

Southern University Laboratory School

Admissions and Registration Procedures



Effective: 2018/2019 School Year

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Disclaimer Notice

The contents of this manual will be effective for the 2018/2019 school year. This document will supersede any previous admissions criteria, registration procedures, and Foundation Fellowship Award criteria related to Southern University Laboratory School.



Notice of Non-Discrimination

Title IX is a federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Title IX prohibits use of federal money to support sex discrimination in education programs and provides individuals protection against such practices.

In compliance with federal law and USDOE federal guidance, including provisions of Title VII of the Civil Rights Act of 1964 (Title VII), Title IX of the Education Amendments of 1972 (Title IX), Section 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, the Age Discrimination in Employment Act of 1967 (ADEA), Executive Order 11246, Executive Order 13988, the Vietnam Era Veterans Readjustment Assistance Act of 1974 as amended by the Jobs for Veterans Act, the Uniformed Services Employment and Reemployment Rights Act, as amended, and the Genetic Information Nondiscrimination Act of 2008, an institution of the Southern University System shall not discriminate against individuals on the basis of their race, sex, sexual orientation, gender identity, gender expression, religion, color, nation or ethnic origin, age, disability, military service, covered veteran's status, or genetic information in its administration of education policies, programs, or activities; admission policies; scholarship and loan programs; athletic or other institution-administered programs; or employment.

As part of their commitment to maintaining a community free of discrimination, and in compliance with Title IX's mandate, institutions of the Southern University System shall address allegations of power-based violence and sexual misconduct, including sexual harassment and sexual assault, in a timely and effective manner. Further, institutions of the Southern University System will provide resources as needed for affected persons (Reporters, Complainants, Respondents, and third parties within the institution's community) and will not tolerate retaliation against any person who reports or participates in the investigation of alleged power-based violence or sex/gender discrimination.

Title IX Coordinator

Kayla A. Dixon, Esq.
(P) 225-771-2424,
subrtileix@sus.edu

In accordance with the requirement of Title II of the Americans with Disabilities Act of 1990 and its Amending Act of 2008 (collectively "ADA"), the Southern University System (System) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The System does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA. The System will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the System's programs, services, and activities, including qualified sign language interpreters, assistive listening devices, documents in Braille, and other ways of making communications accessible to people who have speech, hearing, or vision impairments. The System will make reasonable modifications to policies, procedures, and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. Anyone who requires an auxiliary aid or



service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the System, should contact the ADA Coordinator. The ADA does not require the System to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden. Complaints that a program, service, or activity of the System is not accessible to persons with disabilities should be directed to the ADA Coordinator.

ADA Coordinator

Debra M. Lawson, B.S., M.Ed.

(P) 225-771-5921

subrada@sus.edu

Inquiries regarding federal laws may be directed to:

Office for Civil Rights,
Dallas Office
U.S. Department of Education
Office for Civil Rights
Renaissance Tower
1201 Elm St., Suite 1000
Dallas, TX 75270
Telephone: (214) 661-9600
Facsimile: (214) 661-9587
Email: OCR.Dallas@ed.gov



Application Requirements

Application Checklist

RECEIPT OF AN APPLICATION DOES NOT GUARANTEE ACCEPTANCE

Please ensure that all the following are included when delivered or mailed to the main office:

- Parent's Signature on the application
- \$50 non-refundable application fee payable to Southern University Laboratory School
- Copy of Birth Certificate
- Copy of Social Security Card
- Copy of Immunization records
- Two (2) proofs of residence

The following information is not applicable for pre-kindergarten/kindergarten application:

- Current semester report card
- Previous three years report cards (grades 1-8)/Copy of transcript (grades 9-12)
- Most recent standardized test scores

The following forms should be sealed in an envelope and attached to the application:

- Completed behavior statement
- Teacher Recommendation Form (2)

All applications will be submitted to the admissions committee for approval. The admissions committee will have the latitude to grant admissions on a conditional/probationary basis. The terms of the condition/probation must not extend past the first semester of admittance. Once the semester has ended and the terms of the condition/probation are fulfilled, the student will be considered to be in "good standing" with SULLS.

Volunteerism:

Students (families) who attend Southern University Laboratory School are expected to volunteer a minimum of five hours per semester (Families who fail to meet this requirement will be assessed a \$100.00 fee per semester to the fee bill). Students who receive the Foundation Fellowship Award (families) must fulfill this requirement to maintain their award.

Admission Requirements

Pre-Kindergarten (Pre-K3)

Students must turn three on or before September 30 of the application year.

Pre-Kindergarten (3) students must have all necessary shots prior to attending class.



Pre-Kindergarten (Pre-K)

Students must turn four on or before September 30 of the application year.

*Three year olds **will only be accepted** after all qualifying 4 year olds have been accepted.

Pre-Kindergarten students must have all necessary shots prior to attending class.

Kindergarten (K)

1. Students must turn 5 years old on or before September 30 of the application year.
2. If your child did not attend SULS Pre-Kindergarten program, you must complete an application for admission.
3. If your child attended a Pre-Kindergarten/ daycare program, we must receive the most recent report card and/or teacher recommendation.

First – Fifth Grade (1st- 5th)

1. The student must have a cumulative grade point average of 2.5 or higher from the last academic school year.
2. Students must maintain a 2.5 grade point average for continuous enrollment at the Southern University Laboratory School.
3. For students entering grades **1st-3rd grade only, a Copy of DIBELS results is required.**
4. Fourth and Fifth grade applicants must score **at least a Basic** in ELA and in MATH on state mandated tests in order to be considered for enrollment.

Sixth – Twelfth Grade (6th – 12th)

1. A cumulative grade point average of 2.5 cumulative or higher from the last academic school year.
2. Students must maintain a 2.5 cumulative grade point average (current academic school year) for continuous enrollment at the Southern University Laboratory School.
3. Sixth through Eighth grade applicants must score at the basic level in ELA and Math on state mandated test in order to be considered for enrollment.
4. High school students must submit End of Course Exam (EOC) results. Students must score at least a Good on EOC Exams.

*A behavioral statement from prior school must be provided for application consideration and teacher recommendation



Revocation Process

2.5 GPA	Good Academic Standing
2.4 GPA	Automatic reinstatement on one year probation
2.3 GPA & below	Student and parent may appeal to the Admissions Committee for reinstatement

Southern University Virtual School (SULVS) Admission Process

1. Parent fills out application online at www.k12.com.
 - Submit documents (Grades, Birth Certificate, Test Scores, etc.)

NOTE: If all documents do not meet approval the parent has to turn in additional documents.

2. Sufficiency Obtained
 - This means that all the documents the family has turned in are approved by K12 as per our school specific parameters.
3. School Review
 - Documents are reviewed by school personnel
4. Approval or Not Eligible
 - School personnel either marks the student APPROVED or NOT ELIGIBLE
5. Student Schedule Issued
 - School personnel has to let K12 know what courses to place the students in for the K12 system
 - School personnel has to input student schedule into JPAMS
6. SULVS sets dates twice a year for the enrollment portal to be opened and closed by K12.
 - There are two enrollment periods (Fall and Spring).
7. Once the enrollment portal is closed, additional students will not be allowed to enroll at SULVS under any circumstances.

STATE TESTING:

Southern University Laboratory Virtual School is a PUBLIC school. All students enrolled are required to participate in state testing. Any student that does not participate in DIBELS (K-3rd



Grade), LEAP 2025 (3rd -8th Grade), or LEAP 2025 EOC (High School) will not be allowed to re-register for the following school year and dropped from our rosters.

INAPPROPRIATE BEHAVIOR:

If a student is found guilty of inappropriate behavior at any time the following consequences will be issued:

1. Warning- Student will be given a written warning regarding their behavior and the Learning Coach or Guardian will be contacted by administration.
2. Suspension- Student will not be allowed to participate in the Live Sessions provided by the teacher for up to 2 weeks. This may result in the student missing vital information.
3. Dismissal- Student will be dismissed from Southern University Laboratory Virtual School.

SULVS Revocation Process

2.0 GPA and Participation in State Testing - Good Academic Standing

1.9 GPA and Below and Participation in State Testing- Automatic reinstatement on one year probation

Non Participation in State Testing- Automatic withdrawal from program for two years

Foundation Fellowship Award Information

Foundation Fellowship Awards will be awarded to 5th through 12th grade students.

****Disclaimer****

Southern University Laboratory School does not award athletic scholarships of any kind. Staff members of SULS/Southern University are not authorized to award and/or guarantee scholarships or financial awards of any kind. SULS does not award partial scholarships. All applicants must follow the complete process to be eligible.

Acceptance Process:

1. The application must be completed in full. Any false information or incomplete application will not be reviewed. All supporting documentation must be provided by parent/guardian. Falsifying any documents will result in forfeiture of the Fellowship Award.
2. Parents must sign an agreement accepting the Foundation Fellowship Award and accepting the responsibility to pay all school fees, and all students who receive an award must register with Southern University. All fees must be paid in full by the registration



date of each semester. Failure to pay school fees by the registration date (deadline set by staff) will result in forfeiture of award. This process must be executed for the 1st and 2nd semester.

3. If the number of qualified applicants exceed the available funds, students will be entered into a lottery system.
4. Students who receive an award **will not** be granted a deferment application

Requirements:

- Students must have a minimum 3.5 GPA in core subjects (Math, Science, English, Social Studies) from the previous school year.
- Earned at least “Mastery” in two tested areas on the last standardized test (LEAP). (Reported as of application deadline)
- Earned at least a “Good” or “Mastery” in two areas on the last standardized test (EOC/LEAP2025). (Reported as of application deadline)
- Must maintain a 3.0 core GPA each semester to retain the Foundation Fellowship Award for the following semester.
- Must have a disciplinary record without any major disciplinary infractions as defined in the most recent student handbook prior to submitting the application. Students must maintain a clean disciplinary record for the 1st semester in order to maintain their award for the second semester.
- All balances must be paid in full from the previous year. Foundation Fellowship Awards will be awarded on a provisional basis if the deadline is prior to the close of the current school year.

Renewal Process:

The Foundation Fellowship Award is not guaranteed and is based on available funding. All awards are issued on a year to year (school year) basis. Students must maintain Fellowship requirements as listed above in order to receive second semester funding.

Award Amount:

Tuition Only: \$1,250.00 per semester

All school fees are the responsibility of the parent/guardian. School fees are to be paid by the established registration deadline. Failure to pay school fees by the registration deadline will result in revocation from Southern University Laboratory School. Families who receive a Foundation Fellowship Award will not be granted a deferment.



Volunteerism:

Families (Parents & Students) who receive a Foundation Fellowship Award are expected to volunteer a minimum of five hours per semester. Failure to fulfill or complete this requirement will be assessed an additional fee of \$100. -Failure to pay the fee will result in loss of award.

Deferment Policy

Deferment applications are available for pickup in the main office. Parents are to report to the front office to request a deferment application. The completed application must be turned into the main office for review (approval/denial). The deadline for deferment application is the last day of registration. If the application is approved 50% percent of the total balance must be paid to the cashiers office. If the application is denied, full payment is required by the last day of registration. Families who receive a Foundation Fellowship Award will not be granted a deferment. All Fall semester deferment payments must be received by October 31st and Spring semester payments must be received by March 31st. If either of the preceding dates fall on the weekend, payments are due the next business day. Students who fail to meet their financial obligation prior to the preceding date(s) will be dismissed from class. Failure to meet payment deadlines will result in denial of the option to defer payments for one calendar school year.

Refund Policy

Tuition Refund Timeline

Once Tuition is Paid/Before Class Begins.....	90%
1 st – 10 th Day of Class.....	75%
11 th – 24 th Day of Class.....	50%
25 th Day of Semester.....	NO REFUND

(This applies to credit card, money order, cashier's check, payroll deduction and cash payments)
Refunds are based on the total amount tuition and fees owed for the semester.

Payment Procedure

Parents are to report to the school to receive a billing statement. Next, parents are to take the billing statement to the cashier's office for initial payment. Once payment is made, the parent must bring a copy of the receipt to the main office to complete registration. Parents (students) who fail to meet their financial obligation prior to the preceding date(s) will be dismissed from class.



Non-Registered Students & Extra Curricular Activities

Only registered students will be allowed to participate in any extracurricular activities, sports, and/or clubs. Students who owe previous balances/debts will not be allowed to tryout and/or participate in extracurricular activities, sports, and/or clubs.

- This does not include students who were approved for deferment during the current school year.

If a student has been granted deferred payment, he/she must pay their full deferment before accepting additional financial obligations through extra curricular activities, travel, sports, and/or clubs.

Faculty & Staff

The immediate (dependent) children of Southern University Laboratory School faculty and staff will be allowed tuition exemption. Faculty and staff must pay fees in full by the registration date. Payroll deduction will be permitted for employees who request it.

