UNIVERSITY LABORATORY SCHOOL POLICY
Student Services and Privileges

Media Center (Laboratory School Libraries) and LSU Library

The Middle and High School Media Center is located on the second floor of the middle school wing. This location houses the library for grades 6-12. The Elementary Media Center is located on the ground floor of the elementary C - building. Two librarians provide services for these libraries.

The Elementary Media Center is used for elementary Information Resource classes and assigned book checkout times for individual classrooms. The Secondary Media Center is open from 7:30 a.m. until 4:00 p.m. Monday thru Thursday. After the regular school day ends, the secondary media center is open to sixth through twelfth grade students only.

The LSU Library collection is available for use to students in grades 9 - 12. Responsible use of the facility, timely return of books, and careful handling of library materials and equipment will enable high school Laboratory School students to retain this privilege. Special permission forms are available to students wishing to use the LSU Library.

School Counselors

Enrollment in the LSU Laboratory School grants parental consent for students to be seen by the school counselors. Our goal is to facilitate students’ social and academic development. The following services are available:

A. Individual Counseling to help students confront and solve problems that interfere with academic, career, personal/social development (short-term basis only)
B. Small Group Counseling for students to discuss shared issues with peers
C. Crisis Counseling in the event of an emergency
D. Guidance Curriculum to educate students on developmental appropriate topics
E. Student and family referrals to outside counseling or community agencies as needed
F. Advocate for student rights in cases of abuse or truancy
G. Cognitive, aptitude and achievement test interpretation

School Counselors
Lauren Eglin, grades K – 5 Room E115A 578 – 3278
Angela Murray, grades 6 - 9 Room M234 578 – 9159
Kristy Gremillion, grades 10 – 12 Room H130B 578 – 3099

School-Sponsored Trips and Activities
A student is under the jurisdiction of the school during any period of time, whether on or off campus, that he/she is participating in a school-sponsored activity or trip.

When returning from a school function for which transportation has been provided (bus, van, etc), a student may ride with another adult if he/she has a note from his/her parent giving permission to do so. The adult providing the ride home must meet the school chaperone at the bus to physically take responsibility for that student. Under no circumstances will a student be released to another student. A student will not be released to a non-parent adult unless this has been requested of the school in writing by a parent of the student.

The jurisdiction of the school extends to all vehicles used for transportation and all areas visited on any school sponsored activity. When participating in one of these activities, a student should report to the campus at the time specified by the activity supervisor, and he/she should depart from the campus immediately after the activity.

**Before, during and after all school functions such as sporting events, concerts, ceremonies and other dramatic or musical productions, elementary and middle school students must be supervised at all times by a parent. Elementary and middle school students may not be “dropped off” or allowed to play on school grounds without parental supervision before, during or after the event.**

**Electronic Devices**

The use or display of beepers, cell phones, Iphone watches, cameras, IPods, ear buds, and other electronic devices in any school building is never allowed; unless it is being used for instructional purposes under the supervision of a lab school instructor. Phones can be used outside of school buildings before 7:45 a.m. and after 3:00 p.m. “Use” shall be defined as the device being turned on or otherwise activated whether or not sending or receiving a call, message, or other communication, or using any feature of the device including but not limited to games, camera, instant text messaging, playing music etc. “Display” shall be defined as possession in such manner that any portion of said device is visible to others. Obviously, the use or display of such devices shall not be permitted in any testing or instructional setting including before or after the school day.

During the school day, if there is a need to call a parent, students may use a land line in the main office. In an emergency, such as a fire, emergency medical need, or a breach of school security, we do allow students to use a school cell phone or their cell phone under the supervision of a school employee. No one is ever too far from instant communication.

The consequences for noncompliance are as follows:

First: Loss of the electronic device until a parent picks it up and an assigned Saturday school.
Second: Loss of the electronic device until a parent picks it up and two days in - school suspension.

Third: Loss of the electronic device until the end of the quarter (or an amount of time deemed appropriate by the Dean of Students) and a Discipline Committee hearing

**Qualifying for Lab School Elementary Speech-Language Services**

The Lab School offers the opportunity for qualifying elementary students to receive services during the school day through the LSU Department of Communication Sciences and Disorders (LSU ComD). LSU ComD graduate students under the direct supervision of LSU Speech Language Pathology Instructor, Mrs. Becky Gouvier, provide services. For additional information about the LSU Speech Language and Hearing Clinic, please visit [http://sites01.lsu.edu/wp/comd/faculty/rebecca-h-gouvier-instructor-speech-language-pathology/#](http://sites01.lsu.edu/wp/comd/faculty/rebecca-h-gouvier-instructor-speech-language-pathology/#).

In order for an elementary student to be considered for school speech services, the following process must be followed:

1. Submit a current (within one year) speech evaluation or a psycho-educational evaluation completed by a psychologist to the elementary office. The evaluation may be completed by a private speech therapist, the special education department of a public school system, or by LSU ComD. Each year, evaluations must be turned in by August 10 (or the last working day before August 10) in order for the student to be considered for fall semester services and by the last working day before winter break holiday for the student to be considered for spring semester services.

2. LSU ComD reviews all current evaluations and determines if students qualify for school services. Those decisions are communicated to the Elementary Principal.

3. LSU ComD contacts the parents of all students for whom a current evaluation is on file to communicate the final determination of eligibility.

4. Services are provided either during the student’s PE/Foreign Language time or “Other Specialists” time during the school day.

5. Qualifying students receive services the entire qualifying semester unless LSU ComD determines services are no longer necessary or more intense private therapy is required.

6. Each fall, LSU ComD screens all Lab School kindergarten students and makes recommendations to parents regarding whether or not a full speech-language evaluation should be considered.

Once Lab School elementary students qualify for school services, LSU ComD communicates with parents regarding the semester’s plan of action, ongoing progress, and the need for continued or more aggressive services. Should a student need more intense therapy than the school is able to provide, the parents may inquire with their
public school district regarding special education services available in the free and appropriate public education setting.

**LSU ComD and the Lab School advise against terminating a student’s private speech services until the student qualifies for and begins successful participation in school services. **

**Daily Announcements**

Daily Announcements are made over the school’s intercom system at 7:45 a.m. Announcements must be authorized by the sponsor of the group requesting the submission and by the administration.

Announcements must be placed in the designated box located in the main office or emailed to Kayla Fiorenza at kfiore5@lsu.edu by 1 pm on the day prior to announcement being made. Daily announcements will also be posted on the school website.

**School-sponsored activities/Events/Trips to be included on the School Calendar**

For any event to be included on the school calendar an online “Activity Request” form must be completed by a faculty member, or if for student organizations, by the faculty sponsor of the respective student group making the request. Upon administrative approval, the person who submitted the request will be informed that the activity has been approved and will be given directions regarding how to proceed. The school calendar is posted on the school’s website.

**Visitors/Observers on Campus**

Visits by friends, relatives, former students, and out-of-town guests during the school day are not allowed unless approved beforehand by that school’s administrator.

**Observers are asked to schedule observations between September 1st and April 30th.** Parents of students should make an appointment if they wish to conference with a teacher. Middle and High School observers must arrive at the beginning of a class period and remain until the end of the class. Please refer to class schedules when preparing to visit. All visitors should enter through the front entrance of the school (by the flag pole) to sign in, check students out, and/or pick up a visitor’s badge. Failure to do so will void visitation privileges. Due to state regulations, no observers or visitors are allowed on campus during state testing.

**Cafeteria Guests**

Due to state and in-house testing and the overwhelming number of activities in August and May which alter normal daily schedules, parent(s) are welcome to eat cafeteria lunch with their child(ren) from **September 1st through April 30th.** This includes
birthdays and “classroom stars of the week”. When visiting for lunch, parents must sign in at the main office, receive a visitor’s badge, and wait for their child either in the cafeteria or in the courtyard. Parents should schedule lunch visits with the child’s teacher beforehand. Due to space limitations, we are only able to accommodate 2-3 guests per classroom per day for lunch and guests must sit at the assigned class table.

**Parties/Outside Food**

The topic of student parties can cause unique problems or concerns for faculty members. No birthday parties are allowed during the school day. In general, the following guidelines have been found helpful in handling party related questions. Students should not hand out invitations at school for private parties unless every child in the room (or every boy or every girl) is to be invited. School administration, faculty, and staff may not provide mailing labels and/or addresses for students. Each parent has access to this information through the Student Directory sold by the Cub Club.

An individual student may store a healthy snack and/or an unopened bottle of water in his/her booksack each day for consumption during lunch, recess or class change time (for older students). So as not to interfere with instructional time and in accordance with our Food/Allergy Policy, students who bring recess/lunch items to school may not eat or drink during instructional time and may not share with other students. For all students, teachers provide regular bathroom/water fountain rotations throughout the day during instructional work time and access to water fountains during outside recess and/or class change time.

Also, to avoid school pest problems and because of the increasing number of students’ food allergies and parental preferences regarding what foods their children eat, these guidelines must be followed for K-12 students:

- Students and parents may not bring “treats” to school for birthday celebrations or other reasons.
- When parents choose to visit their children for lunch from September to April, our preference is that they dine with us by selecting from the cafeteria menu. If a parent is unable to do that, he/she may bring lunch only for his/her child.
- For classroom cultural activities, instructional activities which require/allow food consumption, or elementary classroom celebrations held in December and May, a list of items to be served must be sent home at least one week prior to the event. This allows parents the opportunity to review the items and notify the classroom teacher if there is a problem. Parents of children with allergies or parents with certain food preferences, may send the food items they choose for their children as replacements or opt their children out of eating all together. However, even if the children do not eat, they must participate in all instructional activities. Many grade levels now use the Sign-up Genius website to sign up for collection and approval of food items.
- For special days, such as Valentine’s Day, students may exchange cards but no candy may be attached.

**Deliveries**
Commercial deliveries for students are not allowed. Students coming to school late in the morning and students returning to school (including seniors on privilege time) may not bring any food or drink into the school buildings for themselves or other students.

If your child forgets his/her lunch at home, be assured if he/she lets either the elementary teacher or the cafeteria supervisor know (for secondary students), one will be provided in the cafeteria. The charge(s) for the meal(s) will be sent to parents through fee billing.

If a parent brings a forgotten item to a student after the school day begins, please email your student (if in middle and high school) and let him/her know it may be picked up in the main office during class change or during his/her lunch time. For elementary students, please email the teacher and she will either pick up the item from the main office when she is able to or send the student to pick up the item during non-instructional time. When available, main office student workers help deliver items to classrooms throughout the day but it is wise not to depend on that. Food items not picked up by the end of each school day will be discarded.

**Computer Usage Policy**

The LSU Laboratory School shall adhere to the following computer usage policy which is similar to that prescribed for various colleges and other academic departments of Louisiana State University.

Individuals (students, faculty, and staff members) using the computer resources provided by the LSU Laboratory School should be aware of the following:

LSU computer resources are defined as all available public networks, processors, peripherals and supplies under the administration of the Office of Computer Services and various other academic departments and colleges.

Use of the LSU computing network and resources is a privilege and not a right. As with all privileges, abuses will not be tolerated.

An individual member of the LSU community (faculty, staff, or student) may be issued a logon id to access one or more LSU computing resources. The proper use of a logon id and the associated password is ultimately the responsibility of the individual to whom it has been assigned. Therefore, each individual is responsible for the security of his/her password and logon id.

1. The logon id for faculty and staff will remain valid as long as the individual is associated with LSU.
2. The student logon id for grades K-12 will be re-validated yearly. Two levels of access are provided. One is access to school resources and simple Internet use. The second level provides e-mail and Moodle access. Students are introduced to the second level in upper elementary school.
The use of another individual’s logon id without his/her expressed consent will be viewed as the stealing of LSU resources and computer fraud.

Types of appropriate use of the internet and other network resources to which LSU is directly or indirectly connected are as follows:
1. Research for assignments
2. Check LSU email
3. Work on homework/class assignments
4. Moodle

Inappropriate use of the Internet and other network resources to which LSU is directly or indirectly connected is deemed abuse of computer privileges. Some examples of inappropriate use of the networks are as follows:
1. participation in network activities which place a strain on computer resources such as chain letters, mail lists, chat rooms, or any type of network games;
2. the accessing of material that is profane, obscene, pornographic, or advocates illegal acts, violence or discrimination;
3. the sending of obscene, profane and/or harassing messages to others on the network;
4. the unauthorized access or attempted access of another network computer system;
5. violations of copyright laws by unauthorized downloading of software graphics, text or sound;
6. plagiarism;
7. advertisement or commercial use of the LSU resources;
8. any type of illegal activity;
9. posting information about another student without administrative approval. Administrative approval will be given for class projects exclusively.

Neither LSU nor LSU Laboratory School will be responsible for any financial obligations incurred by users of these logon ids.

All users should be aware of worldwide exposure as they begin to create and publish work for the worldwide Web. They must protect their privacy and that of their classmates and fellow staff/faculty members by not revealing personal information such as telephone numbers, home addresses, or other personal information. Classroom home pages should not directly identify any person engaged in classroom activities.

All users should be aware that routine monitoring of the system is done and may lead to the discovery that a user has or is violating the Computer Acceptable Use Policy, the Student Handbook, or the laws of the parish or state. This will not be considered a violation of privacy.
All users should be aware that routine maintenance of the system may also purge files from individual accounts. All important and irreplaceable material should be stored on disk. (This maintenance would normally take place during the summer months.)