

Southern University Laboratory School



Parent/Student Handbook



Southern University Laboratory School

129 Swan Street

Baton Rouge, Louisiana 70813

Main Office: 225-771-3490

Main Fax: 225-771-2782

Guidance: 225-771-2353

Cafeteria: 225-771-3982

THIS HANDBOOK IS THE
PROPERTY OF:

NAME:

_____ ADDRESS:

_____ GRADE:

_____ HOMEROOM:



Southern University Laboratory School

Signature Page

Please complete this page front and back, remove and return to your child's school so the school will have a record that you have received and reviewed this Handbook. Notwithstanding, ignorance of this Handbook or its contents shall not constitute a defense or excuse.

Thank You!

This is to certify that I have received and read a copy of the "STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK AND DISCIPLINE POLICY." Also, I confirm that I have read and understand the "Notification of Rights Under FERPA and Student Privacy and Education Records under LA. R.S. 17:3914".

Parent's Signature _____

Names of other children attending Southern University Laboratory School and grades of each:

Name: _____ Grade: _____ Signature _____

Name: _____ Grade: _____ Signature _____

Name: _____ Grade: _____ Signature _____

Name: _____ Grade: _____ Signature _____

If you have any questions, please contact your child's school.

Internet Use

It is imperative that all Southern University Laboratory School students, parents, and employees read the Guidelines for Network and Internet Access Policy. Students and staff will be granted rights to use the network on their signing an Acceptable Use Policy (AUP), AUP receipt sheet, or this waiver. If any parent/guardian does not agree to the use of school technology instructional resources by the student, please express any objections, in writing, in a separate letter to the director.



Southern University Laboratory School

Television Taping and Broadcast

From time to time, student’s pictures/video will be taken at school or at school activities. These pictures may be broadcast or used in print/TV media for public viewing. If any parent/guardian does not agree to the use of their child’s pictures in this manner, please express any objections, in writing, in a separate letter to the director.

PARENTAL CONSENT FORM

THIS FORM GIVES PARENTAL CONSENT FOR ATHLETIC PROGRAMS, AWARD PUBLICITY, HONOR ROLL LISTS, ONLINE RESOURCES, TOPS, COLLEGE SCHOLARSHIPS, NCAA, GRANTS, AID PROGRAMS, COLLEGE/UNIVERSITY ADMISSIONS, AND OTHER USES OF STUDENT INFORMATION

Some of your child’s information may be shared with the Louisiana Office of Student Financial Assistance (LOSFA), Louisiana High School Athletic Association (LHSAA), various clubs and organizations that your child will join (BETA, FCA, FHA, etc.), local news media (Athletics, honor roll, events, and awards), event programs (football and other sporting events, music and theatrical performances, graduation and award ceremonies, etc.), yearbooks, online resources and educational tools (digital library resources, homework help, etc.), any postsecondary education institution(s) to which your child applies, school photography providers, and some others as detailed in this Handbook.

To allow your child to appear in event programs, be recognized for awards and achievements, take pictures for ID badges, take advantage of online resources, and to insure eligibility for TOPS, you must sign to provide your consent.

SULS will follow all local, state, and federal data security rules and only share the data that is required for the purpose stated or allowed by Directory Information Notice on page 67.

PLEASE SIGN BELOW AND RETURN TO SCHOOL!

I CONSENT to my child’s school collecting my child’s personal information and disclosing the personal information collected to:

- LOSFA and postsecondary education institution(s) (Cumulative records required)
- University Transcript Requests for Scholarship and Admissions
- LHSAA, NCAA and sports programs
- Programs for Graduations, Performances, and Award Programs
- Clubs and Organizations
- Online Resources and Educational Tools
- Louisiana Department of Education

I understand and acknowledge that the consent provided herein shall be valid for my child’s cumulative transcript records as of the date of signature and shall remain valid and in effect for the 2023-2024 school year.

Signature of Parent/Legal Guardian _____ Date: _____

Signature of Parent/Legal Guardian _____ Date: _____

Student’s Full Name _____ Grade: _____

If any parent/guardian does not agree to any specific use as described here for the student, please express any objections, in writing, in a separate letter to the director.



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Disclaimer Notice

Please be aware that the Student Handbook is updated yearly, while policy adoptions and revisions may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through the school's website, app, or other communications. Administration reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revisions or modifications will be given as is reasonably practicable under the circumstances.

Although the Student Handbook may refer to rights established through law or board policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the school. If you or your child has questions about any of the material in this handbook, please contact the campus director (designee).



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,
subrtitleix@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 natures of its programs or services or impose an undue financial



Southern University Laboratory School

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

PARENT COOPERATIVE STATEMENT

Part of the philosophy of Southern University Laboratory School is the belief that the school assists the parents in carrying out their primary responsibility of providing rigorous college preparatory education for their children. Hence, SULS expects the parents to be involved as much as possible in the education of their children. This means not only supporting the school and participating in its activities, but also providing instruction and role modeling at home and in public in support of our mission. While Southern University recognizes that there may be legitimate disputes concerning educational matters, SULS is ultimately responsible for the orderly operation of the school in the best interest of all its students. Parents/guardians may respectfully express their concerns about the operation of the school in written or spoken word including the use of social media; however, they may not do so in a manner that is discourteous, disruptive, or threatening. Therefore, the school reserves the right to terminate its relationship with a student if his/her parents fail to provide the support, assistance, and example necessary for helping the school accomplish its role in the child's education. Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent may result in the student's removal from the school at the discretion of the administration.



Southern University Laboratory School

SULS School Calendar

Southern University Laboratory School | 2023-2024 Calendar

<p>4 Independence Day</p> <p>*Modified Work Week Ends 7/21 *7/24 M-F 7:30am-4:30pm (Regular Hours)</p>	<p style="text-align: center;">JULY 2023</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p style="text-align: center;">JANUARY 2024</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>1-3 Christmas/Winter Break 3-4 Employee In-Service 5 Students Return to School 15 M. L. King Day- No School</p>							
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Southern University Laboratory School

FOUNDATION OF THE FOUR PILLARS WHICH ARE:

Scholarship - Students are committed to excellence in the academic pursuit of receiving a nationally competitive college-preparatory education.

Legacy - Embedded by our founders, students and teachers are committed to preserving excellence that transcends generations.

Family - Families are valued collaborative partners in promoting student success in a positive, respectful, and nurturing environment.

Spirit - We embrace challenges with intensity, unity, and pride which makes them fierce competitors in any academic or athletic setting.

MISSION STATEMENT

SOUTHERN UNIVERSITY LABORATORY SCHOOL IS COMMITTED TO:

- ❖ Providing a nationally-competitive college preparatory education to each of its students.
- ❖ Serving as a state-of-the-art institution for educational innovation and for the development of superior educators as a department within the Southern University System.

STATEMENT OF BELIEFS

The school's fundamental convictions and values are expressed in the STATEMENT OF BELIEFS listed below:

- ❖ All students can learn.
- ❖ Education is a shared responsibility of family, school and community.
- ❖ High expectations for student learning support high achievements.
- ❖ Lifelong learning enables an individual to be responsible for problem-solving and decision- making.
- ❖ Continual assessment and measurable outcomes improve program implementation.
- ❖ Dignity and respect are the rights of individuals.
- ❖ The educational program includes activities that balance creativity, physical development, academic development, and emotional well-being.
- ❖ The school environment must be safe, orderly, and nurturing for learning to occur.
- ❖ Professional and knowledgeable teachers stimulate effective learning.
- ❖ Effective, compelling, and engaging learning is supported by instructional technologies



Southern University Laboratory School

THE LABORATORY SCHOOL HISTORY

“A Rich History”

The Southern University Laboratory School began operating in September, 1922. The founding of a university based school was the realization of Dr. J.S. Clark’s dream that a strong training school should be established to provide a training ground for university students enrolled in the teacher preparation program. The earliest school was called the Southern University Training School. In the early 1930’s, the name was changed to Southern University Demonstration School. A few years later, the school was renamed Southern University Laboratory School. The Laboratory School was first accredited by the Southern Association of Colleges and Schools in 1936.

From its beginning in 1922 until the present time, a major objective of the Laboratory School has been to participate in the preparation of teachers, while providing a good elementary and secondary education for college bound students. During its eighty years of existence, the Laboratory School has graduated more than 5,000 students, a substantial number of whom have been trailblazers in their chosen professions. Its graduates are found in the ranks of doctors, dentists, psychologists, psychiatrists, lawyers, engineers, artists, architects, athletes, university administrators, military officers, business people, teachers and other professionals.

The Laboratory School is currently organized into three tiers – an Elementary Department with grades pre-kindergarten through fifth, a Middle School Department with grades sixth through eighth, and a High School Department with grades ninth through twelfth.



Southern University Laboratory School

Instructional Day/Bell Schedule

BELL SCHEDULE

Middle and High School

8:00 – 9:30 1st Period
9:40 – 11:10 2nd Period
11:20 – 11:50 Lunch
12:00 – 1:30 3rd Period
1:40 – 3:10 4th Period

Students may not report until 7:35 AM. The first bell will ring at 7:50 AM.
The dismissal bell rings at 3:10. All students should be off campus by 3:25 PM. Students still on campus after that time will be sent to extended day.
Charges will apply.

Cold/Inclimate Weather Schedule – Before School

All Middle and High School students report to the gym with the duty teachers.

Cold/Inclimate Weather Schedule-During Lunch

Middle school students should stay in the Lunchroom

Note: Students may not arrive on campus until 7:30 a.m. There is no supervision of students prior to this time.



Southern University Laboratory School

CARPOOL FOR ELEMENTARY STUDENTS BOTH MORNING AND AFTERNOON IS IN THE REAR OF THE SCHOOL AND FOR ALL MIDDLE AND HIGH SCHOOL STUDENTS IS ON THE SIDE OF THE SCHOOL. ALL STUDENTS SHOULD BE PICKED UP BY 3:30PM.

Code of Conduct for Parents & Visitors

The Code of Conduct for Parents and Visitors is based on the premise that teachers have the right to instruct and students have the right to learn. The purpose of the Code is to maintain an orderly, respectful and secure educational environment for the students and staff of the Southern University Laboratory School, and to limit the amount of disruption to instructional time. It is essential that all parents and visitors are aware of their responsibilities, and adhere to the policies and procedures outlined in this Code. The content contained herein is mandatory and will be strictly enforced. We strongly encourage positive parental involvement that has a positive impact on student learning and enhances the overall school environment.

- Schools are a place of work and learning. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The Director of the School or his designee is responsible for all persons in the building and on the grounds. The Director of the School or his designee reserves the right to have an individual removed if deemed necessary to protect the school environment.
- Safety measures require that all parents and visitors to the school must report to the front office upon arrival at the school. Entrance into the school is through the main, front doors (no visitor should enter through the side doors or back entrances). Visitors will be required to sign the visitor's register and will be issued a visitor's badge, which must be worn at all times while on the school grounds. The visitor must return the badge to the main office and sign out before leaving the school. Visitors attending school functions that are open to the public, such as parent-teacher meetings, awards programs, and other functions, are not required to register.
- To ensure the safety of all students and school personnel, all parents must remain in their vehicles during drop off and pick up times. Students will be escorted from the vehicle by an adult during drop off times and escorted to the vehicle by an adult during pick up times. If students arrive after the tardy bells rings, the student must report to the main office through the front entrance of the school. If students are not picked up by 3:20pm, parents must pick up their child from after-care and fees will be assessed accordingly.
- Parent-teacher conferences must be scheduled through the guidance office. Parents reserve the right to request a parent-teacher conference. Teachers reserve the right to have 24-48 hours to prepare for the parent-teacher conference, with the exception of extreme circumstances.
- Parents or visitors who wish to observe a classroom while school is in session are required to arrange such visits with the classroom teacher and approved by the Director (designee), so that class disruptions are kept to a minimum. Teachers are not expected to take class time to discuss individual matters with parents and visitors. If approved an administrator must be present in the



Southern University Laboratory School

observation. The approval will consist of date and duration of visit. The Director reserves the right to terminate and/or deny the request if he/she deems that the visit will jeopardize the safety and/or learning environment.

- Parents are expected to know the school and classroom rules as outlined in the Parent/Student Handbook and the specific rules of the teacher. It is the responsibility of the parents to help their child understand them. Teachers must give a copy of classroom rules to parents.
- Parents are expected to convey to their child a supportive attitude toward their administrators, teachers, the school and education in general. Parents are expected to build good relationships with administrators, teachers and other parents.
- Parents should ensure that their child is dressed and groomed in a manner that is consistent with the school's dress code.

Failure to adhere to the policies and procedures described above will result in any of the following actions:

- Verbal Warning and/or Written Letter of the Violation
- Meeting with the School's Administration for Proposed Solution
- Child's Dismissal from the School

**** If a parent/guardian (family representative) jeopardizes the safety of students, faculty, and/or staff, the child(ren) will not be allowed to attend Southern University Laboratory School (school, extracurricular events, sporting events, or any school related function). Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent may result in the student's immediate removal from the school. ****

School Jurisdiction

Once a student arrives on the school campus he/she 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 (inclusive of extra-curricular activities and/or sporting events).

Parking Lot:

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



Southern University Laboratory School

administrator is subject to disciplinary action.

The School Day: The official student school day begins at 7:45 a.m. and ends at 3:10 p.m. for all students.

The school building is locked until 7:30 a.m. Therefore, students should not arrive prior to 7:30 a.m. The only exception is students who are participating in extended day or 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 7:30 a.m. for detention/study hall/tutoring/test makeup must enter the school through the hallway doors closest to the Middle School Commons Area (designated area) and report directly to the designated area and remain there until 7:30 a.m. or until a faculty member picks them up. In addition, unless a student is involved in a supervised school activity, she/he should depart from the campus by 3:30 p.m. The school building is locked daily at 3:30 p.m.

When students have finished their school day or are not in school for special reasons, they are to leave the school or school vicinity immediately. Students are not allowed to remain on campus unsupervised after dismissal times. Every student, unless directly sponsored by a teacher or staff member, is to be off school property by 3:30 p.m. 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.

Traffic/Vehicle Policies

Vehicle Registration and Parking

Southern University Laboratory School students who park on campus are required to purchase a parking tag. They must comply with all Southern University Traffic and Parking Regulations any time they bring a vehicle on campus. It is assumed that any student who drives a car on campus has read and understands the SU Traffic and Parking Regulations.

In general, any vehicle brought on campus – even a temporary one – must display a parking permit (hang tag) issued by the SU 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 parking lot behind the elementary building is reserved for faculty and staff. Students must park in the gravel parking lot on the side of the school. **Parking in the front of the school is reserved parking.**



Southern University Laboratory School

Arrival and Dismissal Policies

To ensure the safety of our students, they may not be dropped off before 7:30 AM and must be picked up by 3:30 PM in the appropriate assigned carpool areas of the school (Elementary-rear parking lot; Middle and High-side parking lot). 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 may not be dropped off at any points other than the specified carpool drop off areas. Students who require early drop off and/or late pick up should be enrolled in extended day services.

Attendance Guidelines (State Law)

In order to be successful academically, students must attend school regularly, be on time for classes, and be present for a full instructional day. There is a direct correlation between student achievement and consistent attendance at school. **According to the Compulsory Attendance Law:** “In accordance with state policy, **elementary students** shall be in attendance a minimum of 167 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.” As per state guidelines:

- Students shall attend school between kindergarten and 17 years of age. Students between 16 and 17 years of age may withdraw prior to graduation with written consent of parent, tutor or legal guardian. (State of LA, Bulletin 741)
- Elementary and Middle students (grades 1 – 8): Any student with 19 or more unexcused absences in a class that spans the length of a full school year will fail.
- High School: Any student with 5 or more unexcused absences per class (carnegie unit) in a semester will fail.
- An absence may be excused (by State Law) if the student has a doctor/dentist excuse, documentation of a court appearance, or documentation confirming a death in the immediate family.
- An out-of-school suspension is considered an unexcused absence.
- Any student who is absent from school MAY NOT be on campus for any reason without officially checking into school in the attendance office. He/She will be considered trespassing and SU police may be called.
- A student will be marked absent and unexcused if he/she misses more than half of a class period. This often occurs when a student is late to school or checks out early. However, if the student is on campus and misses 10 minutes (unexcused) or more of the class period, he/she will be written up for skipping/cutting class.
- Students who are found skipping/cutting class will be issued a zero for any assignment or tests given that day he/she skipped.
- The responsibility for a child attending school lies with the parents or the legal guardian. If the child is chronically absent from school, parents and/or child may be referred to appropriate state authorities. Attendance recording begins the day school opens for students.
- A student is considered to be in attendance when he or she is (1) physically present at a school site or is participating in an authorized school activity and (2) under the supervision



Southern University Laboratory School

of authorized personnel. All absences whether excused or unexcused shall be counted as an absence for reporting to the State Department of Education.

- A student is considered to be in attendance a half day when he or she is (1) physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 25% but not more than (26% - 50%) of the student's instructional day.
- A student is considered to be in attendance for a whole day when he or she (1) is physically present at a school site or is participating in an authorized activity and (2) is under the supervision of authorized personnel for more than 50% (50% - 100%) of the student's instructional day.

Note: Students who are not physically present or who are participating for 25% or less of the school day shall be deemed absent for attendance reporting purposes

Grading/Attendance

If a student is absent on the day that an assignment is due, the teacher will enter the score of "0" in the place of a grade. The "0" will remain in the roll book until the assignment is turned in. If the assignment is not turned in accordance with the attendance guidelines listed above, the "0" will remain in the roll book.

Excused Absence Policy

All students may be excused for whole or partial day absences for the following reasons:

- Personal illnesses (Doctor's Note)
- Serious illness in the student's immediate family
- Death in the student's immediate family (not to exceed one week)
- Recognized religious holidays of the student's own faith
- Natural catastrophe and/or disasters

*****Students are expected to turn in their excuse on the first day of their return to school.*****

Students granted excused absences for the above reasons should be allowed to make up any schoolwork that was missed.

- Students shall request makeup work for days missed due to excused absences or extenuating circumstances. He/she will have the number of excused days missed to make up the work. (For example if the student misses 3 days that are excused, he/she will have 3 days to make up the work.)
- Students shall be allowed to complete missed assessments after they have completed the make-up work as mentioned above and had the opportunity to receive instruction within the amount of days missed with an excused absence.



Southern University Laboratory School

Chronic Absences

Elementary/Middle Chronic Absence

Attendance letters are sent to the parents/guardians of those students who approach noncompliance at 9 and 16 days absent. **If the student accumulates over 19 days absent, except for extenuating circumstances approved by the school principal (designee), elementary and middle school students will not progress to the next grade and be referred to their FAPE School.**

High School Chronic Absence

Attendance letters are sent to the parents/guardians of those students who approach noncompliance at 2 days and 4 days absence (per semester). **If the student accumulates over 5 days absent (per class/per semester), except for extenuating circumstances approved by the school principal (designee), 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).**

By law, the Southern University Laboratory 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.

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

MEDICATION AT SCHOOL

Children will not be allowed to have any medications in their possession at school. If any type of medication is found on ANY child, they will be suspended in accordance with the policy. Medication shall not be given at school unless it is certified in writing by the attending physician and parent. Possible exceptions to the general policy follow:

- Medication for behavior modifications (Adderall, Concerta, Etc.)
- Insect sting allergy
- Anticonvulsant medications (Dilantin, Phenobarbital, etc.)
- Medication for asthmatic conditions

Anytime there is a change in the medication, a new form must accompany the new prescription. The prescription bottle should be labeled with the name of the student, name of the drug, dosage, and the specific time the medication is to be given while at school. This medication should be accompanied by a signed doctor and parent permission form, which



Southern University Laboratory School

includes the child's name, prescription number, name of medication, and the specific hour and amount is to be administered (forms on file at the school). The medication book is monitored by the attendance clerk/secretary.

Tardies

Note: The first hour bell rings at 7:45 AM and the tardy bell rings at 7:50 AM. Breakfast ends at 7:45 AM. Students must be in class and accounted for at 7:50 AM. After 1st period, if a middle or high school student is more than 10 minutes late for a class, that student will be marked "absent" (and unexcused) for that period and it could be marked as skipping/cutting class.

Consequences for unexcused tardies are as follows:

- 3 tardies - After a student has 3 tardies, the student's tardy record is submitted to the Director/Principal (or Designee) and a parent conference will be scheduled. Student Assigned to TOR (if available) and parent phone call.
- 4 tardies - Parent Suspension Conference (The student can not return to school without a parent or guardian).
- 5 tardies – Student will be given short term suspension of not less than one (1) day and not more than three (3) days.
- After the 5th tardy, the consequences will restart at the 3rd tardy consequence. Also, additional days will be added to the suspension at the 5th consequence.

Note: All tardies will count toward the student's total number unless the tardy is accompanied by a doctor's excuse. If a student reports tardy to school with a parental excuse, that student will be allowed to make up missed work, however, the tardy will still count toward the student's total number. After 4 suspensions, on the 5th suspension, the student will be recommended for expulsion.

Student Check In/Check Out

All students arriving at school after 7:50 AM or departing from school before 2:30 PM must **check in or check out in the main office. No check outs after 2:30 PM.** 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 7:50 AM must be escorted into the main office to be checked in by a parent.**

High School students who drive to school and need to check out early must provide a written notice from the parent/guardian. The notice should include the day and time the student is to be checked out and indicate if any siblings are to be checked out along with the high school student. The notice should be submitted to the office at the beginning of the school day. Once the notice is received the parent/guardian will be contacted to verify that



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the student has permission to leave the campus at the time indicated on the notice.

Medical or dental appointments during school hours are strongly discouraged and should be extremely rare.

Students who must leave school early for personal or family emergencies must adhere to the following procedures:

1. Submit a written request from parents with a telephone number for verification at the beginning of the day. The note should include the reason for the check-out and the time the student is to leave school or request of a parent appearing in person.
2. Secure and complete check-out form at the beginning of the day or at time of request.
3. Submit to teachers any assignments due for that day or the next day. No class may be interrupted by the student.
4. The office will notify the appropriate teacher of the official check-out.

*****Please Note*****

Students will not be permitted to call home to get permission to leave school early unless they become ill or injured at school, in which case the office will make the call.

15/15 Rule

Students are not permitted to leave class for any reason during the first fifteen (15) or last fifteen (15) minutes of class.

Academic Misconduct

High standards of academic integrity are crucial for SULS 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 AP Programs will also be held to the policies and procedures of the respective programs.

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

1. Copying from another student's 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



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- 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 conditions 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.



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If a student is caught committing such acts, he/she will receive a zero on the assignment and will be suspended for 1 day. **NO EXCEPTIONS**

Homework policy

The purpose of homework assignments is to provide students with a review of present skills, enrichment, reinforcement, independent studies, research, creative thinking, self-discipline and responsibility. Parents can help by arranging a quiet and comfortable place for students to work. Parents should review the homework, sign it and assume the responsibility to see that all homework is completed and put in the student's backpack for the next day. Teachers have routines to collect homework, and it is your child's responsibility to hand in all projects and homework on time. A student who turns in late homework/projects may not receive 100% credit or in some cases no credit at all for work that is turned in after the designated time.

Homework is a very important and vital practice for the learning process to continue. Parents and students should check google classroom or any other computer-based technology system set up by the teachers.

We encourage students to turn in all work by the assigned due date. Late work will be accepted with the following conditions:

- Work turned in 1 school day after the due date will receive a 10% reduction in the final grade
- Work turned in 2 school days after the due date will receive a 20% reduction in the final grade
- Work turned in 3 school days after the due date will receive a 30% reduction in the final grade
- Any late work received after the 3rd day, will receive a zero and cannot be made up.

Uniform Policy

The uniform policy will be strictly enforced. Students will be checked by duty teachers prior to entering the building. Students found in violation of the dress code will be assigned to TOR for the duration of the day or until the appropriate attire is secured.

DRESS UNIFORM - TO BE WORN EVERY MONDAY

(Dress Uniforms will also be worn during special events: academic competitions, field trips, athletic gameday, SUS board meetings, etc.)

GIRLS

Pre-K thru 6th

Plaid jumper, plaid skirt or plaid skort
White middy broadcloth with Peter Pan collar with school logo
White oxford blouse with school logo
Plaid criss cross tie or ladies tab tie

7th thru 12th

Plaid Skirt with white or yellow (Seniors Only) oxford blouse with school logo
Plaid criss cross tie or ladies tab tie



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NOTE: Skirts and shorts should be no shorter than 3 inches above the knee. No tight fitting clothing. All jeggings are prohibited.

Shoes Solid Black leather or Solid Dark Brown leather (**NO TENNIS SHOES EVEN IF BROWN/BLACK LEATHER**) No tan shoes or fabric. (No Heels or Boots)

BOYS

Pre-K thru 12th Navy pants (double pockets, cell phone pockets are **prohibited**)
White or yellow(Seniors Only) oxford shirt with school logo Plaid or multi-stripped tie (bow tie)

Shoes Solid Black leather or Solid Dark Brown leather (**NO TENNIS SHOES EVEN IF BROWN/BLACK LEATHER**) No tan shoes or fabric.

OUTERWEAR Navy blue or forest green sweater vest, cardigan, V-neck sweater, blazer, or sweatshirt. (Students will not be allowed to wear hoods on any type of jacket or outerwear.)

CASUAL UNIFORM - to be worn Tuesday thru Friday.

GIRLS

Pre-K thru 12th Plaid jumper, plaid skirt, plaid skort, navy pants or plaid walking shorts
White, Kelly Green, Gold and Grey(Seniors Only) knit shirt with school logo

BOYS

Pre-K thru 12th Navy pants or shorts (double pockets, cell phone pockets are **prohibited**)
White, Kelly Green, Gold and Grey(Seniors Only) knit shirt with school logo

Shoes Traditional athletic shoes of white, black, blue or gray or a combination of these colors may be worn. All shoes must have a closed toe and heel. Boots and/or Uggs are prohibited.

Socks Girls – Black, Navy, Hunter Green, or White; white opaque leotards or flesh tone stockings (must be visible above the ankle)

Solid color (Black or Navy) leggings are acceptable under uniform skirt, jumper, or skort.

Boys – Black, Navy, Hunter Green, or white (must be visible above the ankle)

Belt Dark Brown, Navy or Black Leather



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Required Outerwear with school logo for all students

- Dark green or navy blazer with school logo
- Dark green or navy long-sleeve sweatshirt with plaid logo
- Dark green or navy long – sleeve V-neck sweater with school logo
- Dark green or navy cardigan sweater with school logo
- Dark green or navy sleeveless vest with school logo
- Dark green or navy windbreaker with school logo
- SU Lab Letterman jackets are acceptable
- Green White Track Jacket with Logo
- Green or Gold SULLS Sweatshirt
- Navy Sweatshirt with round school logo
- School approved hoodies are acceptable.

Non SULLS Outerwear denoting club and/or sport team membership or other extra-curricular activities as well as apparel denoting other schools, sororities, fraternities, etc. are prohibited.

Dress and Grooming

A. Rights

Students have the right to a safe and orderly environment. Uniforms have been shown to contribute to a safe and orderly environment for learning.

B. Responsibilities

All students have a responsibility to dress and appear on school campus according to standards of safety and health set forth by the Southern University Laboratory School.

C. All students are prohibited from wearing t-shirts or other articles of clothing which display violence, profane or obscene language, gestures or inferences of profanity or advertisement of tobacco, alcohol, drugs or illegal substances. Students wearing such clothing may be asked to remove the offensive article.

D. All students shall be required to wear a belt with pants that have loops. Pants shall be worn at natural waist level and shall not be baggy, sagging, or tight fitting.

Prohibited Attire & Personal Grooming Reminders



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Girls

1. Solid color (Navy, White, Black, Green, Gold) thermal long sleeve shirts are acceptable underneath the approved uniform shirt.
2. Female students are not allowed to wear earrings larger than a quarter, longer than one (1) inch, chandelier earrings, or earrings that drop below the cheekbone.
3. Hats, caps, combs, or headscarves may not be worn by students inside any school building or while attending a school-sponsored activity.
4. Curlers, hair wrap scarves, or head scarves worn in hair by female students are unacceptable.
4. Sunglasses are prohibited during school.
5. Slippers, swim shoes, shoe thongs, slip-on shoes, Birkenstock or crocs are prohibited during school hours.
6. All students are prohibited from wearing t-shirts or other articles of clothing which display violence, profane or obscene language, gestures or inferences of profanity or advertisement of tobacco, alcohol, drugs or illegal substances. Students wearing such clothing will be asked to remove the offensive article, turn it inside out or in extreme cases be sent home.
7. Pants must be sized appropriately to the waist-size of your child (particularly males). All pants must have belt loops and fit in the waist area of the torso. No student may wear pants around the hips or below.
8. Pants must be hemmed. Side slits are prohibited.
9. All students must wear dark brown, navy or black leather belt.
10. Belts and the waistline of pants must be visible at all times and pants must be at the waistline.
11. Solid (Navy, White, Black, Green, Gold) color Lacefront headbands are acceptable.

Boys

1. Solid color (Navy, White, Black, Green, Gold) thermal long sleeve shirts are acceptable underneath the approved uniform shirt.
2. Earrings of any type worn by male students are not allowed.
3. Hats, caps, scarves, or combs may not be worn by students inside any school building or while attending a school-sponsored activity.
4. Sunglasses are prohibited during school.
5. Slippers, swim shoes, shoe thongs, slip-on shoes, Birkenstock or crocs are prohibited during school hours.
6. All students are prohibited from wearing t-shirts or other articles of clothing which display violence, profane or obscene language, gestures or inferences of profanity or advertisement of tobacco, alcohol, drugs or illegal substances. Students wearing such clothing will be asked to remove the offensive article, turn it inside out or in extreme cases be sent home.
7. Pants must be sized appropriately to the waist-size of your child (particularly males). All pants must have belt loops and fit in the waist area of the torso. No student may wear pants around the hips or below.
8. Pants must be hemmed. Side slits are prohibited.
9. All students must wear dark brown, blue or black leather belts.

All Students

Shirts/blouses without school logo are prohibited

Parents – please do not purchase pants sizes large enough to be worn hanging below the waistline.



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Administration reserves the right to modify the uniform policy when needed.

Dress Code Violations

Student dress will be checked at all entry points at the beginning of the school day by duty teachers. Students found to be in violation of the dress code policy will be assigned to the Time Out Room or consequence deemed necessary by the Principal (Designee) for the duration of the day or until the appropriate articles of clothing are provided. The school is not responsible for confiscated inappropriate clothing.

Student ID Cards

All student IDs will be issued and accessible on the school app. Students must have ID Cards for lunch and to enter all athletic events. A fee will be assessed on misplaced school IDs. The School ID is part of the school's dress code.

PHYSICAL EDUCATION UNIFORM (Required)

Students are required to wear the approved uniform for physical education classes (grades 6-12). The uniforms can be purchased from the school. Failure to wear the required uniform will result in the student receiving zero points in the physical education class for the day the P.E. uniform infraction occurs.

STUDENT RIGHTS AND RESPONSIBILITIES



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<p><u>EDUCATION</u></p> <p>Rights Students have the right to pursue, through study and application, a quality education and to attain personal goals through participation in the entire school program and academic experience.</p>	<p>Responsibilities Students have the responsibility to be on time and to attend all classes daily, along with completing each class assignment. Students must obey school rules, district rules and all school employees.</p>
<p><u>LEARNING ENVIRONMENT</u></p> <p>Rights Students have the right to an orderly school and classroom environment, which promotes learning for all students.</p>	<p>Responsibilities Students have the responsibility to ensure that their actions do not disrupt the classroom environment or school activities.</p>
<p><u>SAFETY</u></p> <p>Rights Students have the right to expect that school will be a safe place to obtain an education.</p>	<p>Responsibilities In order to ensure the safety of others, students must follow established rules and regulations and conduct themselves in accordance with the rules.</p> <p>The parent/guardian is responsible to provide the student's school current working telephone numbers and any change in status concerning family information.</p> <p>Students have a responsibility to alert the teachers and school administrators about any hostile attempts made to a student, as well as, any information about possible violations of the Disciplinary Policy especially matters involving drugs and weapons.</p>
<p><u>ATTENDANCE</u></p> <p>Rights All students have the right to attend school until graduation.</p> <p>Students may be excused for the whole or part of a day's absence for the following reasons: Personal illness; Serious illness in the student's immediate family; Death in the student's immediate family not to exceed one week; Recognized religious holidays of the student's own faith; or Natural catastrophe and/or disasters; Visit with parent prior to parent's military overseas deployment to a combat zone or combat support posting or during parent's leave, not to exceed five school days.</p> <p>Students granted excused absences for the above reasons shall be allowed to make up any school work which was missed.</p>	<p>Responsibilities Regular attendance in school as provided by law is required of all students.</p> <p>Written statements from a parent, legal guardian or physician stating a reason for absence shall be given to proper school personnel within 24 hours after the student returns to school.</p> <p>Students shall request makeup work for days missed due to excused absences.</p> <p>Tardiness is related to a student's attendance in school and will be addressed by the school's tardy plan.</p> <p>Unexcused check-ins are considered incidents of tardiness and absences in the classes missed.</p> <p>To be eligible to receive grades/credits for coursework, elementary students shall be in attendance a minimum of <u>167</u> days a school year. Middle school and Secondary Students shall be present <u>81</u> days per semester.</p> <p>The responsibility for a student attending school lies with the parents or the legal guardian. If the student is chronically absent or chronically late (tardy) for school, the parent will be contacted.</p>



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Official Information

A. Rights

1. Parents or guardians have the right to review with a counselor or other designated school system personnel all official files and data which pertain to the student personally. Students 18 years of age or older may make the same request. The school administration shall respond to reasonable requests for an explanation and interpretation of the student's records.
2. No official record, file or data pertaining to any individual student that is personally identifiable to the student shall be released to anyone other than the student and/or parent except as authorized by law unless the student and/or parent has executed a written release of such information to a particular person or agency.

B. Responsibilities

1. Parents must provide the school with information of any illness, medication or medical condition that may affect the student's behavior and/or academic performance.
2. Parents are required to inform the school of any address or telephone number changes during the school year.

The buildings, grounds area, desks, locks and other equipment at SULS belong to Southern University and, although assigned to particular students to use, may be entered and searched by any teacher, director or the administration with reasonable belief that such weapon, alcohol or illegal drug or any other material or object may be in violation of school regulations. Any student who locks his/her locker shall open it upon the request of the teacher or other school official.

- No actions taken pursuant to this policy by any teacher, director, or administrator, shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student. Whenever any search is conducted pursuant to this policy, a written record shall be made thereof by the person conducting the search and shall include the name or names of persons involved, and the circumstances leading to the search and the results of the same. This record shall be filed and maintained in the Director's office and the copy forwarded to the parents of the students involved.

Search and Seizure



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- Any director, administrator, or school resource officer with probable cause may search any student believed to have in his possession or public school property, a dangerous weapon, alcohol, illegal drugs or any other material or object in violation of school regulations.
- Students who put their belongings in other student vehicles or lockers may receive the same discipline as the owner(s) of the vehicle or locker.

Discipline Policies & Procedures

General Statement

Although the ultimate responsibility for student conduct rests with the student and the parents/legal guardian, it is the daily responsibility of school personnel to see that no single person interferes with the total-learning environment of other students. The school demonstrates concern for the group and its welfare by preserving the proper atmosphere for teaching and learning.

Disciplinary measures may include assignment to the Time Out Room (TOR), Saturday School, short-term suspension, long-term suspension, or expulsion.

*If a student is suspended or expelled, he/she is not allowed to return to the SU Lab campus for the duration of the suspension/expulsion, including weekends and holidays. In addition, he/she is not allowed to participate in any school activity, whether held on or off-campus, for the duration of the suspension/expulsion. School activities include programs such as graduation, athletic events, pep rallies, assemblies, dances, etc.

It is the final authority of the Director or a designee to maintain discipline during the school day and at any school function.



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Time Out Room (if available)

The Time Out Room is a self-contained program that is a limited extension of the regular classroom while providing an in-house suspension environment while incorporating discipline coupled with encouragement. It serves as an alternative to suspension whereby a student who has committed a minor infraction at school will be given the opportunity to remain in school and modify his/her behavior through discipline activities, counseling, classwork assignments, encouragement and parental/guardian contacts.

The assignment of a student to the Time Out Room is under the authority of the Dean(s) of Students and/or Principal(s). The procedures for referral to the Time Out Room shall be consistent with the discipline policies set forth in the Southern University Laboratory School Parent/Student Handbook. Assignment to the Time Out Room is both punitive and hopefully reformative.

Time Out Room Procedures

- The Dean(s) of Students and/or Principal(s) will assign students to the Time Out Room.
- Students assigned to TOR should receive written notification of their assignment. The student signs the written notification to document his/her receipt of the form. The notice must be signed by a parent/guardian to be admitted to TOR. **OR**
- Students assigned to TOR should receive written notification of their assignment. The parent/guardian should be contacted via telephone by the Dean(s) of Students. The contact should be documented on the form. The notice must be signed by a parent/guardian to be admitted to TOR.
- The Time Out Room Moderator will request assignments from the teachers for those students assigned to TOR.
- The TOR Moderator will check the roll and verify attendance.
- Students should turn in their signed TOR notification to the TOR Moderator upon entering TOR.
- Students must be actively engaged in a learning activity for the duration of their assignment to TOR.
- Students who fail to follow the rules and regulations will be disciplined for willful disobedience and disrespect for authority.
- The time out room Moderator will return assignments to the teachers of the students assigned to TOR.
- The Time Out Room Moderator will provide the office with a list of the students who attended TOR. The list will be provided hourly, if students are assigned to TOR on an hourly basis.
- The written notification signed by the parent/guardian should be kept for documentation.
- If a student is removed from TOR he/she will be suspended from school for two days.

Short- Term Suspension



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Students who are assigned short-term suspension are not allowed on SU Lab campus for the duration of the suspension. Short-term suspension can range from 1- 3 academic school calendar days. **Students should be allowed to make up the work within the number of days of the suspension.**

Short Term Suspension Procedures

1. The Director or his/her designee must make every reasonable effort to investigate all aspects of a discipline problem. If the Director or his/her designee finds the offense is of the nature that demands suspension, the student should be suspended.
2. Prior to any suspension, the Director or her designee shall advise the pupil in question of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the pupil shall be given an opportunity at that time to explain his/her version of the facts to the Director or his/her designee.
3. The Director or his/her designee shall make every effort to contact the student's parents or guardians by telephone, if possible, notifying them of the suspension.
4. The Director or his/her designee will mail a report of the suspension to the parent or guardian, preferably on the day of the suspension, if possible, but no later than the following day. In addition, the director or assistant director shall keep a copy on file.

If a parent or guardian of the suspended student wishes to contest the suspension within five school days after receipt of written notification of the suspension, he/she must submit a written request to the director or his/her designee and he/she shall schedule a hearing at his/her earliest convenience to be held in accordance with the hearing procedure.

Long-Term Suspension

Students who are assigned a long-term suspension are not allowed on campus for the duration of the suspension. Long-term suspension can range from 4-10 academic school calendar days. Students should be allowed to make up any work missed within the amount of days he/she was suspended.

Long Term Suspension Procedures

The Director or his/her designee must make every reasonable effort to investigate all aspects of a discipline problem. The Director or his/her designee must have a reasonable cause to believe that the student is guilty of an offense which would constitute grounds for disciplinary action and that the situation warrants severe disciplinary action before recommending to the Dean that the student be placed on long-term suspension. For long-term suspension, the student has the right to appeal to the Discipline Committee.

The Director or his/her designee shall make every effort to contact the student's parents or guardians by telephone, if possible, notifying them of the impending suspension.

Serious disruptions may cause the student to be removed from the premises immediately in the



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custody of his/her parents, guardian or police.

Official notification of suspension shall be made to the parent or guardian no later than two days following the incident.

If a parent or guardian of the suspended student wishes to contest the suspension within five school days after receipt of written notification of the suspension, he/she must submit a written request to the director or his/her designee and he/she shall schedule a hearing at his/her earliest convenience to be held in accordance with the hearing procedure.

Expulsion

Expulsion is the removal or banning of a student from school for an extensive period of time due to a student habitually violating rules, or for a single offense of appropriate severity in extreme cases.

Expulsion Procedures

The Director or his/her designee shall initiate proceedings for an expulsion when a student has received one long-term suspension in one school year, or three short-term suspensions, or a combination of two types. An explanation may also be recommended for major discipline offense where the expulsion is deemed the appropriate course of action.

After the Director or his/her designee has made every reasonable effort to investigate all aspects of the discipline problem and is satisfied that the nature and seriousness of the offense warrants the ultimate form of disciplinary action, he/she shall recommend to the Dean that the student be expelled from the school.

The Director or his/her designee shall make every effort to contact the student's parent(s) or guardian(s) by telephone, if possible, notifying them of the proposed expulsion.

The Director or his/her designee will provide a copy report of the proposed expulsion after a thorough investigation is conducted. At the same time, the Director or his/her designee shall notify the parent or guardian of the time, date, and place of the hearing. (If mailed) This report will be sent by certified mail, return receipt requested. The hearing shall be held as soon as possible, but no later than ten (10) school days after the student's removal from the school, unless an alternate date is agreed upon by all parties.

Pending the hearing by the Director or his/her designee, the student shall be denied attendance privileges.

At the hearing, the reason concerning the cause for the proposed expulsion is to be presented by the Director or his/her designee in support of his recommendation. The student's prior performance, behavior record, and attendance may also be discussed. The student may present



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the evidence or whatever is appropriate on his/her behalf. Due process shall include that the student be advised by the Director or a designee of misconduct of the regulation which has been violated and the detailed reasons for such accusation. **The student must be asked to explain his or her version of the facts to the school Director or a designee.** A student accused of committing battery on any school employee shall be suspended by the Director or designee from school immediately, and the student shall be removed immediately from the school premises with the necessary notifications and other procedures to follow as soon as possible.

For a recommended expulsion there may be an appeal to the Dean. The student and his/her parents are entitled to representation by another person of their choosing, including legal counsel. Such representation shall have the rights of full participation in the hearing as in the long-term suspension procedure. School personnel are afforded the same opportunity. This is not the right to cross-examine students or other witnesses who have given statements only and who are not present in the hearing.

After hearing the case, the Disciplinary Committee shall find whether the student is guilty of the Director's or his/her designee charges.

There are some instances in which the Director has no discretion. Penalties that are mandated under Louisiana Revised Statute 17:416 (Drugs and Weapons) and other provisions of Louisiana law are not optional and must be imposed by the Director.

If the findings and disposition of the expulsion hearing are made at the conclusion of the hearing, the Director or his/her designee shall inform the parents and the student of the findings and disposition of the case. In any event, the Director or his/her designee shall mail (certified mail, return receipt requested), or hand to the parents no later than five days after the hearing, a written notification of the findings and what action will be taken. In the event the student is expelled, the parent or guardian or the expelled student may appeal to the Dean. The appeal must be requested by certified mail.

Senior Conduct

Any senior committing a serious major offense (alcohol/drugs/ indecent behavior, etc.) after his/her last regular class period will be excluded from year-end activities, including participation in graduation exercises. This includes school vandalism or defacing school property. Diplomas will be given or mailed to the student at the end of the school year.

PreK-11th Grade Conduct During the last 10 days of School:

Any recommendation for suspension and/or expulsion may be extended to the next school year for students who commit offenses during the last 10 days of school.

Electronic Devices



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The use or display of cell phones, iPhones, smart watches, cameras, iPods, iPads, earbuds, and other electronic devices in any school building is **never allowed**. “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. The use or display of such devices shall not be permitted in any testing or instructional setting including before or after the school day.

Student Cell Phone Policy

Student Cell Phone Allowances (ONLY during times specified below):

- Breakfast (7:30 - 7:55)
- Cell phones must be turned off and put away at the sound of the 7:50 AM bell.
- Lunch Shift (Student’s designated shift)
- Cell phones must be turned off and put away at the sound of the bell that ends lunch shift and sends students to class.
- Dismissal (2:25)

Student Cell Phone Restrictions:

- Students are not allowed to use or check cell phones during class.
- Students are not allowed to charge cell phone devices during class.
- Students may only use one earbud (wired or wireless) device at a time.
 - One ear must be open to allow staff to verbally get a student’s attention without added effort.
 - Over-ear headphones (such as Beats) are not allowed.

Cell Phone Policy Clarifications:

- Students caught with a cell phone out (even to “check the time”) will have the phone confiscated, according to the policy in the EBR Rights and Responsibilities Handbook.
 - 1st Offense: Parent allowed to Pick-up Device and sign contract & student assigned ISS
 - 2nd Offense: School Keeps Phone remainder of the school year per EBR policy, student assigned ISS.
 - 3rd + Offense: Suspension



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- Refusal to turn phone over to a staff member: Suspension
- Students caught with a cell phone during an assignment, quiz, or test will be considered to be cheating, regardless of the phone's use, and will be subject to the consequences of the Academic Dishonesty Policy.
- The recipient or sender of the message/call does not factor into a disciplinary response for cell phone use.

Parents -- Do not call or text your student during class. If you have an emergency, please call the main office.

Upon the first incident, the principal or designee will notify the parents to come to the school and pick up the device and the principal may impose additional disciplinary measures he/she deems appropriate. The parent may only pick up the device after 3:10 PM. Cell phones will not be issued prior to 3:10 PM during instructional hours. Parents who pick up cell phones must sign a usage contract in order to retrieve the device.

In the event of a second incident during the school year, the device will be held by the principal until the close of the school year at which time the parent may claim the device and the principal may impose additional disciplinary measures he/she deems appropriate. If not claimed, the principal or other administrator will notify the parent and pager company or cell phone provider of the serial number and of intent to dispose of the device after 30 days. Paging devices or cell phones not claimed will be sent to Property Management for disposal.

Bringing to school a cell phone or similar device is solely at the student's risk. Neither the School Board nor the school shall be liable for any lost, stolen, or damaged device, including any confiscated device. The use and operation of any electronic telecommunication device in the event of an emergency or an actual or imminent threat to public health or safety which may result in loss of life, injury or property damage is not prohibited. R.S. 17:239

Harassment, Intimidation and Bullying/Cyberbullying Policy

Southern University Laboratory School directs students, employees and school volunteers to report any incidents of harassment, intimidation, or bullying of a student by another student. For purposes of this policy the terms "harassment", "intimidation" or "bullying" shall mean any intentional gesture or written, verbal or physical act that:

1. Under these circumstances, a reasonable person should know the effects of harming a student, threatening his/her life, placing a student in reasonable fear of harm to his/her person or damaging his/her property; and
2. Is so severe, persistent, or pervasive that it creates an intimidating, threatening or abusive



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educational environment for a student or employee.

Bullying & Harassment

Southern University Laboratory School will not tolerate any harassment, intimidation or bullying of students on school property or while going to or returning from school. The school administration shall investigate any reported incident of harassment, intimidation or bullying. Should the investigation determine that an incident has occurred; the students involved shall be disciplined in accordance with this policy.

1. Students have the right to expect respect from all fellow students and to be free from any form of bullying by another student.
2. Engaging in bullying may result in suspension or expulsion including possible criminal consequences and loss of driver's license as provided in La. R.S. 17:416.1.
3. Any student that believes he/she is the subject of bullying, shall report the incident to his/her teacher and/or to the principal's office as soon as possible and cooperate in an investigation of any such incident.
4. Any student, or any parent or guardian, who witnesses bullying of a student or students or has good reason to believe bullying is taking place, may report the situation to the principal. A student or parent/guardian, A student or parent/guardian may also report concerns regarding bullying to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity. A report of bullying shall remain confidential.
5. Any teacher, counselor, bus operator or other school employee and any parent chaperoning or supervising a school function or activity: (1) who witnesses bullying of a student by a student or (2) who learns of bullying from a student shall report the incident to the principal or designee. A verbal report shall be submitted on the same day as witnessed. A written report shall be filed no later than two days thereafter. La. R.S. 17:416.13(D)(2)(c).
6. The Director or designee shall investigate any report of bullying in accordance with La. R.S. 17:416.13 and Bulletin 741, Section 1303 – Bullying or any report on dating violence and as required by applicable policies or regulations provided by the School Board or the Louisiana Department of Education. An investigation shall include an interview of the reporter, the victim, the alleged bully and any witnesses and shall include obtaining copies or photographs of any audio-visual evidence. Before any student under the age of eighteen is interviewed, his/her parents or legal guardians shall be notified by the principal or designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation. In the event, after three documented attempts in a 48-hour period, the parents or legal guardians for a student involved in a bullying incident cannot be reached or do not respond, then the student may be



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interviewed without a parent or guardian present.

7. The Director or designee shall begin an investigation of any complaint that is properly reported and that alleges conduct prohibited in this section the next business day during which school is in session after the report is received by the school official. The investigation shall be completed no later than ten school days after the date the written report of the incident is submitted to the appropriate school official. If additional information is received after the end of the ten-day period, the school principal or his designee shall amend all documents and reports required by this Section to reflect such information. At the conclusion of the investigation, the principal or designee shall compose a written document containing the findings, including input from the students' parents or legal guardians, and the decision by the principal or designee.
8. The Director shall file any and all reports as required by the Louisiana Department of Education. If the principal or designee determines an act of bullying, the principal shall take prompt and appropriate disciplinary action to address bullying behavior and any effect it has on others, including bystanders, pursuant to La. R.S. 17:416 and 17:416.13. Appropriate disciplinary action may include, but is not limited to, the following:
 - a. oral or written reprimands;
 - b. referral for a counseling session which shall include but shall not be limited to conflict resolution, social responsibility, family responsibility, peer mediation, and stress management;
 - c. Written notification to parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal;
 - d. Other disciplinary measures approved by the principal and faculty of the school and in compliance with school board policy.

If appropriate, the conduct shall also be reported to law enforcement. The principal should review La. R.S. 17:416.13 for all requirements. In case of dating violence, counseling may be required.

Incidents involving other forms of harassment or dating violence

Any student complaint about another student engaging in sexual harassment, sexual discrimination, disability harassment, or dating violence reported to a teacher or counselor shall be immediately reported to the principal. The Director (designee) is responsible for investigating all such complaints. The right to confidentiality, both of the complaining student and of the accused student, will be respected. The Director (designee) may request assistance of the Title IX Coordinator in investigating student sexual discrimination or harassment. If the act or acts involve possible criminal conduct, the appropriate police authorities should be notified. A substantiated charge of sexual discrimination or harassment or dating violence against a student



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may subject that student to disciplinary action, including suspension or expulsion, consistent with the provisions of The Student Rights and Responsibilities Handbook and Discipline Policy. Student complaints about an employee shall be handled as provided in the School Board policy.



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DISCIPLINARY INFRACTIONS AND CONSEQUENCES

Academic Dishonesty or Cheating	1st Offense-Time Out Room (TOR) and zero points for assignment grade Subsequent Offenses- Short-term suspension or Long Term Suspension and zero points for assignment
Alcohol: Possession/Use	Long-Term suspension or recommended expulsion
Alcohol: Distribution/Possession with Intent to Distribute	Recommended expulsion
Arson	Long-Term suspension or recommended expulsion AND reimbursement for damages
Assault and Battery on Faculty or School Personnel	Recommended expulsion
Assault and Battery on a Student	Short or Long-Term suspension, or recommended expulsion
Breaking and Entering School Property/Private Property	Short or Long-Term Suspension until reimbursement for damages is made, or recommended expulsion
Bullying/ Cyberbullying/ Intimidation, Harassment & Hazing	Short or Long-Term suspension, or recommended expulsion
Cell Phones or Other Electronic Device	<p>First Offense - Parents will be contacted and the phone will be returned at the end of the day to the student.</p> <p>Second-Offense-The phone will be confiscated and will only be released to a parent Parent/teacher conference suspension).</p> <p>Third Offense - The phone will be confiscated and not released to a parent or student for 5 calendar days or be suspended from school for 3 days.</p> <p>NOTE: Refusal to relinquish phone will result in automatic three (3) day suspension.</p>
Commits Any Other Serious Offense	Long-Term Suspension or recommended expulsion
Conduct or Habits Injurious to Others	1st Offense- Time Out Room (TOR) Subsequent Offenses- Short- term suspension
Criminal Damage to Property	Law enforcement contacted and Recommended Expulsion
Cutting/Skipping Class	1stOffense offense-Short Term Suspension



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Leaving the campus without permission	**Any student who leaves campus without permission will be subject to short-term suspension
Disrespect for Authority/ Cursing Faculty or School Officials	Parent teacher suspension letter, Short-Term or Long Term Suspension, or recommended expulsion depending on the severity of offense and accumulation of offenses
Disobedience	Parent teacher Conference, Short-Term or Long Term Suspension, or recommended expulsion depending on the severity of offense and accumulation of offenses
Disturbance: Classroom or campus	Minor disturbance- Parent teacher conference or Short/Long-Term Suspension Major Disturbance-Long-Term Suspension or recommended expulsion *Any student who deliberately refuses to obey the request or directive of a teacher or school administrator during disruptions will be suspended.
Drugs: Distribution or Possession with Intent to Distribute Any Drug	Law enforcement contacted and Recommended Expulsion
Drugs: Possession of Any Illegal Drug	Law enforcement contacted and Recommended Expulsion
Drugs: Possession of Medications (Prescription and/or Non Prescription)	Non-Prescription medications-Short-term or long-term suspension Prescriptions- Recommended Expulsion
Drugs: Possession of Tobacco Products or Drug Paraphernalia	Short-Term or Long-Term Suspension
Drugs: Under the Influence of Any Drug or Alcohol Product	Notify Parents and the School Resource Officer short-Long Term suspension
Extortion	Long-Term suspension or recommended expulsion
Fighting	Zero tolerance Short-Term or Long-Term Suspension
Forgery of Administrator's, Teacher's, Doctor's, or Parent's Name to a School Document or Note	Short-Term Suspension, Long-Term Suspension, or recommended expulsion
Gambling	1st Offense-Time Out Room (TOR) Subsequent Offenses- Short-term or Long- term suspension
Immoral or Vicious Practice	Short- term suspension or Long Term suspension and parent conference



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Indecent Exposure or Behavior/ Public Display of Affection	Parent teacher conference, Short-Term or Long Term Suspension, or recommended expulsion depending on the severity of the
	offense and accumulation of offenses
Kidnapping	Law enforcement contacted and Recommended Expulsion
Possession of Body Armor	Long-Term Suspension or recommended Expulsion
Possession or Use of a Dangerous Weapon or Firearm	Law enforcement contacted and Recommended Expulsion
Possession or Use of Fireworks or Ammunition	Long-Term Suspension or recommended Expulsion
Profane or Obscene Language; Verbal or Written	Short-Term or Long-Term Suspension
Rape/Sexual Battery	Law enforcement contacted and Recommended Expulsion
Stealing/Theft	Reimbursement with Long-Term Suspension or recommended expulsion
Throws Missiles Liable to Injure	Short-Term or Long-Term Suspension
Trespassing	Short-Term or Long-Term Suspension
Vandalism	Reimbursement with Long-Term Suspension or recommended expulsion
Violates Traffic and Safety Regulations	1st Offense- Parent Contacted Second Offense- Loss of privileges to drive to school/long term or short term suspension

***In the event that Time Out Room (TOR) is not available the student(s) will serve his/her TOR at home.**

Incidents of student misconduct may result in a referral to the Director (principal or designee). The disciplinary response depends on, in part, the offense, previous actions, and the seriousness of the misbehavior. Acts of misconduct include those student actions that interfere with the orderly educational process in the classroom, at the school, or at a school-sponsored function. A teacher or staff member who observes a student engaged in misconduct prohibited by General Discipline Regulations will timely complete and submit a discipline/referral form to the Director or other appropriate school administrator. Examples of misconduct for which a principal may suspend a student from school and/or recommend an expulsion include the behaviors described below:



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The following list is not exclusive and only provides examples of misconduct:

1. Willfully disobeying school employees.
2. Repeatedly violating classroom or transportation rules.
3. Behaving in a disrespectful manner by using foul or abusive language or gestures directed at a teacher in the classroom.
4. Threatening a student, teacher, or other school staff at school or a school function.
5. Preventing orderly instruction of other students, when a student violates the school's code of conduct or when a student exhibits other disruptive, dangerous, or unruly behavior, including inappropriate physical contact, inappropriate verbal conduct, sexual or other harassment, bullying, throwing objects, inciting other students to misbehave, or destroying property.
6. Posing an immediate threat to the safety or physical well-being of any student or teacher.
7. Intentionally disrespecting a staff member, teacher, principal, director, or employee of the Southern University System.
8. Making an unfounded charge against a staff member, teacher, principal, director, or employee of the Southern University System.
9. Using unchaste or profane language.
10. Leaving the classroom, detention, time out room, or school grounds without the permission of school personnel.
11. Possessing matches, lighters, or other flammable materials.
12. Displaying inappropriate affection, i.e. hugging, kissing, holding hands.
13. Harassing, intimidating, or bullying of others, including but not limited to slurs, name-calling, or derogatory statements to another person because of that person's race, color, religion, national origin, disability, physical/personal appearance, or sexual orientation.
14. Engaging in conduct that involves immoral or vicious practices or conduct or habits injurious to other students.
15. Smoking, using or possessing cigarettes or tobacco products in any form. This shall include any electronic cigarettes, personal vaporizers, and electronic nicotine delivery systems or any other device of instrument, whatever kind in nature that simulates the feeling or act of smoking.
16. Disturbing the school and/or habitually violating any school rule.
17. Posting or distributing unauthorized materials on school grounds.
18. Failing to abide by the rules and regulations at extracurricular activities or at co-curricular activities such as field trips.
19. Loitering in unauthorized areas.
20. Changing school records or documents or signing a parent's name on school documents.
21. Displaying, using, ringing, texting, using as a camera, or operating any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone service, intercom or electro-mechanical paging system, such as beepers or cellular telephones is prohibited during the instructional day, without the specific authorization of the school principal or designee. During system wide testing such as statewide assessment, which includes end-of-year (grades 3-8) and LEAP2025 or EOC (high-school), students may not have or possess in the school building any such device.



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Cellular telephones and similar devices are to be left in vehicles, a dedicated locker with a lock or other secured place with the telephone or device in the off position. The unauthorized operation of paging devices or cell phones will result in confiscation. If not claimed, the principal or other administrator will notify the parent and pager company or cell phone provider of the serial number and of intent to dispose of the device after 30 days. Paging devices or cell phones not claimed will be sent to Property Management for disposal. **The principal may impose additional disciplinary measures if he/she deems appropriate. Bringing to school a cell phone or similar device is solely at the student's risk. The school shall not be liable for any lost, stolen, or damaged device including any confiscated device.** The use and operation of any electronic telecommunication device in the event of an emergency of an actual or imminent threat to public health or safety which may result in loss of life, injury or property damage is not prohibited.

22. Cutting, defacing, or injuring any part of a Southern University building, any property belonging to SULS, or any school vehicle, whether owned by or contracted for use by the university
23. Displaying any profane or obscene pictures or other inappropriate graphic representations in or on any school (university) material or any school (university) property or any school premises, or on any fence, pole, sidewalk, or any school bus
24. Throwing missiles or objects liable to injure other persons on school grounds or on any school bus
25. Fighting
26. Provoking a fight either physically or verbally
27. Violating traffic and/or safety regulations of the school/university
28. Habitually being tardy or absent
29. Engaging in a cafeteria disturbance.
30. Violating a school's mandatory school-uniform policy.(Habitual offenses)
31. Engaging in disruptive behavior on a school bus/school van
32. Engaging in disorderly demonstrations, sit-ins, lock-ins, or damage to school grounds, school plants or school records
33. Accessing materials and sites on the Internet that are deemed to be inappropriate
34. Sending or forwarding inappropriate e-mail, including email containing offensive language, untruthful statements, junk e-mail, chain letters, or jokes
35. Gambling
36. Stealing/theft of school property, including computers and related equipment
37. Possessing a knife with a blade less than 2 inches in length, such as a utility knife or other instrument with razor blades, at a minimum placed in in-school suspension. (La. R.S.17:416(B)(1)(b)(ii)(bb). (Also see item 14).
38. Failing to comply with reasonable requests of school personnel and/or defiance of the authority of school personnel
39. Failing to adhere to terms of behavior contracts
40. Making indecent/unsolicited sexual proposals or overtures and sexual harassment
41. Selling or soliciting for sale any merchandise, material or substances on school campus without the authorization of the building principal
42. Displaying disrespect toward school personnel or campus visitors
43. Participating in activities by groups such as gangs and cults



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44. Wearing dress or attire signifying gang affiliations, obscene language and graphics, or suggesting any form of harassment or discrimination
45. Possessing or displaying laser pens or laser pointers
46. Using ethnic or racial slurs
47. Engaging in threats or other acts of intimidation that interfere with another student's desire or willingness to participate in the educational process
48. Engaging in misdemeanor criminal mischief (i.e., vandalism) resulting in the destruction or defacing of any property, including computers and related equipment. This includes rendering computers or related equipment inoperable or damaging them by erasing data with magnets; intentionally introducing viruses, worms, or trojans; or tampering with programs or other data without authority.
49. Using school computers, facsimile equipment, or other electronic devices to transmit, receive, view, or display obscene, vulgar, sexually explicit, or racist media; or to display information that advocates unlawful activities or provides guidance on the construction or production of weapons, illegal devices, or controlled substances
50. Using the school computer network with the intent to incite violence or aggressive and/or disruptive action on the part of the student body, use of slanderous language, or use of language that promotes racial disorder or sexual harassment and is disruptive to the school environment
51. Using the school computer network for soliciting or purchasing commercial materials and/or services of any kind
52. Logging onto a computer, sending email, or accessing the Internet or school system's intranet using a name or password other than the student's own
53. Posting unauthorized Web pages, graphic images, or offensive language or comments on a school/university server, Web page, or guest book
54. Using the school computer network to engage in participation in hate groups
55. Engaging in extortion, which is defined as obtaining money or information from another by coercion or intimidation
56. Possessing or using any prescription or nonprescription drug, medicine, vitamins, or other chemical in violation of the Guidelines for Dispensing Medications at School
57. Refusing to cooperate in, or interfering with, a random metal-detector safety search
58. Hazing
59. Assisting (directly or indirectly) with the promotion of any behavior prohibited by this Code of Student Conduct
60. Possessing drug paraphernalia
61. Being under the influence of alcoholic beverages or drugs
62. Committing a serious act or offense while under the influence of alcoholic beverages
63. Engaging in conduct that contains elements of the offense of public lewdness or indecent exposure
64. Burglarizing a School/University facility.
65. Trespassing
66. Threatening student(s)
67. Engaging in retaliation against any Southern University System employee, whether on or off campus or at a school function, such as intentionally or knowingly threatening to harm



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- another by an unlawful act in retaliation for that person's performance of his or her official duties
68. Participating in an illegal organization such as a fraternity, sorority, secret society, gang, cult, or other criminal combination prohibited by law that is defined as an organization composed at least in part of students and that seeks to perpetuate itself by recruiting members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims or mission of the organization.
 69. Committing an act of arson.
 70. Any other act or conduct which disrupts the educational process such as a minor disturbance.
 71. Using any Internet or social networking websites to threaten or bully others or making statements that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing or terrorizing that negatively affect any student or employee of the school system or that may result in disrupting the school and teaching environment, a school function, or an extracurricular/non curricular school activity
 72. Posting on any Internet website indecent, vulgar, lewd or slanderous photographs or video taken on the grounds of SULS or other property owned or operated by or on behalf of Southern University System or in any vehicle owned or operated by or on behalf of SUS and which photographs or video may result in a substantial disruption of a school or are a threat to someone at school
 73. Cyberbullying
 74. Tampering with fire alarms or causing a false alarm of fire

Public Display of Affection (PDA)

Student to student contact is prohibited.

The following types of PDA during normal school activities (during the day and after school activities-games, class meetings, field trips, etc.) are not permitted. This is not an inclusive list but provides clear descriptions and examples.

1. Kissing of any kind or for any length of time
2. Having a student's arm/hands around another student's waist or any other body part (head, neck, etc.)
3. Body bouncing (when a student bounces their body against another student's body).
4. Sitting between the legs of another student.
5. Rubbing up against another student from the front, side, or back, or in any manner.

Students who violate the PDA guidelines will be subject to disciplinary actions for noncompliance and/or disruptions as the case warrants.

General Disciplinary Options/Responses:

The possible options or responses include the following:



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1. Advising the student of the particular misconduct of which he/she is accused, as well as, the basis for such an accusation and allowing the student an opportunity to explain his/her version of the facts;
2. Contacting the parent by phone and written notification to parent or guardian;
3. Requiring administrator/student/parental conference;
4. Detention - classroom and/or recess;
5. Excluding from extra-curricular activities, such as field trips, athletic events, and commencement exercises/award ceremonies;
6. Removing of school transportation privileges;
7. "Behavior," "behavioral," and/or "conduct" contracts;
8. Removing by teacher of the student from the classroom (following procedures as outlined below);
9. Assigning to Time-out-Room (if available);
10. Assigning to Behavior Clinic (if available);
11. Require completion of all assigned school and homework which was assigned during a period of suspension; or
12. Any other appropriate disciplinary actions determined by the administration with the concurrence of the teacher or building level committee.
13. For any bullying, investigate and report as required by La. R.S. 17:416.13. See Section Seventeen.

General Discipline Procedures

1. Referral to administrator by way of written report using approved form.
2. Administrator must confer with the student and give the student an opportunity to explain the student's version of the facts and may confer with the teacher to establish appropriate action.
3. **For a student removed from the classroom by a teacher for misconduct involving items in this handbook, the principal or designee shall give the student time to explain his/her conduct and shall conduct a counseling session with the student, as appropriate. A student in kindergarten through Grade 5 shall not be permitted to return to the classroom for at least 30 minutes unless agreed to by the teacher. A student in Grade 6 through Grade 12 shall not be permitted to return to the classroom during the same class period unless agreed to by the teacher.** In addition, prior to readmission of the student to the classroom, the administrator shall implement one of the following disciplinary measures:
 - A. Time-out-room (if available);
 - B. Behavior clinic (if available);
 - C. Detention-after school (if available);
 - D. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or the building level committee;
 - E. Teacher may require a conference with the parent, tutor, or guardian in the presence of the principal or designee before the student is readmitted, subject to applicable law;



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- F. Upon the third removal from the same classroom, a conference between the parent, tutor, or legal guardian shall be required prior to readmission, subject to applicable law;
 - G. If disruptive behavior persists, the teacher may request that the student be transferred into another setting;
 - H. Suspension, if appropriate;
 - I. Require completion of all assigned school and homework which was assigned during a period of suspension.*
 - J. The principal or designee shall provide oral or written notification to parent or legal guardian of any student removed from a classroom. The notification shall include a description of any disciplinary action taken.
 - K. Investigate and report regarding incidents of bullying as required by La. R.S. 17:416.13.
- 4. Discipline Referral Form is retained by the principal or designee.
 - 5. Administrator is to complete applicable Louisiana Department of Education reporting forms, as appropriate and obtain, if applicable, the student's signature and the parent/guardian's signature on the form. The administrator is to provide copies of the completed form as identified on the applicable form.
 - 6. General Discipline Regulations behavior violations and Discipline Options/Responses are not limited to those stated.

RECOMMENDED EXPULSION HEARING OPTION

A recommendation for expulsion may include any conduct stated in the previous sections for which the principal or designee may suspend the student, place the student into on-campus suspension, or recommend expulsion if the conduct is serious or persistent. The Director or other appropriate administrator makes the disciplinary determination on the basis of the severity of the misconduct and the previous record of behavior.

Any student after being suspended on three (3) occasions for committing any of the offenses enumerated in this Handbook during the same school year, may on committing the fourth such offense be recommended for expulsion. If a student is expelled from SULS he/she will not be able to attend any public school in the state of Louisiana until the beginning of the next regular school year or at least for one complete school semester. The Discipline Committee may determine that a long-term suspension is appropriate instead of an expulsion. Suspensions within the school year may be considered regardless of school (charter, other district) attended during the school year.

REQUIRED RECOMMENDED EXPULSION HEARING

The following conduct requires the Director or designee to immediately suspend the student and to recommend expulsion. Upon conclusion of a hearing and upon finding that a student is guilty of conduct warranting expulsion of any of the offenses described in Subsections Nine, Ten, Eleven, or in this Subsection, the Discipline Committee shall determine whether such student shall be



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expelled from the school or if other corrective or disciplinary action shall be taken. La. R.S. 17:416(C)(1).

1. Battery, assault, or making statements threatening physical harm to a school teacher, instructor, administrator, staff person or employee of the school system. The student shall be immediately removed from the school premises. The student shall not be readmitted to the school of the assaulted or battered or threatened employee until all hearings and appeals have been exhausted. If found guilty of violating La. R.S. 14:34.3 or 38.2 or both by competent Court or as a result of an expulsion hearing of committing a battery or an assault on any school employee or a threat to harm any school employee, the student shall not be assigned to attend or attend the school to which the assaulted, battered or threatened employee is assigned, unless the school system has no other school of suitable grade level for the pupil to attend or if the assaulted, battered or threatened employee agrees to allow the student to return to the same school.
2. Two (2) or more on one (1) fight or battery
3. Communicating false information of planned arson or bomb threats.
4. Inciting or participating in a major disturbance on campus.
5. Possession of alcoholic beverages.
6. Possession and/or distribution of counterfeit money.
7. Use of any object as a dangerous weapon.
8. Possession or use of an object as a weapon, such as mace, pepper spray, or a box cutter.
9. Possession or use of explosive devices/fireworks, and/or ammunition or look-alike devices, such as replicas of guns similar in appearance to a real gun.
10. Tampering or destroying school records, roll books, or school property.
11. Terrorizing.
12. Engaging in conduct that contains the elements of an offense relating to sniffing glue or spray paint, including possession, use, delivery to a minor, or possession of paraphernalia used with abusable glue or spray paint.
13. Engaging in conduct that contains the elements of an offense relating to use, possession, delivery to a minor, or possession of paraphernalia used with volatile chemicals.
14. The principal or designee shall immediately suspend a student who is found carrying or possessing a knife the blade of which equals or exceeds two and one-half inches in length. The principal shall immediately recommend the student's expulsion except, in the case of a student less than eleven years of age in pre-kindergarten through grade five who is found carrying or possessing a knife which exceeds two and one-half inches in length, the principal or designee may, but shall not be required to recommend the student's expulsion. La. R.S.17:416(B)(1)(b)(ii)(cc).
15. Sexual battery
16. "Hacking" or other use of computers to gain unauthorized access to the School System or other databases, including student, faculty, or district data files, without permission. In addition to any criminal penalties, students may have their computer privileges suspended.
17. Oral sex or any act of sodomy or sexual intercourse.
18. Making a "threat of violence". See La. R.S. 17:409.2(2).
19. Making a "threat of terrorism.". See La. R.S. 17:409.2(3).
20. Hacking online or accessing online learning environments not assigned to the student.



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21. Possessing or displaying laser pens, pointers or other laser devices.

Required Expulsion

If found guilty by a **Disciplinary Hearing Officer (Committee)**, the **Disciplinary Hearing Officer** may not assign a lesser punishment for the following offenses:

1. Any student, 16 years of age or older, found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school sponsored event pursuant to following a hearing shall be expelled from school for a minimum of a period of four complete school semesters. La. R.S. 17:416(C)(2)(ab)(ii). Under the above circumstances, students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart 1 – Regulations for Students with Disabilities, Section 530-537 or Section 504 of the Rehabilitation Act of 1973.
2. Any student who is under 16 years of age and in grades six through twelve and who is found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus or at a school sponsored event pursuant to following a hearing shall be expelled from school for a minimum of a period of two complete school semesters. La. R.S. 17:416(C)(2)(b)(ii). Under the above circumstances, students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart 1 – Regulations for Students with Disabilities, Section 530-537 or Section 504 of the Rehabilitation Act of 1973.
3. Any student in kindergarten through grade five who is found guilty by a Disciplinary Hearing Officer of possession of or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug or other controlled substance on school property, on a school bus, or at a school sponsored event following a hearing shall be referred to the School Board through a recommendation for action by the Superintendent. La. R.S. 17:416(C)(2)(c)(ii). Under the above circumstances, students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941, et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart 1 – Regulations for Students with Disabilities, Sections 530-537 or Section 504 of the Rehabilitation Act of 1973.
4. Any student who is sixteen years of age or older and who is found guilty pursuant to a hearing of being in possession of a firearm on school property, on a school bus, or in actual possession at a school sponsored event shall be expelled from school for a minimum period of four complete school semesters. The student shall be referred to the district attorney for appropriate action. La. R.S. 17:416(C)(2)(a) and 20 U.S.C. Subsection 7151. Under the above circumstances, the students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart 1 – Regulations for Students with



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- Disabilities, Sections 530-537 or Section 504 of the Rehabilitation Act of 1973. See Section Thirty-One – Definition for the term “firearm.”
5. Any student who is under the age sixteen years and in grades six through twelve and who is found guilty pursuant to a hearing of being in possession of a firearm on school property, on a school bus, or in actual possession at a school sponsored event, shall be expelled from school for a minimum period of four complete school semesters. The student shall be referred to the district attorney for appropriate action. La. R.S. 17:416(C)(2)(a)(I) and (b)(i) and 20 U.S.C. Subsection 7151. Under the above circumstances, the students with disabilities will be disciplined under Louisiana’s Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart 1 –38 Regulations for Students with Disabilities, Sections 530-537 or Section 504 of the Rehabilitation Act of 1973. See Section Thirty-One page 56 – Definition for the term “firearm”.
 6. Any student in kindergarten through grade five who is found guilty pursuant to a hearing of being in possession of a firearm on school property, on a school bus, or in actual possession at a school sponsored event, shall be expelled for a minimum period of two complete school semesters and shall be referred to the district attorney for appropriate action. La. R.S. 17:4169(C)(2)(c)(i). Under the above circumstances, students with disabilities will be disciplined under Louisiana’s Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart 1 – Regulations for Students with Disabilities, Sections 530-537 or Section 504 of the Rehabilitation Act of 1973.

SECTION FIFTEEN – CONVICTION OF A FELONY

1. The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, which had it been committed by an adult would have constituted a felony, may be cause for expulsion of the student for a period of time as determined by the board. The expulsion shall require the vote of two-thirds of the elected members of the school board. Further, the expulsion shall not be for a period of time longer than the student's period of adjudication as determined by the applicable court presiding over the student's criminal matter, and shall run concurrent to the student's period of disposition. If the student was serving an expulsion period when the student was incarcerated for a separate offense and the student completes the period of incarceration with time left in the expulsion period, the superintendent or his designee may require the student to serve the time left in the expulsion period. See La. R.S. 17:416(D)(1). Under the above circumstances, students with disabilities will be disciplined under Louisiana’s Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart 1 – Regulations for Students with Disabilities, Sections 530-537 or Section 504 of the Rehabilitation Act of 1973.
2. The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, whether said act is committed in this state or outside this state, which



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had it been committed by a adult would have constituted a felony in this state, may be sufficient cause for any public school system superintendent to refuse admission of said student to any school except upon review and approval of a majority of the elected members of the school board when request for admission is made to the board. La. R.S. 17:416(D)(2). Students with disabilities have certain rights under federal and state law which may affect determinations in these situations.

Administrative Matters

Policy Against Harassment

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 SULS is committed to providing a safe, healthy environment that promotes respect, dignity, and equality for all students, faculty, and staff, it is the purpose of this policy to create and preserve an educational environment free from harassment and discrimination.

Policy

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

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

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

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

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



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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 Title IX Coordinator for the Southern University System. 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.

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

The Title IX Coordinator or designee shall attempt to conclude the investigation within 30 days. The Title IX Coordinator will notify the complainant and alleged harassed in writing of the outcome of the investigation.



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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 SULS for harassing behavior.

Retaliation

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

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

Website: www.subr.edu/titleix

Policy Against Hazing

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

General Statement of Policy

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.



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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.

Definition: 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 place 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 a student.
3. Any activity involving the consumption of 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.
6. Student organization means a group, club or organization having students as its primary member 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.

Student Transportation and Parking

Students driving private motor vehicles to school are required to properly register the vehicle with the University Campus Police and comply with campus police regulations. Students are not permitted to remain in automobiles or drive them from the parking area between the hours of 7:30 a.m. and 3:10 p.m. without permission from the office. Students must park their cars in the gravel parking area and will need parental approval to drive their cars during school hours. Student passengers in student cars must also have parental permission. Students may not enter their cars during the school day without permission from the Dean or Administrator. Designated school personnel have the authority to search any vehicle on campus.

The costs of parking permits are \$45 per vehicle. Students should bring proper payment for parking permits (cash, money order, credit card or check)



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Parking Rules

- A student must park his/her car only in the designated student parking areas. Once a student arrives at school, he/she must have permission from an Administrator/Dean of Students to return to the car and/or leave campus. Loitering in cars or in the parking areas is strictly prohibited. Students must be escorted to their cars and provided with a pass to return to class.
- Violations of parking regulations or the careless operation of vehicles may result in the temporary or permanent suspension of a student's driving privileges to school and parking privileges at school.
- The gates to the last parking lot where teachers and students park will be locked each morning immediately following the beginning of the first hour. These gates will remain locked until the last hour of the day, at which time they will be unlocked for dismissal. This measure is instituted to ensure the safety of parked cars and the unlawful trespassing of persons not enrolled at SULLS. Provisions will be made for the entry of vendors who must make deliveries to the school.

Visitors to the Campus

All visitors (including parents) must report to the office, log into the school check in system, and secure a visitor's pass. No visitors will be allowed to interrupt a class to speak to a student and/or teacher. In case of an emergency, office staff will contact the student. Students/faculty must report any unauthorized visitors to the classroom or school grounds immediately. Students not in attendance at the Laboratory School are not allowed to attend classes.

- Southern University Laboratory School should be advised of **all** visits by any above listed member to ensure they are professionally greeted and to facilitate any necessary clearance and approval processes associated with the visit.
- No visitors will be allowed to interrupt a class to speak to a student. Students/faculty must report immediately any unauthorized visitors to the classroom or school ground.
- ALL approved visitors will have a visitor's pass upon admittance into the Laboratory School.

Cafeteria

All students are expected to eat in the school's cafeteria. Students will not be permitted to leave the school grounds during the lunch period. **Special provisions, when possible, will be made for students who have dietary problems, by submitting information to the cafeteria manager.** Requests for this special provision **MUST** be accompanied by medical documentation. Federal and state regulation prohibits the consumption of any food in the cafeteria that is not a



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part of the menu prepared by the cafeteria personnel. Upon leaving the cafeteria, the remaining part of the scheduled lunch period may be used for relaxation or study. The following rules are expected to be observed in the cafeteria:

1. Walk, do not run
2. No gum chewing
3. Stand in an orderly line
4. No students are to “cut” into lines; on occasion, adult personnel are to be extended this courtesy.
5. There are no reserved seats. If you wish to sit with friends, you must enter with them.
6. Do not sit or lean on the tables.
7. Keep the tables and floors tidy. Trash must be placed in wastebaskets.
8. Trays are not to be left on the tables. Return them to the area provided for soiled utensils.
9. If you leave the cafeteria, you must get in the back of the lunch line to re-enter.
10. Keep noise level at a minimum. Speak in conversational tones. Do not yell or shout at schoolmates across the room
11. Parents are not permitted to bring lunch to school for students. Any special meals must have the approval of the Director/Cafeteria Manager.

Deliveries (Outside Food)

*Commercial deliveries are not allowed except for deliveries by 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 **may not** bring any food or drink into the school buildings. We are fortunate to have a rapidly growing student body, so we are unable to accommodate deliveries from parents to students throughout the school day. We appreciate your understanding of this situation.*

Textbook/Student Equipment/School Property

Students are responsible for the care of textbooks and equipment issued to them. Lost and/or damaged books, chromebooks, and equipment must be paid for before report cards are issued. A textbook cannot be replaced during the year unless it is paid for. SU Lab also requires students to pay for any other school property damaged as a result of student misconduct.

Lost and Found

The lost and found items are located in the main office. Found articles should be turned in to the Front Office. Articles may be claimed by the owner upon proper identification. Students are requested to properly label articles so that ownership may be easily determined. Items not claimed will be disposed of at the end of the semester. Names should be written in all uniform apparel for easy identification.



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ACADEMIC MATTERS

JCAMPUS Parent Access

Students and parents should access important student information online through JCampus Parent Access. Please visit the school website www.sulabschool.com, click on the Student Progress icon, and follow the log-in instructions. Once logged in, parents can see their child's grades in each class as well as attendance and discipline history. Parents and students are strongly encouraged to utilize this resource on a regular basis to help ensure success for all students.

Schedule Changes

Student schedules are prepared based upon pre-registration requests for courses and/or particular needs to meet minimum standards for education. In a few instances, courses offered during preregistration will not be included in the current schedule due to insufficient numbers of requests for those courses.

A student's schedule of courses must be for the entire year. Changes will be made **ONLY** in instances that merit changes. All changes to a student's schedule are approved by the administration and changed by the Guidance Counselor. **Students must follow their original schedule until they are sent for by the Guidance Counselor's office.**

To request a schedule change, follow the procedures as outlined below:

1. Complete the information on the specified google form.
2. Follow your original schedule until called to the Guidance Counselor's Office.
3. No class can be changed or dropped after 10 school days.

Grading

Grades will be calculated at nine-week intervals based on an accrual of points earned during a semester according to the following scale:

The grading policy of the Southern University Laboratory School is based on a 4.0 system:

- A - 4 quality points
- B - 3 quality points
- C - 2 quality points
- D - 1 quality point



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F - 0 quality points

Each semester is independent of the other.

- **Honors (Advanced Placement/Dual Enrollment) classes are weighted and receive an additional quality point through C status.**

The quality point values are for courses of one unit when computing final or session grades. Otherwise, letter Grades earned for ½ unit credit courses are computed as a corresponding half-credit point value.

-----Grading Scale -----

A	93% - 100%	A - 4
B	85% - 92%	B - 3
C	75% - 84%	C - 2
D	67% -74%	D - 1
F	0% - 66%	F - 0

-----Grading Scale - AP/DE-----

A	90% - 100%	A - 5
B	80% - 89%	B - 4
C	70% - 79%	C - 3
D	60% -69%	D - 1
F	Below 60%	F - 0

Honors classes are offered in high school English, Algebra I, Algebra II, Advanced Math, and Physics. Honors courses will follow the regular grading scale and the scale that is weighted with an additional quality point through a C status. Students must obtain a parent and teacher signature on the course request form that is completed in the spring for the next year's registration.

Additionally, the teacher recommends students for these classes based on the following criteria:

- The current year's class performance
- Standardized test results
- Student interests and work ethics
- Ability to work independently and above regular grade level assignments
- Parental consent

The point system is used in computing report cards for students enrolled in grades first through twelfth. All assignments, tests, recitations, and activities are assigned a specific number of points.

When a course is repeated, the grade earned will become a part of the student's transcript; however, the failing grade remains a part of the permanent transcript. This shall apply to courses repeated at the Laboratory School, approved summer school, or by correspondence or an online course.



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Grade Point Average

Cumulative grade point averages will be compiled utilizing all course grades, including those that have been repeated. The total number of quality points earned will be divided by the total number of units attempted.

Change of Grade

Students desirous of a CHANGE OF GRADE that has become a part of the permanent record, must petition the instructor who assigned the initial grade, who will then initiate, the “Change of Grade” procedure. Should a teacher wish to change the grade that has been placed on the student’s permanent record, the teacher must do the following within **thirty (30) days** of the marking period in which the initial grade was assigned:

1. Obtain and complete a “Change of Grade” request form.
2. State reason(s) for which the grade change is being requested.
3. Attach documentation and/or justification.
4. Submit a signed request form to the Director or Assistant Principal.

The change of grade report and documentation must then be reviewed. If the change is not approved, the initial grade remains on the permanent record. All documentation as well as the requested grade change becomes a permanent part of the record.

Note: If a Change of Grade Request is made to remove probationary or academic expulsion status, that status remains effective until the requested change receives final approval. Students under academic expulsion cannot be re-admitted until the change of grade request procedures are completed with approval for official change of grades. Questions about calculating six weeks, semester or cumulative grade-point averages should be directed to the Guidance Counselor and/or administration.

Incomplete Grade Assignments (Extenuating Circumstances)

An unexcused absence does not excuse a student from making up missed work. It is the student’s primary responsibility to make the necessary arrangements with his teacher to make up missed work. Assignments received prior to the absence are to be brought in the day the student returns. If a teacher assigns a grade of “I” (Incomplete) for a nine weeks grading period, the teacher must:

1. Submit in writing (Incomplete Grade Form) to the Director the reason(s) why a legitimate grade cannot be assessed at that time.
2. Inform the student and parent in writing as to the conditions that must be met in order that the “I” be removed.
3. Requirement for the removal of the grade of “I” must be completed within a (10) day period (school days).



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4. Submit in writing, the assigned grade to the Director when the deficiency has been removed. This grade **MUST** be submitted within two weeks (school days) of the grading period, or the grade of “I” becomes “F”.

Students will be assigned the grade of “I” only under the following adverse conditions:

1. Absence due to long term illness (i.e. communicable diseases, surgery, etc.)
2. Disabilities (i.e. physical or psychological, due to accident, surgery, etc.)
3. Catastrophic family conditions or emergencies (i.e., severe weather, death, etc.)

*The above must have appropriate written documentation (i.e. doctor’s statement on letterhead).

Classification of Student

Grade placement is to be determined only at the beginning of the school year for grades 9, 10, 11 and Grade placement for seniors can be determined at any time.

Grade 10 – by having earned no less than 5 credits

Grade 11 – by having earned no less than 11 credits

Grade 12 – by having scheduled sufficient units during the regular year to complete graduation requirements at the end of the school year.

Transfer Credit

Any student who transfers to the Laboratory School and has been enrolled in a subject which is not offered at the SU Lab school, will be given ½ unit of credit if he or she has successfully completed twelve weeks of work in any subject or provides a complete transcript from the previous school. All 9-12 entering students must provide an official copy of their transcript from their previous school.

Pupil Progression Plan

Below is the link to the school’s 2023-2024 Pupil Progression Plan. This plan spells out the criteria used for promotions in grades K-12, and explains promotions that are conditional according to circumstances. The school will follow all policies outlined in the progression plan. The Pupil Progression plan is updated yearly.

[Pupil Progression Plan](#)

Transfer from Homeschool Procedures

Students of all grade levels who have been on state approved home schooling programs and wish to enroll in SULAB must:

- Present a copy of the approved application for each year that the student has been in the home study program.



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- Present a report that provided information about the program of studies pursued by the student while in home study.
- Students who took and failed English or mathematics in the spring or summer prior to 5th or 9th grade shall not be placed in 5th or 9th grade if they enter SULAB
- Students will not be placed higher than one additional grade per year since the previous placement of the student in a state approved school.
- To determine elementary placement for homeschool students, the SULAB shall evaluate the student's instructional level using diagnostic and achievement instruments normally used in the school for new students.

These tests include tests similar to iLEAP in reading and mathematics, end of the book tests and similar components of the adopted textbooks series, grade level materials and norm-referenced data. The interpretation of the results of the test given will be based on the student's re-entry date. The principal's designee shall be responsible for administering the test. If the student's placement is in question, the principal will convene the SBLC.

Students in grades 5 and 9 transferring to the SULAB system from any in state nonpublic school (state approved and unapproved), any out-of-state school or home schooling program shall be required to pass the English/ Language Arts and mathematics portions of the state-developed *LEAP* placement test. Out-of-state residents do not have to take the placement test if they were promoted to the fifth or ninth grade.

Middle School Placement for Home Study Students

It is recommended that the students re-enter at the beginning of a semester. Students re-entering during the semester must successfully complete all required course work from point of entry. The student shall be placed using the following data:

- Evaluations from norm referenced tests
- Tests similar to LEAP2025 in reading and mathematics and/or LEAP2025 results
- Recommendations by the School Building Level Committee and other pertinent data

High School placement for homeschooling students

The home schooling student should enter at the beginning of the school year. High school placement is determined by the number of Carnegie units as evidenced by the results of proficiency exams administered at the school. These tests are to be taken within 10 days after placement into the school system. Proficiency exams for academic subjects shall be administered at the school. A passing score of 67% is required for all tests.

- List the placement test(s) administered to the above-mentioned transfer students, if



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applicable.

These tests include tests similar to LEAP2025 in reading and mathematics, end of the book tests and similar components of the adopted textbooks series, grade level materials and norm-referenced data. The interpretation of the results of the test given will be based on the student's re-entry date. The school counselor at the individual schools shall be responsible for administering the test. If the student's placement is in question, the principal will convene the SBLC.

SCHOOL BUILDING LEVEL COMMITTEE

For the purpose of review of promotion criteria, the principal will coordinate the decision-making process of the SBLC.

Composition

- Classroom teacher directly involved with instruction of student
- School Administrator
- Counselor or classroom teacher not directly involved with instruction of student
- Teacher of any special program in which student is involved
- Parent of student
- Student (when appropriate)

Function

- To review the data from all available sources on each individual student relative to a promotion or retention appeal, waiver, or extenuating circumstance, on a semester or annual basis when applicable
- To make recommendations for remediation and/or placement

To serve as a review committee to investigate complaints initiated by parents or guardians at the local level. (A parent or guardian may initiate an individual review of student placement and/or promotion by notifying in writing the school building level principal).

If current local data is not available, selection and administration of appropriate tests shall be determined by the SBLC. Such tests shall be administered within ten (10) school days to provide documentation of the student's current level of mastery of state grade appropriate standards. The SBLC, using the SBLC Report to Parents form, shall communicate its determination of educational placement for the student in writing to the parent (s) or legal guardian (s).

NCAA INITIAL ELIGIBILITY RULES

Student athletes who desire to participate in college athletics should check specific rules and the application process at www.naaclearinghouse.net or www.eligibilitycenter.org. The Louisiana High School Athletic Association recommends that all student athletes and their families view their recruiting webinar which is on the LHSAA homepage: www.lhsaa.org. (Students who qualify for an ACT fee waiver should see the senior counselor for a NCAA fee waiver.)



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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. If the student is a Junior or Senior and is taking less than six hours of coursework, s/he must pass all courses to be eligible to participate. If the student is a Junior or Senior and is taking more than six hours of coursework, s/he must pass at least six classes to be eligible to participate.
- 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 Scotlandville Magnet High school attendance area (as defined by the EBRP School Board) or have attended Southern University Laboratory School for at least one calendar year, and
- E. Be in compliance with the school's attendance policy.
- F. Be in financial good standing with the institution

Rights

Parents or guardians have the right to review with the counselor all official files and data which pertain to the student personally. Students 18 years of age and older may make the same request. Parents have a right to challenge the accuracy of the data through a formal hearing. The school must **produce** such **records** for examination **within 30 days of a written request**. The school shall respond to reasonable requests for explanation and interpretation of a student's records.

No official record, file or data pertaining to any individual student that is personally identifiable to the student shall be released to anyone other than the student and/or parent except as authorized by law unless the student and/or parent has executed a written release of such information to a person or agency.

Grade Placement/Promotion in Elementary and Middle School (grades K-8)

Promotional status for all elementary students will be based on the requirements as stated in the Southern University Laboratory School's Pupil Progression Plan.

Grade Placement/Promotion from 8th grade to 9th grade

A student must meet state assessment required standards. If an 8th grade student does not meet state assessment requirements he/she:

- MUST attend summer remediation
- Is not eligible for promotion without a grade 8 waiver or participation in a transitional 9th grade program, the student is not eligible for promotion at the Lab School and must return to



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his/her free and appropriate public education (FAPE) school district. The student may re-apply for Lab school admission consideration after all new applicants have been considered.

Grade Placement/Promotion in High School

Unit requirements for grades 9 – 12 at SULS are:

1. Grade 9 – by having successfully completed 11 of 14 semester credits of the eighth grade curriculum
2. Grade 10 –by having earned no less than 5 units of credit
3. Grade 11 – by having earned no less than 11 units of credit
4. Grade 12 – by having scheduled sufficient units during the regular year to complete graduation requirements at the end of the school year and has scored Approaching basic or Above on the LEAP2025 in either Algebra I/Algebra II, English II/English III, and Biology/U.S. History.

Report Cards and Progress Reports

Report cards are mailed at the end of the nine weeks. Parents are encouraged to use the online parent portal to monitor student progress.

Honor Roll Status

On each level – elementary grades 1 – 5, middle and high school 6 – 12, an Honor Roll will be compiled and displayed each grading period. A student must have straight A's or A's & B's, excluding letter grades C, D, and F to receive Honor Roll recognition. Elementary students with reading placement below grade level CANNOT be considered for Honor Roll status. The grade point average earned for each individual grading period will be used to calculate Honor Roll status for the nine weeks and/or semester. Additionally, students will be recognized each nine weeks/semester for their academic accomplishments. Honor Roll certificates will be issued. However, to receive nine week/semester Honor Roll recognition, students must have maintained Honor Roll status each nine weeks of the semester.

Honors Lists will be compiled and displayed at the end of each semester. President's List 4.00 and above; Provost's List - 3.5 to 3.99; Dean's List - 3.0 to 3.4.99

Parent – Teacher Conferences

Parents may request conferences during the teacher's conference period. Parents are discouraged from stopping teachers in the morning on the ramp or the parking lot. This is not a proper conference time or place in that teachers have responsibilities in the morning and are preparing for the day's activities. **Contact the teacher to schedule a conference. In the event that a conference is needed with multiple teachers, conferences will be scheduled through the guidance counselor.**



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Additional Fees (Kindergarten, 5th, 8th, Junior, Senior & Graduation)

Additional fees for Kindergarten, 5th and 8th Grade students will be assessed at the beginning of the 4th nine weeks for recognition programs.

All seniors will conduct themselves in a manner commensurate with their status as leaders of the school. A detailed listing of graduation requirements will be disseminated in the spring along with several mandatory activities. The Senior Fee will be assessed to all seniors to help defray expenses related to senior activities such as graduation, senior banquet/breakfast. An itemized list and the deadline for payment will be listed in the Fall communication to seniors and their parents.

There is a separate fee for invitations, memorabilia, cap and gowns, etc. with Herff Jones. Again this fee is a part from the school fee and will be managed by Herff Jones employees. More information on ordering these supplies and the exact amount will be given in the Spring.

Juniors will have a class fee that will cover expenses for prom. Class rings are ordered through Herff Jones and that fee is separate from the class fees.

Class Rank

Class rank for graduating seniors is determined by computing the cumulative grade point average of final grades of all courses taken in grades 9 – 12. The senior with the highest grade point average is named Valedictorian; the senior with the second highest grade point average is named Salutatorian. If two or more students have identical averages (carried to two decimal places) for the first and second place honors, Co-Valedictorians or Co-Salutatorians will be named.

To be named valedictorian or salutatorian of the Laboratory School graduating class, a senior MUST have attended the Laboratory School in grades 10-12 consecutively (6 semesters). To be eligible for distinction at graduation, candidates with a 3.00 – 3.49 grade-point average will be designated Honor Graduates; Cum Laude will be awarded to candidates whose grade-point average is 3.50 – 3.69. Magna Cum Laude will be awarded to candidates whose grade-point average is 3.7 – 3.89. Summa Cum Laude will be awarded to candidates whose grade-point average is 3.90 or higher. This academic recognition becomes a part of the official record and will be noted on the transcript, diploma and Commencement Program. Honor students also wear special stoles at graduation.

Seniors and their parents should periodically review their academic status during the senior year with the counselor. Make certain all summer school, correspondence grades, etc. are properly posted.



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SOUTHERN UNIVERSITY LABORATORY SCHOOL CURRICULUM

High School Graduation Requirements for Laboratory School Students

English	4 Units
English I, II, III, and IV	
Mathematics	4 Units
Algebra I (1 unit) Geometry Algebra II The remaining unit shall come from the following: Advanced Mathematics I, Pre-Calculus, Calculus	
Science	4 Units
1 unit of Biology 1 unit of Chemistry 1 unit of advanced science from the following courses: Biology II, Chemistry II, Physics 1 additional science unit	
Social Studies	4 Units
½ unit of Civics or AP American Government and Politics ½ unit of Free Enterprise I unit of American History I unit from the following: World History, World Geography I unit from the following: World History, World Geography, Economics, Law Studies, Psychology, Sociology, or African American Studies.	
Health Education	½ Unit
Physical Education	1½ Unit
Foreign Language	2 Units
Shall be 2 units in the same foreign language	
Arts	1 Unit
1 unit Fine Arts Survey or 1 unit of Art (2333), Dance (2337), Music (2355), Theatre Arts (2333), or Applied Arts.	
Electives	3 Units
TOTAL	24 units

Students must meet all academic requirements to participate in commencement exercises.

SECTION 504

Section 504 of the Rehabilitation Act of 1973, as amended, is a civil rights law that prohibits discrimination on the basis of disability. This law applies to public elementary and secondary schools, among other entities.

Determining Eligibility

To consider a student for eligibility under Section 504 the following question must be answered:

“Does the student have a physical or mental impairment that substantially limits a major



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life activity or major bodily function?"

Under Section 504, a person is considered to have a disability if that person (29 U.S.C. Sec. 706 (8)):

1. has a physical or mental impairment which substantially limits one or more such person's major life activities or bodily functions
2. has a record of such impairment, or
3. is regarded as having such an impairment

Physical or Mental Impairment

(a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitor-urinary; hemic and lymphatic; skin and endocrine; or

(b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities

Major Life Activities

Caring for one's self, performing manual tasks, walking, breathing, seeing, hearing, speaking, learning, working, reading, concentrating, thinking, sleeping, eating, lifting, bending and communicating

Major Bodily Functions

The immune system, normal cell growth, digestive, bowel, and bladder functions, respiratory function, circulatory function, endocrine function, reproductive function, brain and neurological function

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



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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.



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Laws and Regulatory Bulletins

The following federal and state laws or regulations guarantee that a student with a disability has a full educational opportunity to benefit from a free appropriate public education (FAPE). State published regulatory bulletins are available to you through the local education agency and the Louisiana Department of Education (LDOE).

Federal Laws

- Individuals with Disabilities Education Act (IDEA), 20 U.S.C. Chapter 33, amended by P.L. 105-1734 Code of Federal Regulations-Parts 300 and 301
- Section 504 of the Rehabilitation Act of 1973
- Family Education Rights and Privacy Act (FERPA)
- Americans with Disabilities Act of 1990 (ADA)

State Law

- R.S. 17:1941, et seq. (R.S. 17:1944.B (8, 11, & 20))

BESE Regulations and Bulletins

- Bulletin 1706: Regulations for Implementation of the Children with Exceptionalities Act
- Bulletin 1508: The Pupil Appraisal Handbook
- Bulletin 1573: Complaint Management Procedures

You can access these bulletins on the BESE website under the [Policies/Bulletins](#) tab.

Prior Written Notice

LEA= Southern University Laboratory School

General Information

Prior written notice must be given to you whenever the LEA proposes or refuses to initiate or change the identification, evaluation, or educational placement of your child or the provision of a free appropriate public education (FAPE).

The prior notice must include the following information:

1. Description of the action that your LEA proposes or refuses to take;
2. Explanation of why your LEA proposes or refuses to take the action;
3. Description of the evaluation procedure, assessment, record or report your LEA used as a basis for the proposed or refused action;
4. Description of any other choices that your child's IEP team considered and the reasons why those choices were rejected;
5. Description of other reasons why your LEA proposed or refused the action;
6. Statement explaining that you have protections under the procedural safeguards provisions; and



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7. Identification of the employee or employees of your LEA who you may contact for assistance.

Notice in Understandable Language

Regarding the prior written notice language:

1. It must be written in language understandable to the general public and provided in the native language or other mode of communication you use most often, unless it is clearly not feasible to do so.
2. If your native language or other mode of communication is not a written language, your LEA shall take steps to ensure that:
 - a. The notice is translated for you orally or by other means in your native language or other mode of communication;
 - b. You understand the content of the notice; and
 - c. There is written evidence that these requirements have been met.

Native Language

Native language, when used with an individual who has limited English proficiency, means the following:

1. The language normally used by the person, or, in the case of a student, the language normally used by the student's parents; and
2. In all direct contact with a student (including evaluation of the student), the language normally used by the student in the home or learning environment.

For a person with deafness or blindness, or for a person with no written language, the mode of communication is what the person normally uses (such as sign language, Braille, or oral communication).

Electronic Mail (E-Mail)

If your child's LEA offers you the choice of receiving documents by e-mail, you may choose to receive the following by email:

1. Prior written notice;
2. Procedural safeguards notice; and
3. Notices related to a due process complaint.

Parental Consent

General Information

Parental consent means:

1. You have been fully informed in your native language or other method of communication of all



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information about the action for which you are giving consent;

2. You understand and agree in writing to that action, and the consent describes that action and lists the records (if any) that will be released and to whom; and
3. You understand that the consent is voluntary on your part and you may withdraw your consent at any time. Your withdrawal of consent does not negate an action that occurred after you gave your consent and before you withdrew it.

Parental Consent for Initial Evaluation

Your LEA cannot conduct an initial evaluation of your child to determine whether your child is eligible to receive special education and related services without first providing you with prior written notice of the proposed action and without obtaining your consent.

Your LEA must make reasonable efforts to obtain your informed consent for an initial evaluation to decide whether your child is a student with a disability.

Your consent for initial evaluation does not mean that you have also given your consent for the LEA to start providing special education and related services to your child.

If you refuse to provide consent or fail to respond to a request to provide consent for an initial evaluation, your LEA may, but is not required to, seek to conduct an initial evaluation of your child by utilizing the mediation or due process complaint, resolution meeting, and impartial due process hearing procedures. Your LEA will not violate its obligations to locate, identify and evaluate your child if it does not pursue an evaluation of your child in these circumstances.

Special Consent Rules for Initial Evaluation of Wards of the State

Ward of the State means a child who, as determined by the state where the child lives, is:

1. A foster child;
2. Considered a ward of the state under Louisiana state law; or
3. In the custody of a public child welfare agency.

Ward of the state does not include a foster child who has a foster parent who meets the definition of a parent.

If a student is a ward of the state and is not living with his or her parent, the LEA does not need consent from the parent for an initial evaluation to determine if the student is a student with a disability if:

1. Despite reasonable efforts to do so, the LEA cannot find the student's parent(s);
2. The rights of the parents have been terminated in accordance with the state law; or
3. A judge assigned the right to make educational decisions and to consent for an initial evaluation to an individual other than the parent.

Parental Consent for Services

Your LEA must obtain your informed consent before providing special education and related services to your child for the first time. Your LEA shall make reasonable efforts to obtain your informed consent.

If you do not respond to a request to provide consent for your child to receive services for the first time,



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or if you refuse to give such consent, your LEA may not use the procedural safeguards (i.e., mediation, due process complaint, resolution meeting, or an impartial due process hearing) in order to obtain agreement or a ruling that the special education and related services (recommended by your child's IEP team) may be provided to your child without your consent.

If you refuse to give consent for your child to receive special education and related services for the first time, or if you do not respond to a request to provide such consent and the LEA does not provide your child with the special education and related services for which it sought your consent, your LEA:

1. Is not in violation of the requirement to make a FAPE available to your child; and
2. Is not required to have an IEP meeting or develop an IEP for your child.

Parental Consent for Reevaluations

Your LEA must obtain your informed consent before it reevaluates your child, unless your LEA can demonstrate that:

1. It took reasonable steps to obtain your consent for your child's reevaluation; and
2. You did not respond.

If you refuse to consent to your child's reevaluation, the LEA may, but is not required to, pursue your child's reevaluation. As with initial evaluations, your LEA does not violate its obligations under the IDEA if it declines to pursue the reevaluation.

Other Consent Requirements

Your consent is NOT required before your LEA may:

1. Review existing data as part of your child's evaluation or a reevaluation; or
2. Give your child a test or other evaluation that is given to all students unless, before the test or evaluation, consent is required from all parents of all students.

Your LEA may not use your refusal to consent to one service or activity to deny you or your child any other service, benefit, or activity.

If you have enrolled your child in a private school at your own expense or if you are home schooling your child, and you do not provide your consent for your child's initial evaluation or your child's reevaluation, or you fail to respond to a request to provide your consent, the LEA may not use measures such as mediation or due process hearing procedures and is not required to consider your child as eligible to receive equitable services.

Revocation of Parental Consent

If, at any time subsequent to the initial provision of special education and related services, you revoke consent in writing for the continued provision of special education and related services, the LEA may not continue to provide these services to the student, but must provide prior written notice before ceasing the services. The LEA may not use mediation or due process hearing procedures in order to obtain agreement or a ruling that the services may be provided to the student.

If you revoke your consent for the continued provision of special education and related services to your child, the LEA:

1. Will not be considered to be in violation of the requirement to make a FAPE available for its failure to provide the student with further special education and related services to your child; and



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2. Is not required to convene an IEP team meeting or develop an IEP for the student for further provision of special education and related services.

If you revoke consent in writing for your child's receipt of special education services after the student is initially provided special education and related services, the LEA is not required to amend your child's education records to remove any references to the student's receipt of special education and related services because of the revocation of consent.

Transfer of Parental Rights

When a student with a disability reaches the age of majority, which is age eighteen in Louisiana (except for a student with a disability who has been determined, under applicable state laws, to lack the capacity to make educational decisions), the LEA must:

1. Provide any notice required to both you and your child;
2. Transfer all other rights accorded to you to your child; and
3. Transfer all rights accorded to you to your child who may be incarcerated in an adult or juvenile, state, or local correctional institution.

Independent Educational Evaluation (IEE)

General Information

You have the right to obtain an independent educational evaluation (IEE) for your child if you disagree with the evaluation of your child that was obtained by your LEA. If you request an IEE, the LEA must provide you with information about where you may obtain an IEE and about the LEA's criteria that apply to IEEs.

Definitions

1. Independent Educational Evaluation (IEE) means an evaluation conducted by a qualified examiner who is not employed by the LEA responsible for the education of your child.
2. Public Expense means that the LEA either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to you.

Parental Right to Evaluation at Public Expense

You have the right to an IEE of your child at public expense if you disagree with an evaluation of your child obtained by your LEA, subject to the following conditions:

1. If you request an IEE of your child at public expense, your LEA must, without unnecessary delay, either:
 - a. File a due process complaint to request a hearing to show that its evaluation of your child is appropriate; or
 - b. Provide an IEE at public expense, unless the LEA demonstrates in a hearing that the evaluation of your child that you obtained did not meet the LEA criteria.
2. If your LEA requests a due process hearing and the final decision is that your LEA's evaluation of your child is appropriate, you still have the right to an IEE, but not at public expense.
3. If you request an IEE of your child, the LEA may ask why you object to its evaluation.



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However, your LEA may not require an explanation and may not unreasonably delay either providing the IEE of your child at public expense or filing a due process complaint to request a due process hearing to defend the LEA's evaluation of your child.

4. You are entitled to only one IEE at public expense each time the LEA conducts an evaluation with which you disagree.

Parent-Initiated Evaluations

If you obtain an IEE of your child at public expense or you share with the LEA an evaluation of your child that you obtained at private expense:

1. Your LEA must consider the results of the evaluation of your child, if the IEE meets the LEA's criteria for IEEs, in any decision made with respect to the provision of a FAPE to your child; and
2. You or your LEA may present the evaluation as evidence at a due process hearing regarding your child.

Requests for Evaluations by Hearing Officers

If a hearing officer requests an IEE of your child as part of a due process hearing, the cost of the evaluation must be at public expense.

Local Education Agency Criteria

If an IEE is at public expense, the criteria under which the evaluation is obtained, including the location of the evaluation and the qualifications of the examiner, must be the same as the criteria that the LEA uses when it initiates an evaluation (to the extent those criteria are consistent with your right to an IEE).

Except for the criteria described above, the LEA may not impose conditions or timelines related to obtaining an IEE at public expense.

Confidentiality of Information

General Information

Policies and procedures are in effect to ensure that the LEA complies with protecting your child's personally identifiable information.

Definitions

1. Destruction means physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.
2. Education records means the type of records covered under the definition of "education records" in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
3. Participating agency means any LEA, agency or institution that collects, maintains, or uses personally identifiable information, or from which information is obtained.
4. Personally identifiable means information that has:



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- a. Your child's name, your name as the parent, or the name of another family member;
- b. Your child's address;
- c. A personal identifier, such as your child's social security number or student number; or
- d. A list of personal characteristics or other information that would make it possible to identify your child with reasonable certainty.

Notice to Parents

The LDOE must give adequate notice to fully inform you about confidentiality of personally identifiable information, including:

1. A description of the extent to which the notice is given in the native languages of the various population groups in the state;
2. A description of the students on whom personally identifiable information is maintained, the types of information sought, the methods the state intends to use in gathering the information (including the sources from whom information is gathered), and the uses to be made of the information;
3. A summary of the policies and procedures that participating agencies must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information; and
4. A description of all the rights of parents and students regarding this information, including the rights under FERPA and its implementing regulations.

Before any major identification, location, or evaluation activity (also known as "child find"), the notice must be published or announced in newspapers or other media or both, with circulation adequate to notify parents throughout the state of the activity to locate, identify, and evaluate children in need of special education and related services.

Access Rights

Each LEA must permit you to inspect and review any educational records collected, maintained, or used by your LEA relating to your child with respect to identification, evaluation, educational placement, and the provision of a FAPE. The LEA must comply with your request without unnecessary delay and before any meeting regarding an IEP, or any impartial due process hearing, and in no case more than 45 days after the request has been made.

The right to inspect and review educational records under this section includes your right to:

1. A response from the LEA to your reasonable requests for explanations and interpretations of the records;
2. Have your representative inspect and review the records; and
3. Request that the LEA provide copies of the records if you cannot effectively inspect and review the records unless you receive those copies.

The LEA may presume that you have the authority to inspect and review records relating to your child unless the LEA has been advised that you do not have the authority under applicable state law governing



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such matters as guardianship, separation and divorce.

Record of Access

Each LEA must keep a record of parties obtaining access to education records collected, maintained, or used (except access by parents and authorized employees of the LEA), including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

Records on More than One Child

If any educational record includes information on more than one student, the parent(s) of those students have the right to inspect and review only the information relating to their child or to be informed of that specific information.

Types and Location of Information

On request, each LEA must provide you with a list of the types and locations of education records collected, maintained, or used by the LEA.

Fees

Each LEA may charge a fee for copies of records, which are made for you if the fee does not effectively prevent you from exercising your right to inspect and review those records. Each LEA may not charge a fee to search for or to retrieve information.

Amendment of Records at Parent's Request

If you believe that information in the education records collected, maintained, or used is inaccurate, misleading or violates the privacy or other rights of your child, you may request the LEA that maintains the information to change the information.

The LEA must decide whether to change the information in accordance with the request within a reasonable period of time of receipt of this request.

If the LEA refuses to change the information in accordance with your request, it must inform you of the refusal and advise you of your right to a hearing as set forth under IDEA and FERPA.

Consent

Your consent must be obtained before personally identifiable information is disclosed to parties other than officials of the LEA unless the information is contained in education records and the disclosure is authorized without parental consent under FERPA.

Your consent is not required before personally identifiable information is released to officials of your LEA for purposes of meeting a requirement of the IDEA.

Your consent, or the consent of an eligible child who has reached the age of majority under state law, must be obtained before personally identifiable information is released to officials of the LEA providing or paying for transition services.

If your child is in, or is going to go to a private school that is not located in the same LEA you reside in,



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your consent must be obtained before any personally identifiable information about your child is released between officials in the LEA where the private school is located and officials in the LEA where you reside.

Safeguards

Each LEA must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages.

One official at each LEA must assume responsibility for ensuring the confidentiality of any personally identifiable information.

All persons collecting or using personally identifiable information must receive training or instruction regarding the state's policies and procedures concerning confidentiality under the IDEA and FERPA.

Each LEA must maintain, for public inspection, a current listing of the names and positions of those employees within the agency that may have access to personally identifiable information.

Destruction of Information

Your LEA must inform you when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child.

The information shall be destroyed at your request; however, a permanent record of your child's name, address, and telephone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

Hearing Procedures

The LEA must, on request, provide you with the opportunity for a hearing to challenge information in the educational records regarding your child to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of your child.

A hearing to challenge information in education records must be conducted according to the procedures for such hearings under FERPA.

Result of Hearing

If, as a result of the hearing, the educational agency or institution decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the record accordingly and inform you of the amendment in writing.

If, as a result of the hearing, the LEA decides that the information is not inaccurate, is misleading, or otherwise in violation of the privacy or other rights of your child, it must inform you of your right to place in your child's records a statement commenting on the information or providing any reasons you disagree with the decisions of the LEA.

Such an explanation placed in the records of your child:

1. Must be maintained by the LEA as part of the records of your child as long as the record or contested portion is maintained by the LEA; and



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2. If the LEA discloses the challenged portion of your child's records to any party, the explanation must also be disclosed to that party.

Complaint and Dispute Resolution

General Information

Sometimes you may disagree with the LEA about your child's special education. The LDOE has developed dispute resolution processes for resolving the disagreement about your child's disability identification or eligibility, evaluation, the level of services or placement, the provision of FAPE, or payment for services that you have obtained. (See page 26 for the LDOE Dispute Resolution Comparison Chart.)

IEP Facilitation

IEP meeting facilitation is a non-adversarial dispute resolution method offered by the LDOE. This option is available to you and LEAs when they both agree that it would be valuable to have a neutral person – an IEP Facilitator – present at an IEP meeting to assist in discussing issues regarding your child's IEP. Typically, an IEP Facilitator is brought in when parents and local education agencies' staff are having difficulties communicating with one another regarding the needs of the student.

The IEP Facilitator assists in creating an atmosphere for fair communication and aids in the successful drafting of an IEP for the student. An IEP Facilitator does not make decisions; instead, he or she facilitates discussion and decision-making.

Either the parent or the LEA may request IEP facilitation. However, since the process is voluntary, both sides must agree to participate in a facilitated IEP meeting. The process can be initiated by making a request to the LDOE's Legal Division. The service is provided at no cost to you or the LEA. You may choose to use the form located on the department's website to request IEP facilitation.

Mediation

Mediation is available to resolve a disagreement between you and the LEA regarding the identification, evaluation, placement, services, or the provision of a FAPE to your child. Mediation is a way to discuss and resolve disagreements between you and the LEA with the help of an impartial third person who has been trained in effective dispute resolution techniques. Mediation is a voluntary process, and both you and the LEA must agree to participate in order for the mediation session to occur. The mediation sessions are scheduled in a timely manner and held in a location that is convenient to the parties in the dispute.

A mediator does not make decisions; instead, he/she facilitates discussion and decision-making. The discussions in a mediation session are confidential and may not be used as evidence in subsequent due process hearings or civil court proceedings. If the mediation process results in full or partial agreement, the mediator and the parties will prepare a written agreement to be signed by both you and the LEA's representative. In addition to describing the things you have agreed to, the mediation agreement will state that all discussions that occurred during the mediation are confidential and may not be used as evidence in a due process hearing or other civil court proceeding. The signed agreement is legally binding on both you and the LEA and is enforceable in court.

You may request mediation before, at the same time, or after requesting a due process hearing or



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complaint investigation. Requesting mediation will not prevent or delay a due process hearing or complaint investigation, nor will mediation impair any of your other rights under the IDEA or related state laws.

Requesting Mediation

In order to initiate the mediation process, you must make a request for mediation to the Legal Division. You may request mediation by calling (225) 342-3572; by sending written notice by fax to (225) 342-1197; or, by mailing written notice to the LDOE, P.O. Box 94064, Baton Rouge, Louisiana 70804-9064, Attention: Legal Division. A mediation request form can also be found on the department's website www.louisianabelieves.com.

The Legal Division will assign a mediator who will contact both you and the LEA to schedule a meeting at a convenient location. The Legal Division maintains a list of mediators who are trained, qualified, and knowledgeable about the laws and regulations relating to the provision of special education and related services. Mediators are assigned on a rotational basis.

No employee of the LDOE, LEA, or other public agency providing special education services is eligible to be a mediator. A mediator is not considered to be an employee solely because he/she is paid to provide this service. A mediator must not have any personal or professional conflict of interest. The LDOE bears the cost of the mediation process.

The LEA may establish procedures to offer you the opportunity to meet at a convenient time and location with someone from a parent training center or alternative dispute resolution entity to discuss the benefits of the mediation process when you have opted not to participate in mediation with the LEA. However, the procedures cannot be used to delay or deny your right to pursue other dispute resolution options if you decline to participate in such a meeting. The LDOE pays for the cost of these meetings.

Informal Complaints

It is the policy of the LDOE to encourage and support prompt and effective resolution of any complaint in the least adversarial manner possible. The implementation of the Early Resolution Process (ERP) by each school district draws on the traditional model of parents and school districts working cooperatively in the educational interest of your child to achieve their shared goals of meeting the educational needs of students with disabilities.

The informal complaint process is an opportunity for attempting to resolve disputes prior to the exercise of the LDOE's supervisory jurisdiction in addressing allegations that the LEA is violating a requirement of the IDEA.

Informal complaints must be addressed by the LEA within 15 days of receipt of the complaint. Informal complaints may be made directly with the LEA ERP representative either in-person or by telephone, mail, facsimile, e-mail or Telecommunications for the Deaf (TDD).

After participating in the informal complaint process, you and the LEA may sign a resolution agreement or an agreement to extend the resolution period. If no agreement is reached and no extension is requested, the LEA's ERP representative shall provide you with the LDOE's explanation of dispute resolution options. At any time during the ERP process, you may pursue the other dispute resolution options provided by the LDOE.



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Formal Complaints

Formal administrative complaints are procedures developed under the supervisory jurisdiction of the LDOE to address allegations that a LEA is violating a requirement of the IDEA. A parent, adult student, individual, or organization may file a signed written complaint by U.S. mail, facsimile, email, or TDD with the LDOE.

The party filing the complaint shall forward a copy of the complaint to the LEA or public agency serving the student at the same time the party files the complaint with the LDOE. Formal complaints must be written and signed and must allege a violation that occurred not more than one year prior to the date that the complaint is received.

Unless the parties have already attempted informal resolution on the same issues, the LEA shall offer the complainant an opportunity to participate in local resolution efforts prior to the LDOE's investigation of the complaint allegations. Upon expiration of the ERP, the complaint is reviewed, and the LEA is notified and asked to provide specific information.

The LDOE will provide the LEA an opportunity to dispute the allegations made in the complaint or to offer a proposal to resolve the complaint. The party filing the complaint will also be given an opportunity to provide additional information during the investigation. Depending upon the nature of the complaint, an on-site visit may be made to the LEA by the LDOE. All relevant information is reviewed, and a determination is made as to whether the LEA has violated a requirement of applicable federal or state statutes, regulations, or standards.

The LDOE has 60 days from receipt of the complaint or 45 days from the end of the ERP to issue a written decision to all parties on each of the allegations of the complaint. The timeline for completion of the investigation and issuance of a written decision may be extended for extenuating circumstances or, with the consent of both parties, to allow additional time for the parties to participate in mediation or other local resolution efforts.

The LDOE has developed forms to help you file complaints. These forms are located on the LDOE's website www.louisianabelieves.com. You may choose not to use these forms to file a complaint; however, requests for complaint investigations must include all of the information required by law.

Due Process Hearings

A due process hearing is a formal, court-like proceeding in which evidence is presented to an independent hearing officer in order to resolve a dispute between you and the LEA regarding your child's disability identification, evaluation, eligibility, placement, services, or reimbursement of services you have obtained privately. Only you, your attorney representing your child, or the LEA may request a due process hearing regarding a student with a disability.

Due Process Hearing Request Procedures

To request a due process hearing, you must send a signed, written request with the required information to the LDOE, Attention: Legal Division, P.O. Box 94064, Baton Rouge, Louisiana 70804-9064, and to the LEA. The written request must include your name, address, and telephone number; the student's name and address (if different); the name of the LEA you are making allegations against and, if different,



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the LEA the student attends; a statement of the reason for the hearing request, including a description of the LEA problem and a statement of the facts relating to the problem; and a proposal for resolution to the problem, to the extent known to you. You may choose to use the Due Process Hearing Request form located on the LDOE's website. You will not be able to have a due process hearing unless your written request for a hearing conforms to all of the requirements listed above.

A request for a due process hearing must be made within one year of the date you knew or should have known about the alleged action forming the basis of your dispute with the LEA. This one-year limit does not apply if you were prevented from requesting the hearing because the LEA specifically misrepresented that it had resolved the problem you complained about or if the LEA withheld pertinent information from you that it was required to provide you under the IDEA.

Legal Services

Upon your request, the agency must provide you with information on free or low-cost legal and other relevant services in your area if you or the LEA files a request for a due process hearing.

Sufficiency of Due Process Hearing Request

If the LEA believes your letter requesting a due process hearing does not contain all of the required information listed above, it may send a letter to you and the hearing officer indicating that your request does not comply with the requirements. If the LEA is going to send this letter, it must do so within 15 days of receiving your request for a due process hearing. The hearing officer then has five (5) days to determine if your request is sufficient and will immediately inform both you and the LEA in writing of the decision. If the hearing officer agrees with the LEA, you must resubmit the request for a due process hearing that meets all of the requirements. If the LEA does not challenge the contents of your request for a due process hearing, it is considered to meet all of the requirements.

Local Educational Agency Response to a Due Process Hearing Request

The LEA must abide by certain requirements within specific time periods after it receives your request for a due process hearing. Within 10 days of receiving your request for a due process hearing, the LEA must do two things:

1. Send you written notice regarding the subject matter of your request for a due process hearing including:
 - a. An explanation of why the LEA proposed or refused to take the action that is the subject of the due process hearing;
 - b. A description of the options the IEP team considered and the reasons they were rejected;
 - c. A description of each evaluation procedure, assessment, record, or report the LEA used as the basis for its decision; and
 - d. A description of the factors the LEA believes is relevant to its proposal or refusal.
2. Send you a written response that specifically addresses the issues you raise in your request for a due process hearing.

NOTE: The LEA is not required to send you this written notice after it received your request for a due process hearing if the LEA previously sent you prior written notice on the same matter.



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Resolution Process

Within 15 days of receipt of a request for a due process hearing, the LEA shall convene a meeting called a “resolution meeting.” The meeting must include a representative from the LEA with decision-making authority and relevant members of the IEP team, as determined by the parent and the LEA, who have information about the facts alleged in the hearing request. Unless you bring your attorney to this meeting, the LEA may not have an attorney at the meeting. In this meeting you will discuss the facts that formed the basis of your request and give the LEA an opportunity to resolve the issues you raised in your request. You can agree with the LEA to use an alternative means to hold the resolution meeting (e.g., via video conference or conference telephone call).

The resolution period ends 30 days after the filing of the due process hearing request if the parties have failed to reach an agreement. The resolution period may end sooner if:

1. The parties fail to reach agreement and inform the hearing officer that they are no longer interested in pursuing a settlement agreement; or
2. One of the parties fails to participate in a resolution meeting within 15 days of the filing of the due process hearing request and the other party requests that the hearing officer move forward with the hearing timeline.

Written Settlement Agreement

If a resolution to the dispute is reached at the resolution meeting, you and the LEA must enter into a legally binding agreement that is:

1. Signed by you and a representative of the LEA who has the authority to bind the agency; and
2. Enforceable in any state court of competent jurisdiction (a state court that has authority to hear this type of case) or in a district court of the United States.

Agreement Review Period

If you and the LEA enter into an agreement as a result of a resolution meeting, either party may void the agreement within three (3) business days of the time that both you and the LEA signed the agreement.

Independent Hearing Officer

An independent hearing officer conducts the due process hearing. The LDOE maintains a list of individuals who serve as independent hearing officers, along with a list of each individual’s qualifications. Individuals who serve as independent hearing officers cannot be employees of the LDOE or the LEA that is involved in the student’s care or education, and they cannot have any professional or personal interest that would conflict with his or her objectivity in conducting the hearing. In addition, the hearing officer must possess knowledge of the federal statutes and regulations governing special education services, as well as “legal interpretations” made by federal and state courts; possess the knowledge and ability to conduct hearings in accordance with standard legal practice; and be able to render and write decisions in accordance with standard legal practice. An individual who otherwise qualifies to conduct a hearing is not an employee of the LEA or state agency solely because he or she is paid by the state agency to serve as the independent hearing officer.

Before the hearing occurs, the independent hearing officer will contact you and the LEA to make arrangements for a pre-hearing conference. One of the things you will decide at the pre-hearing



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conference is when the hearing will occur. The hearing will be held at a time and place reasonably convenient to you and the LEA. The independent hearing officer will send you written notice concerning the time and the place of the hearing and other procedural matters.

Subject Matter of the Due Process Hearing

You will not be able to raise issues at the hearing that did not include in your hearing request, unless the LEA agrees otherwise.

Due Process Hearing Rights

You and the LEA have the right to:

1. Be accompanied and advised by legal counsel and by individuals with knowledge and training with respect to special education or the problems of students with disabilities;
2. Present evidence, confront, cross-examine, and compel the attendance of any witnesses;
3. Prohibit the introduction of any evidence at the hearing that has not been disclosed at least five (5) business days prior to the hearing; separate the witnesses so that they do not hear other witnesses' testimony; and
4. Be provided with an interpreter, if appropriate.

As a parent, you also have the right to:

1. Decide whether your child (who is the subject of the hearing) will attend the hearing;
2. Have the hearing opened or closed to the public; and
3. Obtain a written or an electronic verbatim transcript of the proceedings and a written or electronic copy of the independent hearing officer's written decision, including findings of fact, conclusions, and orders without cost to you.

Additional Disclosure of Information

Before the hearing, you are entitled to a copy of your child's educational record, including all tests and reports upon which the school's proposed or refused action is based. At least five (5) business days before the date of the hearing, you and the LEA must disclose to each other the evaluations each intends to use in the hearing, and copies of all evaluations and recommendations based on those evaluations must be exchanged by that deadline. If either party fails to make these disclosures on time, the hearing officer may bar the evidence from the hearing. If an evaluation is underway and has not been completed, it is necessary to inform each other and the independent hearing officer.

Student's Placement during Due Process Proceedings

Except when your child has violated a LEA rule or has done something that presents a risk of harm to your child or others as described in the section entitled Procedures when Disciplining Children with Disabilities, your child shall remain in the current educational placement during any due process or court proceedings unless you and the LEA agree to another placement. If the hearing involves an application for initial admission to the LEA, your child, with your consent, must be placed in public school until the proceedings are finished.



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Due Process Hearing Timeline

The independent hearing officer must conduct the hearing and mail you and the LEA a written decision within 45 calendar days of the expiration of the resolution period as discussed above. A hearing officer may grant specific extensions of time beyond the 45 calendar day time period at the request of either party.

Hearing Decisions

The decision of the hearing officer is made on substantive grounds based on a determination of whether the school provided your child with a free appropriate public education (FAPE). If your request for a hearing includes or is based on alleged procedural violations, the hearing officer may find that your child did not receive a FAPE only if he or she finds that the procedural violations occurred and that those procedural violations:

1. Impeded your child's right to a FAPE;
2. Significantly impeded your opportunity to participate in the decision-making process regarding the provision of FAPE; or
3. Deprived your child of educational benefits.

As part of his or her decision and order, the hearing officer may order the LEA to comply with the procedural requirements.

Civil Action

If you disagree with the hearing officer's written decision, you have the right to bring civil action in state or federal court. You may be entitled to file a lawsuit under other state or federal laws. However, if you are seeking a remedy that is also available under the IDEA, you must pursue your claims through a due process hearing before bringing a civil action.

In any civil action, the court:

1. Receives the records of the administrative proceedings;
2. Hears additional evidence at your request or at the LEA's request; and
3. Bases its decision on the preponderance of the evidence and grants the relief that the court determines to be appropriate.

The district courts of the United States have authority to rule on actions brought under Part B of the IDEA without regard to the amount in dispute.

Nothing in the IDEA restricts or limits the rights, procedures, and remedies available under the U.S. Constitution, the Americans with Disabilities Act of 1990, Title V of the Rehabilitation Act of 1973 (Section 504), or other Federal laws protecting the rights of students with disabilities, except that before the filing of a civil action under these laws seeking relief that is also available under the IDEA, the due process procedures described above must be exhausted to the same extent as would be required if the party filed the action under the IDEA. This means that you may have remedies available under other laws that overlap with those available under the IDEA, but in general, to obtain relief under those other laws; you must first use the available administrative remedies under the IDEA (i.e., the due process complaint, resolution meeting, and impartial due process hearing procedures) before going directly into



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court.

Attorney's Fees

You may be eligible for an award of reasonable attorney's fees if an attorney represents you during a due process hearing (including an appeal and subsequent civil action) and you ultimately prevail. The LEA may negotiate with you or your attorney regarding the amount of reimbursement and, if necessary, about who prevailed.

The LEA may seek attorney's fees against you if you request a hearing or file a subsequent cause of action that is frivolous, unreasonable, or without foundation or if you continued to litigate after the litigation was obviously frivolous, unreasonable, or without foundation. The LEA or the LDOE may also seek attorney's fees from you if your hearing request was presented for any improper purpose, such as to harass, to unnecessarily delay, or to needlessly increase cost of litigation.

Mediation is not available to resolve a disagreement on attorney's fees. An action for attorney fees must be filed in the appropriate state or federal court within 30 calendar days of a final decision that is not appealed. Any fees awarded must be based on rates prevailing in the community in which the action or proceeding arose for the kind and quality of services furnished. No bonus or multiplier may be used in calculating the fees awarded under the IDEA of state law.

Procedures When Disciplining Children with Disabilities

General Information

School personnel may remove a student with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, or suspension, for not more than 10 consecutive school days (to the extent those alternatives are applied to students without disabilities), and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change of placement).

If a student with a disability has been removed from his or her current placement for a total of 10 cumulative school days in the same school year, then the LEA shall provide services to the extent required during any subsequent days of removal.

Case-by-Case Determination

School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change of placement, consistent with requirements related to discipline, is appropriate for a student with a disability who violates the code of student conduct.

Additional Authority

For disciplinary changes in placement that would exceed 10 consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the student's disability, school personnel may apply the same disciplinary procedures to students with disabilities in the same manner and for the same duration as the procedures would be applied to students without



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disabilities provided that all required educational and related services continue. The student's IEP team determines the interim alternative educational setting for such services.

Services

The services that shall be provided to a student with a disability who has been removed from the student's current placement may be provided in an interim alternative educational setting.

The LEA is only required to provide services to a student with a disability who has been removed from his or her current placement for 10 consecutive school days or less in that school year if it provides services to a student without disabilities who has been similarly removed.

After a student with a disability has been removed from his or her placement for 10 consecutive school days in that same school year, and if the current removal is for 10 consecutive school days or less, and if the removal is not a change of placement, then school personnel, in consultation with at least one of the student's teachers, shall determine the extent to which services are needed to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP.

If the removal is a change of placement, the student's IEP team determines the appropriate services to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP.

Manifestation Determination

Within 10 school days of any decision to change the placement of a student with a disability because of a violation of the code of student conduct, the LEA, you, and relevant members of the IEP team shall review all relevant information in the student's file to determine:

1. If the conduct in question was caused by, or had a direct and substantial relationship to the student's disability; or
2. If the conduct in question was the direct result of the LEA's failure to implement the student's IEP.

If the LEA, you, and relevant members of the student's IEP team determine that either of those conditions was met, the conduct must be determined to be a manifestation of the student's disability.

If the LEA, you, and relevant members of your child's IEP team determine that the conduct in question was the direct result of the LEA's failure to implement the IEP, the LEA shall take immediate steps to remedy those deficiencies.

Determination that Behavior was a Manifestation of the Child's Disability

If it is determined that the conduct was a manifestation of the student's disability, the IEP team shall:

1. Conduct a functional behavioral assessment (FBA), unless the LEA had conducted an FBA before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan (BIP) for the student; or
2. If a BIP already has been developed, review the BIP, and modify it, as necessary, to address the behavior.



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Except as described below under Special Circumstances, the LEA must return the student to the placement from which he or she was removed, unless you and the LEA agree to a change of placement as part of the modification of the BIP.

Special Circumstances

School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student:

1. Carries or possesses a weapon at school, on school premises, or at a school function under the jurisdiction of the LDOE or the LEA;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the LDOE or a LEA; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the LDOE or a LEA.

Definitions

1. *Controlled Substance* means a drug or other substance identified under schedules I, II, III, IV, or V of the Controlled Substances Act.
2. *Illegal Drug* means a controlled substance, but does not include a substance that is legally possessed, or used, under the supervision of a licensed health-care professional, or that is legally possessed or used under any other authority under that Act or under any other provision of federal law.
3. *Serious Bodily Injury* means a bodily injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or faculty.
4. *Weapon* has the meaning given the term "dangerous weapon" in Section 930 of Title 18, United States Code.

Notification

On the date on which the decision is made to make a removal that constitutes a change of placement of a student with a disability because of a violation of a code of student conduct, the LEA shall notify you of that decision and provide you with the procedural safeguards notice.

Referral to and Action by Law Enforcement and Judicial Authorities

Nothing in these regulations prohibits the LEA from reporting a crime committed by a student with a disability to appropriate authorities or prevents state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state laws to crimes committed by a student with a disability.

Transmittal of Records



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If the LEA reports a crime committed by a student with a disability, the LEA shall ensure that copies of the student's special education and disciplinary records are transmitted for consideration by the authorities to whom the agency reports the crime only to the extent permitted by FERPA.

Change of Placement Due to Disciplinary Removals

A removal of a student with a disability from his or her current educational placement is a change of placement if:

1. The removal is for more than 10 consecutive school days; or
2. The student has been subjected to a series of removals that constitute a pattern because:
 - a. The series of removals total more than 10 consecutive school days in a school year;
 - b. The student's behavior is substantially similar to behavior in previous incidents that resulted in the series of removals; and
 - c. Of such additional factors as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another.

Whether a pattern of removals constitutes a change of placement is determined on a case-by-case basis by the LEA, and, if challenged, is subject to review through due process and judicial proceedings.

Appeals

If you disagree with any decision regarding placement or the manifestation determination, you may appeal the decision by requesting a due process hearing.

Authority of State Due Process Hearing Officer

A state due process hearing officer that meets the requirements shall conduct the due process hearing and make a determination. The hearing officer may:

1. Return the student with a disability to the placement from which he or she was removed if the hearing officer determines that the removal was a violation of the requirements or that the student's behavior was a manifestation of his or her disability; or
2. Order a change of placement for the student to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement is substantially likely to result in injury to the student or to others.

These hearing procedures may be repeated and additional 45 day assignments may be made if the LEA believes that returning the student to the original placement is substantially likely to result in injury to the student or to others.

Whenever a hearing is requested, you, or the LEA involved in the dispute, shall have an opportunity for an impartial due process hearing consistent with the requirements under the Due Process Complaint and Dispute Resolution Procedures except as follows:

1. The LDOE or LEA shall arrange for the expedited due process hearing, which shall occur within 20 school days of the date the request for due process hearing is filed. The hearing officer shall make a determination within 10 school days after the hearing.



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2. Unless you and the LEA agree in writing to waive the meeting, or agree to use mediation, a resolution meeting shall occur within seven (7) days of receiving the notice of the request for due process hearing. The due process hearing may proceed unless the matter has been resolved to the satisfaction of both parties within 15 days of receipt of the request for due process hearing.
3. The LDOE requires the exclusion of evidence not disclosed to the other party three (3) business days before the hearing, unless the parties agree otherwise.

Placement during Appeals

When an expedited hearing has been requested by either you or the LEA, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period specified whichever occurs first, unless you and the LDOE or LEA agrees otherwise.

Protections for Children not yet Eligible for Special Education and Related Services

If a student has not been determined eligible for special education and related services and violates a code of student conduct, but the LEA had knowledge (as determined below) before the behavior that brought about the disciplinary action that the student was a student with a disability, then the student may assert any of the protections described in this notice.

Basis of Knowledge of Disciplinary Matters

The LEA must be deemed to have knowledge that a student is a student with a disability if, before the behavior that brought about the disciplinary action occurred:

1. You expressed concern in writing that your child is in need of special education and related services to supervisory or administrative personnel of the appropriate educational agency, or to the child's teacher;
2. You requested an evaluation related to eligibility for special education and related services under the IDEA; or
3. Your child's teacher or other LEA personnel expressed specific concerns about a pattern of behavior demonstrated by the child directly to the LEA's director of special education or to other supervisory personnel of the LEA.

Exception

The LEA would not be deemed to have such knowledge if:

1. You did not allow an evaluation of your child or refused special education services; or signed off on an official revocation of consent form; or
2. Your child has been evaluated and determined not to be a student with a disability under the IDEA.

Conditions that apply if there is No Basis of Knowledge

If prior to taking disciplinary measures against a student, the LEA does not have knowledge that the student is a student with a disability, the student may be subjected to the disciplinary measures that are applied to students without disabilities who engaged in comparable behaviors.



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However, if a request is made for an evaluation of the student during the time period in which the student is subjected to disciplinary measures, the evaluation must be conducted in an expedited manner.

Until the evaluation is completed, the student remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services. If the student is determined to be a student with a disability, taking into consideration information from the evaluation conducted by the LEA and information provided by you, the LEA shall provide special education and related services in accordance with the IDEA.

CO-CURRICULAR ACTIVITIES

Steps in the Election Process

The elections of SGA officers, Miss Southern High and her court (9th – 12th grade attendants) will take place during the Spring Semester.

State of SGA officers and qualifications are:

(GPA's are cumulative for ALL officers; GPA's are determined at the end of the 1st Semester as certified by the student's official transcript)

- President (senior 3.0 GPA)
- Vice President (Senior or Junior, 3.0 GPA)
- Corresponding Secretary (Any level, 3.0 GPA)
- Recording Secretary (Any Level, 3.0 GPA)
- Parliamentarian (Any level, 3.0 GPA)
- Chaplain (Any level, 3.0 GPA)

In addition to the above qualifications, as defined here, those running for office must have a clear record regarding **major** disciplinary infractions the same year of the election, be dependable and honest, have the ability to work with others and perform well the duties required of the specific office.

Qualifications for Miss Southern High

- Must be a senior with at **least a 3.0 cumulative** average certified by student transcript as of the current Fall semester.
- Must have a clear record (grades 9 – 12) regarding **major** disciplinary infractions the same year of the election
- Must have charm, poise and grace
- Must have been a student of the Lab School from 9th – 12th grade, uninterrupted.
- Must agree to be guided by a faculty committee in the selection of attire and public appearances/speeches
- Must not incur any disciplinary actions to maintain title. Otherwise, the title will be



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forfeited.

- Must be current in all fees. (Class fee and Tuition)

Qualifications for 9th – 12th grade attendants (Miss Southern High Court)

- Must have a 3.0 cumulative GPA certified by student transcript as of the current Fall semester.
- Must have a clear record (grades 9 – 12) regarding **major** disciplinary infractions the same year of the election
- Must have charm, poise and grace
- Must agree to be guided by a faculty committee in selection of attire and public appearances/speeches
- Must not incur any disciplinary actions to maintain title. Otherwise, the title will be forfeited
- Full year uninterrupted
- Must be current in all fees. (Class fee and Tuition)

Qualifications for 6th - 8th Grade Attendants (Middle School Court)

- Must have a 3.0 cumulative GPA as of the current Fall semester.
- Must have a clear record (grades 9 – 12) regarding **major** disciplinary infractions the same year of the election
- Must have charm, poise and grace
- Must agree to be guided by a faculty committee in selection of attire and public appearances/speeches
- Must not incur any disciplinary actions to maintain title. Otherwise, the title will be forfeited
- Must be current in all fees. (Class fee and Tuition)

6th – 12th Grade Class Officers:

- Elections will take place during the spring semester.
- Students must have a 3.0 cumulative GPA as of the current Fall semester.
- Must have a clear record (grades 6 – 12) regarding **major** disciplinary infractions the same year of the election
- Voting will be by secret ballot in a special called class meeting.
- Must be current in all fees. (Class fee and Tuition)

Pre-K – 5th Grade Attendants

- Selection will be according to an impartial process supervised by the SGA.
- Grade-level attendants will be chosen by random selection with parental permission.
- Students must have a 3.0 cumulative GPA as of the current Fall semester.
- Winners can not serve in consecutive years.



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- Must be current in all fees. (Class fee and Tuition)

***** ALL ELECTED POSITIONS AND PARTICIPANTS MUST MAINTAIN A CLEAN DISCIPLINE RECORD. OTHERWISE, TITLES WILL BE FORFEITED. *****

***** ESCORTS WILL FOLLOW THE SAME GUIDELINES/QUALIFICATIONS AS THE ATTENDANTS. *****

Steps in campaigning and election process:

- SGA officers and candidates for Miss Southern High and her court will complete a qualification form verifying GPA and disciplinary record. Two letters of recommendation, one from a core subject (Math, Social Studies, English, Science) and an employee associated with Southern Lab must accompany the qualification form. Letters of recommendation can not be written by members of the Southern Lab Administration.
- There shall be four days of campaigning, under the direction of the SGA advisors. The first day will include a “Meet the Candidate” forum for Miss Southern High and SGA officers.
- No campaigning will be permitted on Election Day.
- The candidates receiving the majority of the votes as determined by computer calculations will be deemed the winner.
- Winners will be announced on Voting Day at the end of the day.

Sporting Events

The Southern University Laboratory School student finds in the many sports activities available, an opportunity to exhibit his/her great loyalty to his/her alma mater. Sports activities in which the Laboratory School participates on an inter-school competitive basis are football, basketball, volleyball, baseball, and track (or any additional sports offered at SULS). All athletes and spectators must abide by the rules of Louisiana High School Athletic Association.

Athletes and schools who are disqualified (due to inappropriate player/spectator behavior two times during a season) will not be permitted to participate in athletic competition for the remainder of the school year.

When leaving the campus to attend games, whether in or out of the city, all students will dress in a manner, which will favorably reflect upon the school and team and their families. Athletes will be properly dressed in the school uniform when they leave the campus. The coach will determine which part(s) of the uniform to wear.

Spectator Sportsmanship Code

APPLAUD OR CHEER WHEN:



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- The opposing team takes the field.
- A player is leaving the field or court and is being replaced.
- An injured player seems to need encouragement.
- When the home team has made a good play.
- When an opponent has done exceptionally well.

REFRAIN FROM TAUNTING/CHEERING WHEN:

- The home team is penalized.
- The opposing team is penalized.
- You are tempted to be sarcastic, abusive or use profane language.
- You are inclined to try rattling the opponent.

Security Statement

To ensure the safety of students and staff, the Southern University Laboratory School maintains and enforces a heightened state of security. Be aware that all measures allowed by law are now in effect to protect the rights and lives of the entire staff and student body.

Accidents and School

Student safety is a primary consideration in all school-related activities; however, accidents are a “fact of life” and do occur.

If an accident does occur, the supervising teacher(s) must complete and file an “Accident Report” with the office. Parents/guardians will be notified immediately and sent a copy of this report. Please review the report so that you may see what information was taken regarding the accident. Public schools are not financially responsible for, nor held liable for accidents that occur during the day.

Insurance

Parents are urged to purchase school insurance on their children, unless children are covered through parents’ employment or otherwise. All athletes, managers, band members, cheerleaders, majorettes, and other groups affiliated with the sports/band program must show proof of insurance that provides primary coverage for injuries incurred when engaged in school sponsored activities. **The school’s insurance on these special teams/groups is secondary. Parents’ insurance must pay first.**

Van and/or Bus Regulations (School Travel)

- Students shall: cooperate with the driver since their safety depends on it; be on time



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because the van will not wait; cross the road cautiously when waiting for and leaving the bus; follow the driver's instructions when loading and unloading; remain quiet enough not to distract the driver; have written permission from a parent or guardian and be authorized by the Director or his designee to get off at a stop other than their own; be courteous and safety-conscious in order to protect and enjoy their riding privilege and be authorized to travel with the group.

- Students shall not: stand when a seat is available and the van/bus is in motion; extend arms, head or objects out of windows or doors; throw objects in the van or out of windows or doors; eat or drink on the van; damage the van in any way; use the following items on the van: tobacco, matches, cigarette lighters, obscene material; fight on the van; leave the van without permission; show disrespect to the driver; commit an immoral or vicious act; refuse to occupy an assigned seat; use profane language; show willful disobedience; or carry objects or implements which can be used as weapons.
- The following items are not allowed on the van/bus; alcohol, drugs, tobacco, matches, cigarette lighters; pets (cats, dogs, etc.); glass objects (except eyeglasses); weapons (including knives or objects or implements which may be used as weapons; object too large to be held in laps or placed under seats; or use or possession of any item which is inappropriate at school shall not be allowed on the van.

APPENDIX A

Student Internet Access

Southern University Laboratory School is making Internet access available to students to prepare them to participate productively in the information society of the 21st Century. Internet access will give the students the opportunity to inquire, study, communicate, and gain new understandings about our global society.

1. Students have the right to use the educational network as a tool to enhance learning, as it becomes available at their location.
2. Students have the responsibility to learn and follow the guidelines that are deemed appropriate in using our educational network. All access to the Internet will be teacher-directed and will conform to the following:
 - Use World Wide Web search engines and/or other Internet tools only under the direction and supervision of teachers.
 - DO NOT access objectionable or inappropriate material over the Internet.
 - DO NOT post any e-mail or other messages or materials that are derogatory, abusive, obscene, profane, sexually oriented, threatening, offensive, dangerous, or illegal. Do not use any language online that is not permitted in the classroom.
 - DO NOT post personal information (last names, addresses, or telephone number) about anyone. Personal mail will not be forwarded without permission.
 - DO NOT abuse or waste network resources through frivolous and non-educational use or send chain letters or annoying or unnecessary letters.
 - DO observe the copyright law. Do not plagiarize or otherwise use copyrighted



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material without permission. Properly cite the source of information accessed over the Internet.

- DO NOT make any purchase on the Internet while using school equipment or Internet services.

Consequences for failing to follow these standards may range from loss of Internet privileges to expulsion from school, depending upon the nature and severity of the act.

All school rules apply to the Internet as they do in the classroom or elsewhere on school grounds. Network administrators and school personnel may review student e-mail messages at any time or track student navigation of the World Wide Web. Any activity that may be in violation of local, state or federal laws will be reported to the appropriate law enforcement agency.

Any parent or guardian who has questions or concerns about his/her child's Internet Access is encouraged to discuss these concerns with the school Director. Parents or guardians are also encouraged to discuss family values with their children to guide their activities on the Internet.

APPENDIX B

TEACHER'S BILL of RIGHTS

Source: LSA-R.S. 17:416.18 Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students are fully informed of the various rights conferred upon teachers pursuant to this Section, which are:

1. A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5, and 416.11, for actions taken in the performance of duties of the teacher's employment.

2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and 416 through 416.16 and any city, parish, or other local public school board regulation.

3. A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).

4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S.17:416(A)(1)(c).

5. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to



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cause serious injury in accordance with R.S. 17:416.9 and 416.16.

6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.

7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).

8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.

9. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

10. A teacher has the right to be afforded time during the school day or week to collaborate with other teachers.

B. No city, parish, or other local public school board shall establish policies that prevent teachers from exercising the rights provided in this Section or in any other provision included in R.S. 17:416 through 416.16.

C. The provisions of this Section shall not be construed to supersede any other state law, State Board of Elementary and Secondary Education policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students.

D. Each city, parish, or other local public school board shall provide a copy of this Section to all teachers at the beginning of each school year. Each such school board also shall post a copy of the rights provided in this Section in a prominent place in every school and administrative building it operates and provide such a copy to parents or legal guardians of all children attending such schools in a form and manner approved by the school board. Each city, parish, or other local public school board and every school under its jurisdiction that maintains an Internet website shall post on such website a copy of the Teacher Bill of Rights required by this Section. Acts 2003, No. 1252, §1, eff. July 7, 2003; Acts 2008, No. 155, §1, eff. June 12, 2008; Acts 2013, No. 329, §1.



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APPENDIX C

Virtual Learning

Attendance:

Attendance will be determined using a combination of time logged in, daily attendance and any assignments, tests, and/or activities completed for the day. It is required that students log on and participate in every class. In the event a student is absent due to an illness, a doctor's appointment or an emergency, he/she is expected to watch the recording of the lesson missed and submit the completed lesson on the next required day of attendance. If the student is absent one or more days he/she is granted one extra day for each day of absence to submit their make-up lessons. All doctor's notes should be sent to Ms. Augustus so it can be placed on file.

Dress Code:

All students are required to wear a school uniform shirt during virtual learning. Students may be asked to share his/her screen through video, or to engage in discussion. Any violation will result in disciplinary action.

Netiquette:

Be on time when logging on.

Be polite and respectful of others and their opinions and/or answers.

Do not badmouth others or degrade any comment or answer they may give.

Before posting a question, check to see if anyone else has asked it already and received a reply.



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Stay on topic and do not post random information that is not on topic.

Do not post in all caps; it is offensive and it looks like you are screaming.

Be forgiving if someone makes a mistake or typo.

Check spelling and grammar before posting on the discussion board. No texting abbreviations.

Do not post anything that could be angry or sarcastic in tone.

Do not dominate the discussion. Give others a chance to give input and discuss.

Academic Integrity

Students are expected to exhibit academic integrity at all times. If students are suspected of showing academic dishonesty(cheating), an investigation will be conducted. Consequences of academic dishonesty will result in the student receiving a “o” for the assignment or test and the parents will be contacted. Habitual offenses could result in suspension and/or expulsion.

Examples of academic dishonesty:

- Plagiarism
- Missing class in order to avoid turning in an assignment or taking a test
- Sharing answers to assignments, quizzes, tests, etc.
- Turning in someone else’s work as your own
- Using forbidden materials while completing an assignment and/or test

Technology Acceptable Use Policy

Email – School email accounts are to be used to communicate with teachers and peers about school related materials only. The school reserves the right to view all email accounts accessed on the school laptop. Do not give your password to anyone else, and do not ask for or use anyone else’s password.

Internet – The school has a content filtering system that follows laptops on and off campus. The school reserves the right to monitor Internet usage of all students. Chromebooks are connected to the SULAB-CB Wi-Fi only.

Device Monitoring- A device may be confiscated at any time and that a teacher or administrator may view contents of the device including but not limited to, texts, emails or social media postings, if it appears that device was used in violation of school rules. Do not try to see, send, or upload anything that says and/or shows bad or mean things about anyone's race, or religion. Do not watch, download, or share inappropriate content with the school issued device.



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Games/Smart Devices – Students are allowed to play games and use any smart devices at lunch. Disciplinary action will be taken for students who play games during academic class time.

Passwords – Students are responsible for protecting the confidentiality of all passwords. If there is an issue with a password, visit the technology coordinator. For security reasons, do not store passwords on a visible sticky note.

Social Networking – Students are not allowed to access social networking sites on school campus via a laptop or cell phone.

Do not use, or create for others, any program to interfere with, change, or interact with programs, security settings, systems, or devices that are the property of Southern University Laboratory School and are used for school-related purposes by students, their parents and staff.

Cyberbullying – Tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting others using the internet, interactive and digital technologies, apps or mobile phones will not be tolerated. Be polite and considerate when you use the computer; do not use it to annoy, be mean to, frighten, threaten, tease, bully, or poke fun at anyone; Do not use swear words or any other rude language.

Copyright/cheating – Plagiarism is unacceptable. Refer to the Student Handbook for more information. Cheating using technology is a violation of rules in the Student Handbook and will be handled appropriately.

Do not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer “viruses,” attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.

Video Productions/Sharing – Students are only allowed to film appropriate material. Using video applications during class without teacher permission is a violation of this agreement. Do not take photos or record video of any student, teacher or administrator unless you have that individual’s permission to do so.

CHROMEBOOK USAGE

Students are provided a Chromebook free of charge from the Southern University Laboratory School as an educational tool. However, it is the student’s responsibility to keep their Chromebook in working condition.

Sharing Chromebooks – Chromebooks should remain with the assigned student unless otherwise directed by a teacher. Students are prohibited from accessing faculty computers at all times. Do not damage the Chromebook or anyone else’s.

Stickers – Stickers are not allowed on the Chromebooks. Damages from any stickers will be charged a **\$15 cleaning fee**.



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Storage of Chromebooks – Chromebooks are to be kept inside of the school branded work-in case. It is the responsibility of the student to secure the Chromebook before, during, and after school. Chromebooks should be in the student’s possession, zipped within a school bag or in locker at all times especially at lunch and gym.

Carrying Chromebooks – Chromebooks should be carried inside of the school branded work-in case and should never be removed under any circumstance. It is not safe to carry Chromebooks by the screen. Over time, the screen components will crack resulting in a **\$370 replacement fee**.

Insurance – Students are to notify the Dean of students immediately if a Chromebook is discovered missing. Students will have to provide a police report if the Chromebook is stolen or lost --- otherwise, the students will have to pay full value for the Chromebook. If you are having a problem with the Chromebook, let the technology coordinator know so a proper diagnostic can be made. **Repairs done by a computer shop are prohibited.** After two major accidental repair claims in one year, students will be charged the repair/replacement cost and will not qualify for an insurance claim for the rest of the school year. Intentional damage will result in the student being charged the complete value of the Chromebook (**\$370.00**) no insurance claim can be made.

Drinks/Food – Drinks and food should not be near the Chromebook.

Battery – Students need to charge the Chromebook each night. When students arrive at school, the Chromebook should be fully charged. See the technology coordinator if the Chromebook appears to have battery issues.

Cleaning the Chromebook – Clean the screen and exterior with a soft, dry, lint-free cloth. Never spray liquid directly onto the laptop.

Virtual Testing Procedures – Students are expected to take all virtual (assessments) tests on a school issued chromebook only, and cameras should be on the entire duration of the test. In the event students go on forbidden websites, share answers with others, and/or Google answers without permission during the test, he/she will receive a Zero on that test (assessment) and will not be allowed to make that test (assessment) up. Habitual offenses could result in suspension and/or expulsion.

Personal Laptops/Chromebooks – Students are prohibited from using personal laptops or Chromebooks in the classroom to complete in-class assignments. Personal devices will be confiscated if found being used in class to complete in-class assignments.



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CHROMEBOOK REPAIR & REPLACEMENT FEES

ITEM	COST
Chromebook Screen	\$80.00
Protective Case	\$95.00
Keyboard or Palmrest Repair	\$120.00
Chromebook Ports	\$45.00
AC Charger	\$85.00
Replacement cost for Chromebooks that have been lost/not returned/or damaged beyond repair	\$370.00

Please note these prices are subject to change.

CHROMEBOOKS UNDER REPAIR: When a student's Chromebook is in for repair, they will be issued a loaner Chromebook from technology until their device is repaired. The same expectations apply to Chromebooks on loan during repair periods as for Chromebooks issued to students at the beginning of the year.