

SLU Lab School



2019-2020

Student/Parent handbook

Dear Students and Parents,

Welcome to the 2019-2020 school year. The administration, faculty, and staff welcome you and your child to Southeastern Louisiana University Laboratory School. It is an honor to serve as principal of such a fine school. This school year will once again challenge your children to become independent and resourceful learners. A vital component of our school's mission is to encourage your children to reach their highest potential. Please share with us the responsibility of continuing to instill within your children a sense of ownership for SLU Lab School.

I firmly believe that our parents are the most influential teachers for our children. Our students look to you for both emotional and physical support. Parents serve as educational role models to their children when they are learners themselves. SLU Lab School believes that students, parents, and teachers all share equally in the educational development of the whole child. Please know that the administration encourages positive communication. Your ideas, constructive criticisms, and solutions can contribute toward SLU Lab School achieving its maximum potential.

Included in this handbook are the essential agreements, policies, and procedures that are in compliance with the Tangipahoa Parish School System. Please bear in mind that we service in excess of 225 students whose parents come from diverse backgrounds. The essential agreements, policies, and procedures were developed through experience that allows our employees to maximize opportunities for the majority of our student body and not always for the individual student. Please read the handbook carefully with your son/daughter.

Our faculty and staff look forward to working with you and your children this school year. Please contact us if you have any questions or concerns.

Respectfully,

Stephen Labbe',

Principal

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Purpose

The purpose of this student/parent handbook is to establish uniform essential agreements, regulations, and policies for the students and parents at Southeastern Louisiana University Laboratory School. By carefully studying this handbook, you will become familiar with the procedures used in our school. If questions arise, please feel free to ask the director for clarification.

All policies outlined in this handbook are in accord with the principles established by the Tangipahoa Parish School Board, Southeastern Louisiana University and the Louisiana State Board of Education.

Mission Statement

SLU Lab School empowers students to become internationally minded and compassionate citizens who reflect on local and global challenges and actively contribute to peaceful resolutions. Through inquiry-based learning, students make conceptual connections which are engaging, relevant, challenging, and significant to lifelong learning.

School Motto

Here at the Lab School, we are Caring, Creative, and Encouraging. We strive for Excellence in ALL areas. We are the Future!!

School Hours

- The school day begins at 7:30 a.m.
- Dismissal begins at 2:19 p.m.

School Visitors

- **All visitors must come to the office and identify themselves with a pictured ID**
- Visitors will use School Check In and Check Out on the computer. The computer will print a Visitor's Pass to be worn visibly during the visit.
- The visitor must return the Visitor's Pass when the visit is complete.
- Permission must be received from the office for a visitor to enter a classroom.

Checking-Out Students

- All students must be checked out through the office.
- The parent/guardian must present a pictured ID and complete the checkout process using the computer in the office, as this is an official record of the school.
- There should be an emergency or doctor's appointment in order to check a student out early.
- Parents are discouraged from checking out students after 2:00 p.m.
- Perfect attendance will not be granted to persons who leave early except in extenuating circumstances as determined by the principal.

Arrival to School

- Students may not enter the campus before 7:05.
- Students wishing to participate in the breakfast program will be allowed to eat from 7:05-7:20 a.m
- When students enter campus, they go to the cafeteria for breakfast or report to the gym.
- Students who enter their classroom after 7:30 will report to the office and will be given a tardy slip.
- Carpool will end each day at 7:25. Parents arriving after 7:25 will park and walk their children to the main office and follow the late check-in procedures.

Dismissal Procedures

- Students will not be allowed to ride a bus other than the one to which they are assigned. If there are valid requests for students to ride buses other than their own, parents/guardians shall send written notes that included a phone number where the parents/guardians can be reached during the school day.
- The student shall submit the parent's/guardian's request to Ms. Francis at the beginning of the school day.
- One of the secretaries will contact the parent to verify the request and contact the bus driver to verify space is available for the student.
- If the bus request is confirmed by the parent and the bus driver approves, the administrator will sign the note giving the student permission to ride another bus.
- The student will be called to the office before the end of the day to receive the note.
- If approval is not given, the student will ride his/her assigned bus.

Carpool Procedures

Drop Off procedures: Parents may drop off their children between 7:05 and 7:25.

- Parents will enter the school grounds at the new parking lot on the south side of the TEC building and "snake" through the parking lot into the TEC parking lot into our driveway.
- Please do not park in the drop off area before 7:05. We need this area for our bus to park so that traffic does not become stopped on General Pershing (same as afternoon).
- Drop-off your child at one of the designated drop-off areas. The students must enter and exit your vehicle from the right side.
- Morning carpool ends at 7:25, parents who arrive after 7:25 will park their cars and walk their children into the main office and complete the late check-in procedures.
- Parents are not allowed to drop off their children in front of the school once carpool has concluded.

Pick-up procedures: Parent pick-up begins at 2:25 p.m. and ends at 2:40 p.m.

- Parents will enter the school grounds at the new parking lot on the south side of the TEC building and "snake" through the parking lot into the TEC parking lot into our driveway.
- Please do not park in the loading area. We need this area for our bus to park so that traffic does not become stopped on General Pershing (same as morning).
- Student whose parents have not picked them up by 2:40 will be escorted to the main office. Parents will be contacted and must pick up their children no later than 2:50 p.m.

We ask for your cooperation at all times in using these procedures.

Tardiness

Tardiness is defined as being late for school. Students who are not in class at 8:25 shall report to the office to get a tardy slip.

Consequences for Tardiness to School

Tardy bell rings at 8:25 a.m.

- 1st-4th Tardy - Receive a copy of the schools Tardy Policy.
- 5th Tardy - Schedule conference with administrator.
- 6th Tardy - referral to F.I.N.S./Truancy Court
- 7th Tardy - Student will receive Morning Detention at 6:30

Parental Involvement Opportunities

We encourage parents and students to attend numerous events this year. For safety reasons, students must always be accompanied by their parents or legal guardians at after-school events.

Meet and Greet	Veterans Day Program
PTA	Christmas Sing-A-Long
Grandparents Day	Talent Show

Field Trips

- **If a student is on Step 3 or higher on the Administrators' Discipline Ladder, the student will not be allowed to attend the field trip.**
- All supply fees, lunch money, or fines owed to the school must be paid in order to attend the field trip.
- Students must ride the school bus to the field trip, and they must ride the bus back to school.
- Students must wear school-approved uniforms on the field trip unless approved by Principal.
- Electronic devices are NOT RECOMMENDED due to theft or loss.

Grading System Regulations

Grading Scale for Regular Courses	
Grade	Percentages
A	100-93
B	92-85
C	84-75
D	74-67
F	66-0

Grades

- In grades 1-8, grades shall be given in the following subjects:
 - English Language Arts, this will include grades in reading, English and spelling
 - Math
 - Science
 - Social Studies
- In grades 6-8, grades shall be given in PE.
- Grade 6 shall receive a grade in Keyboarding.
- Grade 7 will receive a grade in Computer Literacy and Health.
- Parents can see their child's grades at any time during the six weeks by using Oncourse Connect. Please ask the secretary for assistance in logging into Oncourse Connect.

End of Year Awards

- Kindergarten will conduct their end of year ceremony in the Picnic Area.
- 8th grade will conduct their end of the year ceremony in the Kiva.
- The Awards Ceremony for students in grades 1-8 will be held in the gym. We will recognize those students who have demonstrated academic excellence based on the following criteria:
 - A perfect 4.0 GPA, all A's on their report card in each subject for the first 5 weeks of school
 - A 3.5 or higher GPA for the first 5 weeks of school
 - The President's Academic Excellence Award
 - Perfect Attendance
 - Lion Pride Award
- Class awards for students in grades 1-7 will recognize students who have demonstrated marked academic improvement and who have demonstrated the Learner Profile. Classroom teachers will announce the dates of the class awards presentations.

Parent Conferences

- Parent conferences throughout the year are strongly encouraged.
- Each **Monday** during the school year will be designated for parent conferences. Parents are encouraged to contact the teacher to schedule conferences. .

- Parents are to check in at the office **FIRST** whenever coming on campus to see a teacher or to check out a student.

Students' Addresses and Phone Numbers

- The school must have a 911 address for each student.
- If your address or phone number changes during the school year, please notify the office immediately.
- The school also needs emergency phone numbers available in the event a parent cannot be reached.

Treats/Snacks

- Before holidays, parents must receive approval from the classroom teacher before bringing class treats.
- Birthday Parties will be on the last Friday of the month for all students who have a birthday during that month. Please arrange with the teacher if you would like to bring a snack for your child's month.

Cheating

- Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the grade and notify the parent within 24 hours.
- The teacher will notify the parent if there is a second offense, and the teacher will request a parent conference.

Report Cards

- Report Cards will be issued on the following dates: September 26, November 7, January 9, February 20, and April 9.
- The final report card will be mailed on May 25, 2020.

Cell Phones

- Cell phones may not be seen, heard, or used during the school day.
- Lab School teachers and staff will **NOT** search for lost or stolen cell phones.
- Lab School will follow TPSS policy on cell phones for the 2019-2020 school year.

Recess

- No rough play, tackle football, or other contact sports are permitted during recess.
- Students must remain in the designated area during recess. Entering the building during recess is not permitted without teacher supervision.

Miscellaneous Items

- Students may not bring glass containers to school.
- Items such as electronic devices, baseball or trading cards, bandannas, gloves, sweat bands, cap/hats, fidget spinners and other toys shall not be brought to school.

Dress Code and Uniform Regulations

- SLU Lab School will follow TPSS's Dress Code and Uniform Regulations published in the Student/Parent Handbook.
- SLU Lab School will be allowed to wear the green or gold uniform t-shirt that is sold from the school.
- Key Reminders:
 - Shorts, skirts, skorts must be knee-length.
 - Shirts must be tucked, except at PE.
 - Only black, brown, navy, or khaki-colored belts are allowed.
 - Administrators will decide if attire, accessories, or hairstyles are considered "distracting" to the learning environment.
 - **Spirit shirts can be worn on Friday's only. Spirit shirts include any Southeastern shirt**
- Discipline of Dress Code:
 - Dress Code will be strictly enforced.
 - Students will receive infractions from the administration when not in compliance with dress code.
 - If a student receives 3 infractions, they will then receive a referral for Dress Code.
 - Depending where the student is on the Discipline ladder will determine what consequence the student receives for the Dress Code referral.

School Food Service

Students are encouraged to pay for their meals in advance so they do not have the stress of having to remember lunch money daily. Students may pay daily, weekly, or monthly by cash or check made to CNP or Child Nutrition Program. Students may also purchase additional items from the lunchroom.

- Debts
 - Tangipahoa Parish Child Nutrition Program does not want to refuse your child a meal!
 - If you fail to pay your child's meals on the specific deadline, your child will be served partial menu items for three additional days. On the fourth day you must make arrangements to send a bag lunch for your child, as meals will not be served.
 - Please see that payments are made on the specific dates.
 - Change will not be made in the cafeteria. All students must bring the exact change for a meal. Time for feeding students is limited. Therefore, students must bring the exact change to the line. Any overage will be credited to the student's account.

Discipline

The ultimate responsibility for student conduct rests with the students and the parents. It is the responsibility of school personnel to see that no 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.

Every teacher is authorized to hold every student to a strict accountability for any disorderly conduct in school or on the playground of the school or on any street, road, or school bus going to or returning from school, and during intermissions or school day and at any school function.

Disciplinary offenses shall result in disciplinary action.

"Disciplinary action" includes, but is not limited to, the following:

- Counsel/Warn student
- Time Out
- Decrease recess time
- Administer written assignment
- Contact parent/guardian
- Parent Conference at school
- Morning Detention
- Out-of-school suspension; parent contact
- Recommendation for expulsion: , student, teacher, administrator, CWA officer conference

Disrespect of Teachers will not be tolerated. If a student does not agree with the teacher's decision, the student will be allowed to speak with an administrator about the incident. Ultimately, the Administrator decides the consequences of the student's actions.