



# **STUDENT/PARENT HANDBOOK**

**2023 - 2024**

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# STATEMENT OF PURPOSE

## LSU LABORATORY SCHOOL 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 teacher

## LSU 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.

## LSU 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.

# SCHOOL LEADERSHIP

## ADMINISTRATION

<b>Kevin R. George</b> Director	(225)578-3223
<b>Christa Leon</b> Elementary Principal	(225)578-9160
<b>Frank Rusciano, Jr.</b> Middle School Principal	(225)578-9147
<b>Aimee Welch-James</b> Secondary Principal	(225)578-4904
<b>Matt Picou</b> Dean of Students	(225)578-6919
<b>Jill White</b> Dean of Students	(225)578-9151

## SCHOOL COUNSELORS

<b>Lauren Eglin</b> Grades K-5	(225)578-3278
<b>Angela Murray</b> Grades 6-9	(225)578-9159
<b>Kristy Gremillion</b> Grades 10-12	(225)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.

# 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 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 in any school or extra-curricular activity, or alternatively, agrees to bear all costs associated with the injury. If 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 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.



**ACADEMIC EXCELLENCE**

# 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. The purpose is to foster the responsibility of completing an assignment by the expected due date.

## 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.
- 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.
- Serve as mediator, should the need arise.

## **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 semidepartmentalized structure. Student placement is determined by 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.

## **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.

## **WORLD LANGUAGE PROGRAM**

University Laboratory School offers world 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 with during 6th -12th grades.

## **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, who take courses for high school credit, may opt to have those grades transferred to their high school transcript or they may opt to repeat the course(s) the following year. High school credits earned in middle school count towards the Carnegie credits needed to graduate, count towards TOPS, and count towards the grade point average. Regardless of how many high school Carnegie credits are earned in middle school, students must take English, math, science, and social studies all 4 years of high school.

# 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).

## 6 - 12 GRADES

### GRA REGULAR COURSES AND GRADE PERCENTAGE

GRADE	PERCENTAGE
A	100 - 93
B	92 - 85
C	84 - 75
D	74 - 67
F	66 - 0

For grades 6 - 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

### INTERNATIONAL BACCALAUREATE (IB) DIPLOMA, DUAL ENROLLMENT, AND ADVANCED PLACEMENT PROGRAMS

Information about each of these programs can be found on the school's website.

### CONCENTRATED STUDY PERIOD – DEAD DAYS

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.

### SEMESTER EXAM POLICY FOR MIDDLE & HIGH SCHOOL COURSES

Teachers may use their professional discretion in allowing students to rearrange their exams during, but not prior to, the designated exam period.

Semester exams can be worth no more than 20 percent of the final grade, with the exception of dual enrollment courses which follow the university's grading policies.

## CREDIT RECOVERY

Secondary school students who fail a required course either first or second semester must participate in credit recovery to be promoted to the next grade. High school students who wish to enroll in credit recovery while also being concurrently enrolled in the same course at ULS, should contact the school counselor prior to registering. If a course repeated in credit recovery is not passed by July 31<sup>st</sup> prior to the start of the upcoming school year, the student must return to their Free Appropriate Public Education (FAPE) school district.

Parents/guardians should request the list of ULS approved credit recovery schools from the school counselor. It is ultimately the responsibility of the parent/guardian to contact the approved credit recovery school for information regarding registration, courses offered, dates, times, and costs.

## 3 - 5 GRADES

### GRADING SCALE FOR REGULAR COURSES AND GRADE PERCENTAGE

GRADE	PERCENTAGE
A	100 - 93
B	92 - 85
C	84 - 75
D	74 - 67
F	66 - 0

For grades 3 - 5 grades are assigned for every core course (ELA//English, Math, Science, and Social Studies) using the grading scale listed above.

## KINDERGARTEN - 2 GRADES

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.

# GENERAL INSTRUCTIONAL AND GRADING POLICIES

## 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.

## 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.

## 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 online under ULS resources/senior year. 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.

## 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

In the spring, the following awards are given at the middle and high school academic awards ceremonies:

- Superior Achievement Award – The criteria for the superior award include grade point average, class participation, literary rally participation, and teacher recommendation.
- Excellent Achievement Award – The criteria for the excellent award include grade point average, class participation, literary rally participation, and teacher recommendation.
- Straight "A's" throughout Middle School - Eighth grade students who have earned straight A's throughout middle school are eligible for this award.
- Outstanding Students - A boy and girl are selected at each grade level to receive this award. 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.
- Senior Awards - These are the highest awards achieved in academics. Senior Awards are awarded by subject area to one senior.
- Cub Awards - This award is selected by high school teachers and given to a senior student who most demonstrates our school motto, “Total effort in every endeavor.”

## **HONOR ROLL**

Middle and high school students who have earned at 3.75 GPA or higher during the first or second semester are treated to the Honor Roll Pizza Party.

Middle and high school students who have earned straight As during the first or second semester are treated to a luncheon.

## **INCOMPLETE (I) SEMESTER GRADES**

A grade of incomplete (I) is assigned when a student is unable to complete assigned work on time because of extenuating circumstances. A period of time will be given for removing an “I.” A student who fails to meet a deadline is given a failing grade. 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. 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 principal or principal’s designee will render a decision.



# ATTENDANCE



# SCHEDULES

## BELL SCHEDULES

### REGULAR BELL SCHEDULE MIDDLE SCHOOL AND HIGH SCHOOL

<b>PERIOD 1</b>	<b>7:45 - 8:40 A.M.</b>
<b>PERIOD 2</b>	<b>8:44 - 9:39 A.M.</b>
<b>PERIOD 3</b>	<b>9:43 - 10:38 A.M.</b>
<b>PERIOD 4</b>	<b>10:42 - 11:37 A.M.</b>
<b>LUNCH MS</b>	<b>11:37 A.M. - 12:02 P.M.</b>
<b>PERIOD 5 HS</b>	<b>11:41 A.M. - 12:36 P.M.</b>
<b>PERIOD 5 MS</b>	<b>12:06 - 1:01 P.M.</b>
<b>LUNCH HS</b>	<b>12:36 - 1:01 P.M.</b>
<b>PERIOD 6</b>	<b>1:05 - 2:00 P.M.</b>
<b>PERIOD 7.</b>	<b>2:05 - 3:00 P.M.</b>

### ASSEMBLY BELL SCHEDULE MIDDLE SCHOOL AND HIGH SCHOOL

<b>PERIOD 1</b>	<b>7:45 - 8:34 A.M.</b>
<b>PERIOD 2</b>	<b>8:38 - 9:27 A.M.</b>
<b>PERIOD 3</b>	<b>9:31 - 10:20 A.M.</b>
<b>PERIOD 4</b>	<b>10:24 - 11:14 A.M.</b>
<b>ELEMENTARY LUNCH</b>	<b>10:40 - 11:10 A.M.</b>
<b>MIDDLE SCHOOL LUNCH</b>	<b>11:14 - 11:34 A.M.</b>
<b>PERIOD 5 HIGH SCHOOL</b>	<b>11:18 A.M. - 12:06 P.M.</b>
<b>ELEMENTARY LUNCH</b>	<b>11:35 A.M. - 12:03 P.M.</b>
<b>PERIOD 5 MIDDLE SCHOOL</b>	<b>11:38 A.M. - 12:26 P.M.</b>
<b>HIGH SCHOOL LUNCH</b>	<b>12:06 - 12:26 P.M.</b>
<b>PERIOD 6</b>	<b>12:30 - 1:19 P.M.</b>
<b>PERIOD 7</b>	<b>1:23 - 2:11 P.M.</b>
<b>Assembly</b>	<b>2:15 - 3:00 p.m.</b>

# 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 the student into the main office. Students and parents should contact the school via email at [universitylab@lsu.edu](mailto:universitylab@lsu.edu) when a student will be absent.

## 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.

## WHOLE-DAY ATTENDANCE

Students are considered to be in attendance for a whole day when they:

- are present 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. (51-100 percent = 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.

## 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. (26-50 percent = 100 – 193 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.)

## **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, 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](mailto: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.

## **TARDY**

Students are considered tardy when they:

- arrive after 7:45 arrival time or leave school prior to the regularly scheduled dismissal time; but
- still meet attendance requirements for either half or whole day attendance.

## **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.

## **TYPES OF ABSENCES**

Louisiana requires students to attend school for a certain number of days to be promoted to the next grade and earn credit for a course. Elementary and middle school students can have no more than 10 (plus 2 conditional) N, OSS, or U combined absences over the course of the year. All high school students can have no more than 5 N, OSS, or U combined absences over the course of a semester. All elementary, middle, and high school students will be required to make up seat time during Saturday school once their limits of N, OSS, or U absences are reached in a semester.

When a student misses school, their absence falls under four categories:

### **Exempted and Excused (E)**

The student is allowed to make up the missed work and the absence is not counted against the attendance requirement. Examples are illness documented by a doctor, funerals, or to celebrate religious holidays.

- 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 the course syllabi.
- If a middle/high school student is absent on the day of a scheduled test, they will follow this protocol:
  - If they return during the school day, they must take the test on the same day in the make-up room or with the teacher.
  - If they are absent the entire day, they must take the test the next morning (6:30 a.m.), after school (3:15 p.m.) in the make-up room, or with the teacher. \*\*Dual Enrollment tests have to be made up with the teacher.

### **Conditional Exempted (CE)**

Students are allowed 2 conditional exempted absences per year. These absences follow the same guidelines as exempted & excused absences.

### **Non-Exempted and Excused (N)**

The student is allowed to make up the missed work but the absence is counted against the attendance requirement. An example is personal or family illness documented by a parent's note.

- 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 the course syllabi.
- If a middle/high school student is absent on the day of a scheduled test, they will follow this protocol:
  - If they return during the school day, they must take the test on the same day in the make-up room or with the teacher.
  - If they are absent the entire day, they must take the test the next morning (6:30 a.m.), after school (3:15 p.m.) in the make-up room, or with the teacher. \*\*Dual Enrollment tests have to be made up with the teacher.

### **Out of School Suspensions (OSS)**

The student is allowed to make up the missed work but the absence is counted against the attendance requirement.

- 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 the course syllabi.
- If a middle/high school student is absent on the day of a scheduled test, they will follow this protocol:
  - If they return during the school day, they must take the test on the same day in the make-up room or with the teacher.
  - If they are absent the entire day, they must take the test the next morning (6:30 a.m.), after school (3:15 p.m.) in the make-up room, or with the teacher. \*\*Dual Enrollment tests have to be made up with the teacher.

### **Unexcused (U)**

The student is not allowed to make up the missed work and the absence is counted against the attendance requirement. Grades for missed work will be recorded as a 0 in PowerSchool. Absences that are not "Exempted and Excused", "Non-Exempted and Excused", or "Suspensions" are considered "Unexcused".

- All missed graded assignments due to an unexcused absence will be recorded as a 0 in PowerSchool and cannot be made up.

**Documentation for Exempted & Excused and Non-Exempted & Excused is due to the main office the day the student returns to school. Failure to turn in the proper documentation will result in an unexcused absence.**

## 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 to check in is also acceptable. Whether the note is handwritten or electronic, the student will not be able to check in until parental verification is made by office staff.

When checking out, the parent/guardian should complete the student check out form found on the ULS website under ULS resources. If the student check out form is not completed, 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 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 AND UNEXPECTED CHECKOUTS:

- Elementary - Parents/guardians of elementary students must fill out the Check Me Out form found on the University Laboratory website under the parent tab, authorization forms - <https://www.cognitofrms.com/UniversityLaboratorySchool1/CheckMeOut> and email their classroom teacher regarding the check out and check out time.
- Secondary - Parents/guardians of middle and high school students must fill out the Check Me Out form found on the University Laboratory website under the parent tab, authorization forms - <https://www.cognitofrms.com/UniversityLaboratorySchool1/CheckMeOut>. A phone call will be made to parents of students who are driving to ensure the student may drive off campus.
- If an unexpected checkout is necessary, parents or guardians must report to the main office, and the checkout process described above will be followed.

### CHECKOUT PROCEDURE:

- At checkout time, high school students who drive should take the checkout slip given to them 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.

## 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.

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 1st grade students (and older elementary siblings): Cub Stop
- 2nd 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.

### 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.



**STUDENT SUPPORT SERVICES**

# SCHOOL ILLNESS POLICY

## REASONS STUDENTS SHOULD STAY HOME FROM SCHOOL:

1. Vomiting - not related to coughing; not related to feeding problems (Gi 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 100.4 degrees F should remain out of school until they are free of fever 24 hours.
8. Medical Excuse - If you child is out sick, please be aware the 3 consecutive days of absences or more requires an excuse from a medical professional upon your child’s return to school.

## 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 nurse’s office, and the school nurse will inspect and advise accordingly. Family and student privacy and confidentiality are priorities.

Please visit the Louisiana Department of Health and Hospitals link, <http://www.dhh.louisiana.gov/offices/miscdocs/docs-249/Manual/PediculosisManual.pdf> for more information regarding prevention, detection, and treatment.



# SCHOOL COUNSELORS

**Lauren Eglin**  
Grades K-5

(225)578-3278  
[leglin1@lsu.edu](mailto:leglin1@lsu.edu)

**Angela Murray**  
Grades 6-9

(225)578-9159  
[amurray@lsu.edu](mailto:amurray@lsu.edu)

**Kristy Gremillion**  
Grades 10-12

(225)578-3099  
[kgremillion@lsu.edu](mailto:kgremillion@lsu.edu)

School counselors are licensed educators who improve success for all students by implementing a comprehensive school counseling program focused on academic, career, and social-emotional development.

Our counselors are available to consult with parents, teachers, students, and any outside of school therapists to support our students' success at ULS. Parents are encouraged to call or email for appointments. With enrollment at ULS, students may see any of the three school counselors on staff by stopping by, leaving a written request for a meeting, or emailing for a convenient time. If parents would like the counselors to coordinate services with an outside of school therapist, a parental release from the therapist is needed.

School counselors will endeavor to maintain confidentiality in order to build trust and a strong therapeutic relationship; however, there are instances where information must be exchanged with parents, teachers, and other important members of the educational team. These circumstances include the sharing of goals, strategies, and progress as well as student reports of harm to self or others, reported or suspected abuse or neglect, or court mandates.

The following school counseling services are available at ULS:

## **DIRECT STUDENT SERVICES**

In-person interactions between school counselors and students

- School counseling core curriculum: Structured lessons designed to help students attain the desired competencies and to provide all students with the knowledge, attitudes and skills appropriate for their developmental level.
- Individual student planning: Ongoing systemic activities designed to assist students in establishing personal and professional goals for the future.
- Responsive services: Activities designed to meet students' immediate needs and concerns. Responsive services may include counseling in individual or small-group settings or crisis response.

## **INDIRECT STUDENT SERVICES**

Provided on behalf of students as a result of the school counselors' interactions with others including referrals for additional assistance, consultation and collaboration with parents, teachers, other educators and community organizations.

## MORE RESOURCES

### I CARE

I CARE prevention specialists provide assistance in the areas of substance abuse, violence, and crisis prevention. Services include individual, family, and student consultation, small group support, classroom education, and staff/parent trainings. ULS families interested in working with a prevention specialist should contact the school counselor for a referral.

Lori Anderson  
I Care Program  
Prevention Specialist  
Grades K – 12

### 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 school 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 designated 504 resource coordinator 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 with the plan.

### **QUALIFYING FOR ULS ELEMENTARY SPEECH-LANGUAGE SERVICES**

ULS offers the opportunity for qualifying elementary students to pay for and 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 contact the elementary counselor or school nurse.

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 inquire with their public school district regarding special education services available in the free and appropriate public education setting.



**DISCIPLINE**

# 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.
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.
7. Students are expected to report violations to the Code of Conduct in a timely manner using the Bullying Report Form or the Bias/Discrimination Incident Report Form found under Student/Parent Resources on the ULS website.

## 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.
6. Parents are expected to report violations to the Code of Conduct in a timely manner using the Bullying Report Form or the Bias/Discrimination Incident Report Form found under Student/Parent Resources on the ULS website.

## 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. 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 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 the auditorium foyer 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.

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. Students who are under independent driving age shall not be dropped off on campus before the school day begins and/or 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 attend LSU activities.

## ACADEMIC MISCONDUCT

- 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.
- “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 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, 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. Enter 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 dean of students or dean of student’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 divisional principal. This request should be made in writing within three school days of the suspension. Upon receiving such a request, the divisional principal will schedule an informal hearing with the student and the student’s parents. Additional evidence may be presented to the divisional principal at this hearing. The principal’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).

## **DSCIPLINARY HEARINGS**

The ULS Discipline Committee will be called when there is:

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 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 director 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 nine-week period, the student is not passing three courses or has below a 2.0 grade point average for the nine weeks, a meeting will be scheduled with the student, the student's academic team, and the student's parents to discuss a path for the student's academic success.
- The school principal will review grades at the end of each semester and if the student's grades contain four or more F's, the student can be placed on academic probation.
- 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.

## **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 principal of the committee's recommendation.

5. If the principal upholds the recommendation to remove the student from University Laboratory School, the student's parents will be notified of the decision. The director 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, students are expected to:

- be in attendance on the day the extracurricular activity occurs (exceptions noted in Code of Conduct under Attendance Policy)
- (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.

## **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.

When possible, an additional school authority 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**

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. 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 report to the foyer of the auditorium.

### **IN SCHOOL SUSPENSION (ISS)**

In school suspension (ISS) is supervised detention during the school day.

### **OUT OF SCHOOL SUSPENSION (OSS)**

Out of school suspensions include:

- Short-term suspension which is less than or equal to 3 days out of school
- Long-term suspension which is greater than 3 days but less than 10 days out of school

### **EXPULSION**

Expulsion is removal from the school

# POLICY AGAINST HARRASSMENT

## 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 personnel 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 anony 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), or principal's designee 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 Frank Rusciano.

# 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:
  - 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.

# 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 inhaled 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 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, the 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. The parent/guardian will be notified 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.

## **FIRST OFFENSE 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 from athletic participation 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.



# ELEMENTARY SCHOOL CONSEQUENCES OF BEHAVIOR POLICY

Level 1 Infractions: “Offenses which are considered less serious or harmful to others”		
Infraction	Definition of Infraction	Consequences
Improper dress	Out of dress code	Parents bring a change of clothes to school in accordance with the dress code
Uses profane or obscene language to another	Name-calling, swearing, or using curse words to another student or teacher	Assign consequences for the type and number of infractions that will include the following as appropriate for elementary grade levels: <ul style="list-style-type: none"> <li>• Parent conference or contact (including an email with a response or a note in an agenda signed by the parent)</li> <li>• Documentation on Elementary Behavior Infraction Form with documented list of interventions</li> <li>• Refer to school counselor (for behavior modification plan as needed)</li> <li>• In-school suspension</li> <li>• Removal of cell phone by a teacher or administrator</li> </ul> Parent contact must occur for each infraction.  These consequences may be used multiple times.  After the 3rd infraction, consequences may include out of school suspension.
Possesses tobacco or lighter	Possession of tobacco, a lighter, or any type of vaping product at school or at a school-sponsored event	
Disturbs the school	Behavior causing major disruption of instruction or any school activity that includes, but is not limited to, sustained loud talking, yelling or screaming, noises with materials, and/or sustained out-of-seat behavior	
Willful disobedience	Deliberate choice to break a rule or disobey a directive given by a person in authority	
Treats authority with disrespect	Talking back, mocking, gesturing, or any act which demonstrates a disregard or interference with authority or supervising personnel	
Is guilty of conduct or habits injurious to his associates (no intent)	Any unintentional but not malicious act which causes injury, damage, or pain to another	
Cuts, defaces, or injures any part of public school building/ Vandalism under \$100	Damage, destruction, or defacement of property belonging to the school or others valued at under \$100	
Repeated rule violation	A student has had repeated (3 or more) infractions in another category and continues to violate the same rules	
Writes profane or obscene language and/or draws obscene pictures	Writes or draws pictures, words, or images considered indecent, such as graffiti, letters, notes, posters, etc.	
Gambling	Wagering money or property	
Academic dishonesty/ cheating	Cheating that occurs in relation to a formal academic exercise and may include fabrication, plagiarism, or deception	
Misusing the Internet or other forms of technology	Using the Internet or technology for purposes not in accordance with the teacher’s directions or guidance	
Using a cellphone or watch which may be used as a phone during any time during the school day, including recess, lunch, and restroom breaks.	Using a cellphone or watch, which may be used as a phone, during instructional time in the classroom without the teacher’s knowledge and direction/supervision/using a cellphone or watch, which may be used as a phone, at any time during the school day (While elementary student are allowed to have a cell phone or smartwatch at school, they must remain in the backpack or an area designated by the teacher.)	

**Level 2 Infractions: “Offenses which may seriously disrupt the learning environment”**

Infraction	Definition of Infraction	Consequences
Leaves classroom without permission - skipping class	Exiting a classroom or instructional area without explicit permission from the instructor/Student stays out of class without permission from a school staff member for more than 10 minutes	Assign consequences for the type and number of infractions that will include the following as appropriate for elementary grade levels: <ul style="list-style-type: none"> <li>• Parent conference or contact (including an email with a response or a note in an agenda signed by the parent)</li> <li>• Documentation on Elementary Behavior Infraction Form with documented list of interventions</li> <li>• Refer to school counselor</li> <li>• Behavior plan</li> <li>• Documentation: School Referral Form</li> <li>• In-school suspension</li> <li>• Out-of-school suspension</li> </ul> Parent contact must occur for each infraction. These consequences may be used multiple times.
Is guilty of stealing items valued at \$100 or more	Taking or obtaining, without violence, the property of another without permission or knowledge of the owner valued at \$100 or more	
Possession of non-controlled or non-prescription substances, including alcohol (All medicine to be given at school must be turned into the nurse for elementary students.)	The possession and/or distribution of any over-the-counter medicine, whether prescribed or not, without permission from school officials	
Bullying/Cyberbullying/Harassment/Threatening	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by an adult or student/This includes any act above done through the use of technology which can occur on school property, occur off of school property through the use of school technology or email accounts, or can affect a student’s attendance or instruction.	
Forgery/dishonesty	To use, make, or reproduce another’s signature	
Possession of obscene/pornographic material	Possession of sexual images in any form (ex: computer, book, magazine, phone, drawing, etc.)	
Uses profane or obscene language or gestures of a sexual nature	Intentional vulgar messages, words, or gestures that include sexual language or of a sexual nature	
Throwing projectiles liable to injure others	Throws any object toward a person that is either heavy, sharp, and/or otherwise perceived to be harmful or with such velocity or force that it would cause physical harm	
False alarm/bomb threat	Initiating a warning of fire or catastrophe without valid cause, misuse of 911, bomb threat, or discharging a fire extinguisher	

**Level 3 Infractions: “Serious offenses that compromise safety of the school environment”**

Infraction	Definition of Infraction	Consequences <i>Follow these steps for a combination of any level 3 infractions.</i>
Makes an unfounded charge against authority	Accusing a member of school staff of an act that is unlawful and/or violation of school rules or policy not supported by evidence/ false statements or representations about individuals or identifiable groups of individuals that harm the reputation of the individuals or group by demeaning them or deterring others from association or dealing with them/charge is determined after an investigation to be false	<p>Step 1: (Note that Step 1 may be repeated once at discretion of school administrator)</p> <ul style="list-style-type: none"> <li>• Parent contact (including an email with a response or a note in an agenda signed by the parent)</li> <li>• Documentation on Elementary Behavior Infraction Form with documented list of interventions</li> <li>• Refer to counselor for investigation, documentation, guidance and behavior plan as applicable</li> <li>• Conference with parent and student</li> <li>• Assign out-of-school suspension</li> </ul> <p>Step 2: After the 4th infraction, administrators determine consequences or expulsion</p>
Uses profane or obscene language to an adult	Vulgar verbal messages, words, or gestures that include swearing or name calling used to another	
Is guilty of immoral or violent practices	Isolated incident that is an unwelcome act or comment that is hurtful, degrading, humiliating, or offensive to another person with sexual, physical, or racial component/Act that is dangerous, aggressive, or would be perceived as disturbing and not conforming to approved standard of social behavior and/or local community norms	
Is guilty of conduct or habits injurious to associates	Any intentional but not malicious act that causes injury, damage, or pain to another	
Uses or possesses tobacco, vaping products, or a lighter	The possession, use, intent to distribute, concealment, or sale of tobacco, vaping products, or lighters at school or at school events	
Instigating or participating in a fight	A hostile confrontation resulting in physical contact or an attempt at physical contact including two or more individuals	
Obscene behavior/Public indecency	Exposure of body parts, such as genital/buttock areas and female breasts in view of public	
Trespassing violation	Unauthorized entering onto school property by an individual who has been given legal notice that entry onto or use of the property has been denied, or who remains on the property once notified of the request to leave/This includes unauthorized presence on school property while on a restrictive access, suspension, or expulsion.	
Failure to service assigned consequence	Failure to serve detention, in-school suspension, or other assigned consequences	

**Level 4 Infractions: “Serious offenses that compromise safety of the school environment”**

Infraction	Definition of Infraction	Consequences
Uses or possesses any controlled dangerous substances, governed by the Uniform Controlled Dangerous Substances, in any form	The possession, use, cultivation, manufacturing, distribution, intent to distribute, concealment, sale, purchase, or being under the influence of any drug, narcotic, synthetic drug, legally defined controlled substance or any paraphernalia linked to above on school grounds, at school-sponsored events, or on school transportation vehicles	Recommended expulsion
Uses alcoholic beverages	The use, intent to distribute, sale, or being under the influence of alcohol products on school grounds, at school-sponsored events, or on school transportation vehicles	
Possesses weapon(s) as defined in Section 321 of Title 28 of the U.S. Code	Possesses firearms, knives, or blades, which may be used to inflict bodily injury or damage to property/This includes any instrument, look-alike weapon or object not prohibited by federal law that can place a person in reasonable fear or apprehension of serious harm that is on a student’s person or contained in the student’s belongings and/or storage space	
Throwing projectiles liable to injure others	Throws any object toward a person that is either heavy, sharp, and/or otherwise perceived to be harmful or with such velocity or force that it would cause physical harm or precipitate a fight or campus disturbance	
Leaves school premises without permission	Exiting the school campus without explicit permission from the instructor.	
Commits any other serious offense	Any other serious offense not covered by any of these stated infractions resulting in the need for law enforcement intervention	
Assault and/or battery	Aggressive action directed at school staff or students, which may involve threats and/or unwanted physical contact while on school grounds or at a school related activity, including a situation where a staff member is intervening in a fight or other disruptive activity	
Rape and/or sexual battery	Forced attempted or actual anal, oral, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal, oral, or vaginal penetration of another by any body part or object	
Kidnapping	Intentional, forcible seizing and carrying of any person from one place to another without that person’s consent	
Arson	Intentional damaging by any explosive substance or setting fire to any property of another, without the consent of the owner	

Criminal damage to property	Intentional damage by any means other than fire or explosion to any property that requires a report to law enforcement (R.S. 14.5 may co-occur with other violations.)	Recommended expulsion
Burglary	The unauthorized entering of a school structure, vehicle or property (movable or immovable) with the intent to commit a felony or any theft therein	
Misappropriation with violence to the person	Taking something of value using force, intimidation, or a weapon	
Discharge or use of a weapon	Discharge or use of weapon	

## SECONDARY SCHOOL CONSEQUENCES OF BEHAVIOR POLICY

<b>Level 1 Infractions: “Offenses which are considered less serious or harmful to others”</b>		
<b>Infraction</b>	<b>Definition of Infraction</b>	<b>Consequences</b>
Improper dress	Out of dress code	Parents bring a change of clothes to school in accordance with the dress code
Uses profane and/or obscene language or draws obscene pictures	Writes or draws pictures, words, or images considered indecent or offensive, such as graffiti, letters, notes, pictures, etc.	Assign consequences for the type and number of infractions that will include the following as appropriate for secondary grade levels: <ul style="list-style-type: none"> <li>• Parent conference or contact (including an email with a response or a note in an agenda signed by the parent)</li> <li>• Documentation on a School Referral Form</li> <li>• Refer to school counselor (for behavior modification plan as needed)</li> <li>• In-school suspension</li> <li>• Removal of cell phone by a teacher or administrator</li> <li>• Saturday school</li> </ul> Parent contact must occur for each infraction. These consequences may be used multiple times. After the 3rd infraction, consequences may include out of school suspension. Note: Any infraction may be considered at the next level (2 or 3) based on severity.
Disturbs the school	Behavior causing major disruption of instruction or any school activity that includes, but is not limited to, sustained loud talking, yelling or screaming, noises with materials, and/or sustained out-of-seat behavior	
Forgery	To use, make, or reproduce another’s signature	
Using a cellphone or watch which may be used as a phone in unmonitored areas	Using a cellphone or watch, which may be used as a phone, in the bathroom and other unsupervised areas	
Using a cellphone or watch which may be used as a phone during classroom instructional time	Using a cellphone or watch, which may be used as a phone, during instructional time in the classroom without the teacher’s knowledge and direction/supervision	
Violates traffic and safety regulations	To break any law that obtains to the obstruction and flow of traffic and/or safety regulations	

## Level 2 Infractions: “Offenses which may seriously disrupt the learning environment”

Infraction	Definition of Infraction	Consequences
Willful disobedience (Step 1 Consequence)	Deliberate choice to break or disobey a directive given by a person in authority	<p><b>Step 1 Consequences:</b> (May be repeated at discretion of administrator)</p> <ul style="list-style-type: none"> <li>• Documentation on School Referral Form</li> <li>• Parent contact</li> <li>• Assign ISS, After school Detention, Saturday School</li> <li>• Conference with parent and student</li> <li>• Refer to counselor</li> <li>• Restitution when applicable</li> <li>• After the 3rd infraction, a disciplinary hearing may be conducted</li> </ul> <p><b>Step 2 Consequence:</b></p> <ul style="list-style-type: none"> <li>• Assign in school suspension, out of school suspension</li> <li>• Parent contact</li> <li>• Refer to counselor</li> </ul> <p><b>After two out of school suspensions student is referred to the discipline committee</b></p> <p>Note: Any infraction may be considered at the next level (3) based on severity.</p>
Treats authority with disrespect (Step 1 Consequence)	Talking back, mocking, gesturing, or any act which demonstrates a disregard or interference with authority or supervising personnel	
Uses profane or obscene language to another(Step 1 Consequence)	Vulgar verbal messages, words, or gestures that include swearing or name calling used to another	
Uses profane or obscene language to an adult (Step 2 Consequence)	Vulgar verbal messages, words, or gestures that include swearing or name calling used to an adult	
Is guilty of immoral or vicious practices (Step 2 Consequence)	Isolated incident that is an unwelcome act or comment that is hurtful, degrading, humiliating, or offensive with a sexual, racial, or physical component/act that is dangerous, aggressive, or would be perceived as disturbing and not conforming to approved standard of behavior or local, community norms	
Is guilty of conduct or habits injurious to associates (intent or no intent) (Step 1 Consequence)	Any intentional or unintentional but not malicious act that causes damage, injury or pain to another	
Repeated rule violation (Step 2 Consequence)	A student has had repeated (3 or more) infractions in another category and continues to violate the same rules	
Cuts, defaces, or injures any part of public school building/Vandalism under \$100 (Step 1 Consequence) *Requires restitution	Damage, destruction, or defacement of property belonging to the school or others valued at under \$100	
Possession of non-controlled or non-prescriptive substances (Step 1 Consequence)	Possession of any non-controlled or non-prescriptive medicines without the knowledge of school officials	
Leaves classroom without permission - skipping class (Step 1 Consequence)	Exiting a classroom or instructional area without explicit permission from the instructor/ Student stays out of class without permission from a school staff member for more than 10 minutes	
Skipping first part of class (Step 1 Consequence)	Enters classroom 10 or more minutes late	
Leaves school premises without permission (Step 2 Consequence)	Exiting the school campus without explicit direction from the instructor	
Verbal Argument (Step 1 Consequence)	A hostile confrontation between two or more students involving angry and/or loud communication	
Throwing projectiles likely to hurt others (Step 2 Consequence)	Throws any object toward a person that is either heavy, sharp, and/or otherwise perceived to be harmful or with such velocity or force that it would cause physical harm	

Instigating and participating in a fight (Step 2 Consequence)	A hostile confrontation resulting in physical contact or an attempt at physical contact involving two or more people	<p><b>Step 1 Consequences:</b> (May be repeated at discretion of administrator)</p> <ul style="list-style-type: none"> <li>• Documentation on School Referral Form</li> <li>• Parent contact</li> <li>• Assign ISS, After school Detention, Saturday School</li> <li>• Conference with parent and student</li> <li>• Refer to counselor</li> <li>• Restitution when applicable</li> <li>• After the 3rd infraction, a disciplinary hearing may be conducted</li> </ul> <p><b>Step 2 Consequence:</b></p> <ul style="list-style-type: none"> <li>• Assign in school suspension, out of school suspension</li> <li>• Parent contact</li> <li>• Refer to counselor</li> </ul> <p><b>After two suspensions student is referred to the discipline committee</b></p> <p>Note: Any infraction may be considered at the next level (3) based on severity.</p>
In an unauthorized area (Step 2 Consequence)	The presence of a student in an area of the school which is considered off limits to students or in which the student does not have permission to be located	
Is guilty of stealing items valued at less than \$50 (Step 1 Consequence) *Requires restitution	Taking or obtaining, without violence, the property of another without permission or knowledge of the owner valued at less than \$50	
Is guilty of stealing items valued at \$50 or more (Step 2 Consequence) *Requires restitution *This may be a level 3 infraction depending on the value.	Taking or obtaining, without violence, the property of another without permission or knowledge of the owner valued at \$50 or more	
Gambling (Step 2 Consequence)	Wagering money or property	
Academic dishonesty/cheating (Step 1 Consequence and 0 on assignment)	Academic dishonesty/cheating	
Failure to serve assigned consequence (Step 2 Consequence)	Failure to serve detention, in school suspension, or other assigned consequences	
Misusing the internet or other forms of technology (Step 1 Consequence)	Using the internet or technology for purposes not in accordance with the teacher's directions or guidance	
Uses or possesses tobacco, vaping products, or a lighter (step 2)	The possession, use, intent to distribute, concealment, or sale of tobacco, vaping products, or lighters at school or at school events	
Uses or possesses alcoholic beverages (step 2)	The use, intent to distribute, sale, or being under the influence of alcohol products on school grounds, at school-sponsored events, or on school transportation vehicles	
Possession of obscene/pornographic material (Step 2 Consequence)	Possession of sexual images in any form (ex: computer, book, magazine, phone, drawing, etc.)	

Makes an unfounded charge against authority (Step 2 Consequence)	Accusing a member of school staff of an act that is unlawful and/or violation of school rules or policy not supported by evidence/ False statements or representations about individuals or identifiable groups of individuals that harm the reputation of the individuals or group by demeaning them or deterring others from association or dealing with them/charge is determined after an investigation to be false	<p><b>Step 1 Consequences:</b> (May be repeated at discretion of administrator)</p> <ul style="list-style-type: none"> <li>• Documentation on School Referral Form</li> <li>• Parent contact</li> <li>• Assign ISS, After school Detention, Saturday School</li> <li>• Conference with parent and student</li> <li>• Refer to counselor</li> <li>• Restitution when applicable</li> <li>• After the 3rd infraction, a disciplinary hearing may be conducted</li> </ul> <p><b>Step 2 Consequence:</b></p> <ul style="list-style-type: none"> <li>• Assign in school suspension or out of school suspension</li> <li>• Parent contact</li> <li>• Refer to counselor</li> </ul> <p><b>After two suspensions student is referred to the discipline committee</b></p> <p>Note: Any infraction may be considered at the next level (3) based on severity.</p>
Bullying/Cyberbullying/ Harassment/ Threatening (Step 2 Consequence)	Intentional AND REPEATED written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by an adult or student. This includes any act above done through the use of technology which can occur on school property, occur off of school property through the use of school technology or email accounts, or can affect a student's attendance or instruction. <b>A case must be made that offsite interaction substantially disturbs the school campus.</b>	

**Level 3 Infractions: “Serious offenses that compromise safety of the school environment or involve law enforcement”**

<b>Infraction</b>	<b>Definition of Infraction</b>	<b>Consequences</b>
Uses or possesses any controlled dangerous substances, governed by the Uniform Controlled Dangerous Substances, in any form	The possession, use, cultivation, manufacturing, distribution, intent to distribute, concealment, sale, purchase, or being under the influence of any drug, narcotic, synthetic drug, legally defined controlled substance or any paraphernalia linked to above on school grounds, at school-sponsored events, or on school transportation vehicles	Recommended Expulsion
Possess firearms or other weapons	Possesses firearms, knives (including pocket knives), or blades, which may be used to inflict bodily injury or damage to property/This includes any instrument, look-alike weapon or object not prohibited by federal law that can place a person in reasonable fear or apprehension of serious harm that is on a student's person or contained in the student's belongings and/or storage space	
Discharge or use of weapons	Discharge or use of weapons listed above	
Possesses weapon(s) as defined in Section 321 of Title 28 of the U.S. Code	Possessing weapon(s) designed to expel a projectile by action of an explosive	



Commits any other serious offense	Any other serious offense not covered by any of these stated infractions resulting in the need for law enforcement intervention	Recommended Expulsion
Public indecency	Exposure of body parts, such as buttocks/ genital areas or female breasts in view of public/Engaging in behavior of a sexual nature, including consensual sexual activity	
Sexual harassment	Intimidation, bullying, or coercion of a sexual nature	
Assault and/or battery	Aggressive action directed at school staff or students, which may involve threats and/or unwanted physical contact while on school grounds or at a school related activity, including a situation where a staff member is intervening in a fight or other disruptive activity	
Rape and/or sexual battery	Forced attempted or actual anal, oral, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal, oral, or vaginal penetration of another by any body part or object	
Kidnapping	Intentional, forcible seizing and carrying of any person from one place to another without that person's consent	
Arson	Intentional damaging by any explosive substance or setting fire to any property of another, without the consent of the owner	
Trespassing violation	Unauthorized entering onto school property by an individual who has been given legal notice that entry onto or use of the property has been denied, or who remains on the property once notified of the request to leave/This includes unauthorized presence on school property (or at a school function and/or event) while on a restrictive access, suspension, or expulsion.	
Criminal damage to property	Intentional damage to property by means other than fire or explosion that requires a report to law enforcement	
Burglary	Unauthorized entering of a school structure, vehicle, or property (movable or immovable) with the intent to commit a felony or theft therein	
Misappropriation with violence to the person	Taking something of value using force, intimidation or weapons	
Serious bodily injury	Injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of bodily member, organ, or faculty	
False alarm/bomb threat	Initiating a warning of fire or catastrophe without valid cause, misuse of 911, bomb threat, or discharging a fire extinguisher	



**DRESS CODE**

## ULS DRESS CODE

In response to the feedback we, your administrative team, have received from parents and faculty, we have updated the student dress code for the upcoming school year.

Below are the policies that will govern student dress at school and at school related functions moving forward. To attend class, students will be required to comply with these policies. Interpretation of these regulations and resolution of any alleged violation is the sole province of the administration. Additionally, safety, modesty, neatness and cleanliness are required.

During the school day, anywhere on LSU Laboratory School campus, the following is approved for students:

1. All shirts/tops must have the LSU Laboratory School brand. Sleeveless and crop tops are not approved.
2. All LSU Laboratory School branded outerwear (coat, jacket, fleece, sweatshirt, etc.) must be worn over an approved top (see #1). Non-branded outerwear may not be worn in the building at any time.
3. Slacks or jeans (with no rips or holes) must be worn at the waist. A belt may be required if a student is not able to keep slacks or jeans at the waist.
4. Shorts must have a manufactured button and zipper. The distance from the bottom of the shorts, skirts, skorts (with shorts underneath), or jumpers should not be greater than 4 inches from the top of the knee. Leggings, jeggings, or tights may only be worn if underneath school approved bottoms. Sweatshirts cannot be longer than the skorts, skirts, or shorts. Pants cannot be made of any type of stretch fit material.
5. Only LSU Laboratory School branded warm up pants bought from Cub Wear, Cub Den, or University High athletic teams are allowed on campus.
6. Students must wear an LSU Laboratory School branded shirt with a collar for pictures. Middle and high school students must wear an LSU Laboratory School branded shirt with a collar for field trips. Elementary students may wear their assigned class t-shirt for field trips.
7. Students may not wear caps, hats, or have the hoods of their sweatshirts on inside campus buildings. The only exception will be due to medical or religious reasons.
8. 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. Crocs (or croc-like shoes) cannot be worn; even in sport mode.
9. For middle and high school students, school issued physical education uniforms must be worn for physical education classes and may not be worn in other classes.
10. Clothing that advertises or suggests alcohol, drugs, sex, violence, or makes derogatory remarks toward any group of people, is strictly banned



**TECHNOLOGY**

## 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.

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 relate 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, 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 school events occurring both on and off school campus.

## **ELECTRONIC DEVICES**

Cell phones, computers, smart watches, cameras, tablets, ear buds, and other electronic devices may only be used before school, during class changes, at lunch, during a service hour, and after school, unless it is being used for instructional purposes under the supervision of a ULS instructor. Use shall be defined as having the phone out and visible in a classroom, locker room, or bathroom. Middle School and High School teachers may require students to put their phone and smart watches in the phone holder provided in each classroom. If the phone is being used for instructional purposes and the student asks to leave the classroom, the student must put the phone in the holder. Since the students will be able to access their phones in the above areas throughout the day, the consequences for noncompliance are as follows:

- **First:** Loss of the electronic device until the end of the school day, parent/guardian is contacted and Saturday school is assigned.
- **Second:** Loss of the electronic device until the end of the school day, parent/guardian is contacted 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.

Private property: The school shall endeavor to protect the property of others while on school property but does not guarantee the safety of any personal item while on school property. Therefore, the school or any of its employees shall not be responsible for any personal items stolen or damaged on school premises or property or any school-sponsored event.



## **CLUBS AND ORGANIZATIONS**



# HIGH SCHOOL

## CLUBS AND ORGANIZATIONS

### BSU@UHS

The Black Student Union (BSU) is a student organization for students of color and allies interested in improving the quality of life for students. BSU functions to:

- Promote academic leadership skills among its members
- Provide information through educational, cultural, historical, societal, and community programming that reflects African American student life
- Promote unity and communication among students, faculty, and staff and administrators of color and improve the retention of a diverse student body at ULS

Membership Requirements - BSU@UHS is open to all high school students.

### CHESS CLUB

The purpose of this club is to learn how to play chess, practice, and engage in competition with other club members. The club has regularly scheduled meetings as well as informal chess games during other times.

Membership Requirements - High school student interested in chess.

### CLUB MED

The purpose of this organization is to allow students to pursue their interests of the medical field through medical themed activities and service projects.

Membership Requirements - Students in grades 9 through 12 with a 3.5 GPA and interest in the medical field.

### COMIC BOOK CLUB

Comic Book Club brings together middle and high school students who love to read, draw, write, and learn about comics or graphic novels. We discuss comic book history, characters and how to create your own comics. Whether you have been collecting, just started, or want to talk about these cool characters that you know from other media, here's the place to be.

Membership Requirements - Students in 6th - 12th are invited to participate in weekly meetings.

### EDUCATORS RISING

Educators Rising is part of the national organization which provides opportunities for students to learn about the education profession and engage in activities to develop interest in teaching.

Membership Requirements - High school students interested in teaching or education as a professional career, issues concerning education, and willingness to participate in club activities.

### ENVIRONMENTAL CLUB

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

Membership Requirements – the 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**

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

Membership Requirements – the 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 – the candidate 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.

## **INVESTMENT CLUB**

The purpose of the organization is to discuss adept ways to invest one's money in order to teach members to be on their way to financial independence.

Membership Requirements - All high school students with an interest in finance are welcome to join.

## **KEY CLUB**

The 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 HONOR 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**

The mission of the club is to promote the ideals of academic achievement, character, service and leadership among high school students.

- Achievement: recognizing and honoring high academic achievement
- Character: preparing young people for life and empowering them to be successful
- Leadership: developing the leaders of tomorrow
- Service: demonstrating our motto: Let Us Lead by Serving Others

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**

The 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.

**PRISM**

We set our purpose, charge, and mission of the Gay-Straight Student Alliance to serve as a support group for the lesbian, gay, bisexual, transgender, and other queer identities at U-High and their straight allies. PRISM exercises the task of being a cultural bridge between the stated individuals and their peers by uplifting and encouraging a healthy and positive lifestyle for its members, raise awareness of LGBTQ + civil rights issues, and striving to help students in this group reach higher levels of academic excellence.

Membership Requirements - PRISM is open to all U-High students who identify as LGBTQ+ and their allies.

**QUIZ BOWL**

The Quiz Bowl broadens students' academic knowledge through academic competition.

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

**ROBOTICS CLUB**

The 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 – the Robotics Club is open to all dedicated students who are able to attend nearly all meetings and all competitions.

## **SPANISH CLUB**

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

Membership Requirements – the 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**

The 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**

## **COMIC BOOK CLUB**

Comic Book Club brings together middle and high school students who love to read, draw, write, and learn about comics or graphic novels. We discuss comic book history, characters and how to create your own comics. Whether you have been collecting, just started, or want to talk about these cool characters that you know from other media, here's the place to be.

Membership Requirements - Students in 6th - 12th are invited to participate in weekly meetings.

**D&D CLUB (DUNGEONS AND DRAGONS)**

The purpose is to give students a place to explore themselves and identities through D&D, a fantasy tabletop role playing game. Players collaborate, engage in teamwork, and use problem solving in a low risk, high interest environment.

Membership Requirements - Students in grades 6-8 with a willingness to learn something new and an imagination are welcome to join. A tablet or computer is helpful, but not required.

**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 – Middle school students are invited to join at the end of their 7th grade or 8th grade year, a cumulative 3.75 GPA is required.

**PINTEREST PROJECT CLUB**

The mission of this club is to promote a community of student creativity. Students collaborate to choose and complete DIY-type projects found on Pinterest.

Membership Requirements- All students in grades 6-8 are welcome to join. Members are expected to attend monthly meetings, pay \$15 dues, and participate in projects.

**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.

## **STUDENT COUNCIL (MIDDLE SCHOOL)**

The 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 Student Activities Director 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 Symposiums, 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 more. Families are encouraged to get involved through, and become a member of, the Cub Club.

Please visit [uhigh.lsu.edu/Parents/Cub-Club](http://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:

1. Provide opportunities for members of the Cub community to partner and connect their passions to programs and projects,
2. raise funds for strategic initiatives that impact student learning across the K-12 spectrum, and
3. 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 that 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 [Annual Appeal Donor Recognition Listing](#). To join our many donors, visit [uhigh.lsu.edu](http://uhigh.lsu.edu) and click the Give Now button.



# **GENERAL POLICIES AND PROCEDURES**



## **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. Three 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 Daniels Family Library 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-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.

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.

# CAMPUS EXPECTATIONS

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

## **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. Lost books must be replaced or billed via FACTS. FACTS billing is final and the charge cannot be removed.

## **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.

## **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](mailto: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.

## **COMMUNICATIONS**

The ULS Communications Department supports the 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.

## **STUDENT ID**

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

## **LOST AND FOUND**

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

## **AGENDA HALL PASS**

Any student in grades 3-12 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. 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. Middle and high school students participating in school-sponsored activities must change clothes in designated locker rooms. No electronic devices are allowed in the restrooms.

## **REPORTING ACCIDENTS AND INJURIES**

It is the responsibility of anyone involved in or witnesses an accident or injury 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.

## PARTIES AND OUTSIDE FOOD

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.

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.

### 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.

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 upstairs hallways 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

In order to protect 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 in services 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.
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 EpiPen administration.
2. When a teacher suspects a student may be having an allergic reaction, but it is not a reaction which warrants EpiPen administration, immediately escort the student to the nurse.
3. If 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

### **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 EpiPen have an additional EpiPen available in the designated medication storage area.
4. Train teachers annually regarding identifying allergic reactions and EpiPen 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.

## VISITORS ON CAMPUS

Visitors must report to and check in at the Main office. Parents of students should make an appointment if they wish to conference with a teacher. 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 visitors are allowed on campus during state testing.

### **CAFETERIA GUESTS**

Parent(s) are welcome to eat cafeteria lunch with their child(ren). 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.