keywords, automatically, before they reach devices with the content filter, and provides notice of the visit or attempted visit of sites. Parents are further advised that GoGuardian records all internet activity while students use their school-managed Google Accounts, regardless of the student or device's physical location.

All Chromebooks are configured through GoGuardian to monitor internet traffic, as well as to provide notification of the visit or attempted visit or viewing of Explicit content sites, or potential Self-harm sites. Explicit content is generally, but not exclusively, defined as those sites that contain vulgar, obscene, lewd, illegal, or offensive content with no artistic or educational value. School administrators and personnel will be alerted during the school day if a student visits a website that displays explicit content. The school administrator or personnel will determine what action, including disciplinary action, will be taken.

Self-Harm content is defined as those sites that promote or provide information or instruction regarding suicide, self-injurious, or other harmful behaviors. School administrators and personnel will be alerted during the school day if a student visits a website that displays self-harm content. The school administrator or personnel will take appropriate steps to address student safety based on recommended best practices for the prevention of self-harm and student safety. LaGrange Academy helps protect your child while on and off-campus. LaGrange Academy enables teachers to use GoGuardian Teach with students in their classes only during school hours from 8:00 a.m. to 3:00 p.m.

Please be advised that while GoGuardian is configured to filter and notify about device use at all times, like all tools, it is not perfect. Parents are advised that it is their responsibility to monitor and oversee their students' use of electronic devices, particularly outside of the school day. The school shall not be responsible for any actions taken by the student outside of the school day. The school, through GoGuardian, only monitors and collects internet activity. The School, through GoGuardian, does not collect photos, videos, or audio of students, school personnel, or school activities. The school does not use GoGuardian, or any software, on any device, which would violate the privacy rights of any student or any individual residing with the student. For more detailed information about GoGuardian, you may visit GoGuardian's website, Trust & Privacy Center, GoGuardian's Product Privacy Policy, and the attached COPPA Notice and Disclosure Form.

CONSEQUENCES OF MISUSE

Violation of LaGrange Academy policies and procedures involving the use of technology and networks will result in disciplinary actions, including, but not limited to, cancellation of user privileges. In addition, violators may also be reported to the appropriate criminal authorities. School administration will determine when a policy or procedure has been violated.

