University Laboratory School
Student/Parent Handbook
2015 ~ 2016

**red type indicates additions and/or revisions**
University Laboratory School

Administration

Wade Smith, Superintendent .......................... 578 – 3223
Myra Broussard, Elementary Principal .......... 578 – 9160
Frank Rusciano, Secondary Principal .......... 578 – 6924
Matt Picou, Dean of Students ....................... 578 - 3224

School Counselors

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

***Since it is impossible to cover everything that might occur in the school setting, anything not covered in this handbook will be left to the discretion of the respective school principal or the principal’s designee.***
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LSU Laboratory School/College of Human Sciences and Education

Strategic Plan

Mission Statement

TOTAL EFFORT IN EVERY ENDEAVOR

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

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

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

Louisiana State University Laboratory School Vision Statement

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

Louisiana State University Laboratory School Values

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

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

Administration
Wade Smith, Superintendent ♦ 578 – 3223; H106
Myra Broussard, Elementary Principal ♦ 578– 9160; E115A
Frank Rusciano, Secondary Principal ♦ 578 – 6924; M234
Matt Picou, Dean of Students ♦ 578 – 3224; H130

Main Office/Superintendent’s Office.
The Superintendent’s office and the school’s main office are located in H106 of the high school building. The main office is concerned primarily with conducting the business affairs of the school and deals primarily with other educational offices, institutions, and businesses.

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 at, or depart from, the school during the regular school hours (7:45 AM – 3:00 PM). Any student who arrives after 7:45 AM is considered tardy and should report to the office for an admit slip. If an elementary student arrives after 7:45, the driver should park in visitor parking and escort the student into the elementary office. Students and parents should contact the school via email at universitylab@lsu.edu when a student will be absent.

School Counselors
Lauren Eglin, grades K – 5 Room E115A 578 – 3278
Angela Murray, grades 6 - 9 Room M234 578 – 9159
Kristy Gremillion, grades 10 – 12 Room H130B 578 – 3099

Enrollment in the LSU Laboratory School grants parental consent for students to be seen by the school counselors. Our goal is to facilitate students’ social and academic development. The following services are available:

A. Individual Counseling to help students confront and solve problems that interfere with academic, career, personal/social development (short-term basis only)
B. Small Group Counseling for students to discuss shared issues with peers
C. Crisis Counseling in the event of an emergency
D. Guidance Curriculum to educate students on developmental appropriate topics
E. Student and family referrals to outside counseling or community agencies as needed
F. Advocate for student rights in cases of abuse or truancy
G. Cognitive, aptitude and achievement test interpretation

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

The Elementary Media Center is used for elementary Information Resource classes and assigned book checkout times for individual classrooms. The Middle and High School Media Center is open from 7:30 AM until 4:00 PM Monday thru Thursday. After the regular school day ends, the middle and high school 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 Laboratory School students to retain this privilege. Special permission forms are available to students wishing to use the LSU Library.
Other Services

LSU and The 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. For additional information about Section 504 and the rights and obligations it imposes, please refer to the “Developing Accommodation Plans for Qualifying Students” section of this handbook.

International Baccalaureate (IB) Diploma Program

The IB Diploma Program coordinator is Keith Altazin. His office is located in M214 and his phone number is 578-9037. Any questions concerning the IB Diploma Program should be directed to Dr. Altazin.

Dual Enrollment Program

The Dual Enrollment (DE) Administrative Coordinators are Myra Broussard and Frank Rusciano. Aimee Welch assists with all paperwork and student/parent questions. Lab School Juniors and Seniors will complete DE applications during prep days at the beginning of the school year.

Currently, the following courses are offered through the DE Program:

- **LSU-Baton Rouge Campus**
  - Chemistry 1201/1202 (3 hours/course)
  - Environmental Systems 1126 (3 hours)
  - Geography 1001/1003 (3 hours/course)
  - Math 1021 (3 hours)
  - Math 1022 (3 hours)
  - Math 1029 (3 hours)
  - Math 1431 (3 hours)
  - Kinesiology (1 hour)

- **LSU-Eunice Campus**
  - Biology 1001/03 (3 hours/course)
  - Biology 1005 (2 hr lab)
  - Biology 1201/1202 (3 hours/course)
  - Biology 1208/1209 (1 hour/lab course)
  - Physics 1001 (3 hours)
  - Physics 2001 (3 hours)
  - English 1001 (3 hours)
  - English 1002 (transfers as Engl 2000 to LSU BR) (3 hours)
  - French 1001/1002 (4 hours/course)
  - French 2101/2102 (3 hours/course)
  - History 2057 (3 hours)
  - History 2029 (3 hours)
  - Math 1550 (5 hours)
  - Spanish 1101/1102 (4 hours/course)
Traffic/Vehicle Policies
Vehicle Registration and Parking
Like other LSU students, Laboratory School 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 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 Laboratory School 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 UHS 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 Raphael Semmes and East Campus Drive.

Emergency Policies and Procedures
Emergency Drills and Practice Alerts
The purpose of an alert or drill is to develop orderly, prompt, and effective procedures in case of an emergency to assure maximum safety and to minimize the possibility of serious injury. The cooperation of everyone is essential for a quality program.

Emergency Situations
In emergency situations, students will either be informed of the situation by an announcement made over the intercom or teachers will be contacted on cell phones by administration. When emergency situations occur, students will follow the directives of the teacher or faculty/staff member with whom they have immediate contact.

School Closure Due to Severe Weather or Other Factors
Under extreme circumstances (flooding, tornado, hurricane, ice, etc) school may be canceled. The administration monitors decisions made by LSU and other local school systems and makes all decisions for the Lab School accordingly. As soon as final decisions are made, they are communicated to local radio, television stations, Lab School email, and Lab School social media sites.

Emergency Pick-up
In emergency situations, a student will be released to one of the three additional adults or older siblings his/her parents authorized to pick up the child in case of a school emergency. These names should be listed on the electronic student profile sheet parents complete annually.
### Bell and Lunch Schedules:

#### Lab School Regular Dismissal Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary School</td>
<td>7:45 - 2:50</td>
</tr>
<tr>
<td>Lunch – K</td>
<td>10:45 - 11:10</td>
</tr>
<tr>
<td>Lunch – 1\textsuperscript{st}</td>
<td>10:55 - 11:20</td>
</tr>
<tr>
<td>Lunch – 2\textsuperscript{nd}</td>
<td>11:10 - 11:35</td>
</tr>
<tr>
<td>Lunch – 4\textsuperscript{th}</td>
<td>11:55-12:20</td>
</tr>
<tr>
<td>Lunch – 3\textsuperscript{rd}</td>
<td>12:05 - 12:30</td>
</tr>
<tr>
<td>Lunch/Recess - 5\textsuperscript{th}</td>
<td>12:15 - 12:45</td>
</tr>
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#### Afternoon Assembly Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Subject</th>
</tr>
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<tbody>
<tr>
<td>Elementary School</td>
<td>7:45 - 2:50</td>
</tr>
<tr>
<td>Lunch – K</td>
<td>10:45 - 11:10</td>
</tr>
<tr>
<td>Lunch – 1\textsuperscript{st}</td>
<td>10:55 - 11:20</td>
</tr>
<tr>
<td>Lunch – 2\textsuperscript{nd}</td>
<td>11:10 - 11:35</td>
</tr>
<tr>
<td>Lunch – 4\textsuperscript{th}</td>
<td>11:55-12:20</td>
</tr>
<tr>
<td>Lunch – 3\textsuperscript{rd}</td>
<td>12:05 - 12:30</td>
</tr>
<tr>
<td>Lunch - 5\textsuperscript{th}</td>
<td>12:15 - 12:45</td>
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#### Middle School 7:45 - 3:00

<table>
<thead>
<tr>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45 - 8:40</td>
<td>Period 1</td>
</tr>
<tr>
<td>8:43 - 9:38</td>
<td>Period 2</td>
</tr>
<tr>
<td>9:41 - 10:36</td>
<td>Period 3</td>
</tr>
<tr>
<td>10:39 - 11:34</td>
<td>Period 4</td>
</tr>
<tr>
<td>11:34 - 12:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:05 - 1:00</td>
<td>Period 5</td>
</tr>
<tr>
<td>1:05 - 2:00</td>
<td>Period 6</td>
</tr>
<tr>
<td>2:05 - 3:00</td>
<td>Period 7</td>
</tr>
</tbody>
</table>

#### Middle School 7:45 - 3:00

<table>
<thead>
<tr>
<th>Time</th>
<th>Subject</th>
</tr>
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<tbody>
<tr>
<td>7:45 - 8:40</td>
<td>Period 1</td>
</tr>
<tr>
<td>8:43 - 9:38</td>
<td>Period 2</td>
</tr>
<tr>
<td>9:41 - 10:36</td>
<td>Period 3</td>
</tr>
<tr>
<td>10:39 - 11:34</td>
<td>Period 4</td>
</tr>
<tr>
<td>11:34 - 12:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:05 - 1:00</td>
<td>Period 5</td>
</tr>
<tr>
<td>1:05 - 1:35</td>
<td>Period 6</td>
</tr>
<tr>
<td>1:40 – 2:10</td>
<td>Period 7</td>
</tr>
<tr>
<td>2:10-3:00</td>
<td>Assembly</td>
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#### High School 7:45 - 3:00

<table>
<thead>
<tr>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45 - 9:20</td>
<td>Block 1A/1B</td>
</tr>
<tr>
<td>9:25 - 10:55</td>
<td>Block 2A/2B</td>
</tr>
<tr>
<td>11:00 - 12:35</td>
<td>Block 3A/3B</td>
</tr>
<tr>
<td>12:35-1:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:05-2:00</td>
<td>Block 4</td>
</tr>
<tr>
<td>2:05-3:00</td>
<td>Block 5</td>
</tr>
</tbody>
</table>

#### High School 7:45 - 3:00

<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>7:45 - 9:20</td>
<td>Block 1A/1B</td>
</tr>
<tr>
<td>9:25 - 10:55</td>
<td>Block 2A/2B</td>
</tr>
<tr>
<td>11:00 - 12:35</td>
<td>Block 3A/3B</td>
</tr>
<tr>
<td>12:35-1:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:05-1:35</td>
<td>Block 4</td>
</tr>
<tr>
<td>1:40-2:10</td>
<td>Block 5</td>
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</tbody>
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Attendance and Make-up Policies

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

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

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

If a middle or high school student is absent on the day of a scheduled test, s/he will follow this protocol:
1. If s/he returns during the school day, s/he must take the test on the same day in after school directed study hall.
2. If s/he is absent the entire day, s/he must take the test the next morning (6:30AM) or after school (3:15PM) in directed study hall.

Excessive Absence Policy
The University Laboratory School faculty and administration believe that students must attend school regularly, be on time for classes, and stay for a full instructional day in order to realize maximum instructional benefits. Research shows a direct correlation between academic success in school and good attendance. According to the Compulsory Attendance Law: “In accordance with state policy, elementary students shall be in attendance a minimum of 160 days a school year. Middle and high school students shall be in attendance a minimum of 81 days per semester or 162 days a school year, or the equivalent, for schools not operating on a semester basis.” Middle and high school students may not miss more than 8 days per school year.

If an absence is necessary, the following protocol must be followed:
1. Before 7:45AM, email universitylab@lsu.edu (if an elementary student, please cc the classroom teacher) and report the absence.
2. The day your child returns to school and before 7:45AM, s/he should take 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.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:221; R.S. 17:226; R.S. 17:233.

Attendance letters are sent to the parents/guardians of those students who approach noncompliance at 3 days and 5 days absence. Also, at 5 days absence the parents and student must meet with the student’s principal or principal’s designee. If the student accumulates over 8 days absence, except for extenuating circumstances approved by the school principal, elementary and middle school students will not progress to the next grade and high school students will not receive Carnegie unit credit for course(s).

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:221; R.S. 17:226; R.S. 17:233.

The Lab School is required to report attendance noncompliance to local truancy officers if a student’s promotion to the next grade is in jeopardy as a result of absences.
School Sponsored Trips and Activities
Students participating in an authorized school activity represent the school and are involved in a sponsored educational activity. Therefore, they will not be reported as absent from any class missed. They will, however, be responsible for making up any work missed. **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” at these events or allowed to play on school grounds without parental supervision before, during or after the event.**

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 them when/where to meet the faculty member and/or when/where the student should be picked up. **On a routine daily basis, to ensure the safety of our students, they may not be dropped off before 7:20AM and must be picked up by 3:15 PM in the appropriate assigned carpool areas of the school (see below). Parents must make appropriate before and after school child care arrangements to accommodate required arrival and dismissal times. Exceptions to this are not permitted. Students arriving for school sponsored activities before 7:20AM must enter the building through the hallway doors closest to the auditorium and report directly to Rm H149 and remain there until 7:20AM or until a faculty member picks them up. In the morning, elementary students may be dropped off either at Cub Stop, Tiger, Alley, or at the front flag pole entrance of the school. In the afternoon, students must be picked up in the specified locations:**

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

**3rd grade through 5th grade students (with no younger elementary siblings):** Tiger Alley

**Middle/High School students:** Dalrymple Drive or by the Auditorium

**(If crossing the street is necessary, ALL community members must cross the street at the designated crosswalks.)**

Tardy Policy
The check in/out log is the official record of student arrivals at or departure from the campus during the school day. **A tardy will be counted as unexcused if a written note from a parent or guardian stating the reason for being late has not been submitted and approval from administration has not been granted.**

Note: The warning bell rings at 7:40 AM and the tardy bell at 7:45 AM. If 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, the driver must park in visitor parking and escort the student into the main office for check-in.

Check in/out
All students arriving at school after 7:45 AM 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 AM must be escorted into the main office by a parent and the parent must check-in the student as the doors will be locked and students will be unable to access the building on their own.

Missing instructional time is detrimental to student achievement, so please make every effort to ensure that students arrive on time each morning and do your best to schedule appointments outside of the instructional day. When students check in or out of school, they must have a dated note from a parent or guardian that includes a reason for dismissal and a parent signature. An email note is also acceptable. Whether the note is handwritten or electronic, the student will not be able to check in or out until parental verification is made by office staff. When checking out, if a student does not bring a check out note in the morning, the checkout procedure will take longer since the student will need additional time before dismissal to complete end of day activities such as copying assignments, packing, or perhaps, visiting a locker. Please be aware that for check outs after 2PM if a check out note is not sent in the morning, you will likely be delayed by dismissal traffic. Also, after 2:30PM, an elementary check out is not possible and normal daily dismissal procedures must be followed.

For expected checkouts, elementary students must turn in a check out note or email to their classroom teacher upon morning arrival and the teacher will document the checkout and send the note to the main office. Middle and high school students must turn in a check out note to the Dean of Students before the morning warning bell. At checkout time, high school students who drive should take the checkout slip given to them in the morning to the main office and sign the checkout book before leaving campus. Elementary, middle and high school students who do not drive will be called to the main office when the parent or guardian arrives. Students will not be sent to the office to “wait” for a checkout. If an unexpected checkout is necessary, parents or guardians must report to the main office and the checkout process described above will be followed.

Lab School Illness Policy
REASONS STUDENTS SHOULD STAY HOME FROM SCHOOL:
1. VOMITING - NOT related to coughing; NOT related to feeding problems (GE Reflux); ASSOCIATED with fever or diarrhea
2. DIARRHEA - 3 or more watery, clear or yellow stools; ANY mucus, blood or pus in stools; ANY “pea soup” green or foul smelling stools; ANY loose stools associated with fever or rash; ANY sign of dehydration
3. PURULENT NASAL DISCHARGE – ANY green or yellow nasal discharge for more than 3 days
4. PERSISTENT COUGH – Of more than 2-3 days if associated with fever or rapid breathing (Day and Night)
5. RASHES - ANY pink, red or BLUISH-PURPLE (EMERGENCY!!!); Rash with fever; ANY bumps and blisters (chicken pox)
6. PINK EYE - ANY redness of lower eyelids or white of eyes with pus or yellow-green discharge. NOTE: Redness of lower eyelids or white of eyes with clear or no discharge and itching is usually due to allergy (Spring and Autumn) this is not a contagious conjunctivitis.
7. FEVER - Students with an oral temperature above 100 degrees F should remain out of school until they are free of fever 24 hours.

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

LAB SCHOOL (K-12) CODE OF STUDENT CONDUCT

Student Expectations

1. Students who choose to come to the University Laboratory School elect to live by the rules and regulations of the school, including the Code of Student Conduct.
2. Students should expect consequences if they violate the Code of Student Conduct.
3. Students understand the Code of Student Conduct will apply to all campus and off-campus Laboratory School activities. In addition, the Code will apply whenever they are representing the school off campus and in all circumstances in which their conduct may reflect on the reputation of the Laboratory School.
4. Students agree to assist one another in keeping the Code of Student Conduct.

Parent Expectations

1. Parents recognize that Lab School attendance is a privilege and support the Code of Student Conduct.
2. Parents expect their children to live by the rules and regulations of the Laboratory School.
3. Parents expect their children to receive consequences for violating the Code of Student Conduct.
4. Parents will assist their children in abiding by the Code of Student Conduct.
5. Parents will help the school foster student accountability and responsibility. For example, if a student forgets materials/lunch box/instrument/etc. at home, parents should not deliver the item(s) to school since that will only perpetuate the undesired behavior. Instead, enforce a consequence at home and/or support the teacher/school in enforcing a classroom/school consequence. **If a student forgets his/her lunch, one will be provided in the cafeteria and the parents will simply receive a fee bill.**

Purpose of the Code of Student Conduct

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

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

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

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

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

School Jurisdiction

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

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

The School Day. The official student school day begins at 7:45 AM and ends at 2:50 PM for the elementary students and at 3:00 PM for middle and high school students.

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

When students have finished their school day or are not in school for special reasons, they are to leave the school or school vicinity immediately. Students are not allowed to remain on campus unsupervised after dismissal times. Every student, unless directly sponsored by a teacher or staff member, is to be off school property by 3:30 p.m. The school will not have adult supervision after school hours. Loitering in or around the school or the surrounding school property is prohibited and may result in disciplinary consequences if students are in violation.
School Sponsored Activities and Trips

A student is under the jurisdiction of the school during any period of time, whether on or off campus, that he/she 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 he/she 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 he/she should depart from the campus immediately after the activity.

Compliance with LSU Rules and Regulations

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

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

SAFETY, MODESTY, NEATNESS AND CLEANLINESS ARE OUR GOALS.

During the school day, anywhere on the Lab School campus, students must wear:

1. A collared polo or oxford shirt (white, black, or grey) with school logo permanently affixed to the front of the shirt.

2. Approved school sweatshirt or school outerwear (coats, jackets, fleece, etc.), with appropriate school logo permanently affixed to the front of the garment, may be worn over the collared polo or oxford. School administration or administrative representatives will monitor for appropriate environmental conditions which require indoor recess and/or PE.

3. Slacks or jeans (with no rips or holes) worn at the waist. A belt may be required if a student is not able to keep slacks or jeans at the waist.

4. Bermuda shorts (not athletic shorts or short shorts), skorts, skirts (with shorts underneath), or jumpers of a modest length. "Modest" is defined as closer to the knee than to the upper portion of the leg. (See ** examples below). Leggings, jeggings, or tights may only be worn underneath school approved bottoms.

5. Approved warm-up suits purchased from Cub Wear may be worn.

6. Elementary students are required to wear tennis shoes to school every day. For middle and high school students, closed front and back shoes are required in the classroom and tennis shoes are required during Physical Education.

Additional Notes:

- For middle and high school students, school PE clothing must be worn for physical education class and may not be worn in other classes.

- Clothing that advertises or suggests alcohol, drugs, sex, violence, or makes derogatory remarks toward any group of people is unacceptable.

- Hats and other head coverings (other than those associated with a student’s religious affiliation) are not permitted in the school buildings.

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

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

**Bermuda/walking shorts

* *Examples of appropriate skirt lengths*
**CODE OF CONDUCT MATRIX:**

- Detention is supervised detention for middle and high school students before school from 6:30AM - 7:30AM or after school from 3:15PM - 4:15PM.
- Saturday School is supervised detention for middle and high school students on Saturday from 8:00AM – 12 Noon.
- In School Suspension (ISS) is supervised detention during the school day for middle and high school students.
- 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 is removal from the school.
- ISS, Saturday School, and Detention are not consequences used for elementary students.

**Students arriving prior to 7:20AM for detention/study hall/tutoring/test makeup must enter the school through the courtyard door of room H149.**

**Restitution may be required**

***On or off campus activities that impact Lab School Students, faculty or staff***
<table>
<thead>
<tr>
<th>Offense</th>
<th>Detention</th>
<th>Saturday</th>
<th>ISS</th>
<th>Short Term</th>
<th>Long Term</th>
<th>Expulsion</th>
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<tbody>
<tr>
<td>Academic Misconduct</td>
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<td>Aggravated assault and/or battery</td>
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<td>Any Criminal Activity ***</td>
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<td>Assault</td>
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<tr>
<td>Assault of faculty or staff</td>
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<tr>
<td>Battery</td>
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<tr>
<td>Breaking and entering</td>
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<td>Cell Phone Violation/other electronics **</td>
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<td>Cutting/Leaving Class</td>
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<td>Cyber Bullying</td>
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<td>Defacing School Property **</td>
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<td>Disrespect for authority</td>
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<td>Disruptive Behavior</td>
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<td>Excessive Horseplay</td>
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<td>Failure to attend Saturday School</td>
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<td>Inappropriate teasing</td>
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<td>Indecent exposure or indecent behavior</td>
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<td>Intent to distribute any drug</td>
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<td>Offense</td>
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<td>Leaving campus without permission</td>
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<td>Lying to School Authority</td>
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<td>ID violation</td>
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<td>Possession/use of illegal drugs</td>
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<td>Possession/use of prescription drugs</td>
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<td>Possession/use or concealment of a weapon</td>
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<td>Possession/use of alcohol</td>
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<td>Possession/use of tobacco products</td>
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<td>Robbery</td>
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<tr>
<td>Theft **</td>
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<tr>
<td>Unexcused Tardy/Excessively Late</td>
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<td>x (5th)</td>
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<tr>
<td>Use of Profanity, obscenity, vulgarity</td>
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<td>Vandalism **</td>
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<td>Willful Disobedience</td>
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</table>
**Academic Misconduct**

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

B. An instructor may not assign a disciplinary grade, such as an "F" or zero on an assignment, test, examination, or course as a sanction for admitted or suspected academic misconduct in lieu of formally charging the student with academic misconduct under the provisions of this Code.

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

1. Copying from another student's test paper or assignment;
2. Allowing another student to copy from a test paper or assignment;
3. During a quiz/test, using the course textbook or other materials such as a notebook normally brought to a class meeting but not authorized for use during a quiz/test by the person giving the quiz/test. Having such forbidden material open and in sight of the student will be considered prima facie evidence of use;
4. Failing to thoroughly follow requirements related to the preparation and presentation of work, including group projects, submitted for credit in a manner that results in submitting as one's own the work of another or misleading an instructor as to the condition under which the work was prepared;
5. Collaborating during a test or any other assignment with any other person by giving, receiving or otherwise sharing information without prior approval of the instructor. Speaking to another person without the consent of the person proctoring the exam may be considered prima facie evidence of collaboration;
6. Using specially prepared materials (e.g., notes, formula lists, notes written on student's clothing or body) during a test. Bringing such forbidden material to a test will be considered prima facie evidence of use or attempted use;
7. Stealing, buying, or otherwise obtaining through unauthorized access, all or part, including answers, of a test;
8. Seeing or giving away all or part of a test, including answers to the test;
9. Bribing any other person to obtain a test or information about the test;
10. Substituting for another student, or permitting any other person to substitute for oneself, to take a test;
11. Submitting as one's own, in fulfillment of academic requirements, any work (such as, but not limited to, a theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work) prepared totally or in part by another;
12. Selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements any theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work;
13. Entering a building or office for the purpose of changing a grade in a grade book/computer, on a test paper, or on other work for which a grade is given;
14. Changing, altering, or being an accessory to changing and/or altering a grade in a grade book/computer, on a test paper, on other work for which a grade is given, on a "drop slip," or on
any other academic record of the Laboratory School (or the University for concurrent enrollment);

15. Entering into an arrangement with an instructor to receive a grade of "F" or any other reduced grade in a course, on a test, or any other assigned work in lieu of being charged with academic misconduct under the Code of Student Conduct;

16. Committing Plagiarism. "Plagiarism" is defined as the unacknowledged inclusion of someone else's words, structure, ideas, or data. When a student submits work as his/her own that includes the words, structure, ideas, or data of others, the source of this information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks as well. Failure to identify any source (including interviews, surveys, etc.), published in any medium (including on the Internet) or unpublished, from which words, structure, ideas, or data have been taken, constitutes plagiarism;

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

Suspension Procedures
The following procedures apply to suspensions of 1 to 9 days:

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

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

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

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

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

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

3. At the meeting, the Discipline Committee will review the student's record and concerns about the student's progress and behavior.
4. After the meeting, the committee will decide if the student should be placed on probation. If the student is placed on probation, the student's parents will receive written notice from the Dean of Students outlining the terms of the probation.

5. Probationary status informs the student and parents that the student may be removed from the Laboratory School for further misconduct or poor academic performance.

6. Privileges regarding extra/co-curricular activities (such as participation on athletic teams, attendance at social and athletic events, etc.) may be revoked.

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

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

**The terms and conditions of academic probation are as follows:**

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

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

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

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

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

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

A. Attending or participating in athletic events

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

C. Attend (as a spectator) band or choir concerts.

**Removal Procedures**

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

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

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

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

4. At the conclusion of this meeting, the committee can recommend that the student should be removed from the Laboratory School and returned to the student's public school attendance zone. The Dean of Students informs the administration of the committee's recommendation.
5. If the administration upholds the recommendation to remove the student from the Laboratory School, the student’s parents will be notified of the decision within five days. The Superintendent makes the final decision regarding removal.

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

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

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

**Expulsion**

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

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

**Eligibility for Extracurricular Activities**

To be eligible to participate in organized extracurricular activity programs, a student must:

A. have passed a minimum of five (5) courses during the previous semester with at least a 2.0 grade-point average.

B. have attended all classes on the day the extracurricular activity occurs (exceptions noted in Code of Conduct under Attendance Policy). If the activity occurs on the weekend, the student must have attended all classes on Friday.

C. Not be on academic or disciplinary probation with the school as outlined in the student handbook.

D. (For interscholastic athletics only) live in the McKinley High School attendance area (as defined by the EBRP School Board) or have attended the Laboratory School for at least one year, and

E. Be in compliance with the school’s attendance policy

The residence requirement and the academic requirements are dictated by the Louisiana High School Athletic Association (LHSAA). The attendance requirement is a natural extension of the attendance policies of the Louisiana Board of Elementary and Secondary Education (BESE) and is a long-standing policy of the Laboratory School. This policy extends to “after hours” activities. If a student is on disciplinary or academic probation, s/he MAY NOT participate in extracurricular activities including, but not limited to:

A. Attending or participating in athletic events

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

C. Attend (as a spectator) band or choir concerts.
Electronic Devices
The use or display of beepers, cell phones, cameras, IPods, ear buds, and other electronic devices in the school building or on school grounds during the school day is prohibited; “use” shall be defined as the device being turned on or otherwise activated whether or not sending or receiving a call, message, or other communication, or using any feature of the device including but not limited to games, camera, instant text messaging, playing music etc.; “display” shall be defined as possession in such manner that any portion of said device is visible to others; “school day” shall be defined as commencing from the time students enters the lab School campus until school dismissal. Additionally, the use or display of such device shall not be permitted in any testing or instructional setting including before or after the school day.

Students may have their phones in their back packs but the phones must be turned off and cannot be used on campus at any time during the school day. This includes texting or calling parents or guardians. During the school day, if there is a need to call a parent, students may use a land line in the main office. In an emergency, such as a fire, emergency medical need, or a breach of school security, we do allow students to use a school cell phone or their cell phone. No one is ever too far from instant communication.

The consequences for noncompliance are as follows:

First: Loss of the electronic device until a parent picks it up and an assigned Saturday school.
Second: Loss of the electronic device until a parent picks it up and two days out –of -school suspension
Third: Loss of the electronic device until the end of the quarter (or an amount of time deemed appropriate by the Dean of Students) and a Discipline Committee hearing

Possession of Medicine.
Students may not possess over-the-counter or prescription drugs at school or school activities. This includes all over-the-counter products such as aspirin, Advil, Tylenol, etc. All student medicines must be stored with the school nurse. The school nurse annually inservices faculty and staff regarding epi-pen usage.

Students who are under the care of a physician and have been directed to take a prescription drug must obtain a note from their physician for the drug to be dispensed at school. PARENTS must submit the physician’s note and the medicine to the school nurse. Students may never carry medicine to the school nurse. The nurse will provide the medicine to the student in accordance with the instructions in the physician’s note. The only exception to this rule is an individual who must carry an inhalant for asthma or an EpiPen® for allergies. In those instances, a doctor’s note must be on file with the school explaining this need.

Searches of Students and School Property
The administration may search a student and his/her personal possessions if there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, Laboratory School policy, or LSU policy or regulation. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or gender of the student and the nature of the suspected offenses.
Search Procedures
School authorities will conduct searches, when practical, according to the following procedures:

1. If possible, searches of students will be conducted outside the presence of other students.
2. If a pat down search of a student is to be conducted, it should be done by a school authority of the same gender as the student being searched.
3. An additional school authority of the same gender will be present as an observer.

Seizure of Drugs and Weapons
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.

Instructional Policies/Procedures
Student’s Responsibilities Regarding Homework. It is the responsibility of the student to:

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

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

Teacher’s Responsibilities Regarding Homework: It is the responsibility of the teacher to:

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

Administrator’s Responsibilities Regarding Homework: It is the responsibility of the administrator to:

- Communicate the school’s policies to parents.
- Monitor the implementation of the policy regularly.
- Coordinate the scheduling of homework among different subjects, if needed.
- Serve as mediator, should the need arise.
Developing Accommodation Plans for Qualifying Students. 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 he/she has a “physical or mental impairment which substantially limits one or more major life activities”. "Major life activities include caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning." (For instructional purposes, to determine if the impairment substantially limits the student’s learning or his/her social interaction with others in the classroom or in the general school setting.)

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

To determine if the impairment is “substantially limiting”, school personnel considers the student’s assessed intellectual functioning level and compares that to the student’s performance in the classroom

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

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

The document titled, "Section 504 Parent Rights Louisiana State University Laboratory School September 1, 2009" provides additional information regarding student and parental rights and is distributed to parents after the annual SBLC meeting.
Qualifying for Lab School Elementary Speech-Language Services The Lab School offers the opportunity for qualifying elementary students to receive services during the school day through the LSU Department of Communication Sciences and Disorders (LSU ComD). LSU ComD graduate students under the direct supervision of LSU Speech Language Pathology Instructor, Mrs. Becky Gouvier, provide services. For additional information about the LSU Speech Language and Hearing Clinic, please visit http://sites01.lsu.edu/wp/comd/faculty/rebecca-h-gouvier-instructor-speech-language-pathology/.

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

1. Submit a current (within one year) speech evaluation or a psycho-educational evaluation completed by a psychologist to the elementary office. The evaluation may be completed by a private speech therapist, the special education department of a public school system, or by LSU ComD. Each year, evaluations must be turned in by August 10 in order for the student to be considered for fall semester services and before the winter break holiday for the student to be considered for spring semester services.
2. LSU ComD reviews all current evaluations and determines if the student qualifies for school services.
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 all Lab School kindergarten students and makes recommendations to parents regarding whether or not a full speech-language evaluation should be considered.

Once Lab School 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.

**LSU ComD and the Lab School advise against terminating a student’s private speech services until the student qualifies for and begins successful participation in school services.**

Scheduling and Placement All K-3rd grade students are scheduled in self-contained classrooms. Fourth and fifth grade students are scheduled to homerooms and core content teachers. All middle school students are scheduled for seven periods. All high school students must be scheduled for eight periods. Juniors may include a service period for one of their eight units. Study hall counts as only one period of work.

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

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

Foreign Language Placement The Lab School offers foreign language instruction in Spanish and French for grades K-12. Students will take both languages through Grade 5 and will decide at the end of 5th grade which language they will continue during 6th -12th grades. Students may enroll in two languages beginning in 10th grade. As part of high school graduation requirements, two consecutive courses of the same language taken in grades 9-12 are required.
Mathematics Placement
In elementary school, math instruction follows grade level expectations specified in state standards but is differentiated based on student performance. Placement of rising 6th grade students is based on the following criteria:
   a. Current standardized test scores
   b. Current report card grades in mathematics
   c. University Laboratory School math placement test
   d. Fifth grade teacher recommendation

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

Repeat Credit Work
Only those courses failed may be repeated for credit.

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

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

For grades 3-12, grades are assigned for every core course using the grading scale listed above. Beginning in 5th grade, Foreign Language is included as a “core course”.

For K-2nd grades, the following ranking system is used in core content areas:

- **Mast**= Mastery= Independently performing on grade level for grade level expectations; always in the specified amount of time
- **Approaching Mastery** = Independently performing on grade level for state mandated expectations; but sometimes needs additional time and/or additional classroom support/reteaching.
- **Approaching Mastery with Support** = Still in the dependent learning stage; with continuous classroom or additional support, usually performs on grade-level or slightly below level for state mandated expectations
- **U=Unsatisfactory**= Receives additional support; but continues to perform below grade level for state mandated expectations

For elementary specialists’ classes (such as music, art, information resources, PE, technology, Foreign Language (k-4) etc), the following ranking system is used:

- **S= Satisfactory**= Demonstrates appropriate growth, academic engagement, and social behavior during class.
- **N= Needs Improvement** = Needs improvement in one or more areas (specific recommendations for improvement will be given in the “comments” section of the report).
- **U= Unsatisfactory** = Does not demonstrate appropriate growth, academic engagement, and social behavior during class (specific feedback will be given in the “comments” section of the report).
**If a student consistently, independently, and accurately (within the given time constraints) performs above the present grade level for state standards; under the “comments” section of the report card, it will be noted that the student is working at an “Advanced” level in the respective content area. If a student receives RTI support for a quarter, it will be noted under the “comments” section of the report card in the respective content area.**

**Weighted Grade Point Average**
A ten point grading scale and enhanced quality points (A=5, B=4, C=3, D=1, F=0) are given to Advanced Placement, Dual Enrollment, and International Baccalaureate courses. Honors courses taken during summer programs or at other schools will be noted on the transcript but will not receive enhanced quality points. *Specific information about the AP, DE, and IB programs may be found on the school website. Report card dates for all are posted on the School Academic Calendar, on page 1 of this document.*

**PowerSchool®**
This is a tool to help keep parents informed of their student’s academic progress and attendance. PowerSchool instructions, including the user logon id and password, will be given to middle and high school students during prep day and to third through fifth grade elementary students’ parents at Parent Night. 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.** If you have misplaced your id and password, please contact Melonee Wicker at 578-9160. If you have outstanding fees, contact Megan Collins at 578-2425.

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

**Suspected Errors in Grades**
A student who questions an assigned semester grade on his/her report card should contact the teacher to determine if an error was made. Grade changes (corrections) will not be allowed more than one semester after the report card was issued. A student who suspects that a semester grade on his/her report card is in error should immediately contact the teacher and stay involved until he/she is convinced no error was made or until the record in the school office has been corrected. A teacher must submit a written Grade Change Report to the principal to change a semester grade. If the student is not sure the school record has been corrected, he/she should see the guidance 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, he/she must complete an appeal letter stating the reason for the appeal and submit it to the school level principal. The principal will arrange a conference for the student, the teacher, and a parent within one week. The decision of the principal will be final.

**Concentrated Study Period**
For middle and high school students, the two-day period during the fall and spring semester immediately preceding the first day of final examinations will be set aside as a concentrated study period. During this time, no extracurricular student activities, such as social and athletic events, will be held on or off-campus (this will include the weekend if tests begin on Friday). There will be no required major examinations (the only exception is foreign language oral assessments) in academic courses or graded course work during this time (this time will be used for review and questions and answers). However, class projects placed on the syllabus by the beginning of the second nine weeks (for midterm exams) and the fourth nine weeks (for final exams) of class are exempt. Any exceptions to this policy must receive prior approval from the principal.
Moodle
This is a website where middle and high school teachers have traditionally posted syllabi, major projects, rubrics, and discussion boards. The purpose and use of Moodle is to each teacher’s discretion. Daily assignments are announced in class and may be found in the students’ agendas. Moodle user names are identical to student’s email addresses. Moodle passwords are the same as their myLSU account password. Visit the school website at http://www.uhigh.lsu.edu to access the Moodle link.

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

Semester Exam Exemption Policy For Middle and High School Courses
Semester exams can be worth no more than 20% of the final grade. The University Laboratory School Semester Exam Exemption Policy is completely voluntary for teachers.

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

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

Daily Announcements and “The Usual” Submissions
Daily Announcements are made over the school's intercom system daily at 7:45AM. Information may also be submitted weekly for inclusion in our weekly newsletter, “The Usual”. Announcements and “The Usual” submissions must be authorized by the sponsor of the group requesting the submission and by the administration.

Announcements must be placed in the designated box located in the Secondary Principal’s high school office or emailed to Mary Girlinghouse at mrgirlg@lsu.edu by 1 pm on the day prior to announcement being made. Daily announcements will also be posted on the school website.

“The Usual” submissions, that have been approved by the group’s school sponsor and administration, must be submitted to Jennifer Bevill (jbevill@lsu.edu) by 3PM on Thursday of each week. “The Usual” newsletter will be sent to all community members each Monday by email and will also be posted on the school website.

School sponsored activities/Events/Trips to be included on the School Calendar. For any event to be included on the school calendar an online “Activity Request” form must be completed by a faculty member, or if for student organizations, by the faculty sponsor of the respective student group making the request. Upon administrative approval, the person who submitted the request will be informed that the activity has been approved and will be given directions regarding how to proceed. The school calendar is posted on the school’s website.
School Records
The school will send, without charge, school records to colleges, universities, or other legitimate educational organizations to which the student submits an application. One transcript for personal or social use will be furnished. Students request a transcript by signing the Transcript Request form available in the high school office. Transcripts may be picked up in five (5) school days. **Students participating in Dual Enrollment courses must request transcripts directly from the participating university(ies).** Students should plan in a timely fashion in order to give teachers and others ample time to complete letters of recommendation forms and write letters of recommendation. Requesting that a school official complete a letter of recommendation does not relieve the student of the responsibility of meeting deadlines.

All other records, including admissions and withdrawal records, should be submitted to Tiffany Creel (tcreel@lsu.edu) the admissions/records coordinator.

Early Graduation. The University Laboratory School does not offer early graduation.

School Property
Books and Equipment
A student is responsible for properly caring for all books and equipment he/she 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 Lab School 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 three weeks at a time. There is a 25¢ per day charge for any overdue book.

Lockers
A locker and a lock are assigned to each middle school student at the beginning of the year. A locker and a lock are available to high school students, upon request, at Prep Day. 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.

Visitors/Observers/Cafeteria Guests/Deliveries

Visitors/Observers on Campus
Visits by friends, relatives, former students, and out-of-town guests during the school day are not allowed unless approved beforehand by that school’s administrator.

Observers are asked to schedule observations between September 1st and April 30th
Parents of students should make an appointment if they wish to conference with a teacher. Middle and High School observers must arrive at the beginning of a class period and remain until the end of the class. Please refer to class schedules when preparing to visit. All visitors should enter through the front entrance of the school (by the flag pole) to sign in, check students out, and/or pick up a visitor’s badge. Failure to do so will void visitation privileges. Due to state regulations, no observers or visitors may be allowed on campus during state testing.
Cafeteria Guests
Due to state and in-house testing and the overwhelming number of activities in August and May which alter normal daily schedules, parent(s) are welcome to eat cafeteria lunch with their child(ren) from September 1\textsuperscript{st} through April 30\textsuperscript{th}. This includes birthdays and “classroom stars of the week”. 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, we are only able to accommodate 2-3 guests per classroom per day for lunch and guests must sit at the assigned class table.

Parties/Outside Food. The topic of student parties can cause unique problems or concerns for faculty members. No birthday parties are allowed during the school day. In general the following guidelines have been found helpful in handling party related questions. Students should not hand out invitations at school for private parties unless every child in the room (or every boy or every girl) is to be invited. School administration, faculty, and staff may not provide mailing labels and/or addresses for students. Each parent has access to this information through the Student Directory sold by the Cub Club.

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:

- Elementary students and parents may not bring “treats” to school for birthday celebrations (or for any other reason).
- When parents choose to visit their children for lunch from September to April, our preference is that they dine with us by selecting from the cafeteria menu. If a parent is unable to do that, he/she may bring lunch only for his/her child.
- For classroom cultural activities, instructional activities which require/allow food consumption, or elementary classroom celebrations held in December and May, a list of items to be served must be sent home at least one week prior to the event. This allows parents the opportunity to review the items and notify the classroom teacher if there is a problem. Parents of children with allergies or parents with certain food preferences, may send the food items they choose for their children as replacements or opt their children out of eating all together. However, even if the children do not eat, they must participate in all instructional activities. Many grade levels now use the Sign-up Genius website to sign up for collection and approval of food items.
- For Valentine’s Day, elementary students exchange cards in their classrooms but no candy may be attached to the cards.
- Middle and high school Clubs may serve refreshments at the conclusion of their meetings and are responsible for cleaning. Any party in middle or high school classrooms must be approved by the administration.

Deliveries
Commercial deliveries are not allowed except for deliveries by LSU vendors for the purpose of school meetings approved ahead of time by administration. Students coming to school in the morning and students returning to school after temporary absences (including seniors on privilege time) may not bring any food or drink into the school buildings. We are fortunate to have a rapidly growing student body, so we appreciate your understanding that, except for emergency situations, we are unable to accommodate deliveries from parents to students throughout the school day. If your child forgets his/her lunch at home, be assured one will be provided in the cafeteria. The charge(s) for the meal(s) will be sent to parents through fee billing.

Parent/Teacher Conferences
Teacher conferences are held by appointment only. To schedule a conference, please contact the individual teacher(s). Email is the preferred means of communication as it is often difficult for teachers to access a phone during the school day. Email addresses and team office phone numbers can be found on the Faculty Directory page of this handbook (page 10)
Other General Policies and Procedures

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

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

Lost and Found
Books, clothing, and other personal belongings found around the campus will be turned in to the office. Items not claimed after 30 days will be donated to a charitable organization.

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

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

Organizations and Clubs

School sponsored athletics, cheerleading, and some club participation begins in 6th grade.

The following items may not be used for non-school sponsored teams and organizations:
1. Any name that represents the LSU Laboratory School or any organization of the Lab School, such as athletics. Examples of school names include but are not limited to University, Lab School, The U, U-High, etc.
2. Any variation of the “U”.
3. All school and athletic logos. Examples include but are not limited to the tiger cub “eye”, the “U”, or any representation of those logos. Simply changing font or color is not acceptable.

The school must report all violations as they create liability issues and trademark infringement for both LSU and the Lab School.

Please help us be good community members by following the policies and procedures we are required to uphold.

- The school does not have an elementary athletic program or clubs, however some parents organize non-school sponsored teams, troops, etc. which include Lab School elementary students.
- Because green space is limited and coaches/sponsors of these organizations are not Lab School employees the Lab School, buildings surrounding the Lab School, the respective green spaces, and facilities may not be utilized after school by groups of elementary students during the LSU workday. LSU offices close between 4:30 and 5:00 PM daily.
- Because of the safety and supervision issues it poses, elementary students may never change clothes during afternoon dismissal.
If you are a middle or high school student, for information about joining any middle or high school clubs, service organizations, or athletic groups, contact the appropriate secondary faculty sponsor or coach.

**Student Council**
The Student Council at University High is the focal point of student government and is responsible for coordinating all student-related school activities. It is also responsible for serving as the voice for students on any and all topics pertaining to student life at the school. The executive board of the student council also participates on the school’s AdvancED school reaccreditation/improvement steering committee. A calendar of events is prepared prior to the opening of school and includes the dates for regular activities.

The Student Council President is responsible for coordinating all planned activities through the advisor and principal. Student Council officers include a president, vice-president, secretary, treasurer and parliamentarian. A faculty sponsor oversees the council’s activities.

The middle school has its own student council and functions in a manner similar to the high school student council.

*High School Moderator: Emily Peters*  
*Middle School Moderator:*

**Class Officers**
High school class officers include a president, vice-president, secretary-treasurer, and two student council representatives. The faculty sponsor oversees class activities. At least one faculty class sponsor must be present at each class activity. Planned class activities must also be coordinated with the Student Council.

**Faculty class sponsors (chair’s name is in bold):**

9th
- Brian Simpson
- Karen Holden
- Andy Martin
- Angela Murray
- **Matt Lavergne**
- David Neubauer

10th
- Jennifer Bevill
  - Charity Cantey
  - Worth Thompson
  - Bonita Johnson
  - Emily Peters
  - Corey Reimonenq
  - Lori Fanning
  - Aimee Welch

11th
- Anne Collier
- Amy Rouse
- **Scott Harris**
- Ryan Empson
- Therese Knowles
- Chad Mahaffey
- Candy Robillard
- John Shoptaugh
- Joe Spencer
- Donna McCarthy
- Annette West

12th
- Keith Altazin
  - Zachary DeRouen
  - **Isabel Mancilla**
  - Monica Tsolakis
  - Paula Grimley
  - Diego Pinto
  - Steve Babcock
  - Kathleen Richard
Club Officers
Club officers may vary slightly from club to club, but they generally include a president, vice-president, and secretary-treasurer. The club president represents the club on the Student Council and is responsible for coordinating all planned club activities. A faculty sponsor oversees club activities. The club president is responsible for coordinating all planned club activities through the designated club sponsor. At least one club sponsor must be present at each club activity. Club activities must also be coordinated with the Student Council. Candidates for club offices qualify according to that club’s constitution and rules.

Student Council Elections
Elections are scheduled late in the spring semester (normally in April). Procedures and requirements for elections to the council and to class offices are as follows:

Voting

I. Voting for all offices shall be done in the same format. Results will be comprised of two facets: student popular vote at 75% and teacher recommendation at 25%.

II. The teacher recommendation form is as follows with each criteria rated 1-5 (5 the highest):

   Leadership - challenges, inspires, and engages others to participate in fulfilling stated goals
   Cooperation – ability to problem solve and interact within a variety of circumstances and situations to determine the best possible solution
   Initiative – has foresight into matters and independently works toward goal
   Dependability – ability to manage time and tasks through completion
   Workmanship – high degree of work ethic while also producing quality results
   Communication Skills – ability to articulate ideas and concepts verbally
   Ability to Work with Others – experience of navigating groups and work well on teams. Understands the nuances of group dynamics and can facilitate groups in a healthy manner where everyone participates.
   School Spirit – emotional vestment in UHS characterized by involvement in school functions and improvements

III. The following formula will be used to configure the final results: (sum of 8 criteria/40)*.25 + (votes received/total voted)*.75= score.

Section VIII: Runoffs
The runoffs for Student Council and Class offices shall be held the first day of school after election results have been announced. To be elected, a candidate must receive a majority of the votes cast. An election cannot be called until at least ¾ of the eligible voters have voted. If no candidate received more than 50% of the votes cast, the two candidates receiving the most votes will be included on a runoff ballot. A runoff election will be facilitated in the same format as the primary election.

• National Honor Society
Membership in the National Honor Society is the highest academic honor bestowed upon a University High student. Membership is based on scholarship, leadership, service, and character. Membership is limited to students in the 11th and 12th grades. All students judged outstanding in scholarship, leadership, service, and character are invited into the National Honor Society. New members are inducted at the NHS banquet in the fall. Students with at least a 3.7500 cumulative grade point average are eligible for membership. Students will be sent applications in the mail. It is the student’s responsibility to complete the appropriate forms.
Any student not selected for inclusion in the NHS has the right to schedule a meeting with the principal. The purpose of this meeting will be to determine ways in which the student can become a more viable candidate as well as to determine reasons for his/her non-selection.

Moderator: Amy Rouse

- **National Junior Honor Society.**
The National Junior Honor Society is one of the most widely recognized co-curricular student activities in American middle schools. Its purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage good citizenship among its members. Seventh and eighth grade students who have earned at least a 3.75 cumulative grade point average and who are in good disciplinary standing are invited to join the National Junior Honor Society each spring.

Moderator:

- **National Art Honor Society**
The National Art Honor Society, a student affiliate of the National Art Education Association, is designed to inspire and recognize those students who have shown outstanding ability in visual arts. It is open to students in grades 10 - 12 who have completed Art I or higher with a 3.500 average in art and a 3.200 cumulative grade point average.

Moderators: Therese Knowles and Nancy Von Brock

- **National French Honor Society**
To be considered for membership, a student must have a 3.500 GPA in French, have completed French III and have a 3.200 cumulative grade point average. Qualified students must submit a resume and an essay written in French to be considered for membership.

Moderator: Scott Harris

- **National Spanish Honor Society**
The National Spanish Honor Society, sponsored by the American Association of Teachers of Spanish and Portuguese, accepts students who are enrolled in Spanish III or higher, have a 3.200 cumulative GPA and a 3.500 GPA in Spanish. In addition, the applicant must be recommended by a UHS Spanish teacher. The National Spanish Honor Society is involved in service activities for the school and community.

Moderator: Isabelle Ortegon-Manzillo

- **Key Club**
The Key Club is primarily a service club for the home and school community. Sponsored by the Capital City Kiwanis Club, the club works to develop initiative and leadership. It strives to build better citizenship by providing opportunities for participation in school and community services. The Laboratory School Chapter is a member of the Key Club International and the LA-MS-TN District.

Moderator: Karen Holden

**Academic Clubs**

- **Art Club**
The Art Club is open to all high school students enrolled in Art. The objectives of this club are to stimulate interest in art and to help students become producers and consumers of art.

Moderators: Therese Knowles and Nancy Von Brock

- **French Club**
The French Club is composed of those students who are taking French. Its main objective is to make students more aware of the cultural influences of the French.

Moderator: Scott Harris
• **Spanish Club**
  To be in the Spanish Club, you must be enrolled in Spanish. The club’s main objective is to make students more aware of the cultural influences of the Spanish in the United States.
  *Moderator: Isabelle Ortegon-Manzillo*

• **Mu Alpha Theta (Math Club)**
  Mu Alpha Theta is an honorary mathematical society for high school students. It sponsors various math related activities.
  *Moderators: Math Department*

**New Clubs**
The purpose of school clubs is to either (1) augment the school curriculum (e.g., Spanish Club, Art Club) or (2) engage in service. The Laboratory School currently has a large number of clubs. As a small school, only those clubs that serve a substantial number of students have been approved in the past. Therefore, any request to form a new club will be reviewed. A clear need for the club must be demonstrated as well as proof that the club will serve at least one of the two purposes noted above. To become an official Laboratory School club, the following procedure must be used:

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

2. The request will be reviewed by the administration within one academic quarter (nine weeks) of its receipt. A representative of the proposed club may attend the review meeting.

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

**Other Organizations**

**Cub Club**
Families are encouraged to join the parent/teacher organization at the Laboratory School. This group normally meets three times during the school year.

The school newsletter, the Elementary School Supply Project, the community resource file, and the purchase of equipment and materials for the school are among the many projects of the Cub Club.

**Publications**

**The Cub**
The major work in the publications field is the school yearbook. **THE CUB** is the largest and most eagerly awaited publication of the year. It provides a pictorial resume of the school year.

*Moderator: Emily Peters*
The Usual
The Lab School weekly e-newsletter is sent to parents through email. If you do not receive The Usual, please contact Tiffany Creel at tcreel@lsu.edu and she will add you to the email list.

Other Clubs, Organizations, and Teams Officially Sponsored by the Laboratory School

1. Art Club
2. Football (varsity, junior varsity, 6/7/8 grade)
3. Volleyball (varsity, junior varsity, 6/7/8 grade)
4. Swimming (Grades 6 - 12)
5. Cross Country (Grades 6 - 12)
6. Basketball(boys/girls varsity,junior varsity,7/8)
7. Soccer(boys and girls varsity, junior varsity)
8. Baseball (varsity, junior varsity, freshmen)
9. Cub Garden
10. Girls Bowling
11. Girls and Boys on the Run
12. Track (boys and girls)
13. Tennis (boys and girls)
14. Golf (boys and girls)
15. Varsity Cheerleaders
16. Spirit Steppers (high school)
17. Quiz Bowl (Middle/High)
18. Green Club
19. Ping Pong Club
20. Animae
21. QuiddichTeam
22. Varsity/ JVWrestling /Middle School

Awards

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

• Superior Achievement in a course. The criteria for the superior award include grade point average, class participation, literary rally participation, and teacher recommendation.
• Excellent Achievement in a course. The criteria for the excellence awards are similar to those for the superior award: grade point average, class participation, literary rally participation, and teacher recommendation.
• Superintendent's Award. Students who have a 4.000 or better grade point average.
• Principal's Award. Students who have earned a 3.7500 - 3.9000 grade point average.
• Straight “A” Students. Eighth grade students who have earned straight A’s throughout middle school.
• Outstanding Boy and Girl. Middle school team leaders select recipients. This award is given to students who best exemplify the ideals of the LSU Laboratory School. Specific qualities include scholarship, citizenship, service, and leadership.
• Citizenship Awards. Students nominate their peers for this award based on scholarship, citizenship, service, and leadership. Ten students are selected per middle school grade.
• Honor Graduate Status. Awarded to graduating seniors with a cumulative grade point average of 3.9000 or better and no grade lower than a C.
• Community Service Hours. While community service is not required, we encourage the personal/social development of all LSU Laboratory School students through the inherent rewards of service to others. It is
recommended that middle school students complete 15 hours and high school student complete 30 hours of community service per academic year. Forms to document service activities are posted on our website at www.uhigh.lsu.edu. Documentation of middle school and high school service hours are turned in to the high school office (room H130). Forms are due annually no later than April 15th.

**COMPUTER USAGE POLICY**

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

Individuals (students, faculty, and staff members) using the computer resources provided by the LSU Laboratory School should be aware of the following:

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

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

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

1. The logon id for faculty and staff will remain valid as long as the individual is associated with LSU.
2. The student logon id for grades K-12 will be re-validated yearly. Two levels of access are provided. One is access to school resources and simple Internet use. The second level provides e-mail and Moodle access. Students are introduced to the second level in upper elementary school.

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

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

1. Research for assignments
2. Check LSU email
3. Work on homework/class assignments
4. Moodle

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

1. participation in network activities which place a strain on computer resources such as chain letters, mail lists, chat rooms, or any type of network games;
2. the accessing of material that is profane, obscene, pornographic, or advocates illegal acts, violence or discrimination;
3. the sending of obscene, profane and/or harassing messages to others on the network;
4. the unauthorized access or attempted access of another network computer system;
5. violations of copyright laws by unauthorized downloading of software graphics, text or sound;
6. plagiarism;
7. advertisement or commercial use of the LSU resources;
8. any type of illegal activity.
9. posting information about another student without administrative approval. Administrative approval will be given for class projects exclusively.
Neither LSU nor LSU Laboratory School will be responsible for any financial obligations incurred by users of these logon ids.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Associate Dean of the College of Human Sciences and Education or designee shall attempt to conclude the investigation within 30 days. The Associate Dean will notify the complainant and alleged harassed in writing of the outcome of the investigation.

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

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

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

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

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

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

General Statement of Policy
1. No student, teacher, parent, administrator, coach, volunteer, contractor or other employee of the school shall plan, direct, encourage, aid or engage in hazing.
2. No student, teacher, parent, administrator, coach, volunteer, contractor or other employee of the school shall permit, condone or tolerate hazing.
3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. This policy applies to behavior that occurs on or off school property and during and after school hours.
5. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
6. The school will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, coach, volunteer, contractor or other employee of the school district who is found to have violated this policy.
7. Definitions
   a. Hazing means committing an act against a student or employee or coercing a student into committing an act that creates a substantial risk of harm or safety or affects the mental or physical health of the student, in order
for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

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

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

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

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

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

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

POLICY AGAINST DISCRIMINATION

The Laboratory School adheres to a policy of nondiscrimination in employment, educational programs, and educational activities as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, gender, religion, or national origin.

Title VII of the Civil Rights Act of 1964 - prohibits discrimination in employment on the basis of race, color, religion, sex or national origin.

Title IX of the Education Amendment of 1972 - prohibits discrimination against gender discrimination.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against individuals with disabilities.

Americans with Disabilities Act of 1990 - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations, and telecommunications.

Louisiana State University assures equal opportunity for all qualified persons without regard to race, color, sex, age, national origin, physical or mental disability, marital status, or veteran’s status in the admission to, participation in, and treatment in the programs and activities that the University operates and sponsors.

Anyone having questions or complaints regarding equal opportunity at LSU should contact the Office of Equal Opportunity Programs, 318 Thomas Boyd Hall, LSU, Baton Rouge, Louisiana 70803; telephone (225) 388-6595.

University Laboratory School Drug Policy
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.

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

The purposes of this program are:

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

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

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

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

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

**Procedures When Student Athlete Tests Positive**

**First Offense**

**Option 1**

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

**Option 2**

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

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

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

Third Offense

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

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

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

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

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

Cafeteria Protocol:

1. Elementary students with allergies sit closest to the teachers at one end of the lunch room table. Elementary students who bring their lunches sit at the far end of the table.

2. Tables are wiped clean after each elementary class leaves and at the end of every lunch shift.

3. When visitors have lunch with students, our preference is that they select from the cafeteria menu and dine with students in the cafeteria. If that is not possible, a visitor may only bring lunch for him/herself and the student with whom he/she is having lunch. Lunches may not be “dropped off” or “delivered” to students.

4. Our cafeteria provides “birthday treats” once monthly to elementary students to celebrate birthdays for that month. Treats may not be sent to school for individual elementary students’ birthdays or for any other reason.

5. Cafeteria snack items may not be purchased by/for elementary students.

6. Students and staff are encouraged to wash their hands with soap and water before and after handling food.

The parents of a student with allergies should always

1. Contact the Lab School Cafeteria Supervisor to inquire about ingredients of school lunches before deciding whether or not to purchase a student meal plan. Since peanuts or other allergens may come into contact with food products
during the production or manufacturing process, the Lab School cannot guarantee that food products on the school menu do not contain trace amounts of peanuts or other allergens.

2. Check the ingredients of Smoothie King Smoothies, since Smoothie King Smoothies may be purchased by 5th graders, middle school, and high school students after lunch. If after checking the ingredients the parents of a 5th grade parent determines his/her child should not be allowed to purchase a Smoothie, the parent should send an email to all of the student’s teachers informing them.

3. Note the allergies on the student’s Student Profile Sheet submitted by parents annually.

4. Contact the school nurse to inform her of the allergy.

5. Provide allergy medications to be stored in the Nurse’s office and/or the classrooms (for life-threatening allergy(ies)).

6. Annually inform all of the student’s teachers of the allergy(ies).

7. Educate the child in self-management of their food allergy including (a) safe and unsafe foods; (b) strategies for avoiding exposure to unsafe foods (e.g., not sharing food with others); (c) symptoms of allergic reactions; and (d) how and when to tell an adult they may be having an allergy-related problem.

**Classroom Protocol:**

1. Teachers receive annual training from the school nurse regarding identifying allergic reactions and epi-pen administration.

2. When a teacher suspects a student may be having an allergic reaction, but it is not a reaction which warrants Epi-Pen administration, immediately send the student to the nurse with an adult escort.

3. Teachers must provide a “list of item(s) served” to parents at least one week prior to serving ANY food/drink in the classroom. This allows parents the opportunity to either provide (an) alternative food item(s) for their child or to opt out completely. If the food/drink is used as part of an instructional activity and a parent chooses to “opt out” but doesn’t provide (an) alternative item(s), the child will still have to complete the instructional part of the activity but will not be allowed to touch or consume the food/drink being used. This policy will be used for any classroom/fieldtrip event or activity which includes food/drink handling or consumption including but not limited to:

   a. Instructional activities which include food/drink handling or consumption
   b. Approved grade level events which include food/drink handling or consumption
   c. Student treats or rewards provided by the teacher
   d. Winter Break Celebration
   e. End of Year Celebration

**Classroom organized elementary students’ Valentine card exchange (at the discretion of the teacher) will include valentine cards only; no candy may be attached.**

The School Nurse should always:
1. Keep any allergy medications easily accessible in a secure location central to designated school personnel.

2. Recommend that students who are authorized to carry their own epinephrine auto-injector have an additional epinephrine auto-injector available in the designated medication storage area.

3. Train teachers annually regarding identifying allergic reactions and epi-pen administration.

4. Maintain an up-to-date list of students with severe allergies and review this list with the school principal, grade level teachers, and the cafeteria manager at least once a year.

**Students**

1. Are prohibited from swapping or sharing lunches, snacks, drinks or any food items with other students.

2. Should not eat anything known to contain any allergen or with unknown ingredients.

3. Should notify an adult immediately if they have any symptoms or eat something they believe may contain the food to which they are allergic.

**GLOSSARY**

*Aggravated Assault and/or Battery:* Assault and/or battery with a weapon (including deadly weapons).

*Armed Robbery:* The taking of money or other property from a person while the offender is carrying a firearm or other deadly weapon.

*Arson:* Willful or malicious igniting of a fire that causes or is intended to cause damage to school property or the property of another.

*Assault:* An intentional threat by word or act to do violence to another person, coupled with the apparent ability to do so, which creates a well-founded fear in the other person that violence is imminent.

*Battery:* The bodily harm of, or participation in an act which causes bodily harm to another person.

*Bomb Threat:* The threat of placing, or actually placing, an explosive on school property.

*Breaking and Entering:* The forcible entry into a school or any part of a school (including a desk, classroom, or file cabinet), or the forcible entry into a student or staff member's vehicle.

*Bullying:* Includes three important components

1. Aggressive behavior that involves unwanted, negative actions
2. A pattern of behavior repeated over time
3. An imbalance of power or strength

When the three important components exist, examples of bullying include, but are not limited to:

- Verbal, derogatory comments and/or bad names
- Social exclusion or isolation
- Hitting, kicking, shoving, spitting
- Spreading lies and false rumors
- Taking/damaging someone's money or other things
- Being threatened or being forced to do things
- Racial bullying
• Sexual bullying
• Cyber bullying (via cell phone, internet, or other electronic device)

Cheating: Students who obtain or give unauthorized information or who carry or use cheat sheets in a test or a semester examination are guilty of cheating. Students who obtain or give unauthorized information or who carry or use cheat sheets on a quiz or share homework are in violation of the Code of Student Conduct and a grade of zero for that work.

Computer Hacking: The accessing or causing to be accessed of any computer, computer system, computer network, or any part thereof with the intent to view, copy, alter, delete, or insert programs or data without authority.

Cutting Class: Failure to attend the scheduled class period or block without an approved excuse.

Defacing School Property: Less serious defacing, damaging, and/or breaking of school property through willful misconduct. Students are required to make restitution for such damage either monetarily or by personally repairing, painting, etc.

Disobedience: A failure, unwillingness, or refusal to cooperate or comply with a directive given by a school official.

Disrespect for Authority: Refusal to comply with a reasonable request from school personnel; verbal behavior, actions, or gestures that can be interpreted as disrespectful to school personnel; or indifference to school personnel's counsel or directives.

Disruption: Interfering with the teacher's instruction or with other student's learning.

Drugs: Illegal narcotics, controlled dangerous substances, mood modifiers, or any product or absorbing substance capable of producing a change in behavior or altering a state of mind or feeling.

Emergency: An unexpected situation that requires prompt action.

Excused Tardy: Acceptable reason for not being in class on time, including but not limited to accidents, illness, emergencies, or natural disasters.

Extortion: To obtain money, information, or anything of value from another by coercion or intimidation.

Fighting: A hostile physical encounter between two or more individuals.

Forgery: To make a counterfeit signature or document.

Gaming/Gambling: Participation in games of chance for money and/or other things of value.

Habitual Offender: One who has committed several offenses, not necessarily of the same type.

Harassment: An act or instance of causing discomfort of a personal nature involving religious, racial, ethnic or sexual matters.

Hazing: An act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Inappropriate Student Behavior: A student is expected to avoid and to encourage other students to avoid negative behavior. A student should expect to be disciplined for each involvement in any of the following:

1. The continued use of words, noises, or behavior unacceptable to a school official after having once been instructed to stop;
2. An inappropriate display of emotion;
3. Noises, actions, or activity at a school function that interferes with the performance or activity itself, or with the fans’ or audience's enjoyment of that function, or that reflects adversely on the school;
4. Participating in actions which our society and our school’s administration and faculty find to be generally inappropriate and unacceptable.

**Indecent Behavior/Indecent Exposure:** Socially unacceptable behavior, that is morally offensive; purposeful exposure of a private body part.

**Leaving Campus without Permission:** A student is under the jurisdiction of the school and is to remain within the boundaries of the school from the time he/she arrives on campus for the regular school day or for a special school activity, until he/she is properly dismissed and departs from campus. The University Laboratory School campus is bound on the north by Dalrymple Drive, on the east by Raphael Semmes Road, and on the west by East Campus Drive. Being in the parking lot is considered at school. Students are not to be in the parking lot areas during the school day except when officially arriving or leaving. Students who drive vehicles must exit the vehicle after officially arriving at school. Only administrators have the authority to allow a student to go to his/her vehicle during the school day.

**Look-alike:** similar to, appear to be.

**Medicine:** an over-the-counter drug or prescription drug.

**Over-the-Counter Drug:** Medicine that can be legally purchased without a physician's prescription. Also referred to as non-prescription drug.

**Plagiarism:** To take and use the ideas or writings of another as one's own. This extends to all forms of media – written or electronic.

**Possession of Inappropriate Objects:** Beepers, walkman radios, cassette or disc players, and other play gadgets, including trading cards, are not permitted at school. They will be confiscated and returned on the last day of the academic year.

**Possession of Obscene Material:** Possession and/or distribution of material which offends common decency and morals.

**Possession and/or Concealment of Weapons:** Weapons are defined as firearms, knives, explosive, inflammable material, or other items that may cause bodily injury or death.

**Possession or Use of Alcohol:** The use or possession of alcoholic beverages is forbidden on school grounds and at school sponsored activities or athletic events.

**Possession or Use of Fireworks:** The use or possession of explosives or combustibles which when set off generate smoke, colored lights, and noise for amusement.

**Possession or Use of Illegal Drugs or Mood Modifiers:** Possession of a personal-use amount of any mood modifier or illegal drug or absorbing substance capable of producing a change in behavior or altering state of mind or feeling.

**Possession or Use of Non-Prescription Drugs:** Students are prohibited from possessing or self-administering non-prescription drugs (over-the-counter drugs) at school or at school activities. These include but are not limited to such products as aspirin, Advil, Tylenol, etc. Only school personnel may administer drugs. Parents must sign a permission slip in order to have non-prescription drugs administered. These are available in the main office.

**Possession or Use of Prescription Drugs:** Students may not possess or self-administer prescription drugs. Office personnel will administer prescription drugs only when a doctor's order is on file in the nurse's office.

**Possession or Use of Tobacco Products:** LSU is a smoke-free environment. Smoking is defined as holding a lighted cigarette (cigar, etc.) or drawing in and exhaling the smoke of tobacco.

**Prescription Drug:** Medicine prescribed by a physician.

**Provoking a Fight:** To purposefully cause or invite either verbally or physically a student or students to fight.
Reasonable Belief: A suspicion founded upon circumstances sufficiently strong to warrant a belief in a reasonable person that something is true.

Robbery: The taking of money or property from a person by force, violence, assault, or putting in fear.

Sale or Distribution of Illegal Drugs or Mood Modifiers: The act of possessing more than a personal use amount of an illegal drug or mood modifier or distributing and/or selling any amount of an illegal drug or mood modifier, including alcohol to others.

Self-Defense: An act of protecting oneself from an aggressor where the force used is only sufficient to repel the aggressor.

Serious Bodily Injury: Impairment of physical conditions not limited to the following: concussion, bone fracture, impairment of function of bodily member or organs, wound requiring suturing, and serious disfigurement.

Sex Violations/Offenses: Offense against chastity, common decency, morals and the like; sexual battery (rape); or any sexual conduct that constitutes a criminal sexual offense under Louisiana Law.

Sexual Harassment: Any unwelcome sexual advances, request for sexual favors, or other inappropriate verbal, visual, written or physical conduct of a sexual nature at school or a school sponsored event when:

- Submission to the conduct is made explicitly or implicitly a term or condition of a student's education
- Submission or rejection of the conduct is used as the basis for making decisions affecting a student's academic performance, participation in school sponsored activity, or any other aspect of a student's education
- the conduct interferes with the student's academic performance, participation in school sponsored activities, or creates a hostile or offensive education environment.

Sexual harassment may also include but is not limited to:

1. Verbal harassment or abuse
2. Uninvited letters, telephone calls, or materials of a sexual nature
3. Inappropriate and uninvited leaning over, patting, or pinching
4. Uninvited sexually suggestive looks or gestures
5. Intentional brushing against another person's body
6. Uninvited pressure for dates
7. Uninvited sexual teasing, jokes, remarks, or questions
8. Any sexually motivated unwelcome touching; or
9. Attempted or actual rape or sexual assault.

Tardy: When one is not in his/her classroom when the tardy bell rings.

Theft: Unauthorized possession and/or sale of the property of another without the consent of the owner.

Trespassing: Any entrance or occupation of the campus of the school by anyone not having legitimate business and the commission of any act that disrupts the orderly conduct of the activities of the school.

Truant/Hooky: One who is absent from school without permission.

Use of Provocative Language: Obscene language, profanity, threats and/or inflammatory statements.

Vandalism: The willful or malicious felonious destruction and/or damage of school property or the property of another.

Willful Compromising of Building Safety and Security: Any willful act that places the occupants of the school in harm's way. A false fire alarm is an example.