



# **STUDENT/PARENT HANDBOOK**

**2024 - 2025**

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## **STATEMENT OF PURPOSE**

## LSU LABORATORY SCHOOL MISSION STATEMENT

*“Total Effort in Every Endeavor”*

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

Founded in 1915 as the University Demonstration School for the College of Human Sciences and Education, the LSU Laboratory School receives operating funds from the state through the Minimum Foundation Program, as well as tuition.

LSU Laboratory School utilizes five key functions in pursuit of its mission:

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

## LSU LABORATORY SCHOOL VISION STATEMENT

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

## LSU LABORATORY SCHOOL VALUES

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

- implementation of exemplary, research-based teaching practices.
- provision of a safe environment that promotes teaching and learning.
- provision of a rigorous curriculum rich in the liberal arts and sciences.
- promotion of a diverse community of learners and teaching professionals.

SCHOOL LEADERSHIP

ADMINISTRATION

<b>Kevin R. George</b> Director	(225)578-3223
<b>Christa Leon</b> Elementary Principal	(225)578-9160
<b>Ellen Daugherty</b> Elementary Assistant Principal	(225)578-3221
<b>Stacy Bradford</b> Middle School Principal	(225)578-9147
<b>Aimee Welch-James</b> High School Principal	(225)578-4904
<b>Matt Picou</b> Dean of Students	(225)578-6919
<b>Jill White</b> Dean of Students	(225)578-9151

SCHOOL COUNSELORS

<b>Alice Hopkins</b> Grades K-5	(225)578-4862
<b>Angela Murray</b> Grades 6-9	(225)578-9159
<b>Kristy Gremillion</b> Grades 10-12	(225)578-3099

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

# **PARENT/GUARDIAN LIABILITY AND PERMISSION REGARDING STUDENT PARTICIPATION**

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

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

Every LSU Laboratory School parent must have adequate health insurance to cover any injury or damages that a student may suffer while participating in any school or extra-curricular activity, or alternatively, agrees to bear all costs associated with the injury. If there are any questions or the need for any information about the student's physical or mental condition or limitations, the parent/legal guardian agrees to seek and pay for professional advice from a qualified physician.

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

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

## **PARENT/STUDENT ACKNOWLEDGEMENT OF CODE AND POLICIES OF ULS**

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

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



**ACADEMIC EXCELLENCE**

# INSTRUCTIONAL POLICIES/PROCEDURES

## PLACEMENT/PROGRESSION

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

## WORLD LANGUAGE PROGRAM

University Laboratory School offers world language instruction in Spanish and French for grades K- 12. Students take both languages through Grade 5 and will decide at the end of 5th grade which language they will continue with during 6th -12th grades.

## MATHEMATICS PLACEMENT

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

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

## HIGH SCHOOL CREDIT CLASSES TAKEN IN MIDDLE SCHOOL

Middle school students, who take courses for high school credit, may opt to have those grades transferred to their high school transcript or they may opt to repeat the course(s) the following year. High school credits earned in middle school count towards the Carnegie credits needed to graduate, count towards TOPS, and count towards the grade point average.

# 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 31<sup>st</sup> prior to the start of the upcoming school year, the student must return to their Free Appropriate Public Education (FAPE) school district.

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

## 3 - 5 GRADES

### GRADING SCALE

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

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

## KINDERGARTEN - 2 GRADES

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

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

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

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

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

For elementary 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). Parent/Guardians of K-5 students are required to have at least 1 conference before Thanksgiving break.

## **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.

# ATTENDANCE

The attendance desk is located in the main office area, H106, of the high school building. School regulations require students to check in and out through this office whenever they arrive or depart from the school during the regular school hours (7:45 a.m. – 3:00 p.m.). Any student who arrives after 7:45 a.m. is considered tardy and should report to the office for an admit slip. If an elementary student arrives after 7:45 a.m., the driver should park and escort the student into the main office. Students and parents should contact the school via email at [universitylab@lsu.edu](mailto:universitylab@lsu.edu) when a student will be absent.

## K-12 ATTENDANCE REQUIREMENTS

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

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

## WHOLE-DAY ATTENDANCE

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

- are present or are participating in an authorized school activity; and
- are under the supervision of authorized personnel for more than 50 percent of the instructional day. (51-100 percent = more than 194 minutes of instructions in self-contained classrooms, or for departmentalized classes, at least 3 entire classes plus more than half of a 4th class.)

For individual content area classes, attendance is awarded using the same percentage requirements.

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

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

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

## HALF-DAY ATTENDANCE

Students are considered to be in attendance for one-half day when they:

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

## EXCESSIVE ABSENCE POLICY

The University Laboratory School faculty and administration believe that students must attend school regularly, be on time for classes, and stay for a full instructional day in order to realize maximum instructional benefits. Research shows a direct correlation between academic success in school and good attendance. According to the Compulsory Attendance Law, students may not miss more than 10 days per school year 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](mailto:universitylab@lsu.edu) (if an elementary student, please cc the classroom teacher) and report the absence.
2. The day your child returns to school and before 7:45 a.m., s/he should deliver a parent or doctor excuse to the main office explaining the reason for the absence(s).
3. If a student is sent home during the school day by the school nurse because of illness, no note is necessary since a nurse's office checkout occurs through the main office.

## TARDY

Students are considered tardy when they:

- 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: The warning bell rings at 7:40 a.m. and the tardy bell at 7:45 a.m. If a middle or high school student is more than 20 minutes late for a class, the student will be marked "absent" for that period. If an elementary student arrives after 7:45 a.m., the driver must park and escort the student into the main office for check-in.

## ATTENDANCE/TARDY LETTERS

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

## TYPES OF ABSENCES

Louisiana requires students to attend school for a certain number of days to be promoted to the next grade and earn credit for a course. Elementary and middle school students can have no more than 10 (plus 2 conditional) NEE, OSS, or UE combined absences over the course of the year. All high school students can have no more than 5 NEE, 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 NEE, OSS, or UE absences are

reached in a semester.

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

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

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

- Deadlines for make-up work/graded assignments/assessments will be determined by the guidelines, policies, timelines, and partial credit specifications set by the classroom teachers and included on the course syllabi.
- If a middle/high school student is absent on the day of a scheduled test, they will follow this protocol:
  - If they return during the school day, they must take the test on the same day in the make-up room or with the teacher.
  - If they are absent the entire day, they must take the test the next morning (6:30 a.m.), after school (3:15 p.m.) in the make-up room, or with the teacher. \*\*Dual Enrollment tests have to be made up with the teacher.

### **Conditional Exempted (CON)**

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

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

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

- Deadlines for make-up work/graded assignments/assessments will be determined by the guidelines, policies, timelines, and partial credit specifications set by the classroom teachers and included on the course syllabi.
- If a middle/high school student is absent on the day of a scheduled test, they will follow this protocol:
  - If they return during the school day, they must take the test on the same day in the make-up room or with the teacher.
  - If they are absent the entire day, they must take the test the next morning (6:30 a.m.), after school (3:15 p.m.) in the make-up room, or with the teacher. \*\*Dual Enrollment tests have to be made up with the teacher.

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

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

- Deadlines for make-up work/graded assignments/assessments will be determined by the guidelines, policies, timelines, and partial credit specifications set by the classroom teachers and included on the course syllabi.
- If a middle/high school student is absent on the day of a scheduled test, they will follow this protocol:
  - If they return during the school day, they must take the test on the same day in the make-up room or with the teacher.
  - If they are absent the entire day, they must take the test the next morning (6:30 a.m.), after school (3:15 p.m.) in the make-up room, or with the teacher. \*\*Dual Enrollment tests have to be made up with the teacher.

### **Unexcused (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.

Absences that are not “Exempted and Excused”, “Non-Exempted and Excused”, or “Suspensions” are considered “Unexcused”.

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

## CHECK IN/OUT

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

Missing instructional time is detrimental to student achievement, so please make every effort to ensure that students arrive on time each morning and do your best to schedule appointments outside of the instructional day. When students check in or out of school, they must have a dated note from a parent or guardian that includes a reason for dismissal and a parent signature. An email note to check in is also acceptable. Whether the note is handwritten or electronic, the student will not be able to check in until parental verification is made by office staff.

When checking out, the parent/guardian should complete the student check out form found on the ULS website under ULS resources. If the student check out form is not completed, the checkout procedure will take longer since the student will need additional time before dismissal to complete end of day activities such as copying assignments, packing, or visiting a locker.

Please be aware that for check outs after 2 p.m., if a check out note is not sent in the morning, you will likely be delayed by dismissal traffic. Also, after 2:30 p.m., an elementary check out is not possible and normal daily dismissal procedures must be followed.

### FOR EXPECTED AND UNEXPECTED CHECKOUTS:

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

- Kindergarten through 1st grade students and 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.

## REASONS STUDENTS SHOULD STAY HOME FROM SCHOOL:

1. Vomiting - not related to coughing; not related to feeding problems (Gi reflux); associated with fever or diarrhea



**STUDENT SUPPORT SERVICES**

# SCHOOL ILLNESS POLICY

2. Diarrhea - 3 or more watery, clear or yellow stools; any mucus, blood or pus in stools; any “pea soup” green or foul-smelling stools; any loose stools associated with fever or rash; any sign of dehydration
3. Purulent nasal discharge – any green or yellow nasal discharge for more than 3 days
4. Persistent cough – of more than 2-3 days if associated with fever or rapid breathing (day and night)
5. Rashes - any pink, red or bluish-purple (emergency!!!); rash with fever; any bumps and blisters (chicken pox)
6. Pink eye - any redness of lower eyelids or white of eyes with pus or yellow- green discharge. Note: redness of lower eyelids or white of eyes with clear or no discharge and itching is usually due to allergy (spring and autumn) this is not a contagious conjunctivitis.
7. Fever - Students with an oral temperature above 100.4 degrees F should remain out of school until they are free of fever 24 hours.
8. Medical Excuse - If you child is out sick, please be aware the 3 consecutive days of absences or more requires an excuse from a medical professional upon your child’s return to school.

## LICE

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

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

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

# SCHOOL COUNSELORS

<b>Alice Hopkins</b> Grades K-5	(225)578-4862 <a href="mailto:ahopk12@lsu.edu">ahopk12@lsu.edu</a>
<b>Angela Murray</b> Grades 6-9	(225)578-9159 <a href="mailto:amurray@lsu.edu">amurray@lsu.edu</a>
<b>Kristy Gremillion</b> Grades 10-12	(225)578-3099 <a href="mailto:kgremillion@lsu.edu">kgremillion@lsu.edu</a>

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

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

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

If there are any concerns about a student's safety, the school counselor will contact the parents/guardians to coordinate safety planning. The parents/guardians of the student will be instructed to seek immediate medical treatment. The student will be detained until the parents/guardians arrive. Students may not return to school until a medical release stating they are not a danger to themselves or others is obtained from a licensed mental health professional.

The following school counseling services are available at ULS:

## DIRECT STUDENT SERVICES

In-person interactions between school counselors and students

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

## INDIRECT STUDENT SERVICES

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

## MORE RESOURCES

### I CARE

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

Lori Anderson  
I Care Program  
Prevention Specialist  
Grades K – 12

### DEVELOPING ACCOMMODATION PLANS FOR QUALIFYING STUDENTS

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

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

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

- To determine if the impairment is "substantially limiting," school personnel considers the student's assessed intellectual functioning level and compares that to the student's performance in the classroom.
- If the student is performing at or above his/her assessed intellectual functioning level, the impairment is not "substantially limiting" the student's learning.
- If the student is performing below the assessed intellectual functioning level,
  - Additional data is gathered, including but not limited to grades, standardized test results, the number of missing and/or late assignments, teacher and parent input regarding classroom engagement, engagement when completing assignments at home, and attendance to determine the cause of the underperformance.
  - If the data supports that the underperformance is a result of behavioral issues, such as failure to turn in assignments, attendance, etc., a behavior/attendance plan is created for the student. Once behavioral issues are resolved, if classroom performance is still not indicative of the student's assessed intellectual functioning level, the process begins again.
  - If the data supports the underperformance is the result of the diagnosed impairment, the School Building Level Committee (SBLC) uses the input gathered to create a draft of a 504 plan outlining what accommodations are necessary to

“level the playing field” and provide the opportunity for the student to perform at the appropriate intellectual level. The recommendations listed on the evaluation and parent and teacher input are used as guides. The SBLC consists of an administrator (or the administrator’s representative), at least one teacher and the student’s school counselor. Parent participation is mandatory at an SBLC meeting.

- Once a draft of a plan is written, the SBLC meets to review the drafted plan. The plan is finalized and all parties in attendance are invited to sign the document. (While parent attendance is not required, in community spirit, it is a courtesy that is always extended.) Failure to sign does not prohibit the plan from being enforced.

Request for a review of the plan may be submitted in writing by parents or teachers to the designated 504 resource coordinator within 5 days of the date of the final annual SBLC meeting. The letter must include the grounds for the review request. The administrative SBLC representative or his/her designee will present a request for review to the LSU Office of Disability Services. The administrative SBLC representative or his/her designee will notify all parties of the outcome of the review.

The document titled, “Section 504 Parent Rights Louisiana State University Laboratory School September 1, 2009” provides additional information regarding student and parental rights and is distributed to parents with the plan.

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

ULS offers the opportunity for qualifying elementary students to pay for and receive services during the school day through the LSU Department of Communication Sciences and Disorders (LSU ComD). LSU ComD graduate students under the direct supervision of LSU Speech Language Pathology Instructors. For additional information about the LSU Speech Language and Hearing Clinic, please contact the elementary counselor or school nurse.

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

1. Submit a current (within one year) speech evaluation or a psycho- educational evaluation completed by a psychologist to the elementary office. The evaluation may be completed by a private speech therapist, the special education department of a public school system, or by LSU ComD. Each year, evaluations must be turned in by August 10 (or the last working day before August 10) in order for the student to be considered for fall semester services and by the last working day before winter break holiday for the student to be considered for spring semester services.
2. LSU ComD reviews all current evaluations and determines if students qualify for school services. Those decisions are communicated to the elementary principal.
3. LSU ComD contacts the parents of all students for whom a current evaluation is on file to communicate the final determination of eligibility.
4. Services are provided either during the student’s PE/Foreign Language time or “Other Specialists” time during the school day.
5. Qualifying students receive services the entire qualifying semester unless LSU ComD determines services are no longer necessary or more intense private therapy is required.
6. Each fall, LSU ComD screens ULS kindergarten students and makes recommendations to parents regarding whether or not a full speech-language evaluation should be considered.

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



**DISCIPLINE**

# ULS CODE OF STUDENT CONDUCT

## STUDENT EXPECTATIONS

1. Students who choose to come to the University Laboratory School elect to live by the rules and regulations of the school, including the Code of Student Conduct.
2. Students should expect consequences if they violate the Code of Student Conduct.
3. Students understand the Code of Student Conduct will apply to all campus and off- campus ULS activities.
4. Any student speech, activity or behavior, whether on or off campus, school-related or not school-related, which causes a substantial disruption in the school environment is prohibited and subject to discipline.
5. Any violation of federal, state or local law by any student will be deemed a violation of the Code of Student Conduct and will subject the student to discipline.
6. Students agree to assist one another in keeping the Code of Student Conduct.
7. Students are expected to report violations to the Code of Conduct in a timely manner using the Bullying Report Form or the Bias/Discrimination Incident Report Form found under Student/Parent Resources on the ULS website.

## PARENT EXPECTATIONS

1. Parents recognize that University Laboratory School attendance is a privilege and support the Code of Student Conduct.
2. Parents expect their children to live by the rules and regulations of University Laboratory School.
3. Parents expect their children to receive consequences for violating the Code of Student Conduct.
4. Parents will assist their children in abiding by the Code of Student Conduct.
5. Parents will help the school foster student accountability and responsibility.
6. Parents are expected to report violations to the Code of Conduct in a timely manner using the Bullying Report Form or the Bias/Discrimination Incident Report Form found under Student/Parent Resources on the ULS website.

## PURPOSE OF THE CODE OF STUDENT CONDUCT

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

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

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

# SCHOOL REGULATIONS

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

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

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

## SCHOOL JURISDICTION

### THE SCHOOL CAMPUS

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

### PARKING LOTS

Students who drive a vehicle to school must exit the parking area immediately after arriving at school. All parking lots are off-limits to students during the school day. Any student returning to the parking lot during the school day without written permission from an administrator is subject to disciplinary action.

### THE SCHOOL DAY

The official student school day begins at 7:45 a.m. and ends at 2:50 p.m. for elementary students and at 3:00 p.m. for middle and high school students.

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

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

## COMPLIANCE WITH LSU RULES AND REGULATIONS

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

## ACADEMIC MISCONDUCT

- High standards of academic integrity are crucial for University Laboratory School to fulfill its educational mission. To uphold these standards, procedures have been established to address academic misconduct. University Laboratory School students who are participating in the Dual Enrollment or IB Programs will also be held to the policies and procedures of the respective programs.
- “Academic Misconduct” includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and any act designed to give an unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructors, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment), or the attempt to commit such an act. Other specific examples of academic misconduct include:
  1. Copying from another student’s assessment or assignment;
  2. Allowing another student to copy from an assessment or assignment;
  3. During an assessment, using the course textbook, online resource, or other materials, such as a notebook normally brought to a class meeting but not authorized for use during an assessment by the person giving the assessment. Having such forbidden material open and in sight of the student will be considered prima facie evidence of use;
  4. Failing to thoroughly follow requirements related to the preparation and presentation of work, including group projects, submitted for credit in a manner that results in submitting the work of another as one’s own or misleading an instructor as to the condition under which the work was prepared;
  5. Collaborating during an assessment or any other assignment with any other person by giving, receiving or otherwise sharing information without prior approval of the instructor. Speaking to another person without the consent of the person proctoring the exam may be considered prima facie evidence of collaboration;
  6. Using specially prepared materials (e.g., notes, formula lists, notes written on student’s clothing or body) during an assessment. Bringing such forbidden material to an assessment will be considered prima facie evidence of use or attempted use;
  7. Stealing, buying, or otherwise obtaining through unauthorized access, all or part, including answers, of an assessment;
  8. Seeing or giving away all or part of an assessment, including answers to the assessment;
  9. Bribing any other person to obtain an assessment or information about the assessment;
  10. Substituting for another student, or permitting any other person to substitute for oneself, to take an assessment;
  11. Submitting as one’s own, in fulfillment of academic requirements, any work (such as, but not limited to, a theme, report, term paper, essay, computer software, other

- written work, painting, drawing, sculpture, or other scholastic art work) prepared totally or in part by another;
12. Selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements any theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work;
  13. Entering a building or office for the purpose of changing a grade in a grade book/ computer, on an assessment paper, or on other work for which a grade is given;
  14. Changing, altering, or being an accessory to changing and/or altering a grade in a grade book/computer, on an assessment, on other work for which a grade is given, on a "drop slip," or on any other academic record of University Laboratory School (or the University for dual enrollment);
  15. Enter into an arrangement with an instructor to receive a grade of "F" or any other reduced grade in a course, on an assessment, or any other assigned work in lieu of being charged with academic misconduct under the Code of Student Conduct;
  16. Committing plagiarism. "Plagiarism" is defined as the unacknowledged inclusion of someone else's words, structure, ideas, or data. When a student submits work as his/her own that includes the words, structure, ideas, or data of others, the source of this information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks as well. Failure to identify any source (including interviews, surveys, etc.), published in any medium (including on the Internet) or unpublished, from which words, structure, ideas, or data have been taken, constitutes plagiarism;
  17. Attempting to commit or assisting someone in the commission or attempted commission of an offense listed above.

## **SUSPENSION PROCEDURES**

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

1. Prior to any suspension, the dean of students or dean of student's designee will inform the student of the accusation against him or her and describe the evidence in support of the accusation. The student will be given the opportunity to tell his or her version of the facts. However, if a school administrator determines that the student is disruptive or poses a danger to others, the student may be removed from the school environment immediately, and the actions outlined in this paragraph shall be taken as soon as possible thereafter.
2. The administrator will notify the suspended student's parents or guardian of the suspension.
3. A suspended student's parents may appeal the suspension to the divisional principal. This request should be made in writing within three school days of the suspension. Upon receiving such a request, the divisional principal will schedule an informal hearing with the student and the student's parents. Additional evidence may be presented to the divisional principal at this hearing. The principal's decision regarding a suspension of nine days or less shall be final with no further appeal.
4. A conference with the parents will be held before the child returns (phone or in office).

## **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.

## **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.

## **REMOVAL PROCEDURES**

In some circumstances, a student may be removed or expelled from the University Laboratory School. In the case of removal, the student would return to his/her free and appropriate public-school attendance zone.

1. In these instances, the Dean of Students will call a meeting of the University Laboratory School Discipline Committee. The student and parents will be invited to attend this meeting.
2. At the meeting, the Discipline Committee will review the student's record of progress and behavior. The student and parents/guardians will be given the opportunity to make a statement and to present evidence.
3. Disciplinary Committee meetings are recorded. However, committee deliberations are not.
4. At the conclusion of this meeting, the committee can recommend that the student should be removed from University Laboratory School and returned to the student's public-

school attendance zone. The Dean of Students will inform the administration of the committee's recommendation.

5. If the administration upholds the recommendation to remove the student from University Laboratory School, the student's parents will be notified of the decision. The 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 student and parents/guardians may attend the hearing and may be accompanied by a person of their choice. The student and parents/guardians will be given the opportunity to make a statement and to present evidence. However, a non-parent, including any attorney, will not be allowed to participate except in an advisory role. The Associate Dean or the designated hearing panel will inform the student and parent of the findings and disposition of the case. The Associate Dean will also mail a written decision to the parents.

## **EXPULSION**

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

## **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

To be eligible to participate in organized extracurricular activity programs, students are expected to:

- be in attendance on the day the extracurricular activity occurs (exceptions noted in Code of Conduct under Attendance Policy)
- (for interscholastic athletics only) live in the McKinley High school attendance area (as defined by the EBRP School Board) or have attended University Laboratory School for at least one (1) year, and
- be in compliance with the school's attendance policy.

## **SEARCHES OF STUDENTS AND SCHOOL PROPERTY**

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

School authorities will conduct searches, when practical, according to the following procedures:

- If possible, searches of students will be conducted outside the presence of other students.
- If a pat down search of a student is to be conducted, it should be done by a school authority.

When possible, an additional school authority will be present as an observer. School

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

## **CRIMINAL BEHAVIOR**

In addition to school disciplinary action, criminal behavior is subject to report to appropriate law enforcement agencies.

## **CODE OF CONDUCT MATRIX**

### **DETENTION**

Detention is before school from 6:30 a.m. – 7:30 a.m., after school from 3:15 p.m. – 4:15 p.m., or Saturday School from 8:00 a.m. – noon. ISS, Saturday School, and detention are possible consequences used for all students.

Students arriving prior to 7:20 a.m. for detention/study hall/tutoring/test makeup must report to the foyer of the auditorium.

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

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

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

Out of school suspensions include:

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

### **EXPULSION**

Expulsion is removal from the school.

# POLICY AGAINST HARRASSMENT

## PURPOSE AND PHILOSOPHY

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

## POLICY

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

It shall be a violation of this policy for any student, employee, or school visitor to harass any student, employee, or any person associated with the school. The school encourages all victims of harassment to report the harassment immediately. All complainants have the right to be free from retaliation of any kind.

The school will promptly investigate all formal and informal complaints of harassment and will take prompt action to end the harassment.

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

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

## COMPLAINT PROCEDURES

Harassment victims should report the harassment to a teacher or administrator as soon as possible. They should also provide as much documentation as possible, including details about date, time, and witnesses.

In cases involving allegations of harassment by an administrator, the report should be made to the dean of the LSU College of Human Sciences and Education. If a complaint contains evidence of criminal activity, school authorities will notify the appropriate child protection agency or law enforcement agency.

## CHILD ABUSE

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

## 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.

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

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

The purposes of this program are:

- to provide for the health and safety of all high school student athletes, and
- to negate the effect of peer pressure by providing a legitimate reason for student athletes to refuse to use illegal substances.

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

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

Testing will be done in accordance with the practices and procedures established by the testing laboratory.

Students will be protected to the maximum extent possible. All illegal substance tests are considered confidential information and will be handled accordingly. When a student athlete tests positive for illegal drugs, the school personnel notified are: administrators, the athletic director, the head coach of sport, and the high school counselor.

## PROCEDURES WHEN STUDENT ATHLETE TESTS POSITIVE

### FIRST OFFENSE OPTION 1

1. The dean of students will notify the parent/guardian first and then the student. The parent/guardian will be notified within 24 hours.
2. Within 3 school days of the notification, the parent/guardian and student athlete must meet with the dean of students.
3. Before the student plays again, he/she must have physical examination.
4. Within 5 school days after the meeting with the dean of students, the student athlete must meet with a certified substance abuse counselor.

5. The student athlete will be retested, at a facility approved by the dean of students, 2 weeks from the previous test at the parent's (guardian's) expense. The results must be provided to the dean of students immediately upon receipt.

### **FIRST OFFENSE OPTION 2**

The student athlete will be denied participation in all school-sponsored athletics should they decline option 1.

### **SECOND OFFENSE**

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

The student athlete will be suspended from athletic participation indefinitely. The suspension may vary from, at minimum, 15 percent of the remaining games in the season to removal from the team for the remainder of the season.

### **THIRD OFFENSE**

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

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

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

Parents/guardians have 48 hours from the time of notification to request a re-test of the collected sample at their expense. School counselors are licensed educators who improve success for all students by implementing a comprehensive school counseling program focused on academic, career, and social-emotional development.

# ELEMENTARY SCHOOL CONSEQUENCES OF BEHAVIOR POLICY

Level 1 Infractions: “Offenses which are considered less serious or harmful to others”		
Infraction	Definition of Infraction	Consequences
Improper dress	Out of dress code	Parents bring a change of clothes to school in accordance with the dress code
Uses profane or obscene language to another	Name-calling, swearing, or using curse words to another student or teacher	<p>Assign consequences for the type and number of infractions that will include the following as appropriate for elementary grade levels:</p> <ul style="list-style-type: none"><li>• Parent/Guardian will pick up non-school issued devices between 7:30a.m. - 3:00p.m.</li><li>• Parent conference or</li><li>• Parent conference or contact (including an email with a response or a note in an agenda signed by the parent)</li><li>• Documentation on Elementary Behavior Infraction Form with documented list of interventions</li><li>• Refer to school counselor (for behavior modification plan as needed)</li><li>• In-school suspension</li><li>• Removal of cell phone by a teacher or administrator</li></ul> <p>Parent contact must occur for each infraction.</p> <p>These consequences may be used multiple times.</p> <p>After the 3rd infraction, consequences may include out of school suspension.</p>
Possesses tobacco or lighter	Possession of tobacco, a lighter, or any type of vaping product at school or at a school-sponsored event	
Disturbs the school	Behavior causing major disruption of instruction or any school activity that includes, but is not limited to, sustained loud talking, yelling or screaming, noises with materials, and/or sustained out-of-seat behavior	
Willful disobedience	Deliberate choice to break a rule or disobey a directive given by a person in authority	
Treats authority with disrespect	Talking back, mocking, gesturing, or any act which demonstrates a disregard or interference with authority or supervising personnel	
Is guilty of conduct or habits injurious to his associates (no intent)	Any unintentional but not malicious act which causes injury, damage, or pain to another	
Cuts, defaces, or injures any part of public school building/ Vandalism under \$100	Damage, destruction, or defacement of property belonging to the school or others valued at under \$100	
Repeated rule violation	A student has had repeated (3 or more) infractions in another category and continues to violate the same rules	
Writes profane or obscene language and/or draws obscene pictures	Writes or draws pictures, words, or images considered indecent, such as graffiti, letters, notes, posters, etc.	
Gambling	Wagering money or property	
Academic dishonesty/ cheating	Cheating that occurs in relation to a formal academic exercise and may include fabrication, plagiarism, or deception	
Misusing the Internet or other forms of technology	Using the Internet or technology for purposes not in accordance with the teacher’s directions or guidance	
Using a 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”		

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

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

<b>Level 4 Infractions: “Serious offenses that compromise safety of the school environment”</b>		
<b>Infraction</b>	<b>Definition of Infraction</b>	<b>Consequences</b>
Uses or possesses any controlled dangerous substances, governed by the Uniform Controlled Dangerous Substances, in any form	The possession, use, cultivation, manufacturing, distribution, intent to distribute, concealment, sale, purchase, or being under the influence of any drug, narcotic, synthetic drug, legally defined controlled substance or any paraphernalia linked to above on school grounds, at school-sponsored events, or on school transportation vehicles	Recommended expulsion
Uses alcoholic beverages	The use, intent to distribute, sale, or being under the influence of alcohol products on school grounds, at school-sponsored events, or on school transportation vehicles	
Possesses weapon(s) as defined in Section 321 of Title 28 of the U.S. Code	Possesses firearms, knives, or blades, which may be used to inflict bodily injury or damage to property/This includes any instrument, look-alike weapon or object not prohibited by federal law that can place a person in reasonable fear or apprehension of serious harm that is on a student’s person or contained in the student’s belongings and/or storage space	
Throwing projectiles liable to injure others	Throws any object toward a person that is either heavy, sharp, and/or otherwise perceived to be harmful or with such velocity or force that it would cause physical harm or precipitate a fight or campus disturbance	
Leaves school premises without permission	Exiting the school campus without explicit permission from the instructor.	
Commits any other serious offense	Any other serious offense not covered by any of these stated infractions resulting in the need for law enforcement intervention	
Assault and/or battery	Aggressive action directed at school staff or students, which may involve threats and/or unwanted physical contact while on school grounds or at a school related activity, including a situation where a staff member is intervening in a fight or other disruptive activity	
Rape and/or sexual battery	Forced attempted or actual anal, oral, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal, oral, or vaginal penetration of another by any body part or object	
Kidnapping	Intentional, forcible seizing and carrying of any person from one place to another without that person’s consent	
Arson	Intentional damaging by any explosive substance or setting fire to any property of another, without the consent of the owner	

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

## MIDDLE AND HIGH SCHOOL CONSEQUENCES OF BEHAVIOR POLICY

Level 1 Infractions: “Offenses which are considered less serious or harmful to others”		
Infraction	Definition of Infraction	Consequences
Improper dress	Out of dress code	Parents bring a change of clothes to school in accordance with the dress code
Uses profane 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>Assign 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"> <li>• Parent/Guardian will pick up non-school issued devices between 7:30a.m. - 3:00p.m.</li> <li>• Parent conference or contact (including an email with a response or a note in an agenda signed by the parent)</li> <li>• Documentation on a School Referral Form</li> <li>• Refer to school counselor (for behavior modification plan as needed)</li> <li>• In-school/out-of-school suspension</li> <li>• Removal of cell phone by a teacher or administrator</li> <li>• Detention</li> <li>• Saturday school</li> </ul> <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	

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

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

<b>Infraction</b>	<b>Definition of Infraction</b>	<b>Consequences</b>
Uses or possesses any controlled dangerous substances, governed by the Uniform Controlled Dangerous Substances, in any form	The possession, use, cultivation, manufacturing, distribution, intent to distribute, concealment, sale, purchase, or being under the influence of any drug, narcotic, synthetic drug, legally defined controlled substance or any paraphernalia linked to above on school grounds, at school-sponsored events, or on school transportation vehicles	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	

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

<b>Infraction</b>	<b>Definition of Infraction</b>	<b>Consequences</b>
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**

## ULS DRESS CODE

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

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

1. All shirts/tops must have the LSU Laboratory School brand. Sleeveless and crop tops are not approved.
2. All LSU Laboratory School branded outerwear (coat, jacket, fleece, sweatshirt, etc.) must be worn over an approved top (see #1). Non-branded outerwear may not be worn in the building at any time.
3. Slacks or jeans (with no rips or holes) must be worn at the waist. A belt may be required if a student is not able to keep slacks or jeans at the waist.
4. The distance from the bottom of the shorts, skirts, skorts (with shorts underneath), or jumpers should not be greater than 4 inches from the top of the knee. Leggings, jeggings, or tights may only be worn if underneath school approved bottoms. Sweatshirts cannot be longer than the skorts, skirts, or shorts.
5. Only LSU Laboratory School branded warm up pants are allowed on campus.
6. Students must wear an LSU Laboratory School branded shirt with a collar for pictures. Middle and high school students must wear an LSU Laboratory School branded shirt with a collar for field trips. Elementary students may wear their assigned class t-shirt for field trips.
7. Students may not wear caps, hats, or have the hoods of their sweatshirts on inside classrooms. The only exception will be due to medical or religious reasons.
8. Elementary students are required to wear tennis shoes to school every day. For middle and high school students, closed toe and back shoes are **required** in the classroom, and tennis shoes are required during physical education. No crocs or slippers are allowed. For middle and high school students, school issued physical education uniforms must be worn for physical education classes and may not be worn in other classes.
9. Clothing that advertises or suggests alcohol, drugs, sex, violence, or makes derogatory remarks toward any group of people, is strictly banned.



**TECHNOLOGY**

## COMPUTER USAGE POLICY

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

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

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

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

The use of another individual's logon id without his/her expressed consent will be viewed as the stealing of LSU resources and computer fraud.

Types of appropriate use of the internet and other network resources to which LSU is directly or indirectly connected are as follows:

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

Inappropriate use of the Internet and other network resources to which LSU is directly or indirectly connected is deemed abuse of computer privileges. Some examples of inappropriate use of the networks are as follows:

- participation in network activities which place a strain on computer resources such as chain letters, mail lists, chat rooms, or any type of network games;
- the accessing of material that is profane, obscene, pornographic, or advocates illegal acts, violence or discrimination;
- the sending of obscene, profane and/or harassing messages to others on the network;
- the unauthorized access or attempted access of another network computer system;
- violations of copyright laws by unauthorized downloading of software graphics, text or sound;
- plagiarism;
- advertisement or commercial use of the LSU resources;
- any type of illegal activity;
- posting information about another student without administrative approval. Administrative approval will be given for class projects exclusively.

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

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

All users should be aware that routine monitoring of the system is done and may lead to the discovery that a user has or is violating the Computer Acceptable Use Policy, the Student Handbook, or the laws of the parish or state. This will not be considered a violation of privacy.

All users should be aware that routine maintenance of the system may also purge files from individual accounts. All important and irreplaceable material should be stored on external drive. (This maintenance would normally take place during the summer months.)

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

- The logon id will be immediately deactivated. The appropriate teachers and library personnel will be advised as to the limit of the restrictions placed on that student's use of the computer resources at the school.
- The appropriate administrative authorities (LSU, University Laboratory School administrators, parents, state and/or federal authorities) will be informed of the abuse.
- Actions taken by the administrative authorities (provost, dean of College, principal, and Computer Advisory Council) will depend on the severity of the computer abuse. University Laboratory School Student Handbook, Louisiana House Bills 1801 and 430, Title 18 of the United States Code 2701 as well as other state and federal laws will be used in determining appropriate action.

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

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

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

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

## ELECTRONIC DEVICES

During the instructional day (7:40a.m. - 3:00p.m.), non-school issued electronic telecommunications 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 telecommunications device until the end of the school day, parent/guardian is contacted and required to pick up the electronic telecommunications device between 7:30a.m. and 3:20p.m.
- **Second:** Loss of the electronic telecommunications device until the end of the school day, parent/guardian is required to pick up the electronic telecommunications device between 7:30a.m. and 3:20p.m. and Saturday school.
- **Third:** Loss of the electronic telecommunications device until the end of the school day, parent/guardian is required to pick up the electronic telecommunications device between 7:30a.m. and 3:20p.m. and in or out-of-school suspension.
- **Fourth:** Loss of the electronic device for a minimum of a nine week period from time of the fourth offense.

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. Three librarians provide services for these libraries.

The Elementary Media Center is used for elementary Information Resource classes and assigned book checkout times for individual classrooms. The Daniels Family Library is open from 7:30 a.m. until 3:30 p.m. Monday thru Thursday. After the regular school day ends, the secondary media center is open to sixth through twelfth grade students only.

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

## **SCHOOL-SPONSORED TRIPS AND ACTIVITIES**

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

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

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

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

# CAMPUS EXPECTATIONS

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

## BOOKS AND EQUIPMENT

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

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

## LIBRARY BOOKS

Students may check out library books at any time for 3 weeks at a time. Lost books must be replaced or billed via FACTS. FACTS billing is final and the charge cannot be removed.

## LOCKERS

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

## DAILY ANNOUNCEMENTS

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

Announcements must be emailed to [universitylab@lsu.edu](mailto:universitylab@lsu.edu) by 2 p.m. on the day prior to announcement being made. Daily announcements will also be posted on the school website.

## COMMUNICATIONS

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

## STUDENT ID

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

## **LOST AND FOUND**

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

## **AGENDA HALL PASS**

Any student in grades 3-5 must have an agenda hall pass signed by a teacher showing both date and time if the student leaves the classroom during a class period. Students are expected to stay in their assigned areas (i.e. elementary students in the elementary area, middle school students in the middle school area, and high school students in the high school area) unless they have specific business in another location.

## **RESTROOMS**

Loitering in the restrooms is prohibited. During lunch, students must enter the outside door closest to the restroom. Middle and high school students participating in school-sponsored activities must change clothes in designated locker rooms. No electronic devices are allowed in the restrooms.

## **REPORTING ACCIDENTS AND INJURIES**

It is the responsibility of anyone involved in or witnesses an accident or injury to report student, staff, and/or faculty accidents or injuries immediately to the school nurse. The nurse will assess the situation and direct you if the accident must be reported.

# **VEHICLE AND PARKING POLICIES**

## **VEHICLE REGISTRATION AND PARKING**

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

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

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

## **VISITOR PARKING**

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

## PARTIES AND OUTSIDE FOOD

No birthday parties are allowed during the school day. In general, the following guidelines have been found helpful in handling party related questions. Students should not hand out invitations at school for private parties unless every child in the room (or every boy or every girl) is to be invited. School administration, faculty, and staff may not provide mailing labels and/or addresses for students.

An individual student may bring a healthy snack and/or a bottle of water in his/her book sack each day. For all students, teachers provide regular bathroom/water fountain rotations throughout the day during instructional work time and access to water fountains during outside recess and/or class change time.

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

- Students and parents may not bring "treats" to school for birthday celebrations or other reasons.
- When parents choose to visit their children for lunch please consider the cafeteria menu. If a parent is unable to do that, he/she may bring lunch only for his/her child.

### DELIVERIES

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

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

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

## FOOD AND ALLERGY POLICY

In order to protect students who suffer from food/drink allergies and other food/drink related illnesses while still allowing the opportunity for all to enjoy ULS traditions and celebrations, the following Allergy Policy is enforced regarding all food and drink to be consumed on campus or in classrooms. The school nurse in services all faculty and staff members annually regarding the use of EpiPens.

### IN THE CAFETERIA

1. Elementary students with allergies sit closest to the teachers at one end of the lunch room table. Elementary students who bring their lunches sit at the far end of the table.
2. Tables are wiped clean after each elementary class leaves and at the end of every lunch shift.

3. When visitors have lunch with students, our preference is that they select from the cafeteria menu and dine with students in the cafeteria. If that is not possible, a visitor may only bring lunch for him/herself and the student with whom he/she is having lunch.
4. Cafeteria snack items may not be purchased by/for elementary students.
5. Students and staff must wash hands with soap and water before and after handling food.

### **IN THE CLASSROOM**

1. Teachers receive annual training from the school nurse regarding identifying allergic reactions and EpiPen administration.
2. When a teacher suspects a student may be having an allergic reaction, but it is not a reaction which warrants EpiPen administration, immediately escort the student to the nurse.
3. If food/drink is used as part of an instructional activity and a parent chooses to “opt out” but doesn’t provide (an) alternative item(s), the child will still have to complete the instructional part of the activity but will not be allowed to touch or consume the food/drink being used. This policy will be used for any classroom/fieldtrip event or activity which includes food/drink handling or consumption including but not limited to:
  - a. Instructional activities which include food/drink handling or consumption
  - b. Approved grade level events which include food/drink handling or consumption
  - c. Student treats or rewards provided by the teacher
  - d. Winter Break Celebration
  - e. End of Year Celebration

### **THE SCHOOL NURSE MUST ALWAYS:**

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

### **STUDENTS**

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

## VISITORS ON CAMPUS

Visitors must report to and check in at the Main office. Parents of students should make an appointment if they wish to conference with a teacher 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.