University Laboratory School

Administration

Amy B. Westbrook, PHD., Interim Superintendent……578 – 3223

Christa Leon, Elementary Principal…………………………578 – 9160

Amy B. Westbrook, PHD., 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

Special Note: 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.
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LSU Laboratory School/College of Human Sciences and Education

Strategic Plan
Mission Statement
Total Effort in Every Endeavor

The LSU 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. LSU 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 Laboratory 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 Laboratory 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 Laboratory School.

Every LSU Laboratory 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 Laboratory School. A parent/legal guardian and the 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 Laboratory School, and may not rely on any advice from LSU and/or LSU Laboratory 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 Laboratory 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 LSU and/or LSU Laboratory 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 LSU Laboratory School publications, webcasts, telecasts, advertising, and for any other additional

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promotional or marketing purpose as Louisiana State University and/or LSU Laboratory School may see fit. By entering LSU and/or LSU Laboratory 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 LSU Laboratory School (ULS), and in using any activities, programs, equipment or facilities available through LSU and/or ULS, 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.

ULS 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 ULS activities. In addition, the Code will apply whenever students are representing the school off campus and in all circumstances in which their conduct may reflect on the reputation of ULS.
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 University Laboratory 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 University 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 University Laboratory School administrators with carrying out specific educational programs and with protecting the health and welfare of ULS 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 University 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 University 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.

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 7:20 a.m. 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 7:20 a.m. 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 University Laboratory School’s after care room, Cub Care, and parents will be charged for a day of services. For University Laboratory School students of driving age or students who do not attend University Laboratory 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

University Laboratory School students and parents are expected to be aware of and to comply with LSU rules and regulations that pertain to University 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 University Laboratory School to fulfill its educational mission. To uphold these standards, procedures have been established to address academic misconduct. University Laboratory 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 assessment paper or assignment;
2. Allowing another student to copy from an assessment or assignment;
3. During an assessment, using the course textbook, online resource, or other materials, such as a notebook normally brought to a class meeting but not authorized for use during an assessment by the person giving the assessment. 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 the work of another as
one's own or misleading an instructor as to the condition under which the work was prepared;
5. Collaborating during an assessment 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 an assessment. Bringing such forbidden material to an assessment 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 an assessment;
8. Seeing or giving away all or part of an assessment, including answers to the assessment;
9. Bribing any other person to obtain an assessment or information about the assessment;
10. Substituting for another student, or permitting any other person to substitute for oneself, to take an assessment;
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 an assessment 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 an assessment paper, on other work for which a grade is given, on a "drop slip," or on any other academic record of University Laboratory School (or the University for dual enrollment);
15. Entering into an arrangement with an instructor to receive a grade of "F" or any other reduced grade in a course, on an assessment, 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 University Laboratory School.

2. The dean of students will call a meeting of the ULS 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 University 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:

- 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.
- 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.
- The school principal will determine whether a student should be removed from ULS if s/he remains on academic probation for 2 consecutive semesters.
- In addition, students who fail to keep pace academically with their class because of more than 2 academic failures will be subject to removal.
- 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:

- attending or participating in athletic events,
- attending or participating in school-sponsored social events such as dances and pep rallies, or
- attending (as a spectator) band or choir concerts.
Removal Procedures

In some circumstances, a student may be removed or expelled from the University 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 University 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 University Laboratory School and returned to the student's public school attendance zone. The dean of students will inform the administration of the committee's recommendation.

5. If the administration upholds the recommendation to remove the student from University 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 LSU College of Human Sciences and Education. This appeal must be made in writing no later than 5 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, University 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 University 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:

- 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 6 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 6 hours of course work, s/he must pass at least 6 classes to be eligible to participate.
- 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.
- not be on academic or disciplinary probation with the school as outlined in the student handbook.
- (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 (1) year, and
- 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:

- attending or participating in athletic events,
- attending or participating in school-sponsored social events such as dances and pep rallies, or
- attending (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, University 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:

- If possible, searches of students will be conducted outside the presence of other students.
• 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.

Code of Conduct Matrix

• Detention is before school from 6:30 a.m. – 7:30 a.m., after school from 3:15 p.m. – 4:15 p.m., or Saturday school from 8:00 a.m. – noon.
• In school suspension (ISS) is supervised detention during the school day.
• Out of school suspensions include:
  o Short-term suspension which is less than or equal to 3 days out of school
  o Long-term suspension which is greater than 3 days but less than 10 days out of school
• Expulsion is removal from the school
• ISS, Saturday School, and detention are possible consequences used for all students.
• Students arriving prior to 7:20 a.m. for detention/study hall/tutoring/test makeup must use the entrance to the school nearest the auditorium.

Restitution may be required

On or off campus activities that impact University Laboratory School Students, faculty or staff

<table>
<thead>
<tr>
<th>Offense</th>
<th>Detention</th>
<th>Saturday</th>
<th>ISS</th>
<th>Short-Term</th>
<th>Long-Term</th>
<th>Expulsion</th>
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<tbody>
<tr>
<td>Academic Misconduct</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>Aggravated assault and/or battery</td>
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<td>Any criminal activity</td>
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<td>Offense</td>
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<td>Assault</td>
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<tr>
<td>Battery</td>
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<tr>
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<td>Breaking and entering</td>
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<td>Cell phone violation/other electronics **</td>
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<td>Compromise building safety</td>
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<td>Cutting/leaving class</td>
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<td>Defacing school property **</td>
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<td>Disrespect for authority</td>
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<td></td>
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</tr>
<tr>
<td>Extortion</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Failure to attend assigned detention</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Failure to attend Saturday School</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fighting</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Forging</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Gaming/gambling</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Harassment</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Inappropriate teasing</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Indecent exposure or indecent behavior</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Intent to distribute any drug</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Leaving campus without permission</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Lying to school authority</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Offense</td>
<td>Detention</td>
<td>Saturday</td>
<td>ISS</td>
<td>Short-Term</td>
<td>Long-Term</td>
<td>Expulsion</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-----------</td>
<td>----------</td>
<td>-----</td>
<td>------------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>ID violation</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Possession/use of illegal drugs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possession/use of non-prescription drugs</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Possession of obscene materials</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Possession/use of prescription drugs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Possession/use or concealment of a weapon</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Possession of alcohol</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possession/use of tobacco products and vaping pods/oil</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Returning to parking lot during school</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Robbery</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Theft **</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Unexcused tardy/Excessively late</td>
<td>X(3rd, 4th)</td>
<td>X(5th)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Use of profanity, obscenity, vulgarity</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Vandalism **</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Willful disobedience</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Grading and Reporting Policies and Procedures**

The following uniform grading system for students enrolled in all grades 3-12 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=2, 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 $2 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**

Any middle or high school 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. **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**

University 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 University 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. The logon id for faculty and staff will remain valid as long as the individual is associated with LSU.

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:

- Research for assignments
- Check LSU email
- Work on homework/class assignments
- 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:

- 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;
- the accessing of material that is profane, obscene, pornographic, or advocates illegal acts, violence or discrimination:
- the sending of obscene, profane and/or harassing messages to others on the network;
- the unauthorized access or attempted access of another network computer system;
- violations of copyright laws by unauthorized downloading of software, graphics, text or sound;
- plagiarism;
- advertisement or commercial use of the LSU resources;
- any type of illegal activity.
• posting information about another student without administrative approval. Administrative approval will be given for class projects exclusively.

Neither LSU nor University 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 external drive. (This maintenance would normally take place during the summer months.)

University 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, University 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. University 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.

University Laboratory School considers the misuse of LSU Computing and Networking resources a very serious matter.

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 ULS community and beyond. Students must remember that their posts and other communications which reference or
related to ULS and/or its students, faculty or staff reflect on the entire ULS 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. ULS does not generally monitor online activity of its students. However, if something is brought to our attention, ULS 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 ULS or LSU may be monitored. ULS students are reminded that they are subject to LSU policies regarding use of ULS 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

Special Note: 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 University Laboratory School community, or any of its members, are grounds for disciplinary action or removal from ULS. 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 LSU 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 harasser. 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 the alleged harasser may participate in the investigation or resolution process.

LSU 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 LSU 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 LSU College of Human Sciences and Education and request further investigation. Investigation requests made to the LSU 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 LSU 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 harasser 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 University 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

- No student, teacher, parent, administrator, coach, volunteer, contractor or other employee of the school shall plan, direct, encourage, aid or engage in hazing.
- No student, teacher, parent, administrator, coach, volunteer, contractor or other employee of the school shall permit, condone or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- This policy applies to behavior that occurs on or off school property and during and after school hours.
- 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.
• 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.

• Definitions:
  o 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:
    ▪ Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
    ▪ 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.
    ▪ Any activity involving the consumption of an 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.
    ▪ 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.
    ▪ 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.
  o Student organization means a group, club or organization having students as its primary members 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.

Substance Abuse Policy

Extra-curricular activities play an important role in the educational process at ULS, 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 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 pose a threat to their own health and safety, as well as that of other students.

The purposes of this program are:

- to provide for the health and safety of all high school student athletes, and
- 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.

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, the athletic director, the head coach of sport, and the high school counselor.

**Procedures When Student Athlete Tests Positive**

**First Offense Option 1**
1. The dean of students will notify the parent/guardian first and then the student. A written notification will be mailed to the parent/guardian within 24 hours.

2. Within 3 school days of the notification, the 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 substance abuse 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 percent 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.

Instructional and Attendance Policies

Bell Schedules
Regular Bell Schedule
Elementary School 7:45 a.m. - 2:50 p.m.
Lunch – K 10:45 - 11:10 a.m.
Lunch - 1st 10:55 - 11:20 a.m.
Lunch - 2nd 11:10 - 11:35 a.m.
Lunch - 3rd 11:55 a.m - 12:20 p.m.
Lunch - 4th 12:05 - 12:30 p.m.
Lunch/Recess - 5th 12:15 - 12:45 p.m.

Middle School and High School
Regular Bell Schedule 55 - Minute Classes
Period 1 7:45 - 8:40 a.m.
Period 2 8:44 - 9:39 a.m.
Period 3 9:43 - 10:38 a.m.
Period 4 10:42 - 11:37 a.m.
Lunch MS 11:37 a.m. - 12:02 p.m.
Period 5 HS 11:41 a.m. - 12:36 p.m.
Period 5 MS 12:06 - 1:01 p.m.
Lunch HS 12:36 - 1:01 p.m.
Period 6 1:05 - 2:00 p.m.
Period 7 2:05 - 3:00 p.m.

Assembly Bell Schedule - 48 Minute Classes
Period 1 7:45 - 8:33 a.m.
Period 2 8:37 - 9:25 a.m.
Period 3 9:29 - 10:17 a.m.
Period 4 10:21 - 11:09 a.m.
Lunch MS 11:09 a.m. - 11:34 a.m.
Period 5 HS 11:13 a.m. - 12:01 p.m.
Period 5 MS 11:38 a.m. - 12:26 p.m.
Lunch HS 12:01 - 12:26 p.m.
Period 6 12:30 - 1:18 p.m.
Period 7 1:22 - 2:10 p.m.
Assembly 2:10 - 3:00 p.m.

Attendance

The attendance desk is located in the main office area, H106, of the high school building. School regulations require students to check in and out through this office whenever they arrive or depart from the school during the regular school hours (7:45 a.m. - 3:00 p.m.). Any student who arrives after 7:45 a.m. is considered tardy and should report to the office for an admit slip. If an elementary student arrives after 7:45 a.m., the driver should park in visitor parking and escort

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the student into the main office. Students and parents should contact the school via email at universitylab@lsu.edu when a student will be absent.

**Extracurricular Activity Participation**

Students must have approval from their principal or the dean of students to participate in an extracurricular activity on a day they do not attend all of their classes or to participate in a weekend school activity if they did not attend school on Friday.

**Graded Assignments/Assessments**

When a student is absent, deadlines for make-up work/graded assignments/assessments will be determined by the guidelines, policies, timelines, and partial credit specifications set by the classroom teachers and included on course syllabi.

**Excessive Absence Policy**

The University Laboratory School faculty and administration believe that students must attend school regularly, be on time for classes, and stay for a full instructional day in order to realize maximum instructional benefits. Research shows a direct correlation between academic success in school and good attendance. According to the Compulsory Attendance Law, "In accordance with state policy, all students shall be in attendance a minimum of 167 days a school year. Middle and high school students shall be in attendance a minimum of 83.5 days per semester or 167 days a school year, or the equivalent, for schools not operating on a semester basis." Students may not miss more than 10 days per school year without extenuating circumstances.

If an absence is necessary, the following protocol must be followed:

1. Before 7:45 a.m., email universitylab@lsu.edu (if an elementary student, please cc the classroom teacher) and report the absence.
2. The day your child returns to school and before 7:45 a.m., s/he should deliver a parent or doctor excuse to the main office explaining the reason for the absence(s).
3. If a student is sent home during the school day by the school nurse because of illness, no note is necessary since a nurse’s office checkout occurs through the main office.

Attendance letters are sent to the parents/guardians of those students who approach noncompliance at 3 days and 5 days absence. Also, at 5 days absence the parents and student must meet with the student’s principal or principal’s designee. If the student accumulates over 10 days absence, except for extenuating circumstances approved by the school principal, elementary and
middle school students will not progress to the next grade and high school students will not receive Carnegie unit credit for course(s).

By law, University Laboratory School is required to report attendance noncompliance to local truancy officers if a student’s promotion to the next grade is in jeopardy as a result of absences.

**K-12 Attendance Requirements**

Each school year, students may not miss more than 10 days of school or 10 days of class, without extenuating circumstances, for a particular subject in order to be eligible to receive grades and/or Carnegie unit credit (5 days for 1/2 Carnegie unit credit classes).

Students are considered "in attendance" for the school day when they are physically present at the school site or are participating in an authorized school activity under the supervision of authorized personnel.

**Tardy.** Students are considered tardy when they:

- arrive after the regularly scheduled arrival time or leave school prior to the regularly scheduled dismissal time; but
- still meet attendance requirements for either half or whole day attendance.

**Half-Day Attendance.** Students are considered to be in attendance for one-half day when they:

- are physically present at a school site or participating in authorized school activity;
- are under the supervision of authorized personnel for more than 25 percent but not more than half of the instructional day. 
  
  \((26\text{–}50\text{ percent} = 100 \text{ –} 193\text{ minutes of instruction in self-contained classrooms or, for departmentalized classes, between 2 entire classes and 3 entire classes plus at least half of another.})\)

**Whole-Day Attendance.** Students are considered to be in attendance for a whole day when they:

- are physically present at a school site or are participating in an authorized school activity; and
- are under the supervision of authorized personnel for more than 50 percent of the instructional day. 
  
  \((51\text{–}100\text{ percent} = \text{more than 194 minutes of instructions in self-contained classrooms, or for departmentalized classes, at least 3 entire classes plus more than half of a 4th class.})\)
For individual content area classes, attendance is awarded using the same percentage requirements.

- tardy – either left class early or arrived late (with appropriate documentation from the main office) but still met attendance requirements for either half or whole day attendance.
- present for between 26 and 50 percent of the instructional period
- present for more than 50 percent of the instructional period

If a student does not meet attendance requirements for half or whole day attendance for either the instructional day or individual content area classes, the student must be marked absent for classes/time missed using one of the “Types of Absences” listed in this document.

When a student will be or is absent for more than one day, deadlines for make-up work/graded assignments and/or assessments are determined by the guidelines, policies, timelines and partial credit specifications set by the classroom teacher(s) and/or included in classroom management documents and/or on course syllabi distributed at the beginning of each school year.

**Tardy Policy**

The check in/out log is the official record of student arrivals or departures from the campus during the school day. A tardy will be counted as unexcused if a written note from a parent or guardian stating the reason for being late has not been submitted and approval from administration has not been granted. Note: The warning bell rings at 7:40 a.m. and the tardy bell at 7:45 a.m. If a middle or high school student is more than 20 minutes late for a class, the student will be marked “absent” for that period. If an elementary student arrives after 7:45 a.m., the driver must park in visitor parking and escort the student into the main office for check-in.

**Attendance/Tardy Letters**

Attendance/Tardy letters are sent to the parents/guardians of those students who approach noncompliance at 3 days and 5 days of absences for year-long courses (or the equivalent for 1/2 year courses). Also, at 5 days of absences the parents and student may be required to meet with the school’s dean of students. For any given year if a student does not meet state annual attendance requirements, she/he will not progress to the next grade and, if taking courses for Carnegie unit credit, will not receive credit for any course(s) taken that year. (AUTHORITY NOTE: Promulgated in accordance with R.S. 17:221; R.S. 17:226; R.S. 17:233). If a student does not progress to the next grade, he must return to his free and appropriate public education (FAPE) school since University Laboratory School’s fixed grade level enrollment count does not allow for retentions. By law, University Laboratory School is required to report attendance.
noncompliance to local truancy officers if a student’s promotion to the next grade is in jeopardy as a result of absences or tardies.

**Types of Absences**

Categories for absences are non-exempted (not exempted from absence count), exempted (are exempted from absence count), and unexcused (not exempted from absence or truancy count).

- Unexcused absences marked as “a” – any absence not meeting the requirements set forth in the excused absence and extenuating circumstances definitions. For unexcused absences, students shall be given failing grades in those days missed and shall not be given an opportunity to make up work. These absences do count against school year or individual class attendance requirements.

- Non-exempted absences are not considered for purposes of truancy but do count against school year or individual class attendance requirements. Students with non-exempted absences are allowed to make up work, tests, etc. and receive grades/credit for a course provided the student follows the specifications and timelines for completion as communicated by the student’s teacher(s) and approved by the principal. These absences are excused absences marked as “a.”

- Exempted absences are not considered for purposes of truancy and do not count against school year or individual class attendance requirements. Students with exempted absences are allowed to make up work, tests, etc. and receive grades/credit for a course provided the student follows the specifications and timelines for completion as communicated by the student’s teacher(s) and approved by the principal.
  1. School-Sponsored Absences marked as “Field Trip or FT” – absence incurred for a school sponsored field trip or other school instructional or school sponsored activity that necessitates being away from school; students must turn in work missed or complete assignments under the guidelines specified by the student’s teacher(s), sponsor or coach.
  2. In-School Suspension/Isolation marked as “ISS” – exempted instructional time absence for which the student attends school but is in isolation; in isolation, the student completes and turns in classwork other students are completing during class time; the student also must submit all classwork, projects, etc. and take any tests scheduled due on the day(s) of isolation.
  3. “Extenuating” absence marked as “E” – absence which meets the “itemized exceptions to attendance requirement” as described by the State.

**Itemized Exceptions to Attendance Requirements:** University Laboratory School must be notified and the “Conditional/Extenuating Absence” form must be
submitted immediately for enumerated (itemized) extenuating circumstances. The circumstances are verified by University Laboratory School’s dean of students, who is the school’s supervisor of Child Welfare and Attendance, or the respective school’s principal or principal’s designee. The Conditional Absence form must be submitted at least one week before the absence or within one week after the absence for it to be considered “extenuating.” Otherwise, the absence will be recorded as “unexcused.”

1. extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state;
2. extended hospital stay in which a student is absent as verified by a physician or dentist;
3. extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state;
4. extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state;
5. quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly disease, as ordered by state or local health officials;
6. observance of special and recognized holidays of the student’s own faith;
7. visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed 5 school days per school year;
8. absences verified and approved by the school principal or designee as stated below:
   a. prior school-approved travel for educational purposes;
   b. death in the immediate family (not to exceed one week);
   c. natural catastrophe and/or disaster;
9. Absence from school for one day within a 30-day period to render artistic or creative services. Official documentation from the hiring company is required. The Child Performer Trust Act (R.S. 51:2131 et seq.) is available at free and appropriate educational schools: If a student is absent from school 2 or more days within a 30-day period under a contract or employment arrangement to render artistic or creative services for compensation, the student must return to his or her free and appropriate public education (FAPE) school. In order to receive services set forth in the Child Performer Trust Act, the student’s artistic employer shall employ a certified teacher, beginning on the second day of employment, to provide a minimum of three education instruction hours per day to the student. The certified teacher is responsible pursuant to the lesson plans for the particular student as provided by the principal and teachers at the student’s FAPE school. There must be a teacher to student ratio of one teacher for every 10 students.

For approval of any other extenuating circumstances, the student’s parents or legal guardian must submit a formal appeal to the respective school principal.

Revised 08/26/19
The Extenuating Absence Appeal form is available on University Laboratory School’s website under the “parent and student resources tab” and was previously titled the “Conditional Absence Form.” The appeal must be submitted, following guidelines specified on the form, before the end of the semester the absences occurred. A student who is verified as meeting extenuating circumstances previously listed, or is granted an appeal, is eligible to receive grades. However, s/he shall not receive grades if s/he is unable to complete makeup work or pass the course under the specifications and within the timelines specified by the student’s teacher(s) and approved by the respective school principal. (ULS defines “extended” absence as 10 or fewer days of consecutive absences. If one of the extenuating circumstances requires a ULS student to miss more than 10 consecutive days, the student must return to his/her free and appropriate public education (FAPE) school and apply for Home Bound services. The student’s parents may either pay the remainder of the year’s tuition and MFP funding to hold the student’s University Laboratory School admission or reapply for admission at a later date.)

**Makeup Tests**

If an elementary student is absent on the day of a scheduled test, the classroom teacher will schedule a time for s/he to make it up during the school day if possible. If not possible, the classroom teacher will contact the student’s parents and schedule a time before or after school for the test to be taken.

If a middle or high school student is absent on the day of a scheduled test, s/he will follow this protocol:

1. If s/he returns during the school day, s/he must take the test on the same day in after school directed study hall or with the teacher.
2. If s/he is absent the entire day, s/he must take the test the next morning (6:30 a.m.), after school (3:15 p.m.) in directed study hall, or with the teacher. That is unless it’s a dual enrollment test. Make up dual enrollment tests need to be arranged with the dual enrollment teacher.

**Makeup Work**

When a student will be absent for more than one day, deadlines for makeup work/graded assignments/assessments are determined by the guidelines, policies, timelines and partial credit specifications set by the classroom teachers and/or included in classroom management documents distributed on parent nights and/or on course syllabi.

In general, if an elementary student is absent on the one day a test is scheduled or a graded assignment/project is due, s/he will follow this protocol:
1. If s/he knows about the absence prior to the day missed, s/he will take assessments and/or turn in assignments/projects prior to the day missed.

2. If s/he returns during the school day, s/he must take the test or turn in the assignment/project on the same day following the directions of the classroom teacher.

3. If s/he is absent the entire day, s/he must take the test or turn in the assignment/project on the next day following the directions of the classroom teacher.

If a middle or high school student is absent on the one day a test is scheduled or a graded assignment/project is due, s/he will follow this protocol:

1. If s/he knows about the absence prior to the day missed, s/he will take assessments and/or turn in assignments/projects prior to the day missed.

2. If s/he returns during the school day, s/he must take the test or turn in the assignment/project on the same day in after school directed study hall.

3. If s/he is absent the entire day, s/he must take the test the next morning (6:30 a.m.) or after school (3:15 p.m.) in directed study hall or as directed by the classroom teacher turn in the assignment/project the next day when s/he attends that class.

Check in/out

All students arriving at school after 7:45 a.m. or departing from school before the dismissal bell must check in or check out in the main office. The check in/out log is the official record of student arrival or departure from the campus during the official school day. All elementary students who arrive after 7:45 a.m. must be escorted into the main office by a parent, and the parent must check-in the student as the doors will be locked, and students will be unable to access the building on their own.

Missing instructional time is detrimental to student achievement, so please make every effort to ensure that students arrive on time each morning and do your best to schedule appointments outside of the instructional day. When students check in or out of school, they must have a dated note from a parent or guardian that includes a reason for dismissal and a parent signature. An email note is also acceptable. Whether the note is handwritten or electronic, the student will not be able to check in or out until parental verification is made by office staff. When checking out, if a student does not bring a check out note in the morning, the checkout procedure will take longer since the student will need additional time before dismissal to complete end of day activities such as copying assignments, packing, or perhaps, visiting a locker. Please be aware that for check outs after 2 p.m., if a check out note is not sent in the morning, you will likely be delayed by dismissal traffic. Also, after 2:30 p.m., an elementary check out is not possible and normal daily dismissal procedures must be followed.
For expected checkouts, elementary students must turn in a check out note or email to their classroom teacher upon morning arrival, and the teacher will document the checkout and send the note to the main office. Middle and high school students must turn in a check out note to the dean of students before the morning warning bell. At checkout time, high school students who drive should take the checkout slip given to them in the morning to the main office and sign the checkout book before leaving campus. Elementary, middle and high school students who do not drive will be called to the main office when the parent or guardian arrives. Students will not be sent to the office to “wait” for a checkout. If an unexpected checkout is necessary, parents or guardians must report to the main office, and the checkout process described above will be followed.

Arrival and Dismissal Policies

Elementary arrival and dismissal procedures are distributed at the beginning of every school year. Please review those procedures before the first day of school each year and be sure to keep your family number sign in the glove compartment of your car (even if you don’t normally participate in carpool dismissal) for days it may be necessary to participate in carpool dismissal. If a student is participating in a school sponsored activity before or after school, such as study hall, athletics, or detention, s/he will be supervised by an assigned school faculty member who will tell him/her when/where to meet the faculty member and/or when/where the student should be picked up.

On a routine daily basis, to ensure the safety of our students, they may not be dropped off before 7:20 a.m. and must be picked up by 3:15 p.m. in the appropriate assigned carpool areas of the school (see below). For students who are not able to drive themselves to or from school, parents must make appropriate before and after school child care arrangements to accommodate required arrival and dismissal times. Exceptions to this are not permitted. Middle and high school students arriving for school sponsored activities before 7:20 a.m. must meet the school sponsor/coach in the assigned area and stay with the sponsor until at least 7:30 a.m. In the morning, elementary students may be dropped off either at Cub Stop, Tiger, Alley, or at the front flag pole entrance of the school. In the afternoon, students must be picked up in the specified locations:

Kindergarten through 2nd grade students (and older elementary siblings): Cub Stop

3rd grade through 5th grade students (with no younger elementary siblings): Tiger Alley
Middle/High School students: Dalrymple Drive or by the Auditorium

Special Note: If crossing the street is necessary, ALL community members must cross the street at the designated crosswalks.

Lab School Illness Policy

Reasons students should stay home from school:
1. Vomiting - not related to coughing; not related to feeding problems (ge reflux); associated with fever or diarrhea
2. Diarrhea - 3 or more watery, clear or yellow stools; any mucus, blood or pus in stools; any "pea soup" green or foul-smelling stools; any loose stools associated with fever or rash; any sign of dehydration
3. Purulent nasal discharge – any green or yellow nasal discharge for more than 3 days
4. Persistent cough – of more than 2-3 days if associated with fever or rapid breathing (day and night)
5. Rashes - any pink, red or bluish-purple (emergency!!!); rash with fever; any bumps and blisters (chicken pox)
6. Pink eye -any redness of lower eyelids or white of eyes with pus or yellow-green discharge. Note: redness of lower eyelids or white of eyes with clear or no discharge and itching is usually due to allergy (spring and autumn) this is not a contagious conjunctivitis.
7. Fever - Students with an oral temperature above 100 degrees F should remain out of school until they are free of fever 24 hours.

Lice

Please report all cases of lice to the school nurse. Once a case of lice has been detected, contact isolation for 24 hours is necessary after application of an effective insecticide.

When a University Laboratory School student returns to school 24 hours after a lice treatment application, the student and a parent should report directly to the main office, and the school nurse will inspect and advise accordingly. Family and student privacy and confidentiality are our highest priorities.


Class Admit Slips

A student who misses a class or classes for any reason other than a school-sponsored activity must report to the main office for an admission slip upon
returning to school. The student must present a written note from a parent that **states the reason for the checkout or absence.** A student returning from a doctor’s appointment must bring verification from the doctor’s office. For either a checkout or an absence, students must report to the main office upon returning to school (before the morning warning bell) to get an admission slip for the class(es) missed. The admit slip must also be presented to and signed by the teachers of the classes that were missed.

**ULS Dress Code**

The following guidelines govern student dress at school and at school related functions, including but not limited to field trips, dances, etc. Interpretation of these regulations and resolution of any alleged violation is the sole province of the administration.

Safety, modesty, neatness and cleanliness are our goals.

During the school day, anywhere on University Laboratory School campus, the following is approved:

1. a collared polo or oxford shirt (white, black, or grey) with school logo permanently affixed to the front of the shirt
2. an official Cub Wear or Cub Den top excluding tank tops
3. approved school sweatshirt or school outerwear (coats, jackets, fleece, etc.), with appropriate school logo permanently affixed to the front of the garment, may be worn over the collared polo, oxford or official ULS Cub Wear or Cub Den tops.
4. slacks or jeans (with no rips or holes) worn at the waist. A belt may be required if a student is not able to keep slacks or jeans at the waist.
5. shorts (not athletic shorts or short shorts), skorts, skirts (with shorts underneath), or jumpers of a modest length. "Modest" is defined as closer to the knee than to the upper portion of the leg. See examples below. Leggings, jeggings, joggers or tights may only be worn if underneath school approved bottoms. Pants cannot be made of any type of stretch fit material.
6. approved warm-up suits purchased from Cub Wear or Cub Den may be worn
7. elementary students are required to wear tennis shoes to school every day. For middle and high school students, closed front and back shoes are required in the classroom, and tennis shoes are required during Physical Education.
Additional Notes:

- For middle and high school students, school PE clothing must be worn for physical education class and may not be worn in other classes.
- Clothing that advertises or suggests alcohol, drugs, sex, violence, or makes derogatory remarks toward any group of people is strictly banned.
- Hats and other head coverings (other than those associated with a student’s religious affiliation) are not permitted in the school buildings.

The administration reserves the right to restrict other apparel that may be deemed inappropriate because of safety, security, health, distraction or behavior concerns.

In order to attend class, student dress is required to comply with the school’s dress code.

**Instructional Policies/Procedures**

**Student’s Responsibilities Regarding Homework**

It is the responsibility of the student to:

- Keep an up-to-date agenda (University Laboratory School supplies all second semester 2nd graders through seniors an agenda) for homework and other assignments and their due dates.
- Clarify with the teacher any instructions not understood.
- Turn in homework/assignments on the due date.
- Complete homework in proper form, clearly identified with name and class, legibly written or typed, and grammatically correct.
- Arrange a proper study area, either at home or in school, and manage time to accomplish homework assignments.
• Establish a regular weekly study schedule that is relatively free from distractions (television, telephone calls, computer etc). When absent, get your homework assignment from a friend.
• Study and/or review notes and text daily. (Homework is not restricted to written assignments.)
• Complete homework assignments. (In the lower elementary grades, homework is minimal, and its purpose is to foster the responsibility of completing an assignment by the expected due date. As a general guideline in the upper elementary grades, no more than 10 to 15 minutes per content area will be assigned. If assignments routinely take a student longer than 10 to 15 minutes to complete, the student should let his/her teacher know. Middle and high school students should expect up to 60 minutes per night for sixth grade, increasing to 90 minutes per night as students move toward ninth grade. The amount of homework will vary depending on the course.

Parents’ Responsibilities Regarding Homework

It is the responsibility of the parent to:

• Assume your student will have studying to do every night
• Make homework a daily activity at a set time every day.
• Set up a comfortable location for doing homework. This does not have to be a “special” room, but should have good lighting and be free of distractions. Allow your student(s) to study in the way each of them learns best.
• Make sure your student has the necessary supplies.
• Work with your student’s outside activity schedule and preferences when setting up a regular homework time.
• Help your student get organized. One way is by regularly checking their agenda.
• Ensure that your student knows each teacher’s homework policy.
• Show interest in your student’s schoolwork and discuss what your student is learning.
• Watch for signs of failure or frustration.
• Discuss with your student and then, if necessary, contact the teacher to clear up any misunderstandings, troubleshoot problems, discuss time management and be informed about your student’s learning progress.
• Check progress on homework, tests and other assignments through PowerSchool.
• Coordinate homework efforts with the teacher in special cases.

Teacher’s Responsibilities Regarding Homework

It is the responsibility of the teacher to:
• Clearly state the purpose of the assignment, the relationship to the topic under study and how the assignment might best be carried out.
• Review the assignment before giving it to students, anticipate difficulties and clarify/answer student questions as needed.
• Avoid routine assignments over holiday and vacation time.
• Give special consideration to limiting weekend assignments (review, voluntary projects, or make-up work).
• Provide feedback in a timely manner.
• Use results of homework to plan future instructional activities.
• As a general guideline, total homework should be approximately equal to 10 minutes times their grade level on a week night. This is assuming the individual has completed daily assignments to date.
• Involve parents in appropriate ways (for example, as a sounding board to help students summarize what they learned from the homework) without requiring parents to act as teachers or to police students' homework completion.
• Carefully monitor the amount of homework assigned so that it is appropriate to students' age levels and does not take too much time away from other home activities.
• For middle and high school teachers, be available from 3:00-3:30 p.m. daily for instructional support and/or conferencing.

Administrator's Responsibilities Regarding Homework

It is the responsibility of the administrator to:

• Communicate the school’s policies to parents.
• Monitor the implementation of the policy regularly.
• Coordinate the scheduling of homework among different subjects, if needed.
• Serve as mediator, should the need arise.

Developing Accommodation Plans for Qualifying Students

LSU and University Laboratory School assure equal opportunity for all qualified persons in the admission to, participation in, and treatment of students in the programs and activities that the school operates and sponsors. Section 504 of the Rehabilitation Act of 1972 prohibits discrimination against students with disabilities. The law gives such students the right to reasonable accommodation of their disabilities.

To be considered for classroom accommodations in addition to sound instructional practices already provided for all students, a full Psychoeducational Evaluation or a Psychological Evaluation with an IQ component (Woodcock Johnson or Wechsler) must be submitted to your child’s principal or his/her designee. In order for a student to receive accommodations, it must be
determined that s/he has a “physical or mental impairment which substantially limits one or more major life activities. Major life activities include caring for one’s self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning.” (For instructional purposes, to determine if the impairment substantially limits the student’s learning or his/her social interaction with others in the classroom or in the general school setting.)

Once received, evaluations are filed in the student’s cumulative folder for teacher review as needed. A new evaluation is needed every three years in order for accommodations to continue to be considered for the student. After the evaluation is submitted, the following steps are followed:

- To determine if the impairment is “substantially limiting,” school personnel considers the student’s assessed intellectual functioning level and compares that to the student’s performance in the classroom.
- If the student is performing at or above his/her assessed intellectual functioning level, the impairment is not “substantially limiting” the student’s learning.
- If the student is performing below the assessed intellectual functioning level, additional data is gathered, including but not limited to grades, standardized test results, the number of missing and/or late assignments, teacher and parent input regarding classroom engagement, engagement when completing assignments at home, and attendance to determine the cause of the underperformance.
- If the data supports that the underperformance is a result of behavioral issues, such as failure to turn in assignments, attendance, etc, a behavior/attendance plan is created for the student. Once behavioral issues are resolved, if classroom performance is still not indicative of the student’s assessed intellectual functioning level, the process begins again.
- If the data supports the underperformance is the result of the diagnosed impairment, the School Building Level Committee (SBLC) uses the input gathered to create a draft of a 504 plan outlining what accommodations are necessary to “level the playing field” and provide the opportunity for the student to perform at the appropriate intellectual level. The recommendations listed on the evaluation and parent and teacher input are used as guides. The SBLC consists of an administrator (or the administrator’s representative), at least one teacher and the student’s guidance counselor. Parent participation is mandatory at an SBLC meeting.
- Once a draft of a plan is written, the SBLC meets to review the drafted plan. The plan is finalized and all parties in attendance are invited to sign the document. (While parent attendance is not required, in community spirit, it is a courtesy that is always
extended.) Failure to sign does not prohibit the plan from being enforced.

Request for a review of the plan may be submitted in writing by parents or teachers to the administrative SBLC representative or his/her designee within 5 days of the date of the final annual SBLC meeting. The letter must include the grounds for the review request. The administrative SBLC representative or his/her designee will present a request for review to the LSU Office of Disability Services. The administrative SBLC representative or his/her designee will notify all parties of the outcome of the review.

The document titled, "Section 504 Parent Rights Louisiana State University Laboratory School September 1, 2009" provides additional information regarding student and parental rights and is distributed to parents after the annual SBLC meeting.

Scheduling, Placement and Promotion

All K-2nd grade students are scheduled in self-contained classrooms. While third through fifth grade students are each assigned to homeroom teachers, their schedules are of a semi-departmentalized structure. While we appreciate input, student placement is determined by school administration.

All secondary students are scheduled for seven periods.

All high school students are required to be enrolled in four years of math, science, English and social studies. High school course offerings are determined by the high school students’ course requests made in the spring of each year. A student is expected to remain in the classes s/he has scheduled for the entire year.

While we appreciate input, student placement is determined by school administration.

Placement/Progression

Policies regarding grade level placement and awarding of credit for students in K-12th grades are specified in the school’s Pupil Progression Plan. This document is available on the school website.

Foreign Language Placement

University Laboratory School offers foreign language instruction in Spanish and French for grades K-12. Students take both languages through Grade 5 and will decide at the end of 5th grade which language they will continue during 6th -12th
grades. Students may enroll in two languages beginning in 10th grade. As part of high school graduation requirements, two consecutive courses of the same language taken in grades 9-12 are required.

**Mathematics Placement**

In elementary school, math instruction follows grade level expectations specified in state standards but is differentiated based on student performance. Placement of rising 6th grade students is based on the following criteria:

1. current standardized test scores
2. current report card grades in mathematics
3. University Laboratory School math placement test
4. fifth grade teacher recommendation

**High School Credit Classes Taken in Middle School**

Middle school students taking courses for high school credit may opt to have those grades transferred to their high school transcript or repeat the course(s) in 9th grade.

**Repeat Credit Work**

Only those courses failed may be repeated for credit.

**Grading and Reporting Policies and Procedures**

As mandated by the Board of Elementary and Secondary Education (BESE) all Louisiana Education Agencies (LEAs) shall use the following uniform grading system for students enrolled in all grades K-12 for which letter grades are used. (Bulletin 741 §2302).

**Grading Scale for Regular Courses**

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

For grades 3 - 12, grades are assigned for every core course (ELA//English, Math, Science, and Social Studies) using the grading scale listed above.

**Weighted Grade Point Average**
A 10-point grading scale and enhanced quality points (A=5, B=4, C=3, D=2, 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. Report card dates for all are posted on the School Calendar distributed to the faculty and staff at the beginning of each school year.

For K-2nd grades, the following ranking system is used to identify student performance levels:

M = Mastery = Routinely and independently able to meet all state mandated grade level expectations (at the level of Bloom’s Taxonomy for which the expectations are written); always in the specified amount of time

S = Satisfactory = Routinely and independently able to meet at least 75 percent of the state mandated grade level expectations (at the level of Bloom’s Taxonomy for which the expectations are written) in the specified amount of time

N = Needs Improvement = Routinely and independently able to perform basic skills which provide a foundation for future success (but needs support when attempting to meet at least 75 percent of state mandated grade level expectations at the level of Bloom’s Taxonomy for which the expectations are written) in the specified amount of time

U = Unsatisfactory = Unable to routinely and independently perform basic skills needed to provide the foundation for future success; may receive additional support but is still unable to perform basic foundational skills and/or meet at least 75 percent of state mandated grade level expectations

For elementary specialists’ classes (such as music, art, information resources, PE, technology, Foreign Language (K-5), etc.), the following ranking system is used:

S = Satisfactory = Demonstrates appropriate growth, academic engagement and social behavior during class

N = Needs Improvement = Needs improvement in one or more areas (specific recommendations for improvement will be given in the “comments” section of the report

U = Unsatisfactory = Does not demonstrate appropriate growth, academic engagement and social behavior during class (specific feedback will be given in the “comments” section of the report)
If a teacher determines a K-5 student consistently, independently and accurately (within the given time constraints) demonstrates the ability to successfully engage in standards above the present grade level’s state standards; under the “comments” section of the report card, it will be noted that the student is consistently working “beyond current grade level expectations” in the respective content area. If a student receives RTI support for a quarter, it will be noted under the “comments” section of the report card in the respective content area.

**International Baccalaureate (IB) Diploma Program**

The IB Diploma Program coordinator is English Instructor Candence Robillard, Ph.D. Any questions concerning the IB Diploma Program should be directed to Mrs. Robillard.

**Dual Enrollment Program**

The Dual Enrollment (DE) Coordinator is Math Instructor Aimee Welch-James. ULS juniors and seniors complete DE applications during prep days at the beginning of the school year with Mrs. Welch-James. The current listing of Dual Enrollment courses can be found on the school website at: Dual Enrollment Information.

**PowerSchool®**

This is a tool to help keep parents informed of their student’s academic progress and attendance. Visit the school website at http://www.uhigh.lsu.edu to access the PowerSchool link. You will not be able to log on to PowerSchool if you have outstanding fees.

**Incomplete (I) Grades**

A grade of incomplete (I) is assigned when a student is unable to complete assigned work on time because of extenuating circumstances. Incomplete work not made up within the time schedule set by the teacher will result in a failure for the missing assignments or assessments. A three-week period of time will be the limit for removing an “I.” A student who fails to meet a deadline is given a failing grade, not an “I.” It is the student’s responsibility to contact the teacher about making up missed work and for completing that work.

**Suspected Errors in Grades**

A student who questions an assigned semester grade on his/her report card should contact the teacher to determine if an error was made. Grade changes (corrections) will not be allowed more than one semester after the report card.
was issued. A student who suspects that a semester grade on his/her report card is in error should immediately contact the teacher and stay involved until s/he is convinced no error was made or until the record in the school office has been corrected. A teacher must submit a written Grade Change Report to the principal to change a semester grade. If the student is not sure the school record has been corrected, s/he should see the school counselor.

**Grade Appeal**

The following is the procedure for appealing a grade:

1. The student should schedule a conference with the teacher to review and verify the accuracy of the grade in question.
2. If the student or parent desires to pursue the appeal further, s/he must complete an appeal letter stating the reason for the appeal and submit it to the school level principal. The principal will arrange a conference for the student, the teacher, and a parent within one week. The decision of the principal will be final.

**Concentrated Study Period**

For middle and high school students, the two-day period during the fall and spring semester immediately preceding the first day of final examinations will be set aside as a concentrated study period. During this time, no extracurricular student activities, such as social and athletic events, will be held on or off-campus. This will include the weekend if tests begin on Friday. There will be no required major examinations (the only exception is foreign language oral assessments) in academic courses or graded course work during this time. This time will be used for review and questions and answers. However, class projects placed on the syllabus by the beginning of the second nine weeks (for midterm exams) and the fourth nine weeks (for final exams) of a class are exempt. Any exceptions to this policy must receive prior approval from the principal.

**Moodle/Google Classroom**

This is a website where middle and high school teachers have traditionally posted syllabi, major projects, rubrics, and discussion boards. The purpose and use of Moodle is left to each teacher’s discretion. Daily assignments are announced in class and may be found in the students’ agendas. Moodle user names are identical to each student’s email address. Moodle passwords are the same as their myLSU account password. Visit the school website at http://www.uhigh.lsu.edu to access the Moodle or Google Classroom links.
Summer School

Middle and high school students who earn a failing grade in a required subject either first or second semester must repeat the course in summer school to be promoted to the next grade. Grade changes will be made in the instance of teacher error only. Students are only allowed to remediate two full core credits during summer school. If a student fails more than two full core credits in a school year, s/he may not return to University Laboratory School the following year. Elementary students may be required to engage in summer remediation activities in order to progress to the next grade. Classes include ELA, math, science, and social studies.

Semester Exam Exemption Policy for Middle and High School Courses

Semester exams can be worth no more than 20 percent of the final grade. The University Laboratory School Semester Exam Exemption Policy is completely voluntary for teachers. A student may qualify for final exam exemption if:

1. The student has maintained a superior behavior record for the entire semester.
2. The student has an “A” average for the entire semester.
3. The student has no unexcused absences in the class for which s/he requests semester exam exemption.
4. The teacher chooses to participate. Teachers will announce their participation or nonparticipation at the beginning of the school year.

The policy for semester exam exemption in a course does not apply to LSU Dual Enrollment and IB courses.

School Records

The school will send school records to colleges, universities, or other legitimate educational organizations to which the student submits applications if all school fee balances are paid in full. One transcript for personal or social use will be furnished. Students request a transcript by signing the Transcript Request form available in the high school office. Transcripts may be picked up in five (5) school days. Students participating in Dual Enrollment courses must request transcripts directly from the participating university(ies). Students should plan in a timely fashion in order to give teachers and others ample time to complete letters of recommendation forms and write letters of recommendation. Requesting that a school official complete a letter of recommendation does not relieve the student of the responsibility of meeting deadlines.

Early Graduation

The University Laboratory School does not offer early graduation.
School Property

Books and Equipment

A student is responsible for properly caring for all books and equipment s/he is issued and for returning those same items in good condition. Books and equipment issued to a student are coded, and the condition when issued is described on school records. A student must pay for each item not returned or returned in a damaged or unsatisfactory condition. A student must return the same book or piece of equipment that was issued to him/her. A student will not be issued a replacement book or receive his/her report card and/or transcript until the expense of the missing book/equipment has been defrayed.

Books are due on the last day of exams. After the due date, books not returned will be billed to the parents. Books must be returned by the deadline communicated by the ULS Accounting Office. After the specified deadline date, the charges will remain and no refund or credit will be issued.

Library Books

Students may check out library books at any time for 3 weeks at a time. There is a 25¢ per day charge for any overdue book.

Lockers

A locker and a lock are assigned to each middle school student at the beginning of the year. A locker and a lock are available to high school students, upon request. Lockers and locks are considered school property, and school officials may examine them at any time. A student is required to lock his/her locker. A $10 replacement fee is charged for any lock not returned at the end of the school year. Students must not move to another locker without administrative approval.

Parent/Teacher Conferences

Teacher conferences are held by appointment only. To schedule a conference, please contact the individual teacher(s). Email is the preferred means of communication as it is often difficult for teachers to access a phone during the school day. Email addresses can be found on the Faculty Listing page of the school website.

Awards

Academic Awards
Each semester, students in middle school and high school who have earned straight A’s well be recognized at a “Straight A Luncheon” off campus.

Each semester, students in middle school and high school who have earned at 3.75 or higher are recognized with a pizza luncheon on campus.

Each spring University Laboratory School recognizes the academic achievements of hardworking secondary students. The following awards are given at the high school and the middle school awards ceremonies:

- **Superior Achievement in a course** - The criteria for the superior award include grade point average, class participation, literary rally participation, and teacher recommendation.
- **Excellent Achievement in a course** - The criteria for the excellence awards are similar to those for the superior award and include grade point average, class participation, literary rally participation, and teacher recommendation.
- **Straight “A” Students** - Eighth grade students who have earned straight A’s throughout middle school are eligible for this award.
- **Outstanding Boy and Girl** - Middle school team leaders select these recipients. This award is given to students who best exemplify the ideals of the LSU Laboratory School. Specific qualities include scholarship, citizenship, service, and leadership.
- **Honor Graduate Status** – This is awarded to graduating seniors with a cumulative grade point average of 3.9000 or better and no grade lower than a C.

### Student Organizations and Clubs

#### General Information

School sponsored athletics, cheerleading, and some club participation begins in 6th grade. The following items may not be used for non-school sponsored teams and organizations:

- any name that represents the LSU Laboratory School or any organization of ULS, such as athletics. Examples of school names include but are not limited to University, Lab School, The U, U-High, etc.
- any variation of the “U”
- all school and athletic logos - Examples include but are not limited to the tiger cub “eye,” the “U,” or any representation of those logos. Simply changing font or color is not acceptable.

The school must report all violations as they create liability issues and trademark infringement for both LSU and University Laboratory School.
• The school does not have an elementary athletic program. However some parents organize non-school sponsored teams, troops, etc. which include University Laboratory School elementary students.

• Because green space is limited and coaches/sponsors of these organizations are not University Laboratory School employees, ULS buildings and areas surrounding ULS, including the respective green spaces and facilities, may not be utilized after school by groups of elementary students during the LSU workday. LSU offices close between 4:30 p.m. and 5:00 p.m. daily.

• Because of the safety and supervision issues it poses, elementary students may never change clothes at school.

If you are a secondary student, contact the appropriate secondary faculty sponsor or coach for information about joining any middle or high school clubs, service organizations, or athletic groups.

High School

• **Environmental Club**

  Environmental Club is dedicated to making our campus and our planet better through the application of science, stewardship and sustainability.

  Membership Requirements
  Environmental Club is open to all high school students.

• **Fellowship of Christian Athletes**

  FCA challenges coaches and athletes on the professional, college, high school, junior high and youth levels to use the powerful medium of athletics to impact the world and encourage people to make a difference for Jesus Christ.

  Membership Requirements
  At ULS, FCA is open to high school students involved in athletics, dance or cheer, either in conjunction with the school or in a recreational setting.

• **French Club**

  French Club is designed to promote and foster the ULS community of students studying the French language and cultures.

  Membership Requirements
French Club is open to students with an interest in learning other languages and cultures. Fluency in French is not a necessity to become a member or to attend meetings.

- **French National Honor Society**

  The aim of this organization shall be to stimulate interest in the study of French, to promote high standards of scholarship, to reward scholastic achievements, to create enthusiasm for and an understanding of Francophone cultures, and to promote international friendship.

  Membership Requirements
  Candidates must be enrolled in the fourth semester of French or higher, have maintained an A- (A minus) average or higher in French throughout their secondary school study of French. Candidates must have maintained a B- (B minus) average or higher in all other secondary school subjects prior to the semester of selection. French may not be used to calculate this average.

- **Key Club**

  Key Club's purpose is to make the world a better place through student service. Members are provided with opportunities to serve, build character and develop leadership.

  Membership Requirements
  Key Club is open to all high school students. Members must maintain their membership by participating in two passive projects and one active project per semester.

- **Mu Alpha Theta**

  Mu Alpha Theta provides mathematical enrichment, allows students to have fun with mathematics and encourages participation in mathematics competitions.

  Membership Requirements
  Mu Alpha Theta is open to high school students who have completed algebra and geometry with at least a B average.

- **National Art Honors Society**

  NAHS is an outreach program for the arts and community service.

  Membership Requirements
NAHS is open to high school students by invitation only.

- **National Beta Club**

Beta Club promotes academic achievement, scholarship, leadership and good citizenship.

Membership Requirements
High school students with a 3.5 GPA and teacher recommendations may apply for membership in Beta Club. Members are responsible for annual dues, mandatory service project(s) and attendance at monthly meetings.

- **National Honor Society**

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, service, leadership and character.

Four main purposes have guided chapters of NHS from the beginning: "To create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character in the students of secondary schools" (from the NHS constitution).

Membership Requirements
Membership application for ULS NHS is offered to students with a 3.7500 weighted GPA as of January beginning their sophomore year. The application includes questions regarding community service, school service, school leadership and awards and accolades. In addition, applicants write a plan of action as it pertains to our community for a service-oriented project. Applications are scored and reviewed by a faculty committee.

- **Premiere Company Show Choir**

Premier Company Show Choir focuses on singing, dancing and showmanship through Pop to Broadway music.

Membership Requirements
All high school students who enjoy singing are invited to audition for Premiere Company Show Choir.

- **Quiz Bowl**
Quiz Bowl broadens students’ academic knowledge through academic competition.

Membership Requirements
Quiz bowl is open to all high school students.

- **Robotics Club**

  Robotics Club provides students the opportunity to put classroom lessons and the engineering design process into practice to build robots and compete in the First Tech Challenge competition.

  Membership Requirements
  Robotics Club is open to all dedicated students who are able to attend nearly all meetings and all competitions.

- **Spanish Club**

  Spanish Club is designed to promote and foster the ULS community of students studying the Spanish language and cultures.

  Membership Requirements
  Spanish Club is open to students with an interest in learning other languages and cultures. Fluency in Spanish is not a necessity to become a member or to attend meetings.

- **Spanish National Honor Society**

  The Sociedad Honoraria Hispánica is a national and international academic honor society in the study of high school Spanish and Portuguese and is sponsored by the American Association of Teachers of Spanish and Portuguese, Inc. (AATSP)

  Membership Requirements
  Candidates must be a high school student who has maintained an honor average in the study of Spanish for at least three semesters. Character, leadership, seriousness of purpose, cooperation, honesty, service and commitment to others is also considered in selection of members. The student must be enrolled in the Spanish at the time of initiation.

- **Student Council**

  Student Council promotes student participation, encourages stronger student-faculty relationships, strives for a better school and community connection, serves as the representative governing
council of the student body, promotes interest in scholastic activities and provides experience in leadership and citizenship.

Membership Requirements
Voting members of the Council are the elected officers of Student Council (president, vice-president, secretary, and parliamentarian) and delegates from each grade. This delegation includes the class officers elected by the student body and allotted class representatives who meet membership requirements as established by the Student Council and elected or appointed under the procedures prescribed by the constitution and bylaws.

- **Youth and Government (Mock Trial, Model UN, Speech and Debate)**

  The Youth and Government Club provides students the opportunity to hone debate skills and gain practical experience in formal discourse through the Youth Legislature and Model United Nations conferences, Mock Trial, and Speech and Debate competitions. Preparing for and participating in these opportunities is beneficial in allowing students the opportunity to work, learn and lead together.

  Membership Requirements
  The Youth and Government Club is open to all high school students.

**Middle School**

- **Art Club**

  Art Club provides students an opportunity as well as the materials to develop artistic skills and interests.

  Membership Requirements
  Art Club is open to the first 24 middle school students who return a signed parental permission slip.

- **Glee Club (Middle School Choir)**

  Middle School Show Choir brings together students who enjoy learning vocal parts to Broadway and Pop songs and incorporating dance movements to their stories for performance purposes.

  Membership Requirements
  Students in 6th, 7th and 8th grades may audition for Glee Club with a 16 to 32 measure song of their choice by appointment.

- **MathCounts**

  MathCounts allows 6th through 8th grade students an opportunity to practice solving rigorous mathematical problems while working
individually and as a team. Students meet weekly to prepare for a regional competition.

Membership Requirements
MathCounts is open to all middle school students who have a passion for mathematics.

- **National Junior Honor Society**

The National Junior Honor Society is the nation’s premier organization established to recognize outstanding middle school students. NJHS serves to honor those students who have demonstrated excellence in the areas of scholarship, service, leadership, character, and citizenship. These characteristics have been associated with membership in the organization since its beginning in 1929.

Membership Requirements
Students are invited to join at the end of their 7th grade or 8th grade year, a cumulative 3.75 GPA is required.

- **Robotics Club**

Robotics Club provides students the opportunity to put classroom lessons and the engineering design process into practice to build robots and compete in the First Tech Challenge competition.

Membership Requirements
Robotics Club is open to all dedicated students who are able to attend nearly all meetings and all competitions.

- **Rubik's Cube Club**

Rubik’s Cube club stretches students’ minds into thinking with algorithms; dexterity and mental mapping skills are also practiced. Some are beginners, working weekly to learn how to solve a cube. Others work to beat their own time or compete with others in races. A couple times a year, there are outside of school competitions that club members are encouraged to attend. Overall, the club allows a safe place to enjoy the company of brainiacs.

Membership Requirements
Rubik's Cube Club is open to all middle school students.

- **STEAM Club**
The STEAM Club provides students an opportunity to explore aspects of STEAM (Science, Technology, Engineering, Arts and Math).

Membership Requirements
STEAM Club is open to all middle school students. Those interested must turn in a completed permission slip signed by a parent or guardian. The first 20 students who return the permission slip to their science teacher will be accepted.

- **Student Council (Middle School)**

  Middle School Student Council is comprised of officers elected by the student body. The purpose of MSSC is to give middle school students a voice, to build school spirit and to participate in meaningful service projects.

  Membership Requirements
  Middle School Student Council is open to all middle school students. Students must participate in committees, activities, and may not miss more than three meetings.

**New Clubs**

The purpose of school clubs is to either (1) augment the school curriculum (e.g. Spanish Club, Art Club) or (2) engage in service. To become an official ULS club, the following procedure must be used:

1. A written request to form a club must be submitted to the Dean of Students by the students wishing to launch the club. The request must include a rationale for establishing the club including an explanation as to the manner in which the proposed club meets the criteria for either a service organization or an extension of the approved school curriculum. The request must be signed by a minimum of 12 students as well as one faculty member who agrees to serve as advisor to the club.

2. The request will be reviewed by the administration within one academic quarter (nine weeks) of its receipt.

3. After administrative review, the principal will send a letter to the potential advisor confirming approval or denial of the request.

**OTHER ORGANIZATIONS**

**Cub Club**

The mission of the Cub Club is to connect and involve parents, faculty and staff through the promotion of membership and volunteerism, providing resources
and services to enhance the University Laboratory School community. The Cub Club is administered by the ULS Foundation and conducts a number of activities and programs each year including: the Care Team, Parent Symposums, School Directory, Used Uniform Sale, Room Mom Coordinator, Field Trip T-Shirts K-5th Grade, Retirement Party, New Family Tours, Mom and Dad Socials, Serve as Volunteer Coordinator, Teacher Appreciation Week, Box Top and Restaurant Night Fundraisers and much, much more. Families are encouraged to get involved through, and become a member of, the Cub Club. Please visit uhigh.lsu.edu/Parents/Cub-Club for additional information.

University Laboratory School Foundation
The mission of the University Laboratory School Foundation is to nurture and build relationships with parents, alumni, grandparents, faculty, staff, and friends, and provide resources and funding to foster excellence at the University Laboratory School. We accomplish this in three ways:

- provide opportunities for members of the Cub community to partner and connect their passions to programs and projects,
- raise funds for strategic initiatives that impact student learning across the K-12 spectrum, and
- build and expand relationships through community education and awareness of the school’s needs and successes.

The University Laboratory School’s passionate faculty and committed staff strive daily to ensure the education our students receive has the ability to make their dreams, goals and aspirations for the future, no matter how ambitious, a reality. We leave no educational stone unturned – from visual and performing arts to liberal arts; from exposure to cutting edge technology to discovery through real world science applications; and from global exploration to interactions with local, national and international experts in a variety of disciplines.

As a member of the Cub Community, you have a direct impact on turning the skills, talents and abilities obtained here by our students from dreams into reality. Please visit our website to review the many programs and projects funded by the ULS Foundation and how you can make your commitment to support excellence at the University Laboratory School.

To review our list of annual donors please visit 2019 Annual Appeal Donor Recognition Listing. To join our many donors, visit uhigh.lsu.edu and click the Give Now button.
6th grade. The following items may not be used for non-school sponsored teams and organizations:
Student Services and Privileges

Media Center (ULS 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 3:30 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 ULS students to retain this privilege. Special permission forms are available to students wishing to use the LSU Library.

School Counselors

Enrollment in ULS 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:

1. individual Counseling to help students confront and solve problems that interfere with academic, career, personal/social development (short-term basis only),
2. small Group Counseling for students to discuss shared issues with peers
3. crisis Counseling in the event of an emergency
4. Guidance Curriculum to educate students on developmental appropriate topics,
5. student and family referrals to outside counseling or community agencies as needed,
6. advocate for student rights in cases of abuse or truancy, and
7. cognitive, aptitude and achievement test interpretation.

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 s/he is participating in a school-sponsored activity or trip.

Revised 08/26/19
When returning from a school function for which transportation has been provided (bus, van, etc), a student may ride with another adult if s/he 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 s/he 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, smart 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 ULS 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.

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 ULS Elementary Speech-Language Services

ULS 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 Instructors. For additional information about the LSU Speech Language and Hearing Clinic, please visit http://sites01.lsu.edu/wp/comd/faculty/rebecca-h-gouver-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 ULS kindergarten students and makes recommendations to parents regarding whether or not a full speech-language evaluation should be considered.

Once ULS 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 inquiere with their public school district regarding special education services available in the free and appropriate public education setting.
LSU ComD and ULS 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 universitylab@lsu.edu by 1 p.m. 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 beginning September 1. 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. Due to state regulations, no observers or visitors are allowed on campus during state testing.

**Cafeteria Guests**

Parent(s) are welcome to eat cafeteria lunch with their child(ren) beginning September 1. 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, 3-5 guests per classroom per day may be comfortably seated for lunch and guests will sit at an assigned 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 bring a healthy snack and/or a bottle of water in his/her book sack each day. 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 please consider the cafeteria menu. If a parent is unable to do that, he/she may bring lunch only for his/her child.
- For special days, such as Valentine’s Day, students may exchange cards but no candy may be attached.

**Deliveries**

Commercial deliveries are not allowed except for deliveries by LSU vendors for the purpose of school meetings approved ahead of time by administration. Elementary students coming to school in the morning and students returning to school after temporary absences (including seniors on privilege time) may not bring food or drink into the school buildings.

If your child forgets his/her lunch at home, he/she should let the elementary teacher or the cafeteria supervisor know, and one will be provided. The charge(s) for the meal(s) will be sent to parents through fee billing.

Otherwise, parents may drop off non-commercial lunches in the office.
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 s/he will either pick up the item from the main office when s/he 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. Lunches not picked up by the end of each school day will be discarded.

**Food and Allergy Policy.**
ULS is concerned with the safety and well-being of all its students. No school can be completely allergen-free (e.g. “peanut-free”) but we do partner with parents to be prepared in appropriate management and care of students with severe allergies. In order to protect our students who suffer from food/drink allergies and other food/drink related illnesses while still allowing the opportunity for all to enjoy ULS traditions and celebrations, the following Allergy Policy is enforced regarding all food and drink to be consumed on campus or in classrooms. The school nurse inservices all faculty and staff members annually regarding the use of EpiPens.

**In the Cafeteria**
1. Elementary students with allergies sit closest to the teachers at one end of the lunch room table. Elementary students who bring their lunches sit at the far end of the table.
2. Tables are wiped clean after each elementary class leaves and at the end of every lunch shift.
3. When visitors have lunch with students, our preference is that they select from the cafeteria menu and dine with students in the cafeteria. If that is not possible, a visitor may only bring lunch for him/herself and the student with whom he/she is having lunch. Lunches may not be “dropped off” or “delivered” to students.
4. Cafeteria snack items may not be purchased by/for elementary students.
5. Students and staff must wash hands with soap and water before and after handling food.

**In the Classroom:**
1. Teachers receive annual training from the school nurse regarding identifying allergic reactions and epi pen administration.
2. When a teacher suspects a student may be having an allergic reaction, but it is not a reaction which warrants Epi Pen administration, immediately escort the student to the nurse by an adult escort.
3. Teachers must provide a “list of item(s) served” to parents at least one week prior to serving ANY food/drink in the classroom. This allows parents the opportunity to either provide (an) alternative food item(s) for their child or to opt out completely. If the food/drink is used as part of an instructional activity and a parent chooses to “opt out” but doesn’t provide (an) alternative item(s), the child will still have to complete the instructional part of the activity but will not be
allowed to touch or consume the food/drink being used. This policy will be used for any classroom/fieldtrip event or activity which includes food/drink handling or consumption including but not limited to:

a. Instructional activities which include food/drink handling or consumption  
b. Approved grade level events which include food/drink handling or consumption  
c. Student treats or rewards provided by the teacher  
d. Winter Break Celebration  
e. End of Year Celebration  
Classroom organized elementary students’ Valentine card exchange (at the discretion of the teacher) may not include exchange of candy.

The School Nurse must always:
1. Be informed by parents of student allergies  
2. Have allergy medications easily accessible in a secure location central to designated school personnel.  
3. Recommend that students who are authorized to carry their own epinephrine auto-injector have an additional epinephrine auto-injector available in the designated medication storage area.  
4. Train teachers annually regarding identifying allergic reactions and epi-pen administration.  
5. Maintain an up-to-date list of students with severe allergies and review the list with the school principal, grade level teachers, and the cafeteria manager at least once a year.

Students
1. May not swap or share lunches, snacks, drinks or any food items with other students.  
2. Should not eat anything known to contain any allergen or anything with unknown ingredients.  
3. Should notify an adult immediately if they have any symptoms or eat something they believe may contain the ingredients to which they are allergic.

Reporting Accidents and Injuries
It is the responsibility of all employees to report student, staff, and/or faculty accidents or injuries immediately to the school nurse. The nurse will assess the situation and direct you if the accident must be reported.

Vehicle and Parking Policies

Vehicle Registration and Parking

Like other LSU students, ULS students who park on campus are required to purchase a parking tag. They must comply with LSU Traffic and Parking Regulations any time they bring a vehicle on campus. Both LSU and University
Laboratory School authorities assume that any student who drives a car on campus has read and understands the LSU Traffic and Parking Regulations.

In general, any vehicle brought on campus – even a temporary one – must display a parking permit (hangtag) issued by the LSU Traffic Office. Vehicles can be parked only in those authorized spaces designated by the type of parking permit displayed. Note: the vehicle is not registered unless the parking permit is properly displayed.

The main ULS parking lot next to the elementary building is reserved for faculty and staff. Students must park in the Isaac Cline lot. If the student lot is full, the proper procedure is to go to the fraternity lot, which is adjacent to the Isaac Cline lot. (See ULS Campus map and/or the LSU Traffic and Parking Map). Parking on grass is not allowed.

Visitor Parking
Visitors and parents should park in the parking garage located on the corner of Veterans and East Campus Drive.

Communications

The ULS Communications Department is here to support our school’s faculty, staff and students with marketing and public relations needs. This includes but is not limited to news releases, photography, printed pieces, electronic communications and social media.