University Laboratory School

Administration

Wade Smith, Superintendent.......................... 578 – 3223
Myra Broussard, Elementary Principal............. 578 – 9160
Frank Rusciano, Secondary Principal ............... 578 – 6924
Matt Picou, Dean of Students........................ 578 – 6919

School Counselors

Lauren Eglin, grades K – 5............................... 578 – 3278
Angela Murray, grades 6 – 9............................. 578 – 9159
Kristy Gremillion, grades 10 – 12 ..................... 578 – 3099

***Since it is impossible to cover everything that might occur in the school setting, anything not covered in this handbook will be left to the discretion of the respective school principal or the principal’s designee.***
# Table of Contents

School Mission Statement ........................................................................... 4  
Participation Agreement ........................................................................... 5  
Parent/Student Acknowledgement of Code & Policies ................................. 6  
Code of Student Conduct ......................................................................... 6  
Student Expectations ............................................................................. 6  
Parent Expectations .............................................................................. 6  
Purpose of Student Conduct ..................................................................... 7  
School Regulations .................................................................................. 7  
School Jurisdiction .................................................................................. 7  
Compliance with LSU Rules and Regulations ........................................ 8  
Academic Misconduct ............................................................................ 8  
Suspension Procedures ........................................................................... 10  
Disciplinary Hearings ............................................................................ 10  
Academic Probation .............................................................................. 11  
Removal Procedures ............................................................................. 12  
Expulsion ............................................................................................... 12  
Eligibility for Extracurricular Activities or Senior Privileges .................... 12  
Searches of Students and School Property ........................................... 13  
Criminal Behavior .................................................................................. 13  
Grading and Reporting Policies and Procedures ..................................... 14  
Other General Policies and Procedures .................................................. 14  
Computer Usage Policy .......................................................................... 15  
Policy Against Harassment .................................................................... 17  
Policy Against Hazing ........................................................................... 19  
University Laboratory School Substance Abuse Policy ............................ 20  
Appendix – References to other School Policies ..................................... 22
LSU Laboratory School/College of Human Sciences and Education

Strategic Plan

Mission Statement

TOTAL EFFORT IN EVERY ENDEAVOR

The Laboratory School community aspires towards total effort in every endeavor for maximum student achievement through the development, implementation, and demonstration of exemplary programs and instructional practices.

Founded in 1915 as the University Demonstration School for the College of Human Sciences and Education, the LSU Laboratory School receives operating funds from the state through the Minimum Foundation Program, as well as tuition. The Laboratory School utilizes five key functions in pursuit of its mission:

1. provides an exemplary education for its students
2. demonstrates a model educational environment
3. serves as a center for educational innovation and research
4. provides professional development opportunities for the state’s educators, and
5. offers clinical teaching experiences for pre-service teachers

Louisiana State University Laboratory School Vision Statement

To maximize potential for student achievement, the LSU Laboratory School aspires to represent the highest standards of effective instructional delivery and assessment and serve as a demonstration school in the Greater Baton Rouge area, the State of Louisiana, and throughout the nation and world. Furthermore, LSU Laboratory School seeks to offer an environment conducive to academic research and professional development outreach to other school systems and pre-service teachers.

Louisiana State University Laboratory School Values

The LSU Laboratory School values opportunities for all students and community members to continue to grow and learn through the

• implementation of exemplary, research based teaching practices.
• provision of a safe environment that promotes teaching and learning.
• provision of a rigorous curriculum rich in the liberal arts and sciences.
• promotion of a diverse community of learners and teaching professionals.
Parent/guardian Liability and Permission Regarding Student Participation:  
By participating in or using any activities, programs, equipment or facilities available through LSU and/or LSU Lab School, the participant/user (or guardian of a minor participant/user) hereby agrees to the following terms and conditions:

Even under supervision, there is a risk of injury while utilizing LSU and/or LSU Lab School facilities, equipment, and programs and every activity has a certain degree of risk, some more than others. By participating, parents and students knowingly and voluntarily assume any and all risk of injuries, regardless of severity, which from time to time may occur as a result of participation in activities through LSU and/or LSU Lab School.

Every Lab School parent must have adequate health insurance to cover any injury or damages that a student may suffer while participating, or alternatively, agrees to bear all costs associated with any such injury or damages.

Students must be in good health and have no mental or physical condition or symptoms that could interfere with their safety or the safety of others while participating in any activity using any equipment or facilities of LSU and/or LSU Lab School. A parent/legal guardian and student are responsible to determine whether the student is physically and mentally fit to participate, perform, or utilize the activities, programs, equipment or facilities available at LSU and/or LSU Lab School, and may not rely on any advice from LSU and/or LSU Lab School in this regard. To the extent that there are any questions or the need for any information about the student’s physical or mental condition or limitations, the parent/legal guardian agrees to seek and pay for professional advice from a qualified physician.

Parents/guardians RELEASE AND HOLD HARMLESS, the State of Louisiana, the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College, the LSU Lab School and its respective members, officers, employees, student workers, student interns, volunteers, agents, representatives, institutions, and/or departments from any and all liability, claims, damages, costs, expenses, personal injuries, illnesses, death or loss of personal property resulting, in whole or in part, from the student’s participation in, or use of, any facility, equipment, and/or programs of Louisiana State University.

The parent of a student enrolled in the LSU and/or LSU Lab School, consent to the student being the subject of any photography, audio, video recordings, or any type of media release which may take place during participation in programming and/or open recreation activities. Such photography, recordings, media releases, etc. may be used for LSU and/or Lab School publications, webcasts, telecasts, advertising, and for any other additional promotional or marketing purpose as Louisiana State University and/or the Lab School may see fit. By entering LSU and/or LSU Lab School, the student and parent/guardians hereby waive all rights or claims to any financial compensation or payment of royalties in connection with any publications, webcasts, broadcasts, or exhibition of these
materials. If a parent/guardian does not wish for his/her student to be photographed, participate in school videos, etc. a media release form indicating so must be submitted.

**Parent/Student Acknowledgement of Code and Policies of ULS**

*By accepting admission to the Lab School, and in using any activities, programs, equipment or facilities available through LSU and/or LSU Lab School, the participant/user (or guardian of a minor participant/user) hereby agrees to the following terms and conditions:*

Each student’s parent, stepparent or legal guardian is expected to support and comply with the procedures and policies of ULS. This specifically includes the acceptance of full financial responsibility for each student’s tuition, fees, meal charges, fines and any other financial obligations assessed by ULS. It is understood that failure to pay all financial obligations when due may result in dismissal of the student from ULS and withholding of grades and transcripts until all financial obligations have been paid in full. Past due financial obligations may be placed with the Office of Attorney General for collection and the responsible parent, stepparent or legal guardian will be responsible for any penalties and additional costs of collection resulting from that process.

**LAB SCHOOL (K-12) CODE OF STUDENT CONDUCT**

**Student Expectations**

1. Students who choose to come to the University Laboratory School elect to live by the rules and regulations of the school, including the Code of Student Conduct.
2. Students should expect consequences if they violate the Code of Student Conduct.
3. Students understand the Code of Student Conduct will apply to all campus and off-campus Laboratory School activities. In addition, the Code will apply whenever they are representing the school off campus and in all circumstances in which their conduct may reflect on the reputation of the Laboratory School.
4. Any student speech, activity or behavior, whether on or off campus, school-related or not school-related, which causes a substantial disruption in the school environment is prohibited and subject to discipline.
5. Any violation of federal, state or local law by any student will be deemed a violation of the Code of Student Conduct and will subject the student to discipline.
6. Students agree to assist one another in keeping the Code of Student Conduct.

**Parent Expectations**

1. Parents recognize that Lab School attendance is a privilege and support the Code of Student Conduct.
2. Parents expect their children to live by the rules and regulations of the Laboratory School.
3. Parents expect their children to receive consequences for violating the Code of Student Conduct.
4. Parents will assist their children in abiding by the Code of Student Conduct.
5. Parents will help the school foster student accountability and responsibility.
Purpose of the Code of Student Conduct

The ultimate responsibility for student conduct rests with the student and his or her parents. It is the daily responsibility of school personnel to facilitate an effective learning environment for all students. The Code of Student Conduct defines violations identified by administrators, teachers, substitute teachers, and parents which are representative of those acts that frequently cause disruption of the educational process. It should be pointed out that no list is all-inclusive. A student committing an act of misconduct not listed will be subject to the discretionary authority of the administration.

A major consideration in the application of the Code of Student Conduct is to identify the most appropriate disciplinary action for bringing about positive student behavior. Before, during, and after implementation of any disciplinary action, a guidance counselor is available to assist the student with problems that may be influencing his or her behavior. Additional administrative action may be taken if the nature of the misconduct warrants it. The University Laboratory School recognizes the due process rights of its students. A discussion of these rights and the appeal process can be found in this handbook.

In determining appropriate disciplinary actions, the administration will consider both the individual offending student and the impact of the offense on the student community.

School Regulations

The LSU Board of Supervisors, in compliance with various state and federal laws, has charged LSU and Laboratory School administrators with carrying out specific educational programs and with protecting the health and welfare of Laboratory School students while they are under the jurisdiction of the school.

The following School Regulations are a simplified statement of the more detailed and complex laws, legal decisions, and regulations which pertain to the conduct, activities, rights and responsibilities of Laboratory School students. Beyond a mere summary of limitations and restraints on authorized student activities and behavior, these regulations provide a basis for students, parents, faculty, and administrators to better understand and participate in the responsibilities each has towards the other.

The term school official as used in these regulations includes school administrators, faculty and staff, substitute teachers, school appointed chaperones, athletic officials, and others who may be acting in an official capacity at the school or at a school function.

School Jurisdiction

The School Campus. A student is under the jurisdiction of the school and is to remain within the Laboratory School boundaries from the time he/she arrives until he/she is properly dismissed and departs from the campus.

Parking Lots. Students who drive a vehicle to school must exit the parking area immediately after arriving at school. All parking lots are off-limits to students during the school day. Any student returning to the parking lot during the school day without written permission from an administrator is subject to disciplinary action.
The School Day. The official student school day begins at 7:45 a.m. and ends at 2:50 p.m. for the elementary students and at 3:00 p.m. for middle and high school students.

A The school building is locked until 7:20 a.m. Therefore, students should not arrive prior to 7:20 a.m. The only exception is middle or high school students assigned by a faculty member for detention, study hall, tutoring, test make-up, etc. Middle and High School students arriving prior to 7:20AM for detention/study hall/tutoring/test makeup must enter the school through the hallway doors closest to the auditorium and report directly to Rm H149 and remain there until 7:20AM or until a faculty member picks them up. In addition, unless a student is involved in a supervised school activity, s/he should depart from the campus by 3:15 p.m. The school building is locked daily at 3:30 p.m.

When students have finished their school day or are not in school for special reasons, they are to leave the school or school vicinity immediately. Students are not allowed to remain on campus unsupervised after dismissal times. Every student, unless directly sponsored by a teacher or staff member, is to be off school property by 3:30 p.m. The school is required to contact Child Protective Services for students who are under independent driving age and are dropped off on campus before the school day begins and/or are left on campus after the school day ends. Additionally, students not picked up on time in the afternoon are taken to the Lab School’s after care room, Cub Care, and parents will be charged for a day of services. For Lab School students of driving age or students who do not attend the Lab School, loitering in or around the school or the surrounding school property without adult supervision is prohibited, and violations may result in disciplinary or legal consequences.

Compliance with LSU Rules and Regulations

Lab School students and parents are expected to be aware of and to comply with LSU rules and regulations that pertain to the Laboratory School. The University Laboratory School is an integral part of Louisiana State University, and students should be especially aware of their responsibilities and conduct on each occasion that they use LSU facilities or to attend LSU activities.

Academic Misconduct

A. High standards of academic integrity are crucial for the Laboratory School to fulfill its educational mission. To uphold these standards, procedures have been established to address academic misconduct. Lab School students who are participating in the Dual Enrollment or IB Programs will also be held to the policies and procedures of the respective programs.

B. “Academic Misconduct” includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and any act designed to give an unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructors, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment), or the attempt to commit such an act. Other specific examples of academic misconduct include:

1. Copying from another student's test paper or assignment;
2. Allowing another student to copy from a test paper or assignment;
3. During a quiz/test, using the course textbook or other materials such as a notebook normally brought to a class meeting but not authorized for use during a quiz/test by the person giving the quiz/test. Having such forbidden material open and in sight of the student will be considered prima facie evidence of use;
4. Failing to thoroughly follow requirements related to the preparation and presentation of work, including group projects, submitted for credit in a manner that results in submitting as one's own the work of another or misleading an instructor as to the condition under which the work was prepared;
5. Collaborating during a test or any other assignment with any other person by giving, receiving or otherwise sharing information without prior approval of the instructor. Speaking to another person without the consent of the person proctoring the exam may be considered prima facie evidence of collaboration;
6. Using specially prepared materials (e.g., notes, formula lists, notes written on student's clothing or body) during a test. Bringing such forbidden material to a test will be considered prima facie evidence of use or attempted use;
7. Stealing, buying, or otherwise obtaining through unauthorized access, all or part, including answers, of a test;
8. Seeing or giving away all or part of a test, including answers to the test;
9. Bribing any other person to obtain a test or information about the test;
10. Substituting for another student, or permitting any other person to substitute for oneself, to take a test;
11. Submitting as one's own, in fulfillment of academic requirements, any work (such as, but not limited to, a theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work) prepared totally or in part by another;
12. Selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements any theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work;
13. Entering a building or office for the purpose of changing a grade in a grade book/computer, on a test paper, or on other work for which a grade is given;
14. Changing, altering, or being an accessory to changing and/or altering a grade in a grade book/computer, on a test paper, on other work for which a grade is given, on a "drop slip," or on any other academic record of the Laboratory School (or the University for concurrent enrollment);
15. Entering into an arrangement with an instructor to receive a grade of "F" or any other reduced grade in a course, on a test, or any other assigned work in lieu of being charged with academic misconduct under the Code of Student Conduct;
16. Committing Plagiarism. "Plagiarism" is defined as the unacknowledged inclusion of someone else's words, structure, ideas, or data. When a student submits work as his/her own that includes the words, structure, ideas, or data of others, the source of
this information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks as well. Failure to identify any source (including interviews, surveys, etc.), published in any medium (including on the Internet) or unpublished, from which words, structure, ideas, or data have been taken, constitutes plagiarism;

17. Attempting to commit, or assisting someone in the commission or attempted commission of an offense listed above.

**Suspension Procedures**
A student may be suspended for good cause. The following procedures apply to suspensions of 1 to 9 days:

1. Prior to any suspension, the principal or principal's designee will inform the student of the accusation against him or her and describe the evidence in support of the accusation. The student will be given the opportunity to tell his or her version of the facts. However, if a School Administrator determines that the student is disruptive or poses a danger to others, the student may be removed from the school environment immediately, and the actions outlined in this paragraph shall be taken as soon as possible thereafter.

2. The administrator will notify the suspended student's parents or guardian of the suspension.

3. A suspended student's parents may appeal the suspension to the Superintendent. This request should be made in writing within three school days of the suspension. Upon receiving such a request, the Superintendent will schedule an informal hearing with the student and the student's parents. Additional evidence may be presented to the Superintendent at this hearing. The Superintendent's decision regarding a suspension of nine days or less shall be final with no further appeal.

4. A conference with the parents will be held before the child returns (phone or in office).

**Disciplinary Hearings**

1. Inappropriate engagement (for example- an act of serious misconduct, accumulation of habitual minor infractions, or poor academic performance) may result in a student being placed on probation. Probationary status constitutes notice that the student is in danger of being removed from the Laboratory School.

2. The Dean of Students will call a meeting of the Laboratory School Discipline Committee to determine if a student should be placed on probation. This committee will consist of the Dean of Students and members of the faculty. The student and parents are invited to attend this meeting.

3. At the meeting, the Discipline Committee will review the student's record and concerns about the student's progress and behavior.

4. After the meeting, the committee will decide if the student should be placed on probation. If the student is placed on probation, the student's parents will receive written notice from the Dean of Students outlining the terms of the probation.

5. Probationary status informs the student and parents that the student may be removed from the Laboratory School for further misconduct or poor academic performance.
6. Privileges regarding extra/co-curricular activities (such as participation on athletic teams, attendance at social and athletic events, etc.) may be revoked.

7. Appeals must be submitted in writing to the Superintendent within 5 days of the date on the probation letter.

**Academic Probation**

University Laboratory School’s philosophy is that all students can learn. School policies are designed and implemented to achieve that end and to encourage students to reach their maximum potential. In the unfortunate event that a student does not demonstrate adequate proficiency in the classroom, he or she will be placed on academic probation.

The terms and conditions of academic probation are as follows:

i. If at the end of a semester, the student has not passed 5 courses with at least a 2.0 grade point average, the student will be placed on academic probation.

ii. The school Principal will review grades at the end of every quarter and if the student’s grades have not improved, a meeting will be scheduled with the principal, the student, and the student’s parents.

iii. The school Principal will determine whether a student should be removed from the Laboratory School if s/he remains on academic probation for 2 consecutive semesters.

iv. In addition, students who fail to keep pace academically with their class because of more than two academic failures will be subject to removal.

v. Students who are on academic probation may not miss instructional class time for extracurricular, non-instructional related activities. In addition, the principal may rule the student ineligible for any co-curricular activity during the probationary period.

If a student is on disciplinary or academic probation, s/he MAY NOT participate in extracurricular activities including, but not limited to:

A. Attending or participating in athletic events

B. Attending or participating in school-sponsored social events such as dances and pep rallies

C. Attend (as a spectator) band or choir concerts.
Removal Procedures
In some circumstances, a student may be removed or expelled from the Laboratory School. In the case of removal, the student would return to his/her free and appropriate public school attendance zone.

1. In these instances, the Dean of Students will call a meeting of the Laboratory School Discipline Committee to consider the removal recommendation. The student and parents will be invited to attend this meeting.

2. At the meeting, the Discipline Committee will review the student's record of progress and behavior. The student and parents/guardians will be given the opportunity to make a statement and to present evidence.

3. Disciplinary Committee meetings are recorded. However, committee deliberations are not.

4. At the conclusion of this meeting, the committee can recommend that the student should be removed from the Laboratory School and returned to the student's public school attendance zone. The Dean of Students informs the administration of the committee’s recommendation.

5. If the administration upholds the recommendation to remove the student from the Laboratory School, the student's parents will be notified of the decision. The Superintendent makes the final decision regarding removal.

6. The student's parents may appeal the removal recommendation to the Dean of the College of Human Sciences and Education. This appeal must be made in writing no later than five days after receiving the removal notice. Otherwise, the removal decision will be final.

7. The student and parents/guardians may attend the hearing and may be accompanied by a person of their choice. The student and parents/guardians will be given the opportunity to make a statement and to present evidence. However, a non-parent, including any attorney, will not be allowed to participate except in an advisory role.

8. The Associate Dean or the designated hearing panel will inform the student and parent of the findings and disposition of the case. The Associate Dean will also mail a written decision to the parents.

Expulsion
In extreme cases of misconduct, the Laboratory School will take action to expel a student. In such cases, notice of the student’s misconduct and hearing rights will parallel the procedures outlined in the section on removal (see Removal Procedures).

Under Louisiana law, a student who is expelled from the Laboratory School may face restrictions against enrolling in another Louisiana public school.

Eligibility for Extracurricular Activities
To be eligible to participate in organized extracurricular activity programs, a student must:

A. have passed a minimum of five (5) courses during the previous semester with at least a 2.0 grade-point average. If the student is a Junior or Senior and is taking less than six hours of course work, s/he must pass all courses to be eligible to participate. If the student is a Junior or Senior and is taking more than six hours of course work, s/he must pass at least six classes to be eligible to participate.
B. have attended all classes on the day the extracurricular activity occurs (exceptions noted in Code of Conduct under Attendance Policy). If the activity occurs on the weekend, the student must have attended all classes on Friday.
C. not be on academic or disciplinary probation with the school as outlined in the student handbook.
D. (for interscholastic athletics only) live in the McKinley High school attendance area (as defined by the EBRP School Board) or have attended University Laboratory School for at least one year, and
E. be in compliance with the school’s attendance policy.

This policy extends to “after hours” activities. If a student is on disciplinary or academic probation, s/he MAY NOT participate in extracurricular activities including, but not limited to:
   A. Attending or participating in athletic events
   B. Attending or participating in school-sponsored social events such as dances and pep rallies
   C. Attend (as a spectator) band or choir concerts.

**Searches of Students and School Property**

Any teacher, principal or administrator may search a student and his/her personal possessions if there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, Laboratory School policy, or LSU policy or regulation. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or gender of the student and the nature of the suspected offenses.

School authorities will conduct searches, when practical, according to the following procedures:
   1. If possible, searches of students will be conducted outside the presence of other students.
   2. If a pat down search of a student is to be conducted, it should be done by a school authority of the same gender as the student being searched.
An additional school authority of the same gender will be present as an observer.

School authorities will report to the LSU police the seizure of controlled substances, paraphernalia, and any instrument that can be used as a weapon. The administration will retain and secure any confiscated item described in this section in a manner that prevents the destruction, alteration, or disappearance of the item until such time as the LSU police take custody of the item or notify the principal that it is no longer necessary to retain it. The principal will dispose of controlled substances and weapons in accordance with the instructions of the LSU police.

**Criminal Behavior**

In addition to school disciplinary action, criminal behavior is subject to report to appropriate law enforcement agencies.
Grading and Reporting Policies and Procedures

The following uniform grading system for students enrolled in all grades K-12 for which letter grades are used shall be followed:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 - 93</td>
</tr>
<tr>
<td>B</td>
<td>92 - 85</td>
</tr>
<tr>
<td>C</td>
<td>84 - 75</td>
</tr>
<tr>
<td>D</td>
<td>74 - 67</td>
</tr>
<tr>
<td>F</td>
<td>66 - 0</td>
</tr>
</tbody>
</table>

A ten point grading scale and enhanced quality points (A=5, B=4, C=3, D=1, F=0) are given to Advanced Placement, Dual Enrollment and International Baccalaureate courses. Honors courses taken during summer programs or at other schools will be noted on the transcript but will not receive enhanced quality points. Specific information about the AP, DE and IB programs may be found on the school website.

Other General Policies and Procedures

Campus Expectations

Students are responsible for keeping the campus clean and for treating all people and property respectfully.

Student ID

Student ID badges must be carried at all times. The school provides each student with an ID. Additional ID badges are printed at a cost of $5 each. The ID must be used for lunch and to check out library books.

Lost and Found

Books, clothing and other personal belongings found around the campus will be turned in to the office. Unclaimed items are donated to the used uniform sale or charitable organizations.

Agenda Hall Pass

A student must have an agenda hall pass signed by a teacher showing both date and time if the student leaves the classroom during a class period. Elementary students must sign in and out on the classroom log when they leave the classroom. Students are expected to stay in their assigned areas (i.e. elementary students in the elementary area, middle school students in the middle school area, and high school students in the high school area) unless they have specific business in another location.
Restrooms

Loitering in the restrooms is prohibited. Middle and high school students must use restrooms in the middle and high school wings throughout the day, during their lunch periods and before and after school. During lunch, students must enter the outside door closest to the restroom used an exit through the same door. Students may never dress/undress in the restrooms. Middle and high school students participating in school sponsored activities must change clothes in designated locker rooms.

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.)

**LSU Laboratory School will take the following action(s) against any person who abuses or gains unauthorized access to computer resources:**

The logon id will be immediately deactivated. The appropriate teachers and library personnel will be advised as to the limit of the restrictions placed on that student's use of the computer resources at the school.

The appropriate administrative authorities (LSU, Laboratory School administrators, parents, state and/or federal authorities) will be informed of the abuse.

Actions taken by the administrative authorities (Provost, Dean of College, Principal, and Computer Advisory Council) will depend on the severity of the computer abuse. The LSU Laboratory School Student Handbook, Louisiana House Bills 1801 and 430, Title 18 of the United States Code 2701 as well as other state and federal laws will be used in determining appropriate action.

**The LSU Laboratory School considers the misuse of LSU Computing and Networking resources a very serious matter.** MAC Computer users must give Anne Collier access before they get permission to use their computers.

Students are encouraged to exercise the utmost caution and responsibility when participating in any form of social media or other personal, group, shared, public or online communications, both within the UHS community and beyond. Students must remember that their posts and other communications which reference or relate to UHS and/or its students, faculty or staff reflect on the
entire UHS community and, as such, are subject to the behavioral standards set forth in our Student Code of Conduct. Communications or postings intended or reasonably likely to cause harm or embarrassment to others are contrary to our educational mission. The use of a computer or other electronic device, whether on or off campus, to direct or spread communications to or about another person may constitute harassment, hazing, defamation or bullying which is prohibited. UHS does not generally monitor online activity of its students. However, if something is brought to our attention, UHS may discipline students for inappropriate communications or postings, or perpetuation or spread of inappropriate communications or postings by others, whether on- or off-campus, provided we have a reasonable belief that the actions will cause “substantial disruption” to our educational mission or if the conduct is otherwise in violation of our Code of Student Conduct or other applicable policy. At any time, online activity involving computers or other electronic devices that belong to UHS or LSU may be monitored. UHS students are reminded that they are subject to LSU policies regarding use of UHS and LSU computing resources and LSU email accounts such as the following:

PS-06.05 Computer Users’ Responsibilities
PS-06.10 Security of Computing Resources
PS-06.15 Use of Electronic Mail
PS-06.20 Security of Data
PS-06.25 Privacy of Computing Resources
PS-73 Sexual Harassment
PS-95 Sexual Harassment of Students
PS-108 Prohibition of Hazing

*** Any social media involvement/participation and/or use of technology or cameras which interferes with a safe and productive school environment or damages the reputation of the Lab School community, or any of its members, are grounds for disciplinary action or removal from the lab school. This includes events occurring both on and off school campus.

Policy Against Harassment

Purpose and Philosophy
Harassment is abusive and illegal behavior that harms victims and has a negative impact on the school culture by creating an environment of fear, distrust, and intolerance. Because the University Laboratory School is committed to providing a safe, healthy environment that promotes respect, dignity, and equality for all students, faculty, and staff, it is the purpose of this policy to create and preserve an educational environment free from harassment and discrimination.

Policy
The school prohibits all forms of harassment on school grounds, school buses, and at all school sponsored activities, programs, and events.

It shall be a violation of this policy for any student, employee, or school visitor to harass any student, employee, or any person associated with the school based on race, color, religion, gender, or national origin. The school encourages all victims of harassment to report the harassment immediately. All complainants have the right to be free from retaliation of any kind.
The school will promptly investigate all formal and informal complaints of harassment and will take prompt action to end the harassment.

Bullying is considered a form of harassment. Tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting others in a pattern is considered bullying.

Cyber bullying is a pattern of tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting others using the internet, interactive and digital technologies or mobile phones and will not be tolerated. Disciplinary action may be taken for students who violate the Code of Conduct through the use of technology.

Complaint Procedures
Harassment victims should report the harassment to a teacher or administrator as soon as possible. They should also provide as much documentation as possible, including details about date, time, and witnesses. In cases involving allegations of harassment by an administrator, the report should be made to the Dean of the College of Human Sciences and Education. If a complaint contains evidence of criminal activity, school authorities will notify the appropriate child protection agency or law enforcement agency.

Child Abuse
School authorities will report all harassment complaints containing evidence of child abuse in accordance with Louisiana child abuse reporting laws.

Confidentiality
To the maximum extent possible, school authorities will attempt to protect the anonymity and privacy of all parties and witnesses to a harassment complaint. However, the school must balance privacy considerations with the need to cooperate with law enforcement authorities, provide Due Process to the accused, and conduct a thorough investigation. The school reserves the right to disclose the identity of parties and witnesses in appropriate circumstances.

Investigation and Resolution Procedures
Upon receiving a harassment complaint, the principal (or Title IX coordinator in cases involving sexual harassment) will conduct an investigation that may include interviewing the complainant and witnesses, reviewing documents, and interviewing the alleged harassed. Except in cases of criminal or severe conduct, school investigators will make every effort to resolve complaints informally at the school level.

Parent Involvement
Parents of both the victim and the accused shall be notified immediately of any harassment allegations that are serious or involve repeated conduct. Parents of victims or alleged harassed may participate in the investigation or resolution process.

College of Human Sciences and Education Involvement
In cases of severe or pervasive harassment, the school principal or school Title IX Coordinator may notify the Office of the Dean of the College of Human Sciences and Education and request a harassment investigation by that office. In addition, a complainant, parent of complainant, or any person who is dissatisfied with the school-level investigation and resolution of a harassment complaint may contact the Office of the Dean of the College of Human Sciences and Education and request further investigation. Investigation requests made to the College of Human Sciences and Education should be in writing and should include all pertinent information, including names, dates, witnesses, and facts.
The Associate Dean of the College of Human Sciences and Education or designee shall attempt to conclude the investigation within 30 days. The Associate Dean will notify the complainant and alleged harassed in writing of the outcome of the investigation.

Other Legal Rights
In addition to the complaint procedures outlined in this policy, harassment complainants may file a complaint with the U.S. Department of Education's Office of Civil Rights.

Discipline
Students who violate the school's harassment policy are subject to discipline. In severe cases, a student may be removed from the Laboratory School for harassing behavior.

Retaliation Prohibited
Retaliation against a person who makes a harassment complaint, opposes harassment, or participates in a harassment investigation is illegal and prohibited.

Any person who retaliates against a student or other individual who reports harassment is subject to disciplinary action. Retaliation includes threats, intimidation, ridicule, harassing phone calls, stalking, or any other harassment.

Title IX Coordinator
The school's Title IX coordinator is Jill White, Athletic Director.

Policy Against Hazing
The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school and are prohibited at all times.

General Statement of Policy

1. No student, teacher, parent, administrator, coach, volunteer, contractor or other employee of the school shall plan, direct, encourage, aid or engage in hazing.

2. No student, teacher, parent, administrator, coach, volunteer, contractor or other employee of the school shall permit, condone or tolerate hazing.

3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

4. This policy applies to behavior that occurs on or off school property and during and after school hours.

5. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

6. The school will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, coach, volunteer, contractor or other employee of the school district who is found to have violated this policy.

7. Definitions

a. Hazing means committing an act against a student or employee or coercing a student into committing an act that creates a substantial risk of harm or safety or affects the mental or
physical health of the student, in order for the student to be initiated into or affiliated with a
student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic
shocking or place a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather,
confinement in a restricted area, calisthenics or other activity that subjects the student to an
unreasonable risk of harm or that adversely affects the mental or physical health or safety of
a student.

3. Any activity involving the consumption of alcoholic beverage, drug, tobacco product or
any other food, liquid or substance that subjects the student to an unreasonable risk of harm
or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a
student to extreme mental stress, embarrassment, shame or humiliation, which adversely
affects the mental health or dignity of the student or discourages the student from remaining
in school.

5. Any activity that causes or requires the student to perform a task that involves violation of
state or federal law or school district policies or regulations.

b. Student organization means a group, club or organization having students as its primary
member or participants. Included are grade levels, classes, teams, activities or particular school
events. A student organization does not have to be an official school organization to come within
the terms of this definition.

University Laboratory School Substance Abuse Policy

Extra-curricular activities play an important role in the educational process at UHS, and the school is
committed to providing safe opportunities for these activities. Extra-curricular activities such as
dances routinely require alcohol screening prior to admission to deter alcohol consumption. Alcohol
screening may also be implemented for individuals during an event if there is reasonable suspicion of
alcohol consumption. Screening may also be universally implemented at the conclusion of an event
to minimize the possibility of impaired driving.

LHSAA Policy on Drug Testing requires each high school to develop and implement a substance
abuse/misuse policy including procedures for chemical testing of student athletes. During the school
year, regardless of the quantity, a student shall not: (1) use or consume a beverage containing
alcohol; (2) use tobacco products; or (3) use, consume, possess, buy, sell or give away any
controlled substances including anabolic steroids or other performance enhancing drugs.

It is the policy of the University Laboratory School to make every effort to assure that all students will
be afforded every reasonable safety measure while participating in high school athletics. Through
participation in athletics, students using illegal substances poses a threat to their own health and
safety, as well as that of other students.

The purposes of this program are:

(1) To provide for the health and safety of all high school student athletes
(2) To negate the effect of peer pressure by providing a legitimate reason for student athletes to refuse to use illegal substances

The program implements intervention for first-time positive tests and punitive measures for subsequent failed drug tests. It is designed to create a safe, drug-free environment for our student athletes and to assist them in getting help when needed.

In order for a student to participate in athletics, the parent or guardian and the student must sign a permission form that allows the student to be tested for drugs. Refusal to sign the form results in the student not participating in athletics.

Testing will be done in accordance with the practices and procedures established by the testing laboratory. Students will be picked randomly for drug testing when the sample size is less than 100%.

Students will be protected to the maximum extent possible. All illegal substance tests are considered confidential information and will be handled accordingly. When a student athlete tests positive for illegal drugs, school personnel notified are: Administrators, Athletic Director, Head Coach of Sport, and High School Counselor.

**Procedures When Student Athlete Tests Positive**

**First Offense**

**Option 1**

1. The Dean of Students will notify parent/guardian first and then the student. A written notification will be mailed to parent/guardian within 24 hours.
2. Within 3 school days of the notification, parent/guardian and student athlete must meet with the Dean of Students.
3. Before the student plays again, he/she must have physical examination.
4. Within 5 school days after the meeting with the Dean of Students, the student athlete must meet with a Certified Chemical Dependency Counselor.
5. The student athlete will be retested, at a facility approved by the Dean of Students, 2 weeks from the previous test at the parent’s (guardian’s) expense. The results must be provided to the Dean of Students immediately upon receipt.

**Option 2**

The student athlete will be denied participation in all school-sponsored athletics.

**Second Offense**

In addition to those stipulations in Option 1 under First Offense;

The student athlete will be suspended indefinitely. The suspension may vary from, at minimum, 15% of the remaining games in the season to removal from the team for the remainder of the season.
**Third Offense**

The student athlete will be suspended from all athletic participation and all team activities for one year.

No student athletes will be penalized academically for testing positive for illegal substances. The result will not be documented in any student's academic records. Students in possession of illegal substances at school, on school premises or during school events will be subject to the disciplinary code of conduct.

A student’s refusal to be tested will result in immediate suspension from all athletic teams.

Parents/guardians have 48 hours from the time of notification to request a re-test of the collected sample at their expense.

**APPENDIX**

Students are expected to review and abide by the ULS policies located on the school website which pertain to:

- Instructional and Attendance Policy
- Medical and Emergency Policy
- Student Organizations and Clubs
- Vehicle and Parking Policy
- Student Services and Privileges