



STUDENT/PARENT HANDBOOK

2025 - 2026

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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

Rob Lyles Director	(225)578-3223
Dorothy 'Dot' Rumfellow Interim Elementary Principal	(225)578-3427
Dr. Ellen Daugherty Elementary Assistant Principal	(225)578-7637
Stacy Bradford Middle School Principal	(225)578-9147
Aimee Welch-James High School Principal	(225)578-4904
Dr. Elecia Lathon Secondary Assistant Principal	(225)578-9151

SCHOOL COUNSELORS

Alice Hopkins Grades K-5	(225)578-3278
Angela Murray Grades 6-9	(225)578-9159
Kristy Gremillion 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

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 for grades 1–12. Students have the opportunity to choose French or Spanish in grades 6–12.

MATHEMATICS PLACEMENT

In elementary school, math instruction begins with 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, with the exception of 7th and 8th grade STEM courses and health. 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.

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

GRADING SCALE

GRADE	PERCENTAGE
A	100 - 90
B	89 - 80
C	79 - 70
D	69 - 60
F	59 - 0

WEIGHTED GRADE POINT AVERAGE

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. There will be no required major examinations (the only exception is foreign language oral assessments) in academic courses. This time will be used for review and questions and answers. 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 31st 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.

ACADEMIC PROBATION FOR MIDDLE AND HIGH SCHOOL

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.

3 - 5 GRADES

GRADING SCALE

GRADE	PERCENTAGE
A	100 - 90
B	90 - 80
C	79 - 70
D	69 - 60
F	59 - 0

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

For elementary enrichment classes, 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)

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 enrichment classes, 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)

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

These are learning management systems used by teachers and students at University Laboratory School. 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

Parent/Teacher conferences are held by appointment only for 6-12 grade students. To schedule a conference, please email the teacher(s). There are scheduled parent/teacher conference days in the fall and spring for K–5. Parent/Guardian attendance for the fall conference is mandatory.

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

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

ASSEMBLY BELL SCHEDULE MIDDLE SCHOOL AND HIGH SCHOOL

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

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

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.

Students must be present for at least half of the day to be able to participate in extracurricular activities within that day.

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 or 5 days for half credit classes without extenuating circumstances. If an absence is necessary, the following protocol must be followed:

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

TARDY

Students are considered tardy when they:

- are not in their first period class by 7:45 a.m. or leave school prior to the regularly scheduled 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 approved from administration has not been granted. Detention for tardies are assigned for the 5th and 7th tardies. Saturday school is assigned on the 9th tardy. You can review your student's attendance record on PowerSchool

Note: If an elementary student arrives after 7:45 a.m., the driver must park 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 attendance personnel. 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.

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.

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 OSS, or UE combined absences over the course of the year. All high school students can have no more than 5 OSS, or UE 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 OSS, or UE absences are reached in a semester.

When a student misses school, their absence falls under three 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.

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 (UE)

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.

Documentation for 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 Out form found on the University Laboratory website under the Students & Parents tab. In addition, an email must be sent to the classroom teacher regarding the check out/in time.
- Secondary - Parents/guardians of middle and high school students must fill out the Check Out form found on the University Laboratory website under the Students & Parents tab. 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 3:20 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. Any elementary student who is not picked up by 3:20 will be charged a late fee. 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 assigned 2nd grade students (and older elementary siblings): Cub Stop
- Assigned 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.



STUDENT SUPPORT SERVICES

SCHOOL COUNSELORS

Alice Hopkins
Grades K-5

(225)578-3278
ahopk12@lsu.edu

Angela Murray
Grades 6-9

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Kristy Gremillion
Grades 10-12

(225)578-3099
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Enrollment at the University Laboratory School grants parental consent for students to be seen by any of the school counselors. Our school counselors are trained listeners and problem solvers who provide students with a safe and supportive place to share their concerns. They have helped many students work through the challenges of growing up and are qualified to assist students with academic, college/career, and social-emotional development. The following school counseling services are available at ULS:

DIRECT STUDENT SERVICES

In-person interactions between school counselors and students

- School counseling core curriculum: Lessons and programming designed to help students attain the desired competencies \
- Individual student planning: Activities to assist students in establishing goals for the future
- Responsive services: Counseling in individual or small-group settings or crisis response

INDIRECT STUDENT SERVICES

Services provided on behalf of students such as referrals for additional assistance, and consultation with parents, teachers, and community organizations.

While our counselors will make every effort to protect students' privacy, there are limits to confidentiality such as:

- A student reports thoughts or intentions to harm himself or others
- Any kind of abuse or neglect is reported or suspected
- A court order mandates the disclosure of information

Also, it is necessary at times to exchange information with members of the educational team and with parents to best meet students' needs. This includes the sharing of goals, strategies, progress, etc.

APPOINTMENTS

Walk-ins are always welcome! However, except in the case of an emergency, students are encouraged to see their school counselor during elective/ancillary classes, during lunch, or before/after school in order to not miss core instructional time.

SAFETY PLANNING

If there are any concerns about a student's safety, we will be in touch immediately with the child's parents to coordinate safety planning. The student will be detained until picked up by the parent/guardian. The parent/guardian will be instructed to seek immediate medical attention. Students may not return to school until a release stating they are not a danger to themselves, or others is obtained from a licensed medical doctor.

MORE RESOURCES

AFTER HOURS or EMERGENCIES The school counselors' phones and emails are not monitored 24/7. In the event the school counselors are unavailable (e.g. after hours, holidays, weekends, out of the office, etc.), please call 911 or visit your nearest emergency room for assistance.

- National Suicide Prevention Lifeline: Dial 988
- Crisis Text Line: Text HOME to 741741 to text with a trained Crisis Counselor
- VIA LINK'S Crisis Teen Textline: 1-833-898-8336 or 1-833-TXT-TEEN

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 1973 prohibits discrimination against students with disabilities. The law gives such students the right to reasonable accommodation of their disabilities.

To be considered for accommodations a full Psychoeducational Evaluation or a Psychological Evaluation with an IQ component (Woodcock Johnson or Wechsler) must be submitted to your child's 504 Coordinator. 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" (Rehabilitation Act of 1973).

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," the School Building Level Committee (SBLC) 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 the principal or designee, a classroom teacher(s), the parent/guardian, and the student (as appropriate).

Request for an appeal of the plan may be submitted in writing by parents or teachers to the designated 504 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 the Title IX Coordinator will present a request for review to the LSU Office of Disability Services. The administrative SBLC representative or the Title IX Coordinator will notify all parties of the outcome of the review.

504 Coordinators

Tegan Graham (K-5) bgraham2@lsu.edu

Lillian Carver (Grades 6-9) lcarver@lsu.edu

Shannon Gregoire (Grades 10-12) gregoire@lsu.edu

To ensure the safety, supervision, and uninterrupted learning of all students, LSU Lab School does not permit outside services -- such as private tutoring, therapy, or business activities -- on campus during school hours.

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 may assist with these services. For additional information about the LSU Speech Language and Hearing Clinic, please contact the elementary office.

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.

SPEECH LANGUAGE SERVICES FOR QUALIFYING ELEMENTARY STUDENTS

Speech Language Pathologist

Leslie Weidman (225)578-2763

LSU Speech-Language-Hearing Instructor lweidman1@lsu.edu



DISCIPLINE

SCHOOL REGULATIONS

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, unless the student is under the supervision of a school employee. 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 students assigned by a faculty member for detention, study hall, tutoring, test make-up, etc. 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.

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 3:20 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. 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. The unlawful use of AI—such as using it to cheat on assignments, plagiarize, or impersonate others—violates academic integrity policies and may result in disciplinary consequences.

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 assistant principal or assistant principal's designee will inform the student of the accusation against him or her and describe the evidence in support of the accusation. The student will be given the opportunity to tell his or her version of the facts. However, if a school administrator determines that the student is disruptive or poses a danger to others, the student may be removed from the school environment immediately, and the actions outlined in this paragraph shall be taken as soon as possible thereafter.
2. The administrator will notify the suspended student's parents or guardian of the suspension.
3. A suspended student's parents may appeal the suspension to the 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).

DISCIPLINARY 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.

REMOVAL PROCEDURES

In some circumstances, a student may be removed or expelled from the University Laboratory School.

1. In these instances, the assistant principal or assistant principal's designee will call a meeting of the University Laboratory School Discipline Committee. 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 may recommend that the student be removed from University Laboratory School. The assistant principal or assistant principal's designee will inform the administration of the committee's recommendation.
5. If the administration upholds the recommendation to remove the student from University Laboratory School, the student's parents will be notified of the decision. The 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. The Dean will review the Director's decision and all relevant documentation. The Dean or the Dean's designee will inform the student and parent of the findings and disposition of the case and the 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). If a student is expelled from University Laboratory School, the student will be able to re-apply to the next division (middle or high school) after sitting out at least one school year.

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

SEARCHES OF STUDENTS AND SCHOOL PROPERTY

Any 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

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 suspension (OSS) is a disciplinary action where a student is temporarily removed from school and is not allowed to attend classes or school activities for a set period of time.

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. 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. The harassment form can be found here: <https://www.uhigh.lsu.edu/uls-resources/pdfs/uls-bullying-harassment-form.pdf>

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.

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 Stacy Bradford.

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.

ELEMENTARY SCHOOL CONSEQUENCES OF BEHAVIOR POLICY

CODE OF CONDUCT

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 suspension (OSS) is a disciplinary action where a student is temporarily removed from school and is not allowed to attend classes or school activities for a set period of time.

EXPULSION

Expulsion is removal from the school.

Level 1 Infractions: "Offenses which are considered less serious or harmful to others"		
Infraction	Definition of Infraction	Consequences (Parent contact must occur for each infraction)
Improper Dress	Out of dress code	See pg. 45 in the handbook
Using a non-school issued electronic device during the instructional day (7:40am-3:00pm)	Per Louisiana law, using any non-school issued electronic device including but not limited to cell phones, smart watches, ear buds, and any other non-school issued device during the instructional day is prohibited. See pg. 53 for more information.	<ul style="list-style-type: none"> Removal of device by a teacher or administrator Parent/Guardian will pickup non-school issued devices between 7:30am and 3:00pm Detention <p>See pg. 51 for additional consequences for multiple offenses.</p>
Uses profane or obscene language to another	Name-calling, swearing, or using curse words to another student or teacher	<p>Consequences for the type and number of infractions will include the following as appropriate for elementary grade levels:</p> <ul style="list-style-type: none"> Parent contact (including an email with a response) Refer to school counselor (for behavior modification plan as needed) (K-2) Time out interval (during non-core instructional time; ex: lunch, recess, enrichment) (3-5) Detention and/or in-school suspension (ISS) <p>*These consequences may be used multiple times at the discretion of the administrator.</p> <p>*After the 3rd similar infraction, consequences may include out-of-school suspension (OSS)</p>
Possesses tobacco, lighter or vaper	Possession of tobacco, a lighter, or any type of vaping product at school or at a school sponsored event	
Inappropriate behavior	Behavior causing major disruption during instruction or during any school activity 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/her associates (no intent)	Any unintentional but not malicious act which causes injury, damage, or pain to another	
Cuts, defaces, or injures any part of 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 non-school issued electronic device during the instructional day (7:40a.m. - 3:00p.m.).	Per Louisiana law, using any non-school issued electronic device including but not limited to cell phones, smart watches, ear buds and any other non-school issued device during the instructional day (7:40a.m. - 3:00p.m.) is prohibited.	

Level 2 Infractions: "Offenses which may seriously disrupt the learning environment"		
Infraction	Definition of Infraction	Consequences (Parent contact must occur for each infraction)
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"> • Parent conference or contact (including an email with a response or a note in an agenda signed by the parent) Documentation on Elementary Behavior • Infraction Form with documented list of interventions • Refer to school counselor • Behavior plan • Documentation: School Referral Form • Detention • In-school suspension • Out-of-school suspension Parent contact must occur for each infraction. These consequences may be used multiple times
Is guilty of stealing items	Taking or obtaining, without violence, the property of another without permission or knowledge of the owner.	
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, or off 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 and gestures of a sexual nature	Intentional vulgar messages, words, or gestures that include sexual language or of a sexual nature or inappropriate touching of others.	
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.	
Instigating or participating in a fight	A hostile confrontation resulting in physical contact or an attempt at physical contact including two or more individuals.	

Level 3 Infractions: "Serious offenses that compromise safety of the school environment"		
Infraction	Definition of Infraction	Consequences (Parent contact must occur for each infraction)
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"> • Parent contact (including an email with a response or a note in an agenda signed by the parent) • Documentation on Elementary Behavior Infraction Form with documented list of interventions • Refer to counselor for investigation, documentation, guidance and behavior plan as applicable • Conference with parent and student • Assign out-of-school suspension <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 restrictive access, suspension, or expulsion.	
False alarm/bomb threat	Initiating a warning of fire or catastrophe without valid cause, misuse of 911, bomb threat, or discharging a fire extinguisher.	
Leaves school premises without permission	Exiting the school campus without explicit permission from the instructor	
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-	Recommended expulsion

	sponsored events, or on school transportation vehicles	
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, lookalike 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	
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 damage 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 (

Burglary	The unauthorized entrance 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

MIDDLE AND HIGH SCHOOL CONSEQUENCES OF BEHAVIOR POLICY

CODE OF CONDUCT

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 suspension (OSS) is a disciplinary action where a student is temporarily removed from school and is not allowed to attend classes or school activities for a set period of time.

EXPULSION

Expulsion is removal from the school.

Level 1 Infractions: "Offenses which are considered less serious or harmful to others"

Infraction	Definition of Infraction	Consequences
Improper dress	Out of dress code	See dress code on page 45.
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.	<p>Consequences for the type and number of infractions that will include the following as appropriate for secondary grade levels:</p> <ul style="list-style-type: none"> • Parent/Guardian will pick up non-school issued devices between 7:30a.m. - 3:00p.m. • Parent conference or contact (including an email with a response or a note in an agenda signed by the parent) • Documentation on a School Referral Form • Refer to school counselor (for behavior modification plan as needed) • In-school/out-of-school suspension • Removal of cell phone by a teacher or administrator • Detention • Saturday school <p>Parent contact must occur for each infraction.</p> <p>These consequences may be used multiple times.</p> <p>Note: Any infraction may be considered at the next level (2 or 3) based on severity.</p>
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 non-school issued electronic device during the instructional day (7:40a.m. - 3:00p.m.).	Per Louisiana law, using any non-school issued electronic device including but not limited to cell phones, smart watches, ear buds and any other non-school issued device during the instructional day (7:40a.m. - 3:00p.m.) is prohibited.	
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>Step 1 Consequences: (May be repeated at discretion of administrator)</p> <ul style="list-style-type: none"> • Documentation on School Referral Form • Parent contact • Assign ISS, before/after school Detention, Saturday School • Conference with parent and student • Refer to counselor • Restitution when applicable • After any infraction, a disciplinary hearing may be conducted <p>Step 2 Consequence:</p> <ul style="list-style-type: none"> • Assign in school suspension, out of school suspension • Parent contact • Refer to counselor <p>After two school suspensions student may be referred to the discipline committee</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.	
Skiping 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 an administrator.	
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>Step 1 Consequences: (May be repeated at discretion of administrator)</p> <ul style="list-style-type: none"> • Documentation on School Referral Form • Parent contact • Assign ISS, before/after school Detention, Saturday School • Conference with parent and student • Refer to counselor • Restitution when applicable • After the any infraction, a disciplinary hearing may be conducted <p>Step 2 Consequence:</p> <ul style="list-style-type: none"> • Assign in school suspension, out of school suspension • Parent contact • Refer to counselor <p>After two out of school suspensions student may be referred to the discipline committee</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	
Bullying/Cyberbullying/ Harassment/ Threatening (Step 2 Consequence)	Unwanted 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 through the use of school technology or email accounts, or can affect a student's attendance or instruction.	
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>Step 1 Consequences: (May be repeated at discretion of administrator)</p> <ul style="list-style-type: none"> • Documentation on School Referral Form • Parent contact • Assign ISS, before/after school Detention, Saturday School • Conference with parent and student • Refer to counselor • Restitution when applicable • After any infraction, a disciplinary hearing may be conducted <p>Step 2 Consequence:</p> <ul style="list-style-type: none"> • Assign in school suspension, out of school suspension • Parent contact • Refer to counselor <p>After any school suspensions student may be referred to the discipline committee</p> <p>Note: Any infraction may be considered at the next level (3) based on severity.</p>
Harassment/Threatening (Step 2 Consequence))	Intentional 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. A case must be made that offsite interaction that substantially disturbs the school campus is an actionable offense.	

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

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	Student is recommended to the Discipline Committee
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	Student is recommended to the Discipline Committee
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	Student is recommended to the Discipline Committee.
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

DRESS CODE

To ensure a safe, respectful, and orderly learning environment, all ULS students are required to follow the dress policy outlined below. This policy applies during the school day and at all school-related functions.

I. General Guidelines

- Clothing must reflect neatness, modesty, and cleanliness.
- Students who are not in compliance may be required to change or be sent home.

II. Approved Attire

- Tops/Shirts/Sweatshirts
 - Must be ULS branded.
 - No sleeveless shirts or crop tops.
 - No additional logos, decals, or modifications beyond fitting.
 - Tops must not extend below shorts or skirts/skorts
- Outerwear
 - Only ULS branded outerwear may be worn inside and over an approved top.
 - Other outerwear may be worn to/from school.
- Bottoms (Black or Khaki, only)
 - Pants, shorts, skirts, skorts with no rips/holes.
 - Also allowed: plaid jumpers or skirts/skorts and ULS-branded warm-up pants.
 - Length: Must not exceed 4 inches above the knee.
- Leggings, Jeggings, Tights
 - Only solid black or white permitted.
 - Must be worn under approved bottoms.

III. Special Circumstances

- Picture Day
 - Collared, ULS branded shirts required.
- Field Trips
 - Elementary: Class t-shirt.
 - Middle/High School: Collared, ULS branded shirt.
- Head Coverings
 - Not allowed during the school day unless for religious, cultural, or medical reasons.
 - Permitted on school-sanctioned specialty dress days.

IV. Footwear

- Elementary
 - Athletic shoes required daily.
- Middle & High School
 - Shoes must have closed toe and back.
 - Athletic shoes required for physical activity.
 - No crocs or slippers.

V. Prohibited Items

- Students may not wear:
 - Items promoting or suggesting alcohol, drugs, sex, violence, or containing offensive messages.
 - Clothing or accessories that denigrate groups or promote political statements/advertisements/candidates.

VI. Enforcement

- Final decisions on compliance are at the sole discretion of ULS Administration.

ELEMENTARY (K-5) DRESS CODE COMPLIANCE

1st offense: A Compliance letter will be sent home to parents to be signed.

2nd offense: Parents will be called, and a compliance letter will be sent home to parents to be signed.

3rd & 4th offense: Parents will be called and asked to bring a change of clothes to school.

5th offense: Parents will be required to meet with the Elementary Principal or her designee.

6-12 DRESS CODE COMPLIANCE

1. Student will receive a warning by the assistant principal or assistant principal designee and make parent contact.
2. Student will serve one hour of detention.
3. Student will serve two hours of detention.
4. Student will serve Saturday school detention or four hours of detention.
5. Student will serve one day of I.S.S.
6. Student will serve two days of I.S.S.
7. Student will serve one day of O.S.S.
8. Student will two days of O.S.S.
9. Student will have a Discipline Hearing.



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

During the instructional day (7:40a.m. - 3:00p.m.), non-school issued devices should not be on your person and therefore should remain in lockers or bookbags. Cell phones, computers, smart watches, cameras, tablets, ear buds, and other electronic devices may only be used before 7:40a.m. and after 3:00p.m. 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 required to pick up the electronic device between 7:30a.m. and 3:20p.m.
- **Second:** Loss of the electronic device until the end of the school day, parent/guardian is required to pick up the electronic device between 7:30a.m. and 3:20p.m. and Saturday school or four days of detention.
- **Third:** Loss of the electronic device until the end of the school day, parent/guardian is required to pick up the electronic device between 7:30a.m. and 3:20p.m. and in-school suspension.
- **Fourth:** Out of school suspension

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.



GENERAL POLICIES AND PROCEDURES

STUDENT SERVICES AND PRIVILEGES

MEDIA CENTER (ULS LIBRARIES) AND LSU LIBRARY

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

The Elementary Media Center is used for elementary Information Resource classes and assigned book checkout times for individual classrooms. The 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 is 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.

STUDENT ID

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 at the end of each semester.

RESTROOMS

Loitering in the restrooms is prohibited. During middle and high school lunch, students must use the restrooms in the old gym. Middle and high school students participating in school-sponsored activities must change clothes in designated locker rooms.

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 backpack 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, students and parents may not bring "treats" to school for birthday celebrations or other reasons.

DELIVERIES

While we are committed to serving the needs of our Cub families, please keep in mind that deliveries of ANY kind can be disruptive to classroom instruction time. We ask that deliveries to students be limited to emergencies to include some of the following:

- Lunch (picked up by students before Middle/High School lunchtimes, sent to Elementary Office for K-5). Lunches not picked up by the end of each school day will be discarded.
- Athletic attire and/or equipment*
- After-school extracurricular activities supply*

These items can be picked up by students at the end of the school day (Middle & High Schools; sent to Elementary Office for K-5).

If your student forgot his/her/their lunch, they are welcome to lunch in the cafeteria. The charge(s) for the meal(s) will be sent to parents through fee billing.

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 or administrator. 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.