**SOUTHEASTERN LOUISIANA UNIVERSITY**

**LABORATORY SCHOOL**

****

**STUDENT/PARENT HANDBOOK**

**2016-2017**

# WELCOME TO THE LAB SCHOOL!

Welcome to Southeastern Louisiana University Laboratory School, the home of the CUBS! The Lab School is unique in the sense that it is a collaborative effort between Tangipahoa Parish School System and Southeastern Louisiana University (S.L.U.). The school is accredited by the State of Louisiana Department of Education, AdvancED, SACS and CASI, which is the Southern Association of Colleges and Schools. Students' experiences and activities are conducted under the leadership of the Director/Principal, the faculty and staff, and in cooperation and collaboration with S.L.U. Teacher Education personnel, educational researchers, and school system personnel.

The school was initially established as a "Training School" for the College of Education. The laboratory school concept was funded in 1938 by Louisiana Legislative Act No. 6, and the doors opened on January 16, 1940. The school is housed in the S.L.U. Charles E. Cate Teacher Education Center. It is a specially designed learning facility which includes instructional classrooms, as well as music, art, and physical education facilities. A library, a science laboratory, a story theater, and a computer lab are used daily.

The S.L.U. Laboratory School is the foundation of bright futures. A high percentage of the students consistently score above state and national averages on standardized achievement tests, earn honor roll status in high school, achieve high-grade point averages in college, and enjoy successful careers.



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### MISSION STATEMENT

The mission of Southeastern Louisiana University Laboratory School is to collaborate with stakeholders to ensure students reach their full potential by providing rigorous and challenging experiences that help children become productive citizens. Additionally, the school embraces the University’s mission statement which states: “Southeastern Louisiana University’s mission is to lead the educational, economic, and cultural development of southeast Louisiana.”

### STAFF BELIEFS

* Every child’s maximum potential can be achieved by establishing an atmosphere

which will address academic, physical, social and emotional aspects of learning.

* All children can learn.
* Teachers are facilitators in the learning process.
* Children’s learning should reflect individual learning styles.
* Evaluation should be relevant to student learning.
* Children can effectively interact and assist each other.
* Teaching professionals must portray a positive attitude toward students, parents and fellow faculty members.
* Faculty members in the laboratory school interact with the university students as

“mentor” teachers by demonstrating current teaching methods.

* Learning should prepare students to analyze problems from multiple perspectives

and viewpoints.

* Teachers must actively pursue professional development to provide

optimum learning environment.



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| --- | --- | --- |
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**TUITION AND FEE POLICY**

**REGISTRATION AND MATERIAL FEES**

The Lab School is a tuition based school. The tuition for the school year is $1917. Additionally, there is a non-refundable registration fee of $125 and a materials fee of $75. Payments are made in the following manner: $125 is to be paid to the Controller at S.L.U.’s Controller’s Office on North Campus. The remaining $75 is to be paid on the Lab School Office. Fee statements are mailed by the Controller’s Office to the student’s physical address submitted on the application. Both fees must be paid by the due date found on the statement to avoid the fee of $25 per child (no exceptions will be made) and to retain your child’s position in the Lab School.

Materials fee includes the following:

Art $ 5.00

Music $ 3.00

PE $ 3.00

Copy Fund $10.00

Class Fund $20.00

Office $20.00

Library $ 4.00

Technology $10.00

Total $ 75.00

The materials fee is used for supplies, student rewards, textbooks other than those obtained from the school system, equipment, and other items which enhance learning as deemed necessary by the director and faculty. The registration and material fees are to be paid each year by **all** students and is non-refundable.

**TUITION**

Tuition is paid at the S.L.U. Controller's Office on North Campus. Due dates are located on the Lab School website when posted by SLU Controller’s Office.

### TUITION REFUND POLICY

### The tuition refund policy includes the following:

1. Students who withdraw during the first six weeks of school will receive a refund of 50% of the first-semester tuition.
2. Students who withdraw during the second six weeks will not receive a tuition refund for the first semester.
3. Students who withdraw after the 2nd semester will not receive a tuition refund for the second semester.
4. The registration and materials fee are **non-refundable**.
5. NOTE: There is a $25.00 fee for NSF checks. Following three NSF checks, all payments will be made in cash.

### SCHOOL RECORDS

School record requirements include the following for ***each child*** admitted:

* The official state issued full birth certificate
* The official Social Security card (name must be the same as birth certificate)
* A copy of the immunization record **MUST** be on file prior to the student's first

day of school.

* Previous school records
* Report cards from previous years
* Consent for Research/Experimentation
* Emergency Form
* Personal Data Sheet
* Test scores (Standardized, etc.)
* Screening Consent Form

The Family Education Rights and Privacy Act of 1974 (Public Law 93-380) states, in part, “all academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents and school officials.” The act also states that schools must provide parents of students the opportunity to inspect these records and challenge any records that may be misleading, inaccurate or otherwise inappropriate.

Copies of student records will be made at a charge of $.50 per page. Parents or legal guardians must submit the request for records in writing.

**STUDENT ATTENDANCE**

### STUDENT ATTENDANCE (TPSS POLICY / STATE LAW)

In accordance with state law, it is the responsibility of every parent, tutor, or legal guardian of a child between the ages of seven (7) and eighteen (18) to enforce the attendance of his or her child at the school to which the student is assigned. Once a pupil arrives at school, he/she is expected to remain and attend each class throughout the day. A student is considered to be in attendance when he or she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized school personnel. This definition for attendance would extend to students who are homebound, assigned to and participating in drug rehabilitation programs that contain a state-approved education component, participating in school authorized field trips or other school-approved activities, or taking a state-approved virtual course.

• Half-day attendance - A student is considered to be in attendance for one-half

day when he or she (1) is 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% (90 minutes) but not more than half (26%-50%) of the

student's instructional day.

• Whole-day attendance - 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 school activity and (2) is under the supervision of authorized

personnel for more than 50% (51%-100%) of the student's instructional day (180

minutes).

Compulsory attendance laws and Louisiana Board of Elementary and Secondary Education (BESE) regulations require high school students to be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six-hour school days) per semester or 60,120 minutes (equivalent to 167 six-hour school days) a school year for schools not operating on a semester basis in order to be eligible to receive credit for courses taken.

Elementary students shall be in attendance a minimum of 60,120 minutes (equivalent to 167 six-hour days) a school year to be eligible to receive credit for courses taken. Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The makeup sessions must be completed before the end of the current semester and all other applicable policies must be met.

1. Schools shall administer attendance regulations by state and locally

adopted policies.

1. Students shall be expected to be in attendance every student activity day

scheduled by the local educational governing authority.

1. Elementary and Middle School students cannot miss more than 13 days to be given credit for the year’s work. An exception can be made only in the event of extended personal illness as verified by a physician or other extenuating circumstances approved by the Tangipahoa Parish School System Supervisor of Child Welfare and Attendance/Dean of the College of Education.
2. The principal may require a certificate from practicing physicians substantiating all illnesses. He or she may also require written evidence from church activities relative to required religious observances.
3. The initial appeal of a grade of no credit (N/C) shall be made to the Pupil Performance Committee at each school. Students may appeal their decision to the Dean of College of Education. The Dean’s decision is final. The committee and the Dean can make exceptions to the attendance regulations only for the following extenuating circumstances:
4. Extended personal physical or emotional illness as verified by a physician
5. Extended hospital stay as verified by a physician
6. Extended recuperation from an accident as verified by a physician
7. Extended contagious disease within a family as verified by a physician
8. Natural catastrophe or disaster

For any other extenuating circumstances, parents must make a formal appeal by the due process procedures established. (Excuses from parents will not be considered an excused absence).

Students who are verified as meeting extenuating circumstances and, therefore, are eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course. If a child has an excused absence from school, the parent should go to the child’s teacher(s) website and get homework assignment. Students have one school day to submit missed work.

**PERFECT ATTENDANCE**

Perfect Attendance for a student requires that a student be attendance for 100% of the student’s instructional day each day of the school year. To achieve perfect attendance a student cannot be tardy to class or school, cannot check out early or arrive late. Certificates are issued at the end of the school year for that year only and are not cumulative.

### TARDINESS

The school day begins at 7:35 a.m. Students who are not in their seat at 7:35 a.m. are tardy. The director or designee will make the final decision regarding excused or unexcused tardiness. TARDINESS is defined as being late for school as well as to class once a student arrives at school. Students with excessive tardiness will be reported to Truancy Court of the Tangipahoa Parish School System.

The consequences for being **tardy to school** are:

First offense Warning Second offense Teacher contacts parents

Third offense Office generates a truancy letter.

Fourth offense Student receives half-day In-School suspension.

Fifth offense Parent referred to the Truancy Intervention Program (TIP)

**EARLY CHECK-OUT**

If a parent wishes to pick up a child any time before dismissal, he or she must sign the child out in the office. Students will not be called out of class after 2:00pm. Only parents and persons whose names appear on the student's emergency form will be allowed to sign out a student. A driver’s license is required. Students who are checked out during the school day receive an excused absence only for illness, death in the family, or doctor's appointment. It will be necessary to bring a note from the doctor on the following day to be excused.

### CHECK-OUT BY SOMEONE OTHER THAN LEGAL GUARDIAN

Parents must send a written note giving permission for a child to leave school with someone other than the adults listed on the child's emergency form on an emergency basis only. All notes are verified in the school office. Adults signing out students will be asked to present a driver’s license for identification. Notification via fax will be accepted. Note: E-mail notification or permission via telephone will not be accepted.

### ABSENCES FROM SCHOOL

Regular attendance in the school, accompanied by the responsibility to study and participate in school activities, is essential to the learning process. Once a student arrives at school, he or she is expected to remain and attend each class throughout the day.

### ABSENCES DUE TO SUSPENSIONS

Students missing school as a result of any suspension shall be counted as absent. However, they are expected to make up their school work. While suspended, students are to go online and complete their regular class assignments. **Students who return to school without their assignments will receive a grade of “F” on each missed assignment.**

### HOMEBOUND INSTRUCTIONS

A student who, as a result of physical illness, accident or the treatment because of that is temporarily unable to attend school may be provided instructional services in the home or hospital environment when appropriate. Parents must apply for these services through the Office of Child Welfare and Attendance (<http://www.tangischools.org/Page/1276)>

**MAKE-UP WORK POLICY**

Anytime a student is absent from school, he/she must have a written excuse for that absence from parent or legal guardian or attending physician. Doctor’s excuses are to be sent in within seven days following visit to doctor. All excuses must include the first date of treatment and the discharging date. Doctor’s excuses will not be accepted after this period of time. Following the receipt of a written excuse from a parent, guardian, or doctor, students will have an opportunity within three days of return to make up missed work, including tests. It is the responsibility of the student to ask teacher for makeup work. For students who elect not to bring an excuse from home or a doctor’s note, no make up work will be allowed and zero will automatically be given for any test missed and averaged into the student’s grade accordingly. ( Tangipahoa Parish School System Policy Manuel, JBD-R Absences and Excuses)

**MEDICATION**

Medications are not to be given at school. Special circumstances may exist for an on-going health problem. When such a condition exists, contact the school office for the policy regarding medication in schools. Parents may come and administer medication to their children in the office. **STUDENTS ARE NOT ALLOWED TO HAVE MEDICATION OF ANY TYPE IN THEIR POSSESSION**. This includes cough drops and throat lozenges.

**CONTAGIOUS DISEASES (MEDICAL PROBLEMS)**

Students who have been identified as being a carrier of a contagious disease must visit a physician or the school nurse within one (1) day after the determination has been made. It is the responsibility of the parent to provide a note from the medical authority as to the status of the child’s condition and date of re-admittance. Students who have reoccurring illnesses must submit a statement

from a physician concerning the condition and how it will affect their attendance in school.

### RELIGIOUS/CULTURAL ACCOMMODATION

The school will make reasonable accommodations for students’ religious or cultural beliefs. It is the responsibility of the parent to submit requests in writing to the director who will then forward the requests to the appropriate teachers. Requests must be submitted yearly. Absences due to religious or cultural holidays must be pre-approved by the director.

**TRANSPORTATION POLICY**

The Tangipahoa Parish School System shall provide to eligible students school transportation services, which shall meet the objectives of safety, efficiency, adequacy, and economy.  Transportation of students by the school system to and from school, and in connection with field trips, extracurricular activities and any other school sponsored function shall be provided without regard to the race, color, creed, religion, national origin, sex, handicap, or similar personal distinction of the student.  Seating assignments, if made by school system employees or contract drivers, shall be made on a racially non-discriminatory basis.

Students shall not be allowed to ride to and from school on any bus other than the one they are assigned to ride each day, except for legitimate reasons, to be verified by local school administrators.  A student must provide written verification of permission from parent/guardian for the administrator's approval before he/she will be allowed to ride an alternate bus.  In turn, the local administrator will authorize the bus driver to pick up or discharge students at the alternate stop.  A telephone call from the parent/guardian to the local school administrator regarding the need for the student to change buses will be accepted only in an extreme emergency.  If the presence of the additional student causes an overloading situation on the alternate bus, the student will not be allowed to change from the original bus.

**STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

SLU Lab School in conjunction with the Tangipahoa Parish School System recognizes that there are times in which private vehicles need to be and are used to transport students to and from school sponsored events.  The Lab School/TPSS directs that such transportation services shall only be utilized in times of emergency or hardship.  Otherwise, proper student transportation, i.e., TPSS owned or operated vehicles, shall be used.

Whenever possible, private vehicles shall be chosen well in advance of the anticipated usage, and the Board shall require the driver to submit a certificate of insurance coverage.

**DAILY STUDENT ARRIVAL AT SCHOOL**

The duty teacher reports at 7:05 A.M. Students are not to be at left at the school prior to that time. Please remember that all **students are to be dropped off via carpoo**l. Dangerous situations are created when students are dropped off by the side of the building as there is no supervision in that area. Transportation guidelines will be distributed to parents on the first day of school.

**GUIDELINES FOR TRANSPORTING STUDENTS**

**TO AND FROM SCHOOL**

The safety of the children at the Lab School is top priority at all times. If at any time, following any of the procedures listed below will jeopardize the safety of the children, the school administrator/officer/parking guard/duty teacher will use responsible discretion to ensure their activities accomplish the stated goal of maintaining the orderly and safe arrival/dismissal of Lab School students each school day with minimal impact on traffic traveling North General Pershing Street and to provide a safe school environment throughout the school day.

***These guidelines have been developed in cooperation with the Lab School administration and the University Police.***

**Before School:**

1. Students cannot be dropped off before **7:05** under any circumstances. At that time a duty teacher will be on duty at the front of the building. Students are asked to go directly to the school gym and be seated until they are escorted from the gym by the classroom teacher. Instruction will begin at **7:35 A.M. Students not seated in the classroom at that time will be considered tardy.**
2. **Walkers** must adhere to **University** **Police guidance** for assistance when crossing the street leading to the school. Walkers should be aware of all traffic and follow directions from the officers as well as the duty teacher(s) when entering the school campus. Bicycle riders must walk their bikes across the crosswalk to enter the Lab School campus.
3. **Students transported by bus** are asked to unload safely and walk directly to the school gym and be seated. Buses are not allowed to unload students until 7:05 and a duty teacher must be present.
4. Parents are encouraged to transport students via the school bus or private transportation in the morning utilizing the TEC/SLU Lab School circular driveway. Please adhere to the traffic sign that is posted in front of the school that says “No Left Turn”. However, should a parent need to transport a student to school to bring supplies/ medical information or come to assist as a

volunteer or confer with a teacher for a parent conference, it is suggested that you **park temporarily and go directly** to **the school office to report to the secretary**. A pass will be given if it is necessary to go to the classroom. Parents are asked to be mindful that the time prior to the beginning of each school day is preparation time for the teacher.

1. Parents must refrain from entering the open area of the school unless a pass has been secured and permission has been granted. ***(The school has established procedures to ensure safety and supervision. Therefore, it is necessary that all parents assist in implementing this procedure.)*** Any parent who enters the campus must **use the front office door** and must immediately check in utilizing the computer system located in the school office in the presence of the school office secretary. The check-in procedure requires a valid Driver’s License. Parents are not allowed in the classroom area or the school cafeteria unless they receive a name tag and ***permission to enter from the administrator***. This procedure helps in the protection of instructional times and safety and security of Lab School students.
2. **Students arriving by private transportation** are asked to be ready to exit from the car in a timely manner. Students should be observant and follow the directions given by the duty teachers. All students should exit cars on the passenger side.
3. As students arrive via private transportation/buses, students should report to the gym where they are supervised by duty teachers. Students will be escorted to their classroom by their teacher at approximately **7:25 so that they can begin instruction at 7:35 A.M.**
4. **Instruction will begin promptly at 7:35A.M.** Students arriving after **7:35** are considered tardy. The student must go immediately to the office to receive a tardy slip and go directly to class. Tardies will be monitored and parents will be summoned to Truancy Court after five tardies.
5. ***To ensure safety, it is requested that all students enter and exit only through the front doors of the Lab School. The Lab School doors will be locked each day at 5:00 P.M.***

**During the School Day:**

1. Parents are requested to enter the front door of the school after parking at the main entrance. Upon entering, parents must enter the office, inform the secretary and when necessary, will be given a pass to conduct school business. Students needed for doctors’ appointments, etc. will be called to the office by the school secretary. It is suggested for the protection of instruction time that all medical appointments be scheduled after school. Since the school lunchroom population is at capacity, please make limited requests to eat lunch with a student. Guests who receive permission from the Director to eat in the school lunchroom must secure a name tag and it must be visible to the lunchroom monitor.
2. Messages about a change of transportation will not be delivered to students after **1:45** P.M. as many of our students are in elective classes at that time and are dismissed from those classrooms.

**After School Dismissal:**

1. Dismissal time for the Lab School is **2:25 P.M.** Please make sure that your child knows how he will be transported from school each day as some students are confused about how to proceed at dismissal. Should a student be unsure of how he/she is to be transported, he/she must go home as is typically expected. Bus students will exit the front door of the building at **2:15** and line up along the designated bus line. Permission to ride a bus other than the assigned bus or to ride the bus to a student’s home will not be granted by the administrator unless this will not overcrowd the bus. Permission must be requested a day in advance so that the administrator can check with the bus driver so that overcrowding does not occur.
2. Walkers will exit the front door of the building at **2:20** and stand along the outside column on the right.
3. All remaining students will exit at **2:25** and will sit on the sidewalk until their name is called to enter the car. All teachers will be on duty during the after school dismissal process.
4. **Bus drivers** will escort students to their specific buses at **2:20** and depart from campus at **2:25**.
5. **Walkers** will exit the campus at the direction of the duty teachers at **2:25**.
6. **Placards will be issued to students** **who are dismissed via private transportation*.*** Additional placards can be requested at the office. Placards must be school issued cards. Parents are asked to place these placards on the right hand side of the front dash of the car. Drivers who do not have a placard in place will be asked to pull into the parking lot and check in at the school office to show a drivers’ license for verification before the child is allowed to be transported.
7. Drivers of private transportation cars are asked to be observant and cautious. The speed limit in the driveway is no more than two miles per hour. As the traffic flows and students enter their respective cars, parents are asked to follow the directions of University Police and the duty teachers. Drivers waiting to pick up their children will stage in the South Teacher Education Center Lot, single file, with no part of any vehicle blocking any part of North General Pershing Street with sufficient room to allow for TEC employees and visitors to leave the parking area.

Once vehicles can be safely staged in the South TEC Lot, any additional vehicles will begin staging in North Zachary Taylor Hall Lot, single file, with no part of any vehicle blocking any part of North General Pershing Street and no vehicles blocking entrance to or exit from the North Zachary Taylor Hall Lot. No parents awaiting pick-up will be allowed to stop in the roadway or on the shoulder of North General Pershing Street at any time.

1. Students who attend the Pennington After-Care Program are asked to meet in the school gym at the specified area and follow the directions of the counselors at 2:25.
2. ***All students should have exited the campus by approximately 2:35 P.M.***

### DISMISSAL/DEPARTURE FROM SCHOOL

**Louisiana State Law prohibits the use of cell phones in a school zone.** Walkers are dismissed after bus riders. Students are not to enter or exit through any door other than the front door of the Lab School. Parents of children who work for the University may pick up their child in the school foyer and leave out through the playground area or the Library. **Students will not be released to adults walking up from either side of the parking lot.**

Tangipahoa Parish School System bus transportation is provided for students who live more than a mile from the school. If a child is being picked up or dropped off somewhere other than his/her home, parents must fill out a **special transportation request form prior to the date of the request, (**[http://www.tangischools.org/Page/12799](http://www.tangischools.org/Page/12799))**[)](http://www.tangischools.org/Page/12799))** and have the driver of the bus requested sign the form. Once the driver has signed the form, please turn the form into the office so the Director of the Lab School can also sign the form. Please be reminded that due to potential bus crowding, the bus driver and/or the principal may decline the request.

To locate the bus driver:

1. Go to the Tangipahoa transportation website.
2. Look up the street and the residence number of the special request.

(<http://www.tangischools.org//Domain/90)>click on “What bus does your child ride?”

Please remember that riding the bus is a privilege, and all safety rules must be followed. Safety and courtesy shall prevail while students are on the bus. If there are any questions concerning buses, please contact TPSS Transportation Department at the Tangipahoa Parish School Board Office in Amite (985-748-7153). To board the buses waiting in the driveway, students who ride buses will be dismissed at 2:20 P.M. Rules for students riding buses are as follows:

1. Line up in the designated area for the assigned bus.

2. Wait for the duty teacher to call the bus number.

3. Proceed to the bus.

4. Toys should be in book sacks; no balls should be in the front area.

University police have issued the following carpool rules:

* Please do not block the driveway of the TEC building as professors and instructors are exiting.
* Please do not make a left turn into the driveway.
* Please do not line up in the carpool lane until 2:00. Give buses the right of way and please do not enter the driveway until signaled by the duty teacher.
* Do not park in the school driveway. It is for loading and unloading only. Visitor spaces are provided north of the front door area.
* Please do not use **cell phones** while in the school zone.

For further transportation specific guidelines, please review information received on the first day of school.

A parking area for bicycles is located on the northwest side of the Teacher Education Center. All bicycles must be locked to prevent theft. Students are not to ride their bicycles during the school day. Students must walk bicycles and scooters, or carry skateboards while on school grounds, when coming to and leaving from school.

**VISITORS TO THE SCHOOL**

* Visitors must sign-in in the school office and receive a pass to a specific area only upon approval from the director/designee. A driver’s license must be presented to get a pass. Visitors will not be allowed to enter the instructional areas at any time without a pass. To safeguard students, parents who do not follow this mandate may be referred to University Police.
* Parents must contact the office or write a note to the teacher to set up a conference. Parents will not be allowed to interrupt classes to conference with teachers.
* When picking up students before the school day ends, parents must sign the child out in the office and wait in the office for the child. No child will be dismissed from a class after 2:00 pm.
* When the school has special assemblies or activities, passes are not required. However, parents will need to pick up a parking pass from the office.
* Students from other schools are not permitted on campus for school events. .

### 

**EMERGENCIES**

**EMERGENCY INFORMATION FORMS**

Each child is required to have an emergency information form on file in our office. It is the responsibility of the parent to keep this form up to date by notifying the school office of an address, telephone number, or email change as emergency notices are sent via email. **Please circle the phone**

**number that should be used first.**

**FIRE**

Fire drills, and other drills, are regularly held as designated by the state or parish. All students are to respond in an appropriate manner upon hearing the warning signal. All evacuations are under the direction of the teacher in charge at that time.

**SCHOOL CLOSURES**

The Laboratory School is affiliated with both S.L.U. and the Tangipahoa Parish School System. When there is an emergency calling for the closure in the Hammond area schools, the Lab School is typically closed. All school closure announcements are made by the Tangipahoa Parish School Superintendent through the local radio and television stations. Tangipahoa hotline is [http://www.tangischools.org/Page/2402.](http://www.tangischools.org/Page/2402)  For information regarding S.L.U. go to: [www.selu.edu.](http://www.selu.edu/)

### DRESS CODE POLICY

In cooperation with S.L.U. Student Code of Conduct and the Tangipahoa Parish School System, the following guidelines will be adhered to:

1. Hairstyles shall be clean, neatly groomed and shall not distract from the learning environment nor be a safety factor for any of the school's curricular offerings. Hair must be kept out of the eyes. Beards, sideburns, and mustaches will not be allowed.
2. Any hairstyles, including color, that distract from the unique environment of the school shall be dealt with by the director or designee of the school.
3. Earrings may be worn in the ears by females. Earrings shall not be worn by male students at school or any school-related activity.
4. No hats, caps or other headwear shall be worn in school buildings, except when a

medical condition or religious belief so warrants.

1. The length of dresses, skorts, and skirts shall be knee-length or below.
2. Official school uniforms (e.g. cheerleaders, team sports, etc.) may be worn for special related activities during the school day as determined by the director.
3. Other special occasions requiring a modification of the dress code must be approved by the director.
4. All pants must be worn at the waistline, and a belt must be worn. All items of clothing must

be size appropriate and worn as intended by design.

Appropriate footwear shal be worn. Footwear must be appropriate for participation in P.E.

### GRADING

Student progress is reported each six weeks using a report card. Grades can be checked at any time by visiting the Student Progress Center located at [www.tangischools.org.](http://www.tangischools.org/) To access student records, a 4 digit code is required. The code is available by downloading the “Personal Security Number Sheet for Parents” ([http://www.tangischools.org/Page/2390).](http://www.tangischools.org/Page/2390)) Once the code is created, turn the request into the Lab School Office. Please click on Student Progress Center Quick Guide for instructions on how to access grades.

The grading scale is as follows:

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**Progress reports will not be sent home. Please check the Student Progress Center for grades.**

**GRADE 8: CUMULATIVE PERCENTAGE GRADES**

At grade 8, each grade during the semester will be recorded using a numerical value in the electronic grade book. At the end of each six (6) weeks period, numeric grades will be converted to percentage values by the electronic grade book for the purpose of reporting progress for interim grades, semester grades, or final grades in accordance with the Tangipahoa Parish Grading System Regulations.

1. Grades will be determined by averaging the cumulative grades with a minimum of six grades

recorded per reporting period as follows:

a. After 6 weeks - a minimum of 6 grades recorded

b. After 12 weeks - a minimum of 12 grades recorded

c. After 18 weeks - a minimum of 18 grades recorded

1. Semester grades will be given in all classes with two (2) interim reports being issued during

each semester. Interim reports will be issued as follows:

a. After 6 weeks

b. After 12 weeks

1. The semester report card will be a cumulative grade of the entire semester’s work based on points earned divided by points possible.
2. The semester grade will be calculated by dividing the total points earned by the total points possible. Letter grades are to be assigned according to the Tangipahoa Parish Grading System Regulations.

**TESTING**

Standardized and Criterion-Referenced Tests are administered in the spring to students in grades 3-8 as per State mandate. Scores for these tests are kept in students' records, and parents receive a copy.

The Tangipahoa Parish School System with State guidance will designate which tests will be given at each level. DIBLES Next is administered to students in grades K-2. Scholastic Reading Inventory will be given to students in Grade 3. All testing information will be handled in a confidential manner and reports will be sent to parents. Questions concerning testing or testing procedures should be directed to the office. Teachers will administer content based tests throughout the year. Due to testing security, these tests cannot be sent home. Review of the graded tests is available upon request.

**STUDENT PROGRAMS**

Students are fortunate to have the opportunity to participate in a variety of enriching activities, both co-curricular and extracurricular. Many activities are school-wide, cross-graded and involve integrated curriculums. Students participate in rigorous thematic units of study which utilize varied activities and resources. Some of the activities include:

**ACCELERATED READING PROGRAM**

Students may participate in the Accelerated Reading Program throughout the year. In this program, students read books on their level and participate in computerized comprehension assessments of selections read.

**INTERVENTION PROGRAM**

The Intervention Program is a mandatory program designed to assist students who have demonstrated weaknesses in reading and/or math skills. Students are selected to participate in this program after a review of standardized test data, benchmark tests, and other considerations, such as promotion data from the previous school year and teacher input. Students who participate in this program are tutored for 30 minutes daily in a small group or individual settings during art, music, and physical education. Students are not removed from the same elective for each intervention period. Removal from the program is achieved through (1)consistent, appropriate performance on benchmark tests and (2) teacher input. Because of the Lab School’s dedication to excellence in academics, requests for removal from the program will not be honored.

**GIFTED**

Students who meet the criteria per Bulletin 1508 for acceptance into this program will have an Individual Educational Program developed. Specially assigned personnel will provide instruction for a determined amount of time each week.

**TALENTED PROGRAM**

Students may be referred for screening for talented music, art and drama. Itinerant teachers are provided by the Tangipahoa Parish School System utilizing the student’s Individual Evaluation Plan.

**RESOURCE ROOM**

Students needing individual assistance in learning are evaluated by the Pupil Appraisal Team and may be eligible to receive special services in the Resource Room via an Individual Education Plan. Other special services such as speech therapy, physical and occupational therapy are provided if identified as a special need in an Individual Education Plan by itinerant teachers.

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### DYSLEXIA/504

All students are screened for dyslexia at least once before the end of the third grade. Parental permission is necessary prior to the screening. Parents may refuse this screening. Students with a mental or physical disability, which substantially limits learning, may be eligible for Section 504

services. The student must be evaluated by the Section 504 Committee to determine eligibility and may receive services specified on a 504 plan.

**STUDENT ACTIVITIES**

**ANNUAL ART SHOW**

Once a year students who are enrolled in art, under the direction of the art specialist, participate in a school-wide art show.

**ANNUAL MUSIC PROGRAM**

Students participate in a school-wide music program each year.

**JUNIOR BETA CLUB**

The Beta Club is an honor society and service club. Teachers nominate students in grades 6-8 who maintain a high grade-point-average and who exhibit strong character for membership.

**SCHOOL CHOIR**

 The Lab School vocal music program is a mixed-voice chorus typically comprised of grades 5 through 8th-grade singers. No previous choral experience or audition is required.  Sight singing, vocal technique, music theory, stage presence and general musicianship are among the units of study that make up the music program.

**CHEERLEADERS**

  Cheerleading criteria and the TPSS procedure for selection of cheerleaders for fifth through eighth-grade students at S.L.U. Lab School may be obtained from the cheerleader sponsor.

**BAND**

The band program at the Lab School provides an opportunity for students in grades 4 through 8 to develop musical skills. Instruction is focused on proper playing and practice habits, fundamentals of music, detailed rehearsal of music for performance for the purpose of providing each student with a workable knowledge of music so that he or she might enjoy, understand, and participate in the aesthetic

experience of music individually, in a group, and at special events.

**GRADUATION**

Kindergarten and eighth-grade graduations are held annually during the month of May.

**SCIENCE/SOCIAL STUDIES FAIR**

These two fairs are held simultaneously in November. All students in grades 4-8 are expected to present a project. External judges score all projects. Some students will be selected to represent the Lab School in the regional fairs.

**SPORTS**

Sports and sports-related activities are typically available at the Lab School. Coaches of various sports are volunteers. Therefore, availability of sports is determined on a yearly basis.

The following criteria have been established if a specific sport is available, as determined by the school’s Athletic Director and the Director of the school:

1. Fifth through eighth-grade students are eligible to try out for sports.
2. The Lab School does not have contact football. Students are allowed to play football for Hammond Junior High School or the school closest to their physical address on record.
3. Once a student enters the fifth grade, the student will have eight consecutive semesters to participate in sports. Students who are repeaters in sixth, seventh or eighth grade will not be eligible to participate.
4. Students must have a physical exam to be eligible for sports. This form must submitted prior to attending the first practice.
5. All athletes will be required to pay an insurance fee as determined by the

Tangipahoa Parish School System.

6. Student-athletes must agree to random drug testing.

7. The extracurricular activities in this school are self-supporting.

8. There is a mandatory $30.00 athletic fee for all students who play a sport or sports related activity.

9. If a student plays more than one sport, the fee for the second sport is $10.00.

10. Students may be excluded from sports for disciplinary or academic reasons.

a. Students must maintain a 1.5-grade point average to participate in sports.

b. Students must also be in good standing with regards to discipline.

c. Students suspended from school may be removed from all sports teams.

**PARENTAL COMMUNICATIONS AND INVOLVEMENT**

It is the belief of the S.L.U. Laboratory School that parents play an instrumental part in the overall education of their children. Parents are given many opportunities to participate in the school to assure the best education for their children.

The primary form of communication will be School Messenger and the school’s website ([www.selu.edu/labschool).](http://www.selu.edu/labschool))  School Messenger disseminates email messages to the families of S.L.U. Lab School students. These messages originate in the school office and provide valuable information about upcoming events and the overall school program. It is important that current email addresses are on file in the school office so that these messages are delivered in a timely manner. Please notify the school office if messages from the school are not received.

The additional forms of communication may include:

* + - * Student/Parent School Handbook
      * Home telephone calls from teacher or director
      * Director/teacher/student notes
      * Parent meetings
      * Report cards every six weeks
      * Results of standardized tests as required by TPSS
      * Results from other tests administered per grade, such as Benchmarks, Eagle, Star, Accelerated Reader and Math.

NOTE: SLU Lab School ***is not affiliated*** with the S.L.U. Lab PTA Facebook page.

**CONFERENCES**

Teachers, students or parents may request a conference at any time. Conferences may be scheduled before school, during teacher planning periods or after school. If the issue cannot be resolved with the teacher, parents may request a conference with the director and the teacher.

### PARENT TEACHER ASSOCIATION (PTA)

A list of current officers is on the Lab School Website. PTA objectives include:

* + To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth;
  + To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.
  + Parents in the PTA of the Lab School are active, supportive, and enthusiastic, and they can point with pride to many contributions to the school.

The PTA provides an opportunity for parents who are interested or who wish to become involved and informed.

NOTE: PTA is always looking for volunteers to assist with the major committees. Persons who are interested in serving on one of the committees listed below should contact the president or vice president. The phone numbers are listed in the school directory.

* Fundraising Committee
* Music Committee
* Teacher Appreciation
* Drug Awareness Week
* Winter Carnival Committee
* Field Day

### COMMUNITY INVOLVEMENT

The Lab school invites businesses, churches, and civic organizations to donate or volunteer time, money, and resources to help the school. Some businesses or organizations have helped by becoming a part of the Adopt-A-School Partners in Education program and contributing in these ways:

* Provide judges for school contests.
* Provide guest readers and guest speakers.
* Provide volunteers for special projects.
* Provide student rewards or incentives such as ice cream coupons or video coupons); donating money for special projects.
* Provide teacher incentives (such as a dinner for two or refreshments).
* Donate needed supplies or equipment.

**DISCIPLINE**

### CAMPUS BOUNDARIES AND BEHAVIOR

The boundaries of the Lab School are roughly defined as follows:

Back Campus: North: Shrubbery border beyond greenhouse

East: Parking lot

South: Sidewalk

Front Campus: North: Sidewalk outside gym doors

West: Sidewalk along school driveway

South: Sidewalk leading to TEC south doors

During recesses and PE, no students should be out of this area. The parking area behind the cafeteria is also off limits as is the parking lot north of the Laboratory School. Students are not permitted to enter either of the two lobbies at the south end of the building. Behavior on the campus should be friendly and cooperative. Games should be played in designated areas. There should be no football, softball, or kickball on the cement area of the back campus. The vending machines located in the TEC lobby are not part of the school grounds and are strictly off limits at all times.

Running games are not allowed. Tackle football is not allowed on campus in any area. Writing on school walls or posts is prohibited as is defacing any area. Students who willfully cause damage school property must pay for the damage. Students are given a pass by duty teachers to enter the building during recesses to get water and use the restrooms. They may not return to the instructional areas during recess without permission from the supervising teacher.

**STUDENT CODE OF CONDUCT**

**S.L.U. Lab School follows the Southeastern Louisiana University Code of Conduct.**

**Tangipahoa Parish School System**

**Technology Acceptable Use Policy (AUP)**

The Tangipahoa Parish School Board believes it is necessary for all persons to become aware of the acceptable use of technology. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The School Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures.

Age and grade appropriate classroom instruction shall be provided regarding Internet and cell phone safety. Such instruction shall include appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response, as well as areas of concern as authorized in state and federal law.

Technology, particularly Internet access and email, is available to students and employees in the Tangipahoa Parish School System. The Tangipahoa Parish School Board’s goal in providing these resources to its students is to enhance innovative education for students through access to unique resources and collaborations. Furthermore, teachers will improve learning and teaching through research, teacher training, collaboration, and dissemination of successful educational practices, methods, and materials.

Guidelines are provided so that the technology users are aware of the responsibilities they are about to assume. Responsibilities include appropriate, efficient, ethical, and legal utilization of network resources. All users, including students, employees, or any other users of School Board computers, hardware and district network shall abide by all policies of the School Board and any applicable administrative regulations and procedures.

All users shall sign the Technology Contract on a yearly basis. The signature shall be binding and indicates that he/she has read the terms and conditions carefully, understands their significance, and shall adhere to their provisions. These should be kept on file at each school or office.

**TERMS AND CONDITIONS**

1. Acceptable Use - Technology resources in our school system shall ONLY be used to support teaching and learning.

2. Privileges - The use of technology is a privilege, not a right, and therefore inappropriate use may result in the cancellation of those privileges by the administrator in each school, the Tangipahoa Parish School System (TPSS) Director of Technology or the Superintendent or his/her designee.

3. Acquisition of Technology - ALL hardware and software purchases and installations shall be pre-approved by the TPSS Technology Department.

a. All technology hardware and software resources purchased by TPSS are the property of the Tangipahoa Parish School System and are loaned to students and faculty for their use.

4. Appropriate Network Usage **-** Users are expected to abide by the Tangipahoa Parish School System rules of

network etiquette. These include, but are not limited to the following:

a. Be polite; do not send abusive, threatening, bullying, intimidating and/or harassing messages to others. b. Use appropriate language.

c. Hardware or software shall not be destroyed, modified, or abused in any way.

d. Do not use the network in a way that would disrupt the use of the network by other users (e.g. downloading huge files during prime time, sending mass E-mail messages, installation of unapproved software, or annoying other users using chat, talk, or write functions). The network should be used only for research, information gathering, and academic practice directly related to school assignments and extracurricular projects supervised by school faculty.

e. The network is NOT designed to be used as a radio or television for the classroom. Any such use should be DIRECTLY related to instruction. All streaming media not directly related to instruction is prohibited.

f. Malicious use of the network to develop programs that harass other users or infiltrate a computer, computing system, or network is prohibited. Use of the network to damage the software components of a computer or computing system is prohibited.

g. Using the network for commercial purposes, gambling, financial gain, fraud, illegal acts, or threatening the safety of a person is prohibited.

h. Use of the network to access or process pornographic materials, inappropriate text files, and files dangerous to any individual or group is prohibited.

i. Network use for product advertisement, political lobbying, or illegal activities is strictly prohibited.

j. Use or posting of information related to the school, school staff, students, use images of the school, the school logo, initials or seal, in any form on the Internet or in any form of electronic communication without specific written permission of the Superintendent and/or his/her designee shall be prohibited. The posting

of any such information on any website, bulletin board, chat room, email, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, abusive, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited.

5. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet or WAN, you must notify the school administrator who will notify the TPSS Technology Department. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer users may be denied access to technology resources.

a. Do not reveal personal addresses or phone numbers of students or colleagues.

b. Gaining unauthorized access to resources or entities is prohibited. Users should access only those files

that belong to them or which they have been granted permission to use by faculty or coworkers.

c. Files stored on district computers and servers should be limited to those relating to formal school courses or activities.

d. Using the account or password of another user is prohibited. Distribution of passwords by other than designated staff is forbidden.

e. Users will log off or lock their personal accounts when they step away from the computer for more than a few moments to prevent unauthorized access.

f. Bypassing Filters or Security Systems - Attempts to remove, modify, or bypass software, hardware, and configurations installed to prevent Internet or other access to pornographic material, other objectionable materials, or prohibited resources is forbidden. Such violations shall result in cancellation of computer use privileges and mandatory suspension from school.

6. E-mail – Electronic Mail (e-mail) is not guaranteed to be private. The TPSS Superintendent and Technology Department personnel who operate the system have access to all mail. Messages relating to or in support of illegal activities must be reported to authorities.

a. TPSS provides email accounts for its employees and students and does not warrant access to other email services or messaging services. Tangischools e-mail accounts are to be used for professional correspondence.

b. Web mail is not permitted on any computers located in classrooms or used by students except for TPSS

provided student accounts

c. E-mail signatures shall ONLY include the following:

Name and Position; School or Office; Physical Address; Voice and Fax numbers; Email address and/or website address; School Mission Statement;

d. Users shall not post or forward e-mail “chain letters” or send annoying or unnecessary messages to others.

e. Users shall not use district e-mail to mass email and “spam” any users (internal and external) with unauthorized communications or solicitations.

f. E-mail, chat, and instant messaging of any form should be used for legitimate and responsible

communication only. Use of these technologies for commercial purposes, financial gain, fraud, illegal acts, or threatening the safety of a person is prohibited.

g. Hate mail, including statements that bully, threaten, intimidate and harass, discriminatory remarks, cursing, and other anti-social behaviors are prohibited on the network.

7. Use of Electronic Devices

a. The use of all recording devices of any kind, including but not limited to all kinds of cameras, video recorders, audio recorders, etc. except for instructional purposes or TPSS official business is strictly prohibited.

b. Student use of the Internet, cameras, cell phones, “IPODS” and/or any other electronic systems, on or off campus, that subsequently causes *substantial disruption* to the educational environment, interferes with the rights of others, or can be considered a threat, will result in the student receiving discipline in accordance with the parish assertive discipline plan.

8. Violating Copyright Laws

a. The illegal installation of copyrighted software for use on district computers is prohibited.

b. Transmission of any materials in violations of any U.S. or state regulation is prohibited. This includes - but is not limited to - copyrighted software, music, videos, and other materials protected by trade institutions.

9. Vandalism – Vandalism will result in cancellation of privileges and/or other disciplinary actions. Vandalism

related to technology is defined as any malicious attempt to harm or destroy the equipment or data of

another user, LAN, WAN, or other networks that are connected to the TPSS network. This includes, but is

not limited to, the uploading or creation of computer viruses.

10. Consequences of Misuse

a. According to the Tangipahoa Parish School Board *Policy Manual*, school principals shall discipline any

user who accesses, sends, receives, or configures electronically any profane, threatening, bullying, intimidating, harassing, pornographic and/or obscene language or pictures.

b. The use of off campus resources including web pages, social networking sites, or Web Tools that subsequently cause “material disruption” at school is prohibited and the responsible student will be disciplined in accordance with the parish assertive discipline plan.

c. Any individual failing to follow the above “Terms and Conditions” is subject to appropriate disciplinary

measures as determined by school administrators, the Superintendent, and/or the TPSS Technology

Department. Students may receive consequences of steps 2 through 6 on the assertive discipline ladder. d. Employees who choose to violate the *Acceptable Use Policy* may be subject to adverse personnel action.

11.Monitoring – Teachers agree to instruct the students on responsible technology use and monitor all student

technology use to ensure student compliance with this policy. Students agree that teachers and

administrators have the right to monitor ALL student activity using the network and other technology

resources.

**CODE OF CONDUCT**

This Code of Conduct applies to all users of these technology resources. Honesty, integrity, and respect for the rights of others should be evident at all times. Photographs may only be permitted with current, signed state department of education photo release on file.

The technology user is held responsible for his/her actions and activities. Unacceptable uses of the network and/or technologies will result in disciplinary action including possible revocation of these privileges.

**Directions:** After reading the Tangipahoa Parish School System Code of Conduct and Terms and Conditions, please read and fill out the appropriate portions of the following contract completely and legibly. Please return this contract to your teacher or school administrator.

**USER (Student or Teacher) TECHNOLOGY CONTRACT**

I have read the Acceptable Use Policy. I understand and will abide by the regulations. I understand misuse is unethical and illegal. Should I commit any violation, my access privileges may be revoked and disciplinary action will be taken. A signed copy of this document must be on file with the teacher. In the case where the teacher is the user, a copy will be on file in the office each year.

User Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

User Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_/\_\_\_ /\_\_\_\_\_\_\_\_\_

**PARENT TECHNOLOGY CONTRACT**

As the parent or guardian of this student, I have read the Terms and Conditions of the Tangipahoa Parish School System Acceptable Use Policy. I understand that this access is designed for educational purposes and Tangipahoa Parish School System has taken available precautions to monitor student access. However, I also recognize it is impossible for Tangipahoa Parish School System to restrict all controversial materials, and I will not hold them (TPSS) responsible for the materials acquired on the network. I hereby give my permission for my child to have school use of technology including the Internet.

Parent or Guardian (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_ /\_\_\_\_ /\_\_\_\_\_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evening Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IPADS/IPODS AND CELL PHONES**

iPads and IPods are not allowed on campus or school field trips except by permission of the director or faculty members. These items often encourage theft and when misused could disrupt the instructional program. Items such as these will be taken from the student and stored in the office for release to a parent at the end of the school year.

\*\*Use the following link to see Tangipahoa Parish School System’s Electronic Devices Policy: <http://www.tangischools.org/cms/lib3/LA01001731/Centricity/Domain/96/ElectronicDevices.pdf>.

**PICTURES AND VIDEO TAPING**

Parental consent must be on file in the Lab School office prior to any pictures or video taping of any student for publication in news releases or websites. Please refer to the TPSS Technology Acceptable Use Plan. (This form was completed on Registration Gateway during the registration process.)

**ELECTRONIC DEVICES**

 No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any elementary or secondary school building, or on the grounds thereof or in any school bus used to transport public school students.  A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school.  Nothing shall prohibit the use and operation by any person, including students, of any electronic telecommunication device in the event of an emergency.  *Emergency* shall mean an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

Should cell phones be seen, used or heard for any purpose during the regular school day, except during an emergency situation as defined by state statutes, the student will receive consequences as listed below:

* First Offense  
    
  The phone shall be taken from the student then labeled with student’s name and kept in a locked place at the school for two (2) days.  After two days, a parent will be allowed to pick up the phone, but must sign a contract stating the student has violated this policy and will be subject to more severe consequences if there is a second offense.  Student will be placed on Step II of the Assertive Discipline Ladder which requires that the student will receive a two (2) day stay in the Positive Action Class (PAC) or a one (1) day out of school suspension.

* Second Offense  
    
  The phone shall be taken from the student then labeled with the student’s name and kept in a locked place at the school for five (5) days and parent called to come pick up the phone after the five (5) days.  Parent and student will be informed that the child will be placed on Step III of the Assertive Discipline Ladder which requires three days of PAC or 1 day of OSS.  Principal/designee may choose to use any combination of PAC and OSS.  Parent must also pay a $15.00 fine to the school before the phone is returned.

* Third and Subsequent Offenses  
    
  The phone will be taken from the student then labeled with the student’s name and kept in a locked place at the school for ten (10) days and the parent called to come pick up the phone after the ten (10) days.  Parent and student will be informed that the child will be placed on Step IV of the Assertive Discipline Ladder which requires five (5) days of PAC or four (4) days of OSS or in combination of the two based on the administrator’s discretion.  Additionally, parent must pay a $25.00 dollar fine before the phone is returned.  Any additional offenses will require the student move to the next level of the Assertive Discipline Ladder and pay an additional $25.00 fine.

Student use of the Internet, cameras, cell phones, ”IPODS” video or audio recorders, and/or any other electronic systems, on or off campus, that subsequently causes *substantial* *disruption* to the educational environment, interferes with the rights of others, or can be considered a threat, will result in the student receiving discipline in accordance with the parish assertive discipline plan.

Should students choose to use the phone to video fights, text message test items, text message for unauthorized persons to check them out, post incidents that happened on school campus on the internet or similar practices that create a ”*substantial* *disruption*” to the learning environment on a campus, they shall be suspended out of school for a minimum of three (3) days and possibly recommended for expulsion depending on the circumstances.  Law enforcement will asked to assist with any investigation involving a cell phone that ”substantially disrupts” the learning environment on a campus.

For purposes of this policy, the terms *use* and *operation* shall mean whenever the electronic device is turned on.

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| --- | --- |
| Revised:  August, 2003 | Revised:  March, 2009 |
| Revised:  July, 2009 | Revised:  August, 2011 |

Ref:     La. Rev. Stat. Ann. §§[17:239](javascript:BSSCPopup('../Statutes/170239.htm');), [17:416](javascript:BSSCPopup('../Statutes/170416.htm');), [17:416.1](javascript:BSSCPopup('../Statutes/170416-1.htm');)

Board minutes, [10-7-03](javascript:BSSCPopup('../Minutes/03-10-07.htm" \l "JCDAE');), [8-7-07](javascript:BSSCPopup('../Minutes/07-08-07.htm" \l "JCDAE');), [3-17-09](javascript:BSSCPopup('../Minutes/09-03-17.htm" \l "jcdae');), [7-21-09](javascript:BSSCPopup('../Minutes/2009-07-21.htm" \l "EFA_JCDAE');), [8-2-11](javascript:BSSCPopup('../Minutes/2011-08-02.htm" \l "JCDAE');)

Tangipahoa Parish School Board

### PASSES

Students are to remain in the classroom under the direction and supervision of the teacher during the school day. Students who are outside of the class area must have a pass such as hall or restroom pass, office pass, Library pass.

**CAFETERIA**

The Southeastern Louisiana University Laboratory School's lunch program is operated according to the regulations of the Tangipahoa Parish School System, the State of Louisiana, and the U.S. Department of Health, Education, and Welfare. As a requirement, either white or chocolate milk, low fat or skim, is available with each meal.

Students may choose from the hot lunches served in the cafeteria or bag lunches brought from home. Students who bring bag lunches may purchase lunch on any day of the week; however, they must have **"money in hand."** (Extra milk may be purchased daily.) If a child forgets the bag lunch, a cafeteria lunch must be taken, and the parent will be billed. The school office must pay for this meal that day and parents must reimburse the office the next day.

***No candy, gum, soft drinks of any kind and no glass containers are allowed in the cafeteria. Students and parents are not allowed to bring food from “fast food” restaurants, such McDonald’s, Raising Caine’s, Subway, etc. into the cafeteria.***

Lunch payments are collected monthly in advance. On about the fifth of each month, a bill will be sent home with your child for lunches. The bill must be paid the **next day**. **Please** do not subtract any amount from the bill. The billing clerk will deduct the absences from the following month's bill if your child was absent during the billing period. Questions regarding a child’s bill or paying a bill online should be directed to the TPSS Child Nutrition Program ([http://tangischools.schoolwires.net//Domain/83).](http://tangischools.schoolwires.net//Domain/83))  Applications for Free or Reduced lunch are available at <http://tangischools.schoolwires.net/Page/1139>

### Other Cafeteria Policies:

* All food is to be consumed in the cafeteria unless prior approval by the director.
* A monitor is provided to supervise students during the lunch period.
* Bag lunches should contain nutritious foods.
* Classroom teachers will escort their children to the cafeteria. Once in the cafeteria, students are under the supervision of the lunchroom monitor.
* Students will be expected to clean up after themselves by picking up paper or food dropped on the floor.
* Free and reduced lunches are available for students who meet the guidelines established annually by the Tangipahoa Parish School System. These forms are

available throughout the year.

* Students are expected to act appropriately in the school cafeteria.
* Students are encouraged to taste all foods served in the cafeteria.
* Food allergies should be reported to the cafeteria manager.

**Late Bag Lunches**

At times, students who bring their lunches to school forget them at home. All bag lunches or lunch boxes must be labeled with the child's name. All lunches are delivered to the cafeteria for students to pick-up during assigned lunch periods.

**SEXUAL HARASSMENT**

It is the policy of the Lab school that all employees and students or users of the school’s facilities are entitled to enjoy an environment free of all forms of discrimination, including sexual harassment. No employee or student, male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Any employee or student who feels that he or she has been a victim should contact the director.

**FUNDRAISING/SPECIAL PROJECTS**

The Lab School has numerous fundraisers each year. The PTA, Student Government Club, Library, and Beta Club may hold approved fundraisers at various times during the year to purchase needed equipment and materials for the school.

**LIBRARY**

The collection of the Library is as varied as the learning needs of its patrons. A variety of materials is provided which is appropriate and meaningful. Parents are encouraged to review all books checked out by their children. Because of the large number of books required to meet the wide range of readers, not all books are appropriate for all students at a given time in his development. Students should be guided in his or her book selections. If there are problems, please talk with the teacher, the librarian, or the director.

**Student Responsibility**

No fines are charged to Lab School students for overdue books. However, students are encouraged to return materials as soon as they have finished so that these materials become available for use by others. Only books and materials that have been properly checked out are permitted to be taken from the library. Once a book or material is checked out, it becomes the property of the individual until it is properly returned to the library. If a book or material is lost or damaged, it is the individual's responsibility to pay for the item so that it may be replaced. Parents and students are encouraged to return books to the library.

**Book Selection**

The library subscribes to the basic policies of academic and intellectual freedom as described in the Library Bill of Rights and the basic premises of University academic freedom. The policy for reconsidering media is available upon school request.

**Donations**

The library encourages the donation of new books for special occasions. There is a Birthday Book Club in which books may be donated in honor of a birthday. Books may also be donated in memory of loved ones or in honor of special achievements. Bookplates appropriate to the occasion are placed in all donated books. Parents are also encouraged to donate used books. Used books that are not appropriate for the library collection are passed on to readers with limited resources.

**TEXTBOOKS**

Textbooks are loaned to students each year and must be usable for many years. They are issued as a service to the student. No marks of any kind should be placed in textbooks except the name of the student on the inside cover. Lost or damaged textbooks must be paid for at the end of each semester.

**SCHOOL/UNIVERSITY PROPERTY**

Students/parents will be held responsible for lost or damaged property of the school, School Board, or University, including equipment, the grounds and physical plant, and materials such as textbooks. **Lost or damaged items must be paid for prior to the end of the school year.**

**FIELD TRIPS**

Field trips are an extension of the academic program. Field trips to destinations on the Southeastern Louisiana University campus do not require a consent form. However, trips off campus ***require*** a parental consent form.

### Field trip guidelines include the following:

* All school field trips must be approved by the director in advance and are expected to be educational and curriculum related.
* The teacher must complete the Lab School Field Trip form and disseminate the information to parents. This form must be signed by a parent or legal guardian and returned to school before the trip. (Oral permission or written permission from a relative or babysitter is not be acceptable.)
* Siblings or other children are not allowed on class field trips.
* Students should dress and act appropriately on field trips.
* No alcoholic beverages or smoking of any kind are allowed by teachers, chaperones,

or students.

* Relatives/friends of students are not allowed to join a field trip in progress.
* The director or teacher must require a specific ratio of parents to students.
* Students attending field trips must travel with the school group to and from the field trip destination. Parents may not “checkout” their child during a field trip.
* Deposits/payments for field trips are non-refundable.
* Students may be excluded from field trips for disciplinary reasons.

Parents are not allowed to ride on the school bus to and from destinations.

Students whose parents decline the opportunity to participate in a class field trip will be assigned to another class and will receive instruction with guidance from the classroom teacher.

### PARTIES

The room parent of each homeroom must make plans with the classroom teacher regarding holiday parties.

**BIRTHDAY PARTIES**

Birthday parties will not be held at the school. Students may bring snacks for their birthdays. Invitations to at home birthday parties may be disseminated at school only if every child in the class is invited.

This page school calendar

**LOST AND FOUND**

Lost and found items will be placed in the lost and found box located in the office. All unclaimed items will be donated to a needy cause at the end of each semester. Please label all outside or removable garments. All supplies and lunch boxes must be labeled. Labeled items will be returned to students when they presented in the office.

**DISCRIMINATION**

The Southeastern Louisiana University Laboratory School does not discriminate on the basis of race, color, national origin, sex, age, disabling condition or veteran status.

**EQUAL OPPORTUNITY EMPLOYMENT**

It is the policy of Southeastern Louisiana University and the Tangipahoa Parish School Board that no person in the school district shall, on the basis of age, race, color, creed, disabling condition, religion, national origin, sex, or similar personal distinction be denied the benefits of, or be subject to discrimination in regard to employment, retention, promotion, transfer, or dismissal in any educational program or activity under the jurisdiction of the University or the Board of Education.

This handbook was developed in conjunction with S.L.U. Student Code of Conduct, Tangipahoa Parish School System, Dean, College of Education, and S.L.U. Police Department.