

SOUTHEASTERN LOUISIANA UNIVERSITY LABORATORY SCHOOL



STUDENT/PARENT HANDBOOK 2018-2019

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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 and AdvancED 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 both open and traditional instructional classroom settings, as well as music, art, and physical education facilities. A library, science laboratory, and two computer labs are integral components of the overall curriculum at the Lab School. On the upstairs level, an auditorium is available for presentations, programs, productions, and community involvement activities.

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 Carnegie units, achieve high grade-point averages in college, and enjoy successful careers.



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 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 a optimum learning environment.

FACULTY

EMPLOYEE	POSITION	E-MAIL ADDRESS
TBA	DIRECTOR	
TBA	Assistant Director	
ARNONE, DONNA	7 TH GRADE	donna.arnone@selu.edu
BEZUE, ROSALIE	SPECIAL EDUCATION	rosalie.bezue@tangischools.org
BORDELON, NOELLE	8 th GRADE	noelle.bordelon@selu.edu
BOSCH, LLOYD G.	BAND	lloydbosch@tangischools.org
BROWN, SEDLEY	1 ST GRADE	Sedley.brown@tangischools.org
DAVIS, ANGELA	3 RD GRADE	angela.dibenedetto@selu.edu
DOWDY,BETHANY	KINDERGARTEN	Bethany.dowdy@selu.edu
EVANS, STEPHANIE	2nd GRADE	stephanie.evans@tangischools.org
OCHIE, JR. ONOCHIE	PE/HEALTH	
CALDERONE, BRIDGET	COUNSELOR	
JEANFREAU, CHERI	4 TH GRADE	cheri.jeanfreau@selu.edu
MESSINA, SHAWN	5th GRADE	shawn.messina@selu.edu
PRICE, ROBIN	6 TH GRADE	Robin.price@tangischools.org
HOLLY, DENISE	ART	
CALDERONE, BRIDGET	MUSIC	
STOULIG, NICHOLAS	5-8 Social Studies	

ADMISSIONS INFORMATION

The Laboratory School is made up of one class for each grade level, K-8. The applicant pool is composed of applications submitted by parents for their children. Applications must be obtained in the school office at any time during the year within regular office hours. Applications are NOT available online. The parent is responsible for the information provided on the application. Any errors (dates, etc.) on the application are the responsibility of the parent not the school. No child is accepted unless an application is on file. A child's application will remain on file for one calendar year unless the school is notified by a parent to remove the application. All applications for kindergarten students must be on file by the last Friday of January of each year for consideration for the upcoming school year.

The selection for admission of students into Southeastern Louisiana University Laboratory School is accomplished objectively in accordance with three approved guidelines. The guidelines are as follows:

1. Brothers and sisters of children who are currently attending the Laboratory School (who have current up-to-date applications on file) are considered first. Siblings status refers to children with the same natural mother or father. If there are two siblings to be considered for a single vacancy, the one living closest: driveway to driveway by the nearest driving route is accepted. The same guideline is applied for minorities. If there are no siblings to be considered and the total school populations is in proper balance, the child living the closest is selected.
2. The school is to maintain a student population that is representative of the community; that is, a 30-35% minority population within the total population of the school. Minorities include Black, Asian, Hispanic, and American Indian.
3. A third guideline that must be applied is distance from the school to the legal residence of the child. The residence of the child is where the legal parent or guardian resides. The primary residence is the home for which Homestead Exemption is received. If the parents are divorced or separated, the residence of the domiciliary parent (or the parents with sole custody) will be considered as the legal residence of the child/children.

***The child(ren) must physically live at the address on the application both on the date the application is submitted to the Laboratory School and on the date of acceptance to the Laboratory School. ***

TUITION AND FEE POLICY

TUITION

SLU Lab School is a tuition-based school with an admission criteria for student enrollment. The tuition for the school year is \$2375 per child. Tuition for each semester is \$1187.50. Additionally, there is a non-refundable registration fee of \$125 and a materials fee of \$75 per year paid during the Spring semester for the upcoming school year. The Controller's Office notifies parents of the fees by generating a fee bill due and the date. ***The fee bill is mailed directly to the mailing address that has been presented and updated by the parent. It is the parent's responsibility to maintain a correct mailing address in the Controller's Office and the Lab School for proper notification.*** Not even a reminder of fees due will be emailed to parents. Upon notification to the Lab School that fees have not been received in the Controller's Office by the due date, parents will receive a courtesy telephone call from the school to the telephone number that is listed on the Student Emergency Contact Information Sheet kept on file at the school.

Imposed fees for past due payment include the following (no exceptions will be made):

- Tuition (\$50 per child) and 7 days of grace period
- Registration fee (\$25 per child) and 3 days of grace period
- Materials fee (\$25 per child) and 3 days of grace period
- After the grace period has elapsed, a letter of appeal addressed to the school administrator delivered by hand (not email) explaining any extenuating circumstances that precluded the payment of fees must be made by the parent within a three day period. An offsite committee will review a blind copy of the letter and determine if the appeal will be upheld. This process will be conducted within three days of the appeal process deadline. After notification of the appeals decision, the tuition and any late fees must be paid within one business day following notification via a telephone call from the school office.
- If these fees are not paid in the allotted amount of time, the child's enrollment at SLU Lab School will discontinue. Hardships or extension requests will not be honored.

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 of school will not receive a tuition refund for the first semester.
3. Students who withdraw after the second semester will not receive a tuition refund for the second semester.
4. The registration and materials fees are non-refundable.
5. NOTE: There is a \$15 fee for NSF checks. Following two NSF checks, all payments will be made in cash.

All fees including tuition, registration and materials must be paid for a student to be enrolled or continue enrollment at SLU Lab School. Fee dates are generated to provide a reasonable amount of time for a parent to determine enrollment preference.

TUITION/FEE APPEALS

The following process occurs when a fee (tuition, registration, materials) is not paid to the Controller's Office by the due date and the grace period has expired:

- The Controller's Office will mail a letter of notification that fees have not been paid to the parent's mailing address that is on file at the Controller's Office. A second letter of notification is mailed to the mailing address that is on file at the Controller's Office detailing the fee due and the late fee imposed. The parent will also be notified via a courtesy telephone call by the school office to the telephone number on file and provided by the parent if fees are past due and the late fee is imposed. A certified letter of notification of delinquent fees and the notice to appeal will be issued by the Controller's Office. If a parent wishes to have his/her child retain his/her position at the Lab School, a letter of appeal addressed to the school administrator explaining any extenuating circumstances must be hand-delivered to the school within three days of non-payment notification has been given. Emailed letters of appeal will not be accepted.
- An off-site Appeals Committee will review a blind copy of the appeals letter and render a decision of continued enrollment or removal from the school student roster within three days after the appeal letter deadline has been met.
- The parent will be notified via a telephone call from the school office of his/her child's enrollment status at the Lab School.
- All fees including the fee and late fees imposed must be paid to the Controller's Office by the end of the next business day after receipt of the telephone notification. Should a parent not pay all fees by the end of the next business day, the student will no longer be enrolled at the Lab School (no exceptions will be made). Current telephone numbers and the current physical address on file in the school office will be used for notification. **It is not the school's responsibility to maintain accurate telephone or mailing address information.**

BUDGET INFORMATION

Per the Intergovernmental Agreement between Southeastern Louisiana University and Tangipahoa Parish School System, Southeastern shall, according to its budgetary limitations:

- Employ and compensate a director who shall function as a principal in the operation of the school;
- Employ all secretarial, janitorial and maintenance employees;
- Provide staff, clerical and janitorial services;
- Provide a physical plant and maintenance of said physical plant, excluding operations;
- Be responsible for payment of utilities;
- Provide library support funds;
- Provide all payroll and related benefits for employees indicated in Section 4 of this agreement, including worker's compensation and unemployment compensation benefits;
- Pay a supplement to the faculty of the school to be determined by its agreement with each of the faculty members;
- Charge an appropriate tuition in compliance with any University of Louisiana System Board of Supervisors and Board of Regents policies;
- Provide employee/dependent fee waiver to faculty as allowed by University of Louisiana Board of Supervisors and Board of Regent policies.

In 1994, the University of Louisiana System Board of Supervisors mandated that all laboratory schools be self-supporting. Therefore, SLU Lab School operating funds are garnered by student tuition, registration, and materials fees. All fees are paid directly to the Controller's Office. Registration and materials fees are non-refundable. Fee bills including tuition, registration and materials fees are sent to the parent(s) of students per the mailing address that is on file provided by the parent.

As a budget entity of Southeastern Louisiana University, the Lab School budget adheres to the mandates of Southeastern, Louisiana state laws and federal laws. Per the provisions of the Intergovernmental Agreement, the tuition and fees provide the salaries and benefits for the director/principal, secretary, supplemental pay for teachers, facility utilities, telephone systems and office supplies.

Tangipahoa Parish School System shall, per the agreement, according to its budgetary limitations:

- Provide faculty positions and academic and administrative support positions not included in Section 4, consistent with those of other schools and Tangipahoa Parish School System policy;
- Ensure that all faculty members are under contract and compensated according to the State minimum salary schedule and TPSS local supplement schedule;
- Provide all supplemental and related benefits for these personnel including all leave benefits consistent with those of other TPSS employees;
- Provide all payroll and related benefits for all these employees, including worker's compensation and unemployment benefits;
- Provide the same benefits and privileges to members of the Lab School faculty as are extended to faculty members in the schools of TPSS.
- Staff and operate a school lunch program which shall include the authority to employees pursuant to TPSS policies and procedures.
- Provide textbooks, technology, materials, and supplies and all other allotments from the State of

Louisiana which students in TPSS are entitled to receive.

- Furnish student transportation service to and from school according to state law and regulations.
- Consider applications from the Lab School for Federal funds the same as applications from other schools in TPSS.
- Provide due process as mandated by applicable Federal and State Constitution and laws in particular the Louisiana Teacher Tenure Law.

All school finances are operated within Southeastern Louisiana University guidelines. All monies are deposited in the Controller's office. Any reimbursements to be made are completed with SLU compliance guidelines and issued by the Controller's office.

SCHOOL MONIES

Per the SLU Cash Handling Policy and Procedures Handbook, it is requested that the following procedures be adhered to by parents:

- Parents will send any money paid to the school in a sealed envelope with the exact amount requested for the field trip, class project, school activity, etc. The envelope should be labeled with the student's name, teacher's name, event/activity, amount enclosed.
- Checks must be made payable to SLU Lab School with the event placed on the Memo line such as Zoo Field Trip, SmartArt Project, Columbia Beauty and the Beast.
- The check must be made for the exact amount of the event/activity.
- Checks must have a complete street address (not a P.O. Box number) and a Driver's License number if the person is not an employee of SLU student (who must write their W# on the check).
- Parents will be notified by the school secretary of checks returned by the bank for insufficient funds, stop payments or closed accounts. A specific time to make restitution will be given. Parents will be notified that service fees may be assessed by the University and the student may not be allowed to participate in the event/activity until restitution is made.
- Parents whose check is returned by the bank for any reason will be assessed a returned check fee. Parents with three returned checks will lose their check writing privileges at the University/SLU Lab School permanently.
- Cash must be sent to the school in a sealed envelope containing the exact amount since the school does not have change on hand. The envelope should be labeled with the student's name, teacher's name, event/activity, amount enclosed.
- Life Touch Picture money must be sent in the envelope provided by Life Touch.
- A receipt for each check/money collected will be written. One receipt will be sent home with the student, the teacher will retain one for his/her files, the office will retain one for the school files and the fourth one will be submitted to the Controller's Office upon daily deposits.

SCHOOL RECORDS

Beginning with the 2017-18 school year, individual student school records will be done digitally to accompany student online registration. Digital school records will begin with the 2017-18 Kindergarten class.

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. Copies may be picked up in the school office within 1 – 3 days after the request is submitted 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 7 and 18 to enforce the attendance of his/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. 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 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.

TARDINESS

A student shall be considered tardy to class if he or she is not in the classroom when the bell rings to begin class ceases. A student shall be considered tardy to school if he or she is not in his or her homeroom/first period class when the bell to begin homeroom/first period class ceases.

Students may not arrive on campus before 7:05 a.m. Once on campus, students are to report to the gym and remain seated by classes. The school day begins at 7:35 a.m. Students must be in their seats in their classrooms by 7:35 a.m. to be considered present and on time. The director or designee will make the final decision regarding excused or unexcused tardiness. Habitual tardiness on the part of students will not be tolerated. Students who exhibit habitual tardiness will be subject to disciplinary action that is appropriate under the circumstances. Parents

of students who continue to be tardy shall be notified for a conference with the director. The student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service. Students with excessive tardiness will be reported to Truancy Court of the Tangipahoa Parish School System.

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

First offense	Warning
Second offense	Teacher contacts parents
Third offense	Office generates a letter to parents which includes Information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy.
Fourth offense	Student/Parent referred to the Truancy Intervention Program (TIP)

EARLY CHECK-OUT

Early dismissal shall be treated the same as tardiness on a per semester basis. "Tardy" shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. There should be an emergency or doctor's appointment to check a student out early.

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

Both Southeastern Louisiana University Laboratory School and the Tangipahoa Parish School System recognize that the fundamental right to attend public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.

When a student has three unexcused absences or tardies:

1. Southeastern Lab School will attempt to notify the parent or legal guardian in writing on or before a student's third unexcused absence and will hold a conference (telephone or face to face) with the student's parent or legal guardian.
 - a. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy.

When a student has five unexcused absences or tardies:

1. Southeastern Lab School will attempt to provide verbal notification to the child's parent, tutor, or legal guardian, and, if such verbal notification cannot be provided, then the school shall provide written notification to a child's parent, tutor, or legal guardian when that child has been absent from school for 5 school days in schools operating on a semester basis and for 10 days in schools not operating on a semester basis. The accumulation of days absent need not be consecutive.
2. Southeastern Lab School will, after a written notice to the parent or legal guardian of a child or a personal visit of notification, report any such child who is habitually absent or habitually tardy to the family or juvenile court of the parish as a truant child, there to be dealt with in such manner as the court may determine. The types of absences are as follows:
 - a. **NON-EXEMPTED EXCUSED ABSENCES:** absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including parent notes) which are not considered for purposes of truancy, but are considered when determining whether a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.
 - b. **EXEMPTED EXCUSED ABSENCES:** absences which are not considered for purposes of truancy and which are not considered when determining whether a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.
 - c. **UNEXCUSED ABSENCES:** any absence not meeting the requirements set forth in the excused absence and extenuating circumstances, including but not limited to absences due to any job unless it is part of an approved instructional program. Students will be given failing grades for those days missed and will not be given an opportunity to make up work.
 - d. **SUSPENSION:** a non-exempted absence in which allows a student to make up his work and become eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence is considered when determining whether a student may or may not be promoted but is not considered for purposes of truancy. Students absent from school because of any suspension will be counted absent. 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.**

EXCEPTIONS TO THE ATTENDANCE REGULATIONS

1. The extenuating circumstances listed below that are verified by Southeastern Lab School administration where indicated. *These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.*
 - a. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
 - b. Extended hospital stays in which a student is absent as verified by a physician or dentist.
 - c. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist or nurse practitioner licensed in the state.
 - d. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state.
 - e. Observance of special and recognized holidays of the student's own faith.
 - f. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed 5 school days per school year.
 - g. Absences as verified by the principal or his/her designee as follows: prior school system-approved travel for education; death in the immediate family (not to exceed 1 week); or natural catastrophe and/or disaster.
2. For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by Southeastern Lab School and TPSS. Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades, shall not receive those grades if they are unable to complete makeup work or pass the course.

ABSENCE DUE TO SCHOOL-APPROVED ACTIVITIES

Students participating in school-approved field trips or other instructional activities that necessitate their being away from school shall be present and shall be given the opportunity to make up work.

ABSENCE OF STUDENTS WHO ARE EMPLOYED AS CHILD PERFORMERS

Minors employed to perform or render artistic or creative services under a contract or employment arrangement for two (2) or more days within a 30-day period must receive instruction pursuant to statutory provisions.

WRITTEN EXCUSES

For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence.

1. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school.
2. A doctor, dentist, or nurse practitioner's written statement of student's incapacity to attend school shall be required for those absences for 3 or more consecutive days due to illness, contagious illness in a family, hospitalization, or accidents.
3. All excuses for a student's absence, including medical verification of extended personal illness, must be presented within 7 school days of the student's return to school or the student's absence shall be considered unexcused and the student will not be allowed to make up work missed.

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 to the Lab School office 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. 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 makeup work will be allowed and zero will automatically be given for any test missed and averaged into the student's grade accordingly. **No work will be given ahead for students on vacation during the school year. Work is to be requested upon return to school and/or retrieved from the teacher's Oncourse Homework page.**

APPEAL OF ABSENCES

When a student exceeds the maximum number of absences allowed, the parents or student may make a formal appeal to the Director if they feel any of the absences are because of extenuating circumstances. If they feel that the decision is unfavorable, they shall appeal to the Dean of the College of Education or his/her designee. After a review by the Dean or his/her designee, a decision shall be made and communicated to the parents/legal guardians by letter.

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 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.

REQUEST FOR CHANGE IN BUS ASSIGNMENT

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, such as baby-sitter, day care, or relative. In order to secure a change in bus assignment for your child, a "Transportation Special Request Form" must be completed and submitted to the TPSS Transportation Department for approval five (5) days before the service is to begin. Special transportation requests will be considered on a "space available basis." Without an approved Transportation Special Request Form, a student must provide written verification of permission from parent/guardian to the school's administrator for 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 valid drivers' license and a current 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 carpool**. 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 always. 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 parents **park temporarily and go directly to the school office to report to the secretary.** A pass issued by the office with permission from the administration 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.
5. 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 right 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 Drivers' License.
6. 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.
7. **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.
8. As students arrive via private transportation/buses, students should report to the gym where duty teachers supervise them. 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.**
9. **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 unexcused tardies.
10. ***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 4:00 P.M.***

During the School Day:

1. Parents are requested to enter the right 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.
2. 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 is an emergency and it will not overcrowd the bus. Permission must be requested 5 days in advance as per TPSS policy.
3. Walkers will exit the front door of the building at **2:20** and stand along the outside column on the right.
4. 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.
5. **Bus drivers** will escort students to their specific buses at **2:20** and depart from campus at **2:25**.
6. **Walkers** will exit the campus at the direction of the duty teachers at **2:25**.
7. **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 can be transported.
8. 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.
9. 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.

10. 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.
11. 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.
- 12. All students should have exited the campus by approximately 2:35 P.M. Parents who do not pick up students by this time may have to meet with the school administration to discuss alternative transportation.**

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 5 days prior to the date of the request.**

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. Student misbehavior can lead to accidents and injuries. Therefore, the Tangipahoa Parish School System has implemented the following bus safety rules and is a part of the Lab School Student Code of Conduct:

1. Cooperate with the driver (your safety depends on it).
2. Be on time. The bus will not wait.
3. Follow the driver's instructions when loading and unloading.
4. Be quiet and well behaved.
5. Remain seated while the bus is in motion.
6. Do not extend arms, head, or objects out of windows or doors.
7. Keep the center aisle clear of feet, books, or objects that may obstruct the walkway.
8. Keep your hands, feet, and possessions to yourself.
9. Do not eat or drink on the bus.
10. Do not throw anything in the bus or out of windows.
11. The following items are not allowed on the bus:
 - Alcohol or Drugs
 - Glass Objects (except eye-glasses)
 - Pets (cats, dogs, etc.)
 - Weapons (including knives)
 - Objects too large to be held in your lap or placed under the seat

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. Motorized skateboards are not allowed in the school building.

SECURITY PROCEDURES

The Lab School has implemented additional safety/security measures to include the following:

1. University Police tours of the school campus are conducted before school and randomly throughout the school day/week.
2. Wooden doors to the pod are locked along with gym doors, music room doors, art room doors, cafeteria doors. All faculty/staff have been issued keys to unlock/relock doors when transitioning from area to area.
3. Playground doors are locked at all times.
4. Exterior classroom doors are locked at all times.
5. Three new exterior cameras have been added to the playground for viewing throughout the day. There are nine cameras located in designated areas throughout the facility and playground.
6. The entrance to the school lobby will be locked before, during and after the school day.
7. A door buzzer system connected to a camera and monitor allows identified parents and others to enter the school lobby for admittance into the office only.
8. The office staff will continue to locate students within the school/playground for appointments (doctor, dentist, etc.), carry needed items to the classroom for individual students and other necessary tasks.
9. Other visitors are screened before entry is obtained. Requests to eat in the cafeteria must be made prior to the date of the request and will be limited due to seating in the cafeteria.

10. All parents/visitors will continue to use the school check-in system after admittance and permission from the administration for teacher/parent conferences, etc.
11. Special events will be handled in a different manner to be specified at the time.

VISITORS TO THE SCHOOL

1. Visitors must sign-in at the school office and receive a pass to a specific area only upon approval from the administration. A driver's license must be presented to obtain a pass. Visitors will not be allowed to enter the instructional areas at any time without a pass. To safeguard students, any person who does not follow this mandate may be referred to University Police.
2. 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.
3. 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.
4. 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.
5. 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.**

EMERGENCY DRILLS

Fire, tornado, intruder, and other emergency drills are regularly held as designated by the state, University and TPSS. 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.

ACTUAL EMERGENCIES

TORNADO DRILL/WEATHER EMERGENCY

In the event of an actual emergency, such as a tornado, students will be supervised by an adult and will be directed to the areas designated in the practice drills. They will follow the procedures practiced during the drills and ***will not be released to parents until the emergency/threat is over.***

Information regarding weather closings and impacts to the University campus and the Lab School is available at www.southeastern.edu and via the Southeastern Emergency Alert System. Register at www.southeastern.edu/alert. Additional information is available via Tangipahoa Parish School System and/or

the Director of the Lab School.

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>. For information regarding S.L.U. go to: www.selu.edu.

DRESS CODE POLICY

In cooperation with **Southeastern Lab School 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 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.
5. The length of dresses, skorts, and skirts shall be knee-length or below.
6. 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.
7. Other special occasions requiring a modification of the dress code must be approved by the director.
8. 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.
9. Appropriate footwear shall be worn. Footwear must be appropriate for participation in P.E.
10. Official school t-shirts are permitted to be worn on a daily basis per agreement between SLU Lab School and TPSS.

GRADING

Student progress is reported each six-week period using a report card. Grades can be checked at any time by visiting the Student Progress Center located at 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>). 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:

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

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 reporting progress for interim grades, semester grades, or final grades in accordance with the Tangipahoa Parish Grading System Regulations.

- Grades will be determined by averaging the cumulative grades with a minimum of six grades recorded per reporting period as follows:
 - After 6 weeks - a minimum of 6 grades recorded
 - After 12 weeks - a minimum of 12 grades recorded
 - After 18 weeks - a minimum of 18 grades recorded
- 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:
 - After 6 weeks
 - After 12 weeks
- The semester report card will be a cumulative grade of the entire semester's work based on points earned divided by points possible.
- 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:

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 PROGRAM

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.

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 Section 504 Committee must evaluate the student to determine eligibility and may receive services specified on a 504 plan.

RESIDENCY PROGRAM

In cooperation with Southeastern Louisiana University's College of Education, the Lab School is welcoming teacher candidates to a full year classroom residency alongside an experienced mentor teacher coupled with competency-based curriculum that will provide them with the knowledge and skills needed for their first day of teaching.

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.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is designed to foster leadership skills, encourage school spirit, and teach democratic principles among students. As a student-run organization that represents the entire student body, SGA allows students to express concerns and take a stand on important issues. SGA strives to lead by example in the areas of academics, extra-curricular activities, community service, school spirit, student events, and student-teacher relations. SGA members should be role models for other students, both in and out of the classroom. The SGA at Southeastern Lab School strives to provide an effective, enjoyable environment to bring about positive change for students.

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.

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 5 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. The Lab School participates in only those sports identified by TPSS. These sports include girls' volleyball, boys' and girls' basketball and track and field. Coaches of various sports are volunteers and are paid a stipend from the Tangipahoa Parish School System. 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 in compliance with the TPSS guidelines:

1. Fifth through eighth-grade students are eligible to try out for sports.
2. The Lab School does not have contact football. Students can play football for Greenville Park Learning Academy 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 be 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.

PARENT COMMUNICATION AND INVOLVEMENT

It is the belief of Southeastern 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.

HOME/ SCHOOL COMMUNICATION

The primary form of communication is the School Messenger and the school's website (www.welu.edu/labschool). School Messenger disseminates email messages to the families of the Lab School students. These messages originate in the school office and provide valuable up-to date information about upcoming events and the overall school program. It is important that current email addresses (provided by the parent) are on file in the school office so that these messages are delivered in a timely manner. It is the parent's responsibility to check and read email upon delivery. Parents should notify the school office if messages from the school are not received.

Other communications may include the following:

- Student Progress Center informs parents of daily grades and student attendance. (Student Progress Center is located on the Tangipahoa Parish School System's website.)
- TPSS/Lab School calendars are issued at the beginning of the school year.
- Report cards are issued once per six weeks. These dates can be found on the school calendar.
- Results of standardized tests are sent home upon receipt from the school district.
- Results from other tests administered per grade such as Eagle, Star, Stride Academy, etc. may be sent home or kept in student's file for reference.
- Telephone calls or emails are made by the teacher, designee in charge of discipline, school counselor or the director (email addresses can be found within this handbook and/or school website) to parents when necessary.

As emails often can be misinterpreted and the intent/tone of the email is not necessarily what is implied, it is suggested that the parent call the office to request a conference with the teacher at (985)549-2185. Please also be reminded that during the school day, the teacher is in the classroom teaching or attending teacher collaboration meetings. The teacher will respond via a telephone call or an email within a timely manner. Telephone calls or emails will be answered regarding a specific academic concern or a discipline issue regarding your child. Telephone calls will be preferable to emails.

Parents should address specific identifiable academic concerns or specific identifiable discipline issues involving his/her child only with the classroom teacher first. If the response to these concerns cannot be resolved, please call the school office to schedule a conference with the official designee or the director at (985)549-2185. Conferences will be scheduled in a timely manner. If the response to these concerns cannot be resolved, please contact the Dean, College of Education to schedule a conference. Parents should be reminded that discipline issues fall under the Lab School Code of Conduct which utilizes Tangipahoa Parish School System's Administrative Discipline Ladder as guidance only. Southeastern Louisiana University Office of Student Conduct does not have any jurisdiction over the Lab School.

- Facebook: The Lab School does not have a Facebook page. Some parents, however, have created a "Class Facebook" page. Parents should not rely on the information on these pages solely. It is often better to contact the teacher or the school for up-to-date information such as homework, dates, etc. These pages should not be used as a tool to express or solicit opinions about a specific teacher, a specific issue, or the school administration. School concerns can only be resolved by contacting the school. Parents are encouraged to communicate directly with the classroom teacher and/or school rather than through social media. SLU Lab School is not affiliated with SLU's PTA Facebook page nor any parent Facebook page.

- Teachers often create online homework assignments. However, this is not mandatory but is recommended by the school administration. It is the student's sole responsibility to write assignments in a notebook within the class period. Adequate time during the class period is given along with reminders from the classroom teacher.
- Student Communication Folder is given to each student at the beginning of the school year for bringing papers to be signed, etc. It is the student's responsibility to bring the folder home and return it with signed documents to the classroom teacher.
- Students in grades K-4 have a day specifically designated to bring home graded papers. Parents should ask students and/or check backpacks for the packet on the day predetermined by the teacher. Parents should review all papers.
- The Lab School abides by the provisions of the Buckley Amendment (Family Educational Rights and Privacy Act). Non-custodial or legal guardians, upon written request, will be given access to the information regarding the academic progress of his/her child unless there is a court order specifically stating that the non-custodial parent or the legal guardian is denied access to such information. Please be reminded that the school is not the setting to resolve family issues. Your cooperation is greatly appreciated in this matter.

PARENT/TEACHER 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 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.

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.

CAMPUS BOUNDARIES AND BEHAVIOR

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

Back Campus:	North:	Shrubbery border
	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 always.

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.

SOUTHEASTERN LAB SCHOOL STUDENT CODE OF CONDUCT

SOUTHEASTERN LAB SCHOOL STUDENT CODE OF CONDUCT

Overview

The purpose of the Southeastern Lab School Student Code of Conduct is to provide students enrolled at Southeastern Lab School an effective and safe learning environment which will be in compliance with relevant state and federal laws and that will allow for an environment conducive to learning and to the consideration, research, and development of pedagogical and disciplinary strategies for improving student learning.

Due to the fact that Southeastern Lab School is operated as a partnership between Tangipahoa Parish School System and Southeastern Louisiana University, and the Director of the Lab School is a Southeastern employee, the administration of the school will be through Southeastern. Student discipline issues are handled through Southeastern utilizing a Southeastern Lab School Student Code of Conduct mutually agreed upon between Southeastern and Tangipahoa Parish School System. Appeals regarding administrative decisions or actions must be made in accordance with the Lab School Appeal Policy.

The Southeastern Lab School Student Code of Conduct contains information for school personnel, students, and parents. Included in this Southeastern Lab School Code of Conduct is an outline of expected behaviors and the consequences relating to various violations. Expected behavior is behavior that promotes learning and encourages maturity during the school day as well as during all school-related activities. Students and their parents need to know and understand this code to achieve these goals. Students SHOULD:

Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

Avoid behavior that impairs their own or other students' educational achievement. Students should know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others.

Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey reasonable directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures.

Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of the educational achievements and activity participation of others.

Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. Southeastern Lab School Code of Conduct will make every reasonable effort to administer the discipline code consistently. When applicable, individualized plans (i.e. IEP and 504) will be reviewed for appropriate consequences.

STUDENT ATTENDANCE/TARDINESS (TPSS POLICY/STATELAW)

In accordance with state law, it is the responsibility of every parent, tutor, or legal guardian of a child between the ages of 7 and 18 to enforce the attendance of his/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. 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 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.

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

A student shall be considered tardy to class if he or she is not in the classroom when the bell to begin class ceases. A student shall be considered tardy to school if he or she is not in his or her homeroom/first period class when the bell to begin homeroom/first period class ceases.

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. Habitual tardiness on the part of students will not be tolerated. Students who exhibit habitual tardiness will be subject to disciplinary action that is appropriate under the circumstances. Parents of students who continue to be tardy shall be notified for a conference with the principal, and the student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service. Students with excessive tardiness will be reported to Truancy Court of the Tangipahoa Parish School System.

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

First offense	Warning
Second offense	Teacher contacts parents
Third offense	Office generates a letter to parents which includes information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy.
Fourth offense	Student/Parent referred to the Truancy Intervention Program (TIP)

EARLY CHECK-OUT

Early dismissal shall be treated the same as tardiness on a per semester basis. "Tardy" shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. There should be an emergency or doctor's appointment to check a student out early.

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

Southeastern Lab School and The Tangipahoa Parish School Board recognize that the fundamental right to attend the public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.

When a student has three unexcused absences or tardies:

1. Southeastern Lab School Code of Conduct will notify the parent or legal guardian in writing on or before a student's third unexcused absence and will hold a conference (telephone or face to face) with the student's parent or legal guardian.
 - a. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy.

When a student has five unexcused absences or tardies:

2. Southeastern Lab School will attempt to provide verbal notification to the child's parent, tutor, or legal guardian, and, if such verbal notification cannot be provided, then the school shall provide written notification to a child's parent, tutor or legal guardian when that child has been absent from school for 5 school days in schools operating on a semester basis and for 10 days in schools not operating on a semester basis. The accumulation of days absent need not be consecutive.
3. Southeastern Lab School will, after a written notice to the parent or legal guardian of a child or a personal visit of notification, report any such child who is habitually absent or habitually tardy to the family or juvenile court of the parish as a truant child, there to be dealt with in such manner as the court may determine. The types of absences are as follows:
 - e. **NON-EXEMPTED EXCUSED ABSENCES:** absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including parent notes) which are not considered for purposes of truancy, but are considered when determining whether a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.
 - f. **EXEMPTED EXCUSED ABSENCES:** absences which are not considered for purposes of truancy and which are not considered when determining whether a student is eligible to make up work and

tests, receive credit for work completed, and receive credit for a course and/or school year completed.

- g. **UNEXCUSED ABSENCES:** any absence not meeting the requirements set forth in the excused absence and extenuating circumstances, including but not limited to absences due to any job unless it is part of an approved instructional program. Students will be given failing grades for those days missed and will not be given an opportunity to make up work.
- h. **SUSPENSION:** a non-exempted absence in which a student can make up his work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence is considered when determining whether a student may or may not be promoted but is not considered for purposes of truancy. Students absent from school because of any suspension will be counted absent. 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.**

EXCEPTIONS TO THE ATTENDANCE REGULATIONS

- 4. The extenuating circumstances listed below that are verified by Southeastern Lab School administration where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.
 - a. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
 - b. Extended hospital stays in which a student is absent as verified by a physician or dentist.
 - c. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist or nurse practitioner licensed in the state.
 - d. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state.
 - e. Observance of special and recognized holidays of the student's own faith.
 - f. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed 5 school days per school year.
 - g. Absences as verified by the principal or his/her designee as follows: prior school system-approved travel for education; death in the immediate family (not to exceed 1 week); or natural catastrophe and/or disaster.
- 5. For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by Southeastern Lab School and TPSS. Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades, shall not receive those grades if they are unable to complete makeup work or pass the course.

ABSENCE DUE TO SCHOOL-APPROVED ACTIVITIES

Students participating in school-approved field trips or other instructional activities that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

ABSENCE OF STUDENTS WHO ARE EMPLOYED AS CHILD PERFORMERS

Minors employed to perform or render artistic or creative services under a contract or employment arrangement for two (2) or more days within a 30-day period must receive instruction pursuant to statutory provisions.

WRITTEN EXCUSES

For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence.

1. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school.
2. A doctor, dentist, or nurse practitioner's written statement of student's incapacity to attend school shall be required for those absences for 3 or more consecutive days due to illness, contagious illness in a family, hospitalization, or accidents.
3. All excuses for a student's absence, including medical verification of extended personal illness, must be presented within 7 school days of the student's return to school or the student's absence shall be considered unexcused and the student will not be allowed to make up work missed.

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 the Lab School office 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. 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. **No work will be given ahead for students on vacation during the school year. Work is to be requested upon return to school and/or retrieved from the teacher's Oncourse Homework page.**

APPEAL OF ABSENCES

When a student exceeds the maximum number of absences allowed, the parents or student may make a formal appeal to the Director if they feel any of the absences are because of extenuating circumstances. If they feel that the decision is unfavorable, they shall appeal to the Dean of the College of Education. After a review by the Dean, a decision shall be made and communicated to the parents/legal guardians by letter.

HOMEBOUND INSTRUCTION

A student who, because 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.

DISCIPLINE

The Southeastern Lab School Student Code of Conduct specifies behavior that is accepted or prohibited in the school as well as in any setting that is related to the school. It states the behaviors expected to be demonstrated by the student and outlines consequences/punishments that will occur in response to specific misbehavior.

The Southeastern Lab School Student Code of Conduct outlines specific expectations of administrators, teachers, students, and parents. Southeastern Lab School is dedicated to insuring that all students are in school and engaged in learning. The Assertive Discipline Plan partners with district-wide implementation of Positive Behavior Intervention Support (PBIS) to foster student achievement and behavioral support.

Responsibilities of the School Administrators

- Define, teach, model, and support appropriate student behaviors to create positive school environments
- Distribute the Southeastern Lab School Code of Conduct to students, parents, and all school personnel
- Implement the Southeastern Lab School Code of Conduct in a fair and consistent manner
- Review discipline referrals and determine appropriate intervention and/or corrective strategy/consequence
- Use professional judgment to prevent minor incidents from becoming major challenges
- Identify appropriate training and resources as needed to implement positive behavior interventions and supports
- Implement Board policy in a fair and consistent manner
- Maintain accurate personal discipline data of students
- Ensure that behavior support plans for at-risk youths are implemented with high levels of integrity and compliance

- Monitor, support and sustain the effective implementation and maintenance of PBIS

Responsibilities of the Teacher

- Define, supervise, teach, model, and support appropriate student behaviors to create positive school environments
- Use appropriate classroom management strategies to maintain a learning environment that supports academic success
- Teach and positively reinforce the Southeastern Lab School Code of Conduct
- Provide corrective instruction to students who demonstrate challenging behavior
- Use a variety of activities in the classroom that increase student engagement
- Address infractions through a variety of interventions including *positive behavior interventions and supports* as well as the use of alternatives to suspension and expulsion
- Use professional judgment to prevent minor incidents from becoming major challenges
- Request additional training or staff development as needed

Responsibilities of the Student

- Attend school and all classes daily
- Follow the Southeastern Lab School Code of Conduct
- Follow the SLU Lab School's dress code and uniform policy
- Respect the rights of other parents, students, faculty, staff, school visitors, school property and the property of others
- Work hard and do your best
- Ask teachers, counselors, support staff, parents, school administrators, and other adults for help in solving problems

Responsibilities of the Parent or Guardian in the School Community

- Read the Southeastern Lab School Code of Conduct
- Support your child in following the Student Southeastern Lab School Code of Conduct
- Understand your child's rights and responsibilities
- Teach your child to respect the rights of others
- Teach your child to respect school property and the property of others
- Recognize that school personnel must enforce the Southeastern Lab School Code of Conduct
- Seek available resources to support your child within the school and the community
- Make sure your child comes to school every day on time and ready to learn
- Be committed and available to visit your child's school, as necessary, to evaluate his/her academic and/or behavioral progress

Discipline: Where Does It Apply?

School rules and the authority of Southeastern Lab School to administer discipline apply whenever the interest of the school is involved on or off school grounds in conjunction with or independent of classes and school-sponsored activities. The Southeastern Lab School has disciplinary authority over a student:

- During the regular school day, when the student is within 300 feet of the school's real property boundary line, and while the student is going to and from school on TPPS transportation.
- While the student is attending any school-related activity, including summer school, regardless of time or location.
- For any school-related misconduct, regardless of time or location.
- When criminal mischief is committed on or off school property or at a school-related event.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When the student commits a felony offense in the community, as provided by the Louisiana Juvenile Code.
- Pursuant to any Southeastern Lab School Student Code of Conduct adopted at the campus level relating to participation in a student club, organization, or extracurricular activity.
- For any mandatory expulsion offense committed while on school property or while attending a school-sponsored or school related activity of another district in Louisiana.

Note: In addition to disciplinary consequences, misdemeanor and felony offenses committed on campus will be reported to and handled by the appropriate law enforcement agency.

POSITIVE BEHAVIOR INTERVENTION SUPPORT

Positive Behavior Intervention Support (PBIS) gives people a new way to think about behavior. PBIS is based on understanding why problem behaviors occur - the behavior's function. This approach to behavior can occur on a school-wide level, in a specific setting, classroom, or with an individual student. PBIS is the application of evidence-based strategies and systems to assist schools to increase academic performance, increase safety, decrease problem behavior and establish positive school cultures. The PBIS process results in the creation of effective intervention plans that will impede problem behaviors, teach new skills, and create support systems for the student.

On a school-wide level, PBIS relies on accurate and reliable discipline referral data to understand the behaviors occurring across campus. An analysis of the data allows a school team to identify the problem areas, brainstorm

interventions such as where and what to teach, reward the students exhibiting the expected behavior, and communicate findings to the staff, students, and families.

PBIS provides a positive and effective alternative to the traditional methods of discipline. PBIS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. PBIS is consistent with the Individuals with Disabilities Education Act, which advocates the use of positive behavior interventions and school-based disciplinary strategies that reduce or eliminate the need to use suspension and expulsion as disciplinary options.

Assertive Discipline

The Southeastern Lab School Code of Conduct mandates that the school establish a schoolwide Assertive Discipline Plan with specific stated expectations. The goal of a schoolwide Assertive Discipline Plan is to develop a systematic, consistent way in which to deal with discipline problems throughout the school. To accomplish this goal there must be a two-sided effort from the staff:

- Every teacher will develop and post a classroom plan, i.e. a set of rules, consequences, and rewards that are in effect always in his or her classroom. Teachers are encouraged to write rules in a positive manner that will instill appropriate behavior patterns in students.
- There must also be a school-wide plan that governs student behavior in all the common areas in the school.
- School rules must be posted in all common areas.
- All parents will be contacted by homeroom teachers via phone within the first six (6) weeks of school and by all teachers as the need arises as evidenced by Parent Log-in Sheet.

Academic success is directly correlated with instructional time received by the student. In the effort to fully implement *Positive Behavior Intervention Support* and reduce the loss of instructional time due to out-of-school suspensions and expulsions, SLU Lab School expects to utilize a wide variety of *corrective strategies* that do not remove children from valuable instructional time.

Corrective Strategies, also known as alternatives to suspension and expulsion, may include but *are not limited to*:

- Contact and/or conference with parent/guardian
- Behavioral contracts and/or Behavior Support Plans
- Check-in/Check-out (CICO)
- Home/school communication system
- Reflective activity
- Loss of privilege
- Schedule adjustment
- Referral to the school counselor
- Refer the student to the Response to Intervention Team
- In School Isolation/ISI
- In School Detention (Lunch Detention, Recess Detention)
- Supervised work assignment

DEFINITION OF MINOR INFRACTIONS (Handled by the classroom teacher)

- Disobedience
- Dress Code Violations
- Disrespect for Authority
- Classroom Disturbance
- Tardiness (See *Attendance*)
- Truancy (See *Attendance*)

DEFINITION OF MAJOR INFRACTIONS (Handled by the school administrator)

- Assault (physical attack)
- Possession of a firearm
- Possession of a weapon other than a firearm with intent to use
- Distribution, use, and possession of drugs and/or alcohol
- Inciting a riot
- Molesting students, immoral indecent behavior
- Promoting gang membership and/or activities
- Hazing
- Extortion
- Verbal Abuse
- Fighting
- Vandalism
- Possession or use of tobacco on school grounds
- Profane language
- Stealing
- Possession of pornographic material
- Bullying, intimidations, and/or threatening others (See ***Bullying***)
- Leaving campus without permission
- Cutting class/skipping school
- Conduct injurious to others
- Possession of a cell phone

ADMINISTRATOR'S ASSERTIVE DISCIPLINE LADDER

(Not to include Dress Code, Minor Bus Infractions, and Tardiness for Grades K-5)

SLU Lab School has implemented the Assertive Discipline Plan for the treatment of students who violate school rules which Southeastern Lab School uses as a guide for students who are referred to the administrator for a violation of classroom or school rules. This guide has been implemented at Southeastern Lab School as a fair and consistent means to apply consequences when necessary. Severe clause referrals will automatically be sent to the assistant director's office.

STEP I:

1. The Lab School's Student Handbook will be reviewed with each student; both school and

class rules will be reviewed. The student will be directed to inform their parents. The school has the option of sending a copy of the Assertive Discipline Policy to each parent.

2. School will contact parents and provide documentation of this contact.

STEP II:

1. Teachers will contact parents by telephone or mail, or email and arrange parent conference
2. Parent Conference with administrator/teacher, loss of privileges or student may receive one (1) day of OSS.

STEP III:

1. Administrator will contact parent by telephone or mail.
2. Alternative disciplinary measures or OSS for one (1) day.
3. The principal or designee shall require a parent conference before the student can return to school. A student will be allowed to make up any work missed because of the parents' failure to attend the conference.

STEP IV:

1. Contact parent by telephone or mail.
2. Four (4) days of OSS
3. Parents to accompany student back to school for conference with principal.

STEP V:

1. Contact parent by telephone or mail.
2. Suspension, five (5) days OSS.
3. Principal or Principal's designee must schedule a Step V conference with the student and parent prior to the student's return to school.

STEP VI:

1. Contact parent by telephone or mail.
2. Suspended (OSS): up to nine (9) days until a Due Process Hearing for Expulsion is held.
3. *A student may be recommended for expulsion at any time if the administrator feels the student's actions warrant such recommendation.

Students committing the following offenses may receive the corresponding disciplinary actions:

<u>OFFENSE</u>	<u>DISPOSITION</u>
A. 1. Assault (physical attack)	Step 6
2. Possession of a weapon (State statute)	Step 6
3. Possession of a firearm	Step 6
4. Distribution, use, and possession of drugs and/or alcohol	Step 6
5. Inciting a riot (creating unruly conditions)	Step 6
6. Molesting students, immoral/indecent behavior	Step 6
7. Verbal abuse; threatening of any school system employee	Step 6
8. Promoting gang membership and/or activities	Step 5

	9.	Hazing*	Step 5
B.	1.	Possession of a weapon (other than a firearm)	Step 5
	2.	Verbal abuse (of an adult to include racial)	Step 4
	3.	Extortion (obtain through intimidation)	Step 3
	4.	Verbal abuse of students	Step 3
C.	1.	Fighting -- student provoking a fight*	Step 5
D.	1.	Vandalism	Steps 5 (to include restitution)
	2.	Possession of pornographic material (except through technology)	Step 4
	3.	Possession or use of tobacco on school grounds	Step 3
	4.	Stealing (not to include school property: may also result to a Step VI)	Step 3 (to include restitution)
	5.	Profane language	Step 2
E.	1.	Bullying, intimidation, or threatening	Step 5
	2.	Disrespect of authority	Step 3
	3.	Classroom disturbance*	Step 3
	4.	Gambling	Step 3
	5.	Leaving campus	Step 3
	6.	Disobedience	Step 2
	7.	Cutting class	Step 2
	8.	Tardiness	Step 2
	9.	Truancy	Step 2
	10.	Throwing objects	Step 2
	11.	Possession of a cell phone	<i>Electronic Devices</i>

***Spinners and slime** are not allowed at the Lab School since they create classroom disruptions, opportunities for hazing, and destruction of school property. Students who bring spinners or slime to school will face disciplinary action.

*Provokers or instigators of fights will be handled according to the discretion of the Director or his/her designee. Students reasonably concluded to be acting in self-defense **may not** be disciplined. **Students who fight for the second time during a school year will automatically be placed on Step VI.**

These are suggested starting points. Chronic offenders can be moved to Steps V and/or VI in all categories, and administrators reserve the right to request a Step VI hearing on the first fight if they believe that the incident and/or the instigators pose a security risk to the campus, thus endangering the welfare of other students. This includes gang fights resulting in severe bodily harm.

DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES

The Discipline Procedures for Children With Exceptionalities at Southeastern Lab School is developed and implemented in accordance with the Individuals with Disabilities Education Improvement Act of 2004, the federal law governing the provision of a Free Appropriate Public Education (FAPE) for the discipline of students with disabilities; [Louisiana Bulletin 1706 Subchapter B: Discipline Procedures for Students with Disabilities](#) and §530; and the policy of the School Board of Tangipahoa Parish.

School personnel may remove a student with a disability or suspected disability, who violates a code of student conduct, from his or her current placement to an appropriate interim alternate educational setting, another setting, or suspension for not more than ten (10) consecutive school days, to the extent that those alternatives are applied to students without disabilities. Additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct are allowed, if the removal does not constitute a change of placement. A change of placement occurs if a student with a disability is removed from his or her current educational placement for more than ten (10) consecutive school days; or a student with a disability is subjected to a series of removals, cumulating to ten or more days, that constitute a pattern because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

After a student with a disability has been removed from his or her current placement for ten (10) school days in the same school year, during any subsequent days of removal the school district must provide services which enable the student to participate in the general education curriculum and progress toward meeting his or her IEP goals. In addition, the student should receive a functional behavioral assessment and behavioral intervention plan designed to address the behavior violation so that it does not recur.

Whenever an action involving a removal that constitutes a change of placement for a student is contemplated, a Manifestation Determination Review is required.

Within ten (10) school days of any decision to change the placement of a student with a disability because of a violation of a code of student conduct, the IEP team shall review evaluation and diagnostic results and other relevant information supplied by the parent or the student, consider observations of the student, and consider the student's IEP and placement to determine if the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; or if the conduct in question was the direct result of the district's failure to implement the IEP.

On the date which the decision is made, school personnel shall notify the parents of that decision and provide the parents the procedural safeguards (*Louisiana's Educational Rights of Children with Exceptionalities in Public Schools*).

For disciplinary changes in placement due to behavior that violates a code of student conduct that exceed ten (10) consecutive days:

If school personnel, the parent, and members of the student's IEP team make the determination that the conduct **was not** a manifestation of the student's disability, school personnel may apply disciplinary procedures to students with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities, except the student should continue to receive educational services. School personnel and at least one of the student's teachers should determine the extent of services needed for the student to participate

in the general education curriculum and progress toward meeting his or her IEP goals. In addition, the student should receive a functional behavioral assessment and behavioral intervention plan designed to address the behavior violation so that it does not recur. If a behavioral intervention plan has already been developed, the current plan will be reviewed and modified to address the current behavior. Services may be provided in an interim alternative educational setting, as determined by the student's IEP Team.

If school personnel, the parent, and members of the student's IEP team make the determination that the conduct **was** a manifestation of the student's disability, the IEP Team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for the student. If a behavioral intervention plan has already been developed, the current plan will be reviewed and modified to address the current behavior. If the school district failed to implement the IEP, immediate steps should be taken to remedy the deficiencies. The student is to return to the placement from which he or she was removed, except under Special Circumstances; or unless the parent and school personnel agree to a change of placement as part of the modification of the behavioral intervention plan.

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

1. The student carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of the State or any School Board (under paragraph (2) of the first subsection (g) of [Sec 930 of Title 18](#), United States Code)
2. The student knowingly possesses or uses illegal drugs, sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the State or any School Board (Identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substance Act ([21 USC 812\(c\)](#)))
3. The student has inflicted serious bodily injury on another person while at school, on school premises, or at a school function under the jurisdiction of the State or any School Board (under paragraph (3) of subsection (h) of [Sec. 1365 of Title 18](#), United States Code).

In-school suspensions in which a student's IEP is being implemented are not considered removals from a student's current educational setting. All other removals, whether to an alternative school or homebound, are considered changes in placement, regardless of whether the student's IEP is being implemented in the alternative setting.

Any parent of a student with a disability who disagrees with any decision regarding placement or the manifestation determination; or the school district believes that maintaining the current placement of the student is substantially likely to result in injury to the student or others, may appeal the decision by requesting a due process hearing under Bulletin 1706, §507 (Filing a Request for Impartial Due Process Hearing) and § 508 A and B (Due Process Hearing Request).

Whenever an Expedited Due Process Hearing is requested, the parents or the school district involved in the dispute should have the opportunity for an impartial due process hearing which should occur within twenty (20) days of the date the request is filed. A resolution meeting shall occur within seven (7) days of receiving notice of the Request for Due Process Hearing unless the parent and school district agree, in writing, to waive the meeting. The

due process hearing may proceed unless the matter has been resolved to the satisfaction of both parties within fifteen (15) days of receipt of the Request for Due Process Hearing.

ELECTRONIC DEVICES (TPSS Policy: JCDAE)

At Southeastern Lab School, no student, unless authorized by the Director or his/her designee, shall use or operate any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone service, intercom, or electromechanical 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 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 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 1 day of 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 four (4) days of OSS. 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 be 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.

Southeastern Lab School Policy/Procedure for Use and Possession of Electronic Devices

Students who are enrolled at Southeastern Lab School must follow the TPSS policy for electronic devices using the following established procedure:

1. Middle School students (Grades 6 – 8) will secure any electronic device in their assigned locker prior to homeroom period. The electronic devices cannot be on the student’s person during the school day.
2. Middle School students (grade 5) will give any electronic device to their homeroom teacher during homeroom period who will secure it until the end of the school day.
3. Elementary students (grades K – 4) will give any electronic device to their homeroom teacher during homeroom period who will secure it until the end of the school day.

Students who do not adhere to this procedure will be subject to disciplinary action as outlined in Step 3 of the TPSS Electronic Device Policy.

BULLYING AND HAZING

Southeastern Lab School and the Tangipahoa Parish School System are committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior such as threatening or harassment, made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students, school personnel, or school property shall be unacceptable.

All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

Bullying shall mean:

A pattern of any one or more of the following:

1. Gestures, including but not limited to obscene gestures and making faces.
2. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic

3. Communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website using a telephone, mobile phone, pager, computer, or other electronic device.
4. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
5. Repeatedly and purposefully shunning or excluding from activities.

Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

The pattern of behavior as provided above must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.

Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

NOTICE TO STUDENTS AND PARENTS

Southeastern Lab School shall inform each student, orally and in writing, at the required orientation conducted at the beginning of each school year, of the prohibition against bullying, hazing, or similar behavior of a student by another student; the nature and consequences of such actions; including the potential criminal consequences and loss of driver's license, and the proper process and procedure for reporting any incidents involving such prohibited actions. A copy of the written notice shall also be delivered to each student's parent or legal guardian via School Messenger.

REPORTING

The Director or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the Director or his/her designee. Any written or oral report of an act of bullying, hazing, or similar behavior shall be considered an official means of reporting such act(s). Complaints, reports, and investigative reports of bullying, hazing, or similar behavior shall remain confidential, with limited exception of state or federal law.

The reporting of incidents of bullying, hazing, or similar behavior shall be made on the [Bullying Report](#) form, which shall include an affirmation of truth. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided.

STUDENTS AND PARENTS

Any student who believes that he/she has been, or is currently, the victim of bullying, hazing, or similar behavior, or any student, parent, or guardian, who witnesses bullying, hazing, or similar behavior or has good reason to believe bullying, hazing, or similar behavior is taking place, may report the situation to a school official, who in turn shall report the situation to the Director or his/her designee. A student, or parent or guardian, may also report concerns regarding bullying, hazing, or similar behavior to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity. Any such report shall remain confidential.

SCHOOL PERSONNEL

Any school employee, whether full- or part-time, and any parent/volunteer chaperoning or supervising a school function or activity, who witnesses or learns of bullying, hazing or similar behavior from a student or parent, shall report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or parent/volunteer on the same day as the employee or parent/volunteer witnessed or otherwise learned of the incident, and a written report shall be filed no later than two (2) days thereafter. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors shall be encouraged to report any act that may be a violation of this policy to the Director or his/her designee.

FALSE REPORTS

Intentionally making false reports about bullying, hazing, or similar behavior to school officials shall be prohibited conduct and shall result in appropriate disciplinary measures as determined by the school.

INVESTIGATION PROCEDURE

Investigations of any reports of bullying, hazing, or similar behavior of a student by another student shall be in accordance with the following:

TIMING

The school shall begin an investigation of any complaint that is properly reported and that alleges the prohibited conduct the next business or school day after the report is received by the principal or his/her designee. The investigation shall be completed not later than ten (10) school days after the date the written report of the incident is submitted to the principal or his/her designee. If additional information is received after the end of

the ten-day period, the school principal or his/her designee shall amend all documents and reports required to reflect such information.

SCOPE OF INVESTIGATION

An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining copies or photographs of any audio-visual evidence. Interviews must be conducted privately, separately, and confidentially. At no time shall the alleged offender and alleged victim be interviewed together.

The principal or his/her designee shall collect and evaluate all facts using the [Bullying Investigation](#) form.

PARENTAL NOTIFICATION

Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall not constitute the required parental notice.

Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

All meetings with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender shall be in compliance with the following:

Separate meetings shall be held **with the parents or legal guardians** of the **alleged victim** and the parents or legal guardians of the **alleged offender**.

Parents or legal guardians of the alleged victim and of the alleged offender shall be informed of the potential consequences, penalties, and counseling options.

In any case where a teacher, Director, or other school employee is authorized to require the parent or legal guardian of a student who is under the age of eighteen (18) and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the student's behavior and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, pursuant to Louisiana Children's Code, [Article 730](#) or [731](#), with a court exercising juvenile jurisdiction. The principal may also file a complaint on the grounds the student is a truant or has willfully and repeatedly violated school rules, or any other applicable ground when, in his/her judgment, doing so is in the best interests of the student.

DOCUMENTATION

At the conclusion of an investigation of bullying, hazing, or similar behavior, and after meeting with the parents or legal guardians, the Director or his/her designee shall:

Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of both students.

Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.

Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.

Maintain reports/complaints and investigative reports for three (3) years.

As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.

During the pendency of an investigation, Southeastern Lab School and/or the school district may take immediate steps, at its discretion, to protect the alleged victim, students, teachers, administrators, or other school personnel pending completion of the investigation.

APPEAL

If the Director or his/her designee does not take timely and effective action, the student, parent, or school employee may report, in writing, the incident to the Dean of the College of Education. The Dean shall begin an investigation of any properly reported complaint that alleges prohibited conduct the next business day during which school is in session after the report is received by the Dean.

If the Dean does not take timely and effective action, the student, parent, or other school employee may report any bullying incident to the Louisiana Department of Education.

DISCIPLINARY ACTION

Once a report has been received at a school, and the Director or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the Director or his/her designee, or applicable school official shall take prompt and appropriate disciplinary action against the student, and report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended.

Students may be disciplined for off-campus bullying, hazing, or similar behavior the same as if the improper conduct occurred on campus, if the actions of the offender substantially interferes with the education opportunities or educational programs of the student victim and/or adversely affects the ability of the student victim to participate in or benefit from the school's education programs or activities.

PARENTAL RELIEF

If a parent, legal guardian, teacher, or other school official has made four (4) or more reports of separate instances of bullying, and no investigation pursuant to state law or this policy has occurred, the parent or legal guardian of the alleged victim may request that the student be transferred to another school operated by the School System.

Such request shall be filed with the Superintendent. Upon receipt of the request to transfer the student to another school, the School System shall make a seat available at another school under its jurisdiction within ten

(10) school days of the parent or legal guardian's request for a transfer. If the School System has no other school under its jurisdiction serving the grade level of the victim, within fifteen (15) school days of receiving the request, the Superintendent shall:

Inform the student and his/her parent or legal guardian and facilitate the student's enrollment in a statewide virtual school.

Offer the student a placement in a full-time virtual program or virtual school under the School System's jurisdiction.

Enter into a memorandum of understanding with the Superintendent or director of another governing authority to secure a placement and provide for the transfer of the student to a school serving the grade level of the student, in accordance with statutory provisions.

If no seat or other placement is made available within thirty (30) calendar days of the receipt of the request by the Superintendent, the parent or legal guardian may request a hearing with the School Board, which shall be public or private at the option of the parent or legal guardian. The Board shall grant the hearing at the next scheduled meeting or within sixty (60) calendar days, whichever is sooner.

At the end of any school year, the parent or legal guardian may make a request to the School Board to transfer the student back to the original school. The School Board shall make a seat available at the original school that the student attended. No other schools shall qualify for transfer under this provision.

TRAINING

The School System shall provide a minimum of four (4) hours of training for all new employees who have contact with students and two (2) hours of training each subsequent year for all school employees who have contact with students, including bus drivers, with respect to bullying, in accordance with state statutory provisions.

RETALIATION

Retaliation against any person who reports bullying, hazing, or similar behavior in good faith, who is thought to have reported such behavior, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations of bullying, hazing, or similar behavior is prohibited conduct and subject to disciplinary action.

CHILD ABUSE

The provisions of this policy shall not be interpreted to conflict with or supersede the provisions requiring mandatory reporting pursuant to Louisiana Children's Code, [Art. 609](#) and as enforced through La. Rev. Stat. Ann. §[14:403](#).

APPENDIX

Bullying Forms

**BULLYING REPORT FORM**

Instructions: Complete this form, responding only to the questions that you feel comfortable answering and are able to report accurately. Submit this form to the principal or other school employee. This form may be completed by the person reporting the incident or by the school employee to whom the incident is being reported.

Person Reporting the Incident:	Date of Report:
Person Reporting the Incident: <input type="radio"/> Student <input type="radio"/> Parent/Guardian <input type="radio"/> School Employee <input type="radio"/> Chaperone	

Description of Incident (Include the names of those involved and as much detail as possible: what, where, when, how, etc.)

List the name(s) of any witnesses to the incident.

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of Person Filing Report	Date
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Received by :

Name	Position	Date
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BULLYING INVESTIGATION FORM

Directions: In accordance with Act 861 of the 2012 Legislative Session, this form is to be used to investigate and document the details of each reported incident of bullying that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to or from school.

Date of Report:	School Name:	
District:	Date of incident:	Time of incident (if known):

INTERVIEWS CONDUCTED: (Check all that apply and attach a separate sheet if necessary.)

☐ Interviewed Reporter Name: _____ Date: _____

Description of alleged bullying:

☐ Interviewed Alleged Victim(s) Name(s): _____ Date: _____

Description of alleged bullying:

☐ Interviewed Alleged Offender(s) Name(s): _____ Date: _____

Description of alleged bullying:

☐ Interviewed Witness(es) Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Description of alleged bullying:

1



BULLYING INVESTIGATION FORM

☐ Interviewed Parent(s)/Guardian(s) of Alleged Victim: Name(s): _____ Date: _____

Summary of the interview:

☐ Interviewed Parent(s)/Guardian(s) of Alleged Offender: Name(s): _____ Date: _____

Summary of the interview:

Any prior documented incidents by the alleged offender? ☐ Yes ☐ No

DOCUMENTATION AND NOTIFICATION REQUIREMENTS

Date of incident report:	Date investigation began:	Date investigation completed:
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INVESTIGATION DETERMINATION

Name(s) of alleged victim(s)	Age	Sex	Grade
Name(s) of alleged offender(s)	Age	Sex	Grade
Name(s) of witness(es), if applicable			



BULLYING INVESTIGATION FORM

Where did the incident happen (choose all that apply)?

- ☐ Classroom ☐ Lunchroom ☐ School Bus ☐ Locker Room/Area ☐ Restroom ☐ Hallway ☐ Bus Stop ☐ Parking Lot
☐ On the way to/from school ☐ Playground ☐ Internet ☐ Cell Phone ☐ At a school sponsored activity or event off school property
☐ Other (Please Specify) _____

Check all items below that apply:

VERBAL
<input type="checkbox"/> Name-calling <input type="checkbox"/> Taunting/ridiculing <input type="checkbox"/> Mocking <input type="checkbox"/> Making offensive comments <input type="checkbox"/> Teasing <input type="checkbox"/> Demeaning comments <input type="checkbox"/> Other (please state) _____
PHYSICAL
<input type="checkbox"/> Kicking <input type="checkbox"/> Hitting/punching <input type="checkbox"/> Pushing <input type="checkbox"/> Pinching <input type="checkbox"/> Stalking <input type="checkbox"/> Inappropriate touching <input type="checkbox"/> Other (please state) _____
EMOTIONAL
<input type="checkbox"/> Offensive graffiti <input type="checkbox"/> Excluding from group <input type="checkbox"/> Spreading rumors <input type="checkbox"/> Being forced to do something against his/her will <input type="checkbox"/> Taking possessions/money <input type="checkbox"/> Other (please state) _____
ELECTRONIC AGGRESSION
<input type="checkbox"/> Offensive text messages <input type="checkbox"/> Offensive e-mails <input type="checkbox"/> Sending degrading images <input type="checkbox"/> Posting rumors or lies about someone <input type="checkbox"/> Assuming a person's electronic identity with the intent of causing harm <input type="checkbox"/> Other (please state) _____

Physical evidence, if available: ☐ Graffiti ☐ Notes ☐ E-mail ☐ Websites ☐ Video/Audio

Incident reported to parent/guardian of **alleged victim** within one school day of receipt of bullying complaint?

☐ Yes ☐ No Initials of school official: _____

Incident reported to parent/guardian of **alleged offender** within one school day of receipt of bullying complaint?

☐ Yes ☐ No Initials of school official: _____

Additional pertinent information gained during investigation: (attach a separate sheet if necessary)



BULLYING INVESTIGATION FORM

Based on this investigation, the school administration determines the following:

There was a determination of bullying? ☐ Yes ☐ No

☐ Yes – Take prompt and appropriate disciplinary actions pursuant to R.S. 17:416 and 416.2

☐ No – If a violation of the another provision in the student code of conduct, take appropriate action.

Upon completion of an investigation, the principal/designee will notify the reporter and parents/legal guardian of the students involved of the findings and the result of the investigation.

Student	Parent/Guardian	Date of Notification	Method of Notification	Notes

Summary of Investigation:

Principal/Designee Signature:	Date:
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GLOSSARY OF TERMS

Bullying-- A *pattern* of any one or more of the following:

1. Gestures, including but not limited to obscene gestures and making faces.
2. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors.
3. *Electronic communication* includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website using a telephone, mobile phone, pager, computer, or other electronic device.
4. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
5. Repeatedly and purposefully shunning or excluding from activities.

Bus Suspension – The student is suspended from the bus for a specified period by the local school administrator. The student is expected to attend school, but the parents are responsible for providing transportation to school.

Corrective Strategies—Alternatives to suspension and expulsion. They may include but are not limited to parental contacts, reflective activities, loss of privilege, schedule adjustments, referrals to school counselor, lunch or recess detention, in school suspension, or supervised work assignments

Detention – Student attends a work/study session outside of regular school hours. Student must make arrangements for transportation.

Discipline—Actions that teachers, administrators, support staff, and parents employ to teach students the essential skills necessary for academic and social success.

Disciplinary Probation – A student found guilty of certain offenses may be placed on probation by the local school. Probation is a trial period during which a student violating school rules is subject to further disciplinary action.

Emergency-- an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

Due Process – A student is afforded oral or written notice of the charges against him/her and is given an opportunity for a review, hearing, or other procedural rights in accordance with state and federal laws.

Hazing-- any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop.

In-School Suspension – The student is removed from regular classes for a specified period at the local school. Class work assignments are sent to the student by the teachers.

Long-Term Suspension – The student is suspended out-of-school for more than ten (10) days.

Non-Prescription Drug – Over-the counter drug not authorized by a registered physician and not prescribed for the student. Student use is prohibited from use or possession at school. Only the school nurse can administer any medications and only with written doctor's orders.

Permanent Expulsion – The student is removed from all public school property and activities or events for an indefinite period. This action may be taken by TPSS following a Due Process Hearing. School work may not be made up or credit given.

PBIS (Positive Behavior Intervention Support) – An application of evidence-based strategies and systems to assist schools to increase academic performance, increase safety, decrease problem behavior, and establish positive school cultures.

Prescription Drug – Use of a drug (medication) authorized by a registered physician and prescribed for the student. Student use is prohibited from use or possession at school. Only the school nurse or trained school personnel can administer any medications and only with written doctor's orders.

Short-Term Suspension – The student is suspended out of school up to ten (10) days by the local school administrator. The student may be suspended for an accumulation of offenses, as well as a major offense. Suspended students may make up those tests and assignments that the teacher determines will have impact on the student's final grade and mastery of course content. Assignments that the teacher does not require to be made up will not count towards a student's final grade. It is the student's responsibility to make arrangements to make up work within three (3) school days upon return to school. During the term of suspension, the student is not allowed on the school campus or at any school activity or school-sponsored event.

Transmission – The passing of any substance, article, or weapon to another person.

Zero Tolerance – There will be consequences for serious drug, weapon, and youth gang/hate group offenses on school property or at a school activity, function, or event. The Lab School will be proactive. Each individual case will be reviewed.

AWOL – Unauthorized absence and/or leave from class, school, activity, or event.

Bus Misconduct – Failure to comply with rules of bus safety or Student Conduct Behavior Code.

Chronic Lack of Supplies – Repeatedly reporting to class without necessary materials such as books, physical education attire, supplies, etc.

Disobedience/Insubordination – Failure of the student to comply with a reasonable direction or instruction by staff.

Disrespect – Responding in a rude and impertinent manner.

Disruption – Behaving in a manner which interferes with educational activities.

Fighting – Involves the exchange of mutual physical contact such as pushing, shoving, and hitting, with or without injury.

Harassment/Intimidation/Verbal Abuse – Disturbing consistently, by pestering or tormenting in the classroom, on the school bus, or elsewhere on the school site.

Inappropriate Dress – Dressing in a manner that disrupts the teaching and learning of others or in violation of the school's dress code.

Inappropriate Personal Property – Possession of personal property that is prohibited by the school rules, such as, but not limited to food, beverages, and electronic equipment.

Profanity/Vulgarity – Writings, speech, or gestures that convey an offensive, obscene, or sexually suggestive message.

Tardiness – Failure to be in assigned place at the assigned time without a valid excuse.

Truancy – The student stays out of school without permission or valid excuse.

Arson – Intentionally starting or attempting to start any fire or combustion.

Assault – A verbal threat to or an attempt to physically harm someone without touching him/her.

Battery – A beating or other wrongful physical violence or constraint without the person's consent.

Bomb/Explosive – A device containing combustible materials and a fuse.

Burglary – Unauthorized entry into a school district building (unoccupied) with the intent of committing a felony when the building is closed to the students and the public [See Theft].

Disorderly Conduct – Behaving in a violent or seriously inappropriate manner which disrupts the educational process.

Drug/Alcohol/Chemical Offense – Any controlled substance or alcohol; includes any transfer of a prescription drug or any substance represented or believed to be a drug, regardless of its actual content.

Extortion – Use of “mild” threats or intimidation to demand money or something of value from another (no weapon).

False Fire Alarm – Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.

Felony – Any offense punishable as a felony under Louisiana or federal law.

Gambling – Playing any game of skill or chance for money or anything of value.

Loitering/Trespassing – Entering any school property or school facility without proper authority (includes student entry during a period of suspension or expulsion).

Robbery – Taking property from a person by force or violence, or threat of aggression.

Sexual Assault/Offenses – Intentional sexual contact of a harmful or offensive manner.

Theft/Larceny – Unlawful taking and carrying away of property belonging to another person (while the building is occupied) with the intent to deprive the lawful owner of its use [See Burglary].

Vandalism/Graffiti – The willful or malicious destruction or defacement of public or private property.

Weapon – An article or implement that can cause bodily harm. This includes guns, knives, razors, clubs, and nun chahka, or any other object intended to be used to inflict bodily harm.

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 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 be 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.

Revised: August, 2003

Revised: July, 2009

Ref: La. Rev. Stat. Ann. §§ [17:239](#), [17:416](#), [17:416.1](#)

Board minutes, [10-7-03](#), [8-7-07](#), [3-17-09](#), [7-21-09](#), [8-2-11](#)

Tangipahoa Parish School Board

Revised: March, 2009

Revised: August, 2011

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

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 will participate in the implementation of the Community Eligibility Provision Program provided by the Tangipahoa Parish School System for the 2017-2018 school year. This program will allow all students to receive a healthy breakfast and lunch every school day free of charge. (Students will still be required to pay for second meals and/or extra sales items as they are not included in the program.)

No fees are required to participate in this program and parent/guardians will no longer be required to complete an application for meal benefits for their child or children. The only requirement to participate in this program is for the child or children to be enrolled at a school in the Tangipahoa Parish School System.

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 as McDonald's, Raising Cane's, Subway, etc. into the cafeteria.

OTHER CAFETERIA POLICIES:

1. All food is to be consumed in the cafeteria unless prior approval by the director.
2. A monitor is provided to supervise students during the lunch period.
3. Bag lunches should contain nutritious foods.
4. Classroom teachers will escort their children to the cafeteria. Once in the cafeteria, students are under the supervision of the lunchroom monitor.
5. Students will be expected to clean up after themselves by picking up paper or food dropped on the floor.
6. Students are expected to act appropriately in the school cafeteria.
7. Students are encouraged to taste all foods served in the cafeteria.
8. 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. Fundraising projects must be approved by the SLU Development Foundation.

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 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.

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.