

**SOUTHEASTERN LOUISIANA UNIVERSITY  
LABORATORY SCHOOL**



**STUDENT/PARENT HANDBOOK  
2007-2008**

**Reading Theme  
Reading is a Picnic**



***WEBSITE INFORMATION***

[www.selu.edu/labschool](http://www.selu.edu/labschool)

Southeastern University Laboratory School presently has the performance label of Four Stars with the SPS range of 120.0-139.9.

The statewide goal is 100.

# WELCOME

Welcome to Southeastern Louisiana University Laboratory School! We are a very unique school in the sense that we are a collaborative effort of the Tangipahoa Parish School System and Southeastern Louisiana University and its College of Education. Our school is accredited by the Louisiana State Department of Education and Southern Association of Colleges and Schools.

We were established first as the "Training School" and opened our doors on January 16, 1940. This laboratory school concept had been funded in 1938 by Louisiana Legislative Act No. 6. Our faculty and staff are proud to be a part of an educational heritage which has nurtured the mental, social, and physical growth of children, youth, and adults for over sixty years.

We are housed in the SLU Charles E. Cate Teacher Education Center which is a specially designed learning facility including air-conditioned instructional/classroom areas, music, art and physical education facilities, a media center, a science laboratory, a story theater, and a computer lab.

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

Our students' experiences and activities are conducted under the leadership of the director and faculty in cooperation and collaboration with SLU Teacher Education personnel, educational researchers, and school board personnel.

## TABLE OF CONTENTS

Absence from School-----9-10	Other Fees/Charges-----16
Admission -----4	Parental/Community I-----13-14
Arrival at School-----7-8	Parties----- 24
Attendance-----9	Passes-----18
Beta Club-----23-24	PTO-----14
Cafeteria----- 18-19	Radios/Walkmans, etc-----18
Camps Activities----- 23	Refund Policy-----16
Campus Boundaries&Behavior----17-18	Religious Accommodation----- 7
Conferences----- --15	School Day----- 7
Consent for Research Experiment ---- 7	School/University Property-----20
Discipline Plan-----21-23	School Records-----16
Dismissal/Departure from School----8-9	Sexual Harassment-----23
Dress Code-----12-13	Sign out by someone other than Legal Guardian-----12
Dyslexia/504-----15	Special Education----- 15
Early Sign-Out----- 12	Staff Beliefs-----4
Emergencies (Fire, etc.)-----13	Student Activities /Enrichment/ Services----- 4-6
Emergency Form-----12	Suggestions-----25
Equal Opportunity Employment----- 15	Tardiness----- 8
Extra Copies of Handbook-----25	Testing-----17
Field Trip Guidelines-----20-21	Textbooks-----20
Fund Raisers-----20	Tuition/Registration/Material Fees-15-16
Grading-----17	Tuition Waivers-----16
Grievance Procedures-----23	Visitors at School.----- 7
Holiday Schedule-----25	Welcome-----2
Lab School Office-----12	
Library (LRC)-----19-20	
Lost and Found-----13	
Medication-----13	
Mission Statement-----4	

### School Motto

**Proper  
Preparation  
Prevents  
Poor  
Performance**



## MISSION STATEMENT

To provide the highest quality of teaching and learning,  
so all students can do their best.

## OUR STAFF BELIEVES:

- ✓ In establishing an atmosphere which provides the opportunity for every child to fully achieve their maximum potential – academically, physically, socially and emotionally.
- ✓ That all children can learn.
- ✓ That we are facilitators rather than imparters of knowledge.
- ✓ That children’s learning should reflect their learning styles.
- ✓ That evaluation should be relevant to what the children are learning.
- ✓ That children can effectively interact and help each other.
- ✓ That as professionals we must portray a positive attitude toward students, parents and fellow faculty members.
- ✓ That as faculty members in a laboratory school, we are to interact with the university students as “mentor” teachers, providing them with examples of up-to-date teaching methods.
- ✓ That we need to prepare students for this “information age” and constantly changing technology.
- ✓ That teachers must be professionally active in order to provide the optimum learning environment.

## ADMISSION TO THE LABORATORY SCHOOL

The Laboratory School has one class for each grade level. As vacancies occur\*, the director selects students from the current years applicant pool to fill the vacancies. No child will be accepted unless an application is on file. **Applications for kindergarten must be submitted by January 31<sup>st</sup>** in order for the child to be considered for admission in the fall. Applications can be downloaded at [www.selu.edu/labschool](http://www.selu.edu/labschool). The selection for admission is in accordance with court-approved guidelines. Parents are responsible for supplying accurate information. The guidelines are as follows:

- ✓ Brothers and sisters of children who are currently attending the Lab School (who have applications on file) are considered first.
- ✓ The school must maintain a 30-35% minority population within the total population of the school.
- ✓ A third guideline that must be applied is distance of the legal residence of the child from the school. If there are two students who are siblings to be considered for a single vacancy, the one living closest--driveway to driveway by the nearest route--is accepted. The same guideline is applied for minorities. If there are no siblings to be considered and the total school population is in proper balance, the child living the closest to the school is selected.
- ✓ Students are required to pay a non-refundable registration fee, materials/supply fee, and tuition. These payments must be paid in amounts as scheduled in order for a student to continue enrollment at the school. **Registration and materials fees are due May 1<sup>st</sup>. Tuition payments are due August 1st and the first day of school in January after the semester break.**
- ✓ **Students, who fees are not paid by the due date, will risk being dropped from the Lab School.**

\*Vacancies occurring after the beginning of the spring semester will be filled during the following summer break.

## STUDENT ACTIVITIES/ENRICHMENT/SERVICES

Our students are fortunate to have the opportunity to participate in a variety of enriching activities, both co-curricular and extra curricular. Many activities are school-wide, cross-graded, and involve integrated

curriculums. Students are also involved in thematic units of study, which involve many varied activities utilizing as many different resources as possible.

**SLU Newsbreak** - School News Broadcast - Each student is involved in our school news program via our in-house broadcasting system. Lab School students star in, direct, and produce their own version of the news.

**Famous Author Visits** - Each year a famous author of children's books visits the school. Students have the opportunity to interact with the author and acquire autographed copies of the author's books.

**National Children's Book Week and National Library Week** - are celebrated each year with many special projects and activities. Each student is involved in a project under the direction of our L.R.C. Coordinator/Librarian. Community and university guest readers are invited to read to each class during the celebrations.

**Music** – Students in grades K-6 will have music class twice a week. Vocal music classes are taught by our music specialist. The regular classroom teacher and the specialist coordinate special programs integrating music and subjects being studied.

**Art** - Once a week all students attend art classes taught by our art specialist. The regular classroom teacher, along with the specialist, helps to coordinate and integrate the study of art in other curriculum areas.

**Annual Art Show** - Once a year all of our students, under the direction of our art specialist, participate in a school-wide art show.

**Physical Education/Health** - All students attend physical education/health classes under the direction of our physical education specialist.

**Band** - Students in grades 5-8 may learn to play a musical instrument and play in our school band. The band fee is \$5.00 and the band methods book is \$5.50 plus tax. Some students are selected to compete in state and national contests.

**Gifted Program** - This program is offered through the Tangipahoa Parish School System. Students evaluated by the Pupil Appraisal Team will spend one day per week at another school in "BYON" classes.

**Talented Program** - Students may be referred for screening for talented music, art and drama classes. Itinerant teachers are provided by the Tangipahoa Parish School System. Referrals must come from classroom teachers or music and art instructors.

**Resource Room** - Students needing special assistance in learning are evaluated by the Pupil Appraisal Team and receive special services in our Resource Room. Other special services such as a speech therapist and an occupational therapist are also provided.

**Spanish Program** - Through collaboration with the SLU Foreign Language Department, all eighth grade students take Spanish.

**Field Trips** - Field trips in conjunction with class studies are planned frequently. Field trips to destinations on the Southeastern Louisiana University campus will not require a special consent form; however, trips off campus **require** a parental consent form.


**Accelerated Reading Program** - Students are encouraged to read books on their level and participate in computerized comprehension assessments of selections read.

**Sports:**

**Basketball Teams**  
**Soccer**  
**Volleyball**

**Cheerleaders**  
**Track**  
**Football (intramural)**

Sixth, seventh and eighth grade students are eligible to try out for girls' or boys' basketball teams. Fifth, sixth, seventh, and eighth grade students are allowed to try out for all other sports. According to parish policy, all students must participate for the school that they attend. Because the Lab School does not have contact football, our students are allowed to play contact football for Hammond Junior High School.

 **Eligibility** - Once a student enters the sixth grade, he/she will have six consecutive semesters to participate in sports. Students who are repeaters in sixth, seventh or eighth grade will not be eligible to participate.

- ✍ These teams compete with other parish teams. **Students must have a physical exam in order to be eligible for sports. This form must be turned in prior to attending practice.** All athletes will be required to pay an insurance fee, which will be determined by the Tangipahoa Parish School System.
- ✍ Policy regarding extracurricular funding: The extracurricular activities in this school are self-supporting. There is a mandatory \$25.00 athletic fee for all students who play a sport. If a student plays more than one sport, the fee for the second sport is \$10.00.
- ✍ Participation in sports is a privilege, not a right. Students may be excluded from sports for disciplinary reasons. Students must also maintain a 1.9 grade point average in order to participate in sports.

**Science/Social Studies Fair** - these two fairs are held simultaneously in January. All students in grades 4-8 are expected to present a project. All projects are judged and some will be selected to represent our school in the regional fairs. Parents of students who are selected to compete at the state level will be responsible for providing transportation of the student chosen to participate.

**Art Club** - Students in grades 7-8 may join the Art Club, whose members work on creative projects throughout the year to make our school more aesthetically pleasing. This activity will be scheduled after school.

**National Geography Bee** - Students in grades 4-8 will have the opportunity to participate in the National Geographic Society's contest to test their knowledge in the social sciences.

**Beta Club** - The Beta Club is our school's honor society/service club. Students in grades 7-8 who maintain a high grade point average and who exhibit strong character are nominated by teachers for membership.

**Young Authors** - All students in all grades are encouraged to participate in writing competitions throughout the year. These writings will include poetry, fiction, and non-fiction writing.

**Student of the Year** - One fifth and one eighth grade student will be selected to represent our school in the parish/region/state Student of the Year contests. It is the responsibility of the student and parents to complete and return the informational packet by the designated date.

**Substance Abuse Prevention Education** - All students participate in drug education activities. We have a substance abuse club called "The Drug Busters".

**Guidance Counselor** - The student will be allowed to have one contact with counselor at his/her request. The counselor or the teacher will notify the parent for permission to plan more counseling sessions. Our guidance counselor is available to counsel with individual students, small groups, and entire classes.

**Duke University Talent Identification Search** - Upper grade students with high scores in Mathematics and English will be selected to compete nationally with other students. This involves taking a national standardized test.

**Sustained Silent Reading Period** - All students and faculty participate in our school's sustained silent reading program. Each day begins with a sustained silent reading period in which students read books of their choice.

**Sustained Silent Writing Period** - All students participate in our school's sustained silent writing program. Each day ends with a sustained silent writing period in which students write on topics of their choice and/or teacher assigned topics.

**Incentive Reading Program** - All students participate in our school's special incentive reading program. This is reading which is done over and beyond the school's basic mandatory reading assignments. Each grade has specific goals for the number of books to be read. Students who reach these goals receive special awards. Each year a special theme is selected.

**Graduation** - Kindergarten and Eighth grade graduation is held the last week of school in May.

**Math Club** - Seventh and Eighth grade students can apply to participate in the Math Club. Eligibility guidelines will be given by the sponsor of this group.

**Computers** - Computers are used in all classrooms and a computer lab is available to all classes.

**Book Club** - Students in grades 3-5 read monthly selections and meet to discuss the book.

**Please Note: Parents of students who are not picked up at the designated time after an after-school activity will receive a warning letter. A second offense will result in the students being removed from the activity.**

### **CONSENT FOR RESEARCH/EXPERIMENTATION**




Frequently in-school time may be spent in activities related to experimentation, research, and demonstration. Students are expected to participate in all activities approved by the director. When students are admitted to the school, parents sign a consent form allowing participation in research/experimentation projects. As a matter of formality and to provide you with timely additional information regarding some of the experimentation/research, parents may be sent other consent forms requiring a signature during the school year, however, because of the mission of the Lab School, all students are required to participate in activities sponsored by the College of Education.

### **RELIGIOUS ACCOMMODATION**

The school will make reasonable accommodations for students' religious beliefs. It is the responsibility of the parent to submit requests in writing to the director who will then forward the requests to all teachers. Requests must be made every year. Absences due to religious holidays must be **pre-approved** by the director.

### **VISITORS AT SCHOOL**

If you are visiting our school, you must first come to the office and sign in. All school visitors must have a pass from the office. Visitors will not be allowed to enter the instructional areas before or after school without a pass (7:00-3:30). Parents must contact the office or write a note to the teacher to set up a conference. Parents will not be allowed to interrupt classes to conference with teachers. **When picking up your child before the school day ends, parents must sign the child out in the office and wait in the office for the child.**





-  Parents will be invited to special school assemblies and activities and will not need passes to attend assemblies or special events.
-  Students may not invite students from other schools to visit for part or all of the school day.
-  Parents may be asked by teachers, administrators, staff, or campus security to provide a source of identification. This is done for the safety of the students.

**Pets are not allowed on campus for educational purposes without prior approval.**

### **SCHOOL DAY**

Our school day begins at **7:45 A.M.** and ends at **2:20 P.M.** All students shall arrive on time and be picked up on time. For the safety of our students, they are not to enter or exit through any doors other than the front doors of the Laboratory School.

### **ARRIVAL AT SCHOOL**

-  A teacher will be on duty in front of the school at 7:15 A.M. **Students are not to arrive at school before 7:15 A.M.**
-  The school day begins at 7:45 A.M.; however, students who arrive early are to enter the building through the front entrance at 7:35 A.M. and go immediately to their assigned classroom areas.
-  **All students are to be dropped off through the driveway. Do not drop students off in parking lots or on streets in the surrounding area. This presents a safety issue for your child.**
-  Because of the crowded traffic situation in the driveway during certain times of the day, we must adhere to the following request from Campus Security. Violating any of the below rules may result in you receiving a campus ticket.

- 🔒 **Do not block the driveway of the TEC building.**
- 🔒 **Do not attempt to make a left turn into the driveway.**
- 🔒 **Give buses the right of way. Do not enter the driveway until after 2:30. At that time, all buses have departed. It is difficult for the officer to direct traffic at the south end of the driveway and at the same time be at the crosswalk to aid students in safely crossing the street. Please be considerate.**
- 🔒 **Do not park in the driveway.** It is for loading and unloading only. Visitor spaces are provided north of the front door area.

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 or skateboards during the school day. Students must walk bicycles, scooters, or carry skateboards while on school grounds when coming to and leaving from school.

### **TARDINESS**

It is extremely important that your child be on time for school each day. The day begins at 7:45 A.M. and a tardy bell will ring at **7:50 A.M.** Students entering the building after this bell will remain in the office for the sustained silent reading (SSR) period, which is from 7:45 - 8:15 A.M. Many teachers use this time for students to take accelerated reading tests, make up tests, as well as other classroom activities. **If your child misses this time in the classroom, he/she will not be allowed to make up the work.** No one is allowed to walk around in the instructional area during the special reading period. Sustained silent reading is an essential part of the school's language arts program.

It is the professional belief of the director and faculty that students arrive on time for school in order to receive full instructional benefits. **Unexcused tardiness will result a deduction in participation points in the Language Arts grade assigned for the SSR program.** The director or a designee will make the final decision regarding excused or unexcused tardiness. **In the event a student is tardy more than three times per semester, the parent will be required to meet with the director to discuss the matter and/or child will be assigned early morning detention. Failure to attend detention will result in suspension.** Students who have been tardy will not be considered for Perfect Attendance certificates at the end of the school term. **Students with excessive tardiness will be reported to the attendance office of the Tangipahoa Parish School System. Parents will not be able to write their child a tardy slip. If a child arrives for school after the bell rings, the child has an unexcused tardy.**

**TARDINESS is defined as being late for school as well as to class once a student arrives at school. The consequences for being tardy shall be:**

1. First Tardy – Warning
2. Second Tardy – Letter or telephone call requesting a conference and other assignment by administrator
3. Third Tardy – Parent or guardian will be required to attend class with student for one hour or student may be given an alternative disciplinary option at the discretion of the administrator in lieu of a one day suspension
4. Fourth and Subsequent Tardiness – Parent or guardian will be required to attend class with student additional time or student may be given an alternative disciplinary option at the discretion of the administrator in lieu of a one day suspension.

### **DISMISSAL/DEPARTURE FROM SCHOOL**

Children who are picked up by parents (in vehicles) are dismissed at 2:33 P.M. Parents may use the circle drive at 2:30 P.M., however, no parking is allowed in the driveway at anytime. If using the driveway, pull up until directed to stop. **Please do not use cell phones while we are loading your**

**children. These distractions can become a dangerous situation. All student pick up will be done through the driveway. Students will not be allowed to board cars in any area other than through the driveway.**

Parents are asked to refrain from congregating in the hallway or outside the front doors. The front area of the lobby and the outside area must be clear for smooth dismissal procedures.

**\*\*\*NOTE: STUDENTS MAY NOT BE DROPPED OFF NOR PICKED UP FROM THE PARKING LOTS\*\*\***

If you plan to pick up your child, let him/her know so he/she can be dismissed at with the 2:30 P.M. bell. For the safety of our students, they are **not to enter or exit through any doors other than the front doors of the Laboratory School. (Parents must pick up their child between 2:33 P.M. and 2:45 P.M.)** Students who leave school by foot or bicycle will be dismissed at 2:30 P.M. If traveling west, students are to use the patrolled crosswalk where an officer will aid students in safely crossing the street. (Students who are not waiting for a parent must proceed home immediately.)

Parish bus transportation is provided for those students who live more than a mile from school. The riding of a bus is a privilege, and all safety rules must be followed. Safety and courtesy shall prevail while students are on the bus. If you have any questions concerning buses, call the Transportation Department at the Tangipahoa Parish School Board Office in Amite (985-748-7153). In order to board the buses waiting in the driveway, students who ride buses will be dismissed at 2:25 P.M. These students are to wait for and board buses in an orderly manner. Other rules for students riding buses are as follows:

- ☑ When lining up for buses, stand behind the yellow line and wait for the bus to come to a **complete** stop before boarding.
- ☑ No balls or other objects to be thrown are allowed in the front area.
- ☑ Students who need to ride a bus other than their regularly assigned bus **must** have a note from the parent which must be **approved by the bus driver**. The note must be presented to the director and the student will present a copy of the note to the bus driver at the time the student boards the bus. **The Laboratory School director or staff can not give permission to ride another bus. This permission must come from the bus driver. Please state in the note that the bus driver has been contacted and permission was given by the driver.**
- ☑ Transportation to and from school is the responsibility of the parents of any student who does not ride a bus.

**NOTE: Students are not permitted** at any time in the southeast and west areas of the building where the soft drink machines are located. Students who return to school after dismissal must be accompanied by an adult. Parents who are continually late picking up students in the afternoon will be reported to proper authorities.

### ATTENDANCE

Attendance in school is extremely important. In order to be promoted, students must be present the minimum number of days as required by the State Board of Elementary and Secondary Education. It is the belief of the director and faculty of this school that school achievement is affected by attendance. Students are marked present for a full day if they are present over 50% of the school day. They are marked present for one-half (½) day if they are present from 25%-50% of the school day. Excessive tardiness and/or absences will be reported to the attendance officer of the Tangipahoa Parish School System. In order for homework request to be processed the request must be received prior to 10:00 a.m. and preferably by 8:30 a.m. Homework may either be picked up after school or sent home with another student.

### ABSENCE FROM SCHOOL

**We believe regular attendance in the school accompanied by the responsibility to study and participate in school activities is essential to the learning process. Once a pupil arrives at school, he/she is expected to remain and attend each class throughout the day.**

Elementary and secondary students shall be present the minimum number of days as required by the State Board of Elementary and Secondary Education and enumerated in the Louisiana Handbook for School Administrators, Bulletin 741, to receive credit for course taken. Exception can be made only in the event of extended personal illness verified by a physician's statement or if other extenuating circumstances exist and are approved by the Supervisor of Child Welfare in consultation with the school principal.

Whenever a student is absent from school for three (3) consecutive school days, the school shall attempt to verbally notify the student's parent, tutor, or legal guardian. If such verbal notification cannot be provided, the school shall provide written notification of the student's absence.

All students shall be under the jurisdiction of the school during normal school hours; from the time the student arrives at school each day until he leaves the school campus in the afternoon. In cases where a student rides a bus, he/she shall be under the jurisdiction of the school from the time he/she boards the bus until the student exits the bus in the afternoon. Students shall be under the jurisdiction of the school while attending any school sponsored activity either at school or away from school. This shall apply to all students, including athletic teams, pep clubs, band and other student organizations.

### STUDENT ATTENDANCE

1. Schools shall administer attendance regulations in accordance with state and locally adopted policies.
2. Students shall be expected to be in attendance every student activity day scheduled by the local educational governing authority.
3. Elementary and Middle School students must be present a minimum of 160 days to be given credit for the year's work. Exception can be made only in the event of extended personal illness as verified by a physician and/or other extenuating circumstances approved by the Parish Supervisor of Child Welfare and Attendance.
4. The principal may require a certificate from practicing physicians substantiating all illnesses. He/she may also require written evidence from church activities relative to required religious observances.
5. The initial appeal of a grade of no credit (N/C) shall be made to the Discipline Committee at each school. Students may appeal the decision of the Local Discipline Committee to the Supervisor of Child Welfare and Attendance. **The committee and the Supervisor of Child Welfare and Attendance shall make exceptions to the attendance regulations only for the following extenuating circumstances.**

☑ Extended personal physical or emotional illness as verified by a physician.

☑ Extended hospital stay as verified by a physician.

☑ Extended recuperation from an accident as verified by a physician.

☑ Extended contagious disease within a family as verified by a physician.

☑ Prior school system approved travel for education.

☑ Death in the family. (Not to exceed one week.)

☑ Natural catastrophe and /or disaster.

6. **For any other extenuating circumstances, parents must make a formal appeal in accordance with the due process procedures established by the Board. (Excuses from parents will not be considered an excused absence).**
7. 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.

### **EARLY DISMISSAL**

1. There should be an emergency or doctor's appointment in order to check a student out early.
2. Perfect attendance should not be granted to students who leave early except in extenuating circumstances as determined by the principal.
3. Teachers should be sure to document roll book for students leaving early.
4. Early dismissal shall be treated the same as tardiness on a per semester basis.

## **ABSENCES DUE TO SCHOOL APPROVED ACTIVITIES**

Students participating in school approved activities which necessitate their being away from school shall be considered to be present and shall be given the opportunity for make-up work.

### **TYPES OF ABSENCES**

**The days absent for elementary students shall include excused absences, unexcused absences and suspension.**

### **EXCUSED ABSENCES**

Students shall be considered excused from school for personal illness (note from their Doctor), serious illness in the family (note from Doctor), death in the family (not to exceed one week), or for recognized religious holidays of the student's own faith and shall be given the opportunity for make-up work.

### **UNEXCUSED ABSENCES**

1. Students shall not be excused for any absence other than those listed above. Teachers may allow students to make up work if absence is before the final two weeks of the marking period.
2. Any unexplained, unexcused, or illegal absence or habitual tardiness shall be reported to the Supervisor of Child Welfare and Attendance when necessary.

### **ABSENCES DUE TO SUSPENSIONS**

Students missing school as a result of any suspension shall be counted as absent and shall be given failing grades for the days with no make-up work allowed.

### **HOMEBOUND INSTRUCTIONS**

A student who as a result of physical illness, accident or the treatment thereof, is temporarily unable to attend school may be provided instructional services in the home or hospital environment when appropriate.

### **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.

### **CREDIT FOR ACADEMIC WORK**

Student must meet the attendance requirements in order to receive grades. Students must be present 160 days per school session or will receive a NC (no credit).

### **CHECKING ATTENDANCE**

1. An accurate record of attendance must be kept in homeroom and class. Students who have been suspended may not enter a class without an admission slip from the principal or principal designee.
2. All written excuses shall be kept on file. Tardiness will be handled within the Assertive Discipline Plan.
3. Absentee slips shall be sent to the office immediately after homeroom period.
4. Teachers shall check attendance carefully each period. A list of absentees will be distributed before the end of first hour. Report immediately to the office any absence not on the list.

## EARLY SIGN-OUT

If a parent wishes to pick up a child any time before 2:20 P.M., he/she must sign the child out in the office. Only those whose names appear on the student's emergency form will be allowed to sign out a student. Students who are checked out during the school day receive an excused absence **only** for illness, death in the family, or a doctor's appointment. It will be necessary to bring a note from the doctor **on the following day** in order to be excused. The child will be counted present on the teacher's roll only if he is present **over 50%** of the **total school day**; he will be marked present one-half (½) day if he is present 25% - 50% of the day. Early dismissal will be documented as excused or unexcused. Perfect attendance shall not be granted to students who leave early.

## SIGN-OUT BY SOMEONE OTHER THAN LEGAL GUARDIAN

If you would like another adult to check out your child from school, you must send a written note giving your permission for your child to leave with someone other than the adults you have listed on your child's emergency form. Adults signing out students may 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.**

## LABORATORY SCHOOL OFFICE

**OFFICE HOURS** – The office is open from **7:00 A.M.** to **3:30 P.M.** Monday through Friday.

**TELEPHONE** - Our office telephone is available only for emergencies and school business. We will not allow students to use the telephone for making after-school plans or to request forgotten items.

## EMERGENCY FORMS

Each child is required to have an emergency form on file in our office in case we need to contact the parent. You must keep the information up to date by notifying us of an address or telephone change. It is the responsibility of the parents to update *Emergency* and *Early Dismissal* forms.

## DRESS CODE

- ✓ 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, side burns, and mustaches will not be allowed. **Any hairstyles that distract from the unique environment of the school shall be dealt with by the director or designee of the school.**
- ✓ Earrings shall only be worn in the ears. **Earrings shall not be worn by male students.**
- ✓ No hats, caps or other head wear shall be worn in school buildings, except when a medical condition or religious belief so warrants.
- ✓ The length of dresses and skirts shall be knee-length or below.
- ✓ Official school uniforms (e.g. cheerleaders, spirit group dancers, band members, other drill teams) may be worn for special related activities during the school day.
- ✓ Other special occasions requiring a modification of the dress code must be approved by the director.
- ✓ **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. Navy pants or skirts are not allowed at the Lab School**
- ✓ In order not to distract from the pedagogical climate, hair may only be a natural hair color.
- ✓ Shoes – Athletic shoes with closed toe and heel (either Velcro or tie closure). Footwear must be appropriate for participation in P.E. Students may not wear boots, platform shoes, sandals or clogs. White socks must be worn.

## **Violations of the Dress Code shall be addressed as follows:**

The teacher will issue student a Dress Code Violation shirt. Upon the 3<sup>rd</sup> violation, the following steps will be taken:

- ✓🔒 Parents will be called to bring appropriate clothing, shoes, belt, etc. Student will remain in office until appropriate clothing is brought from home. Student will be unexcused from class during this time period.
- ✓🔒 A letter will be sent home notifying the parent of the violation.
- ✓🔒 If the violation occurs again, student will receive 1 day **In School suspension and the student will not be allowed to participate in Free Dress Days the rest of the school.**

### **LOST AND FOUND**

We collect lost and found items and place them in the lost and found box. At the end of the school year, we always have numerous unclaimed articles of clothing. 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.**

### **MEDICATION**

Medications are not to be given at schools. Special circumstances exist for a health problem that can be expected to be of duration. When such a condition exists, contact the school office for the policy for 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.**

### **EMERGENCIES**

**FIRE** - Fire drills are held regularly and other drills as designated by the state or parish. All students are to respond in an appropriate manner upon hearing the warning signal. Exit signs are posted in areas as required. All evacuations are under the direction of the teacher in charge at that time. If students are in the instructional area, normal exits should be used. If students are not in the regular instructional area, the nearest unblocked exit should be used.

Upon hearing the appropriate signal, students are to form a single file line and leave the building in an orderly fashion as directed by the teacher. This means walking and no talking or playing. Once outside, students are to remain quiet and orderly so that the safety of each child may be insured.

Upon hearing the "all clear" signal, students should return to their appropriate instructional area, in a quiet orderly manner under the direction of the teacher.

**SCHOOL CLOSURE** - The Laboratory School is affiliated with both SLU and the Tangipahoa Parish School System. When there is an emergency calling for closure in the Hammond area schools, the Lab School is closed. All school closure announcements are made by the Tangipahoa Parish School Superintendent through the local radio and television stations. It is important that any time a question arises about school closure that you stay tuned to a local stations for an official announcement.

### **PARENTAL/COMMUNITY INVOLVEMENT**

It is the belief of the SLU Laboratory School that parents play an instrumental part in the overall education of their children. Parents are given every opportunity possible to cooperatively participate in the school to assure the best education for their children. Only through an awareness of what is going on at school and through close communication between parents and the school can excellence in education become a reality. For these reasons we are committed to continue to improve parental and community involvement.

- ✓🔒 **Home-School Communication** – Our main form of communication will be the All Call system, email and our website at [www.selu.edu/labschool](http://www.selu.edu/labschool).

- School newsletter of activities, and announcements
- Student/Parent School Handbook
- Home telephone calls from teacher/director
- Teacher/Student notes
- Letters from the director
- Parent meetings
- Report card every nine weeks
- Interim grade report
- Results of State Skill Test (LEAP) and standardized achievement tests
- In-House/Informal Suspension
- Formal suspension

📌 **Parent Volunteer Program** - A parent volunteer program has been established at our school. If you are interested in volunteering\* to help in one of the following ways, please contact the office.

- Library volunteer
- Lunch room monitor
- Office Aid
- Playground Aid
- Classroom reader or speaker
- Help with school or PTO projects
- School adopter
- Assisting at home ball games

**\*No siblings or other children should accompany adults when in a voluntary capacity such as parties, assisting teachers, etc.**

📌 **Parent-Teacher Organization (PTO)** - The objectives of the PTO are:

- To promote the welfare of children and youth in home, school, place of worship, and community;
- To raise the standards of home life;
- To secure adequate laws for the care and protection of children and youth;
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth;
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.
- Parents in the PTO of the Lab School are very active, supportive, and enthusiastic, and can point with pride to many contributions to the school. The PTO has a place for everyone who is interested or who wishes to become involved and informed. We are very proud and appreciative of our PTO.

📌 **Boosters Club** - All parents are invited to join our Boosters Club. This group of enthusiastic patrons provides support (through labor, finances, etc.) to our basketball, volleyball, track, soccer teams and cheerleading squad. There is a requirement of players' parents to join the Booster Club.

📌 **Community Involvement** - Our school invites businesses, churches, and civic organizations to donate/volunteer time, money, and resources to help the school. Some businesses/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, donating money for special projects;
- Provide guest readers and guest speakers;
- Provide volunteers for special projects;
- Provide student rewards/incentives (such as ice cream coupons or video coupons);
- Provide teacher incentives (such as a dinner for two or refreshments);
- Donate needed supplies or equipment.

Our school is a better school because of our partners in education. We appreciate our school adopters and are proud to be working with them.

### **CONFERENCES**

It is our goal to work together with students and parents as a team. Teachers, students or parents may request a conference at any reasonable time. Parents must call the office and request a conference with their child's teacher prior to making an appointment with the Director. If the issue cannot be resolved with the teacher, parents may request a conference with the director and the teacher.

### **SPECIAL EDUCATION**

Laboratory School students needing special education services (gifted/talented, learning disabled, etc.) are placed by the Tangipahoa Parish Pupil Appraisal Team and assisted by our School Building Level Committee. Special education students are mainstreamed in regular education heterogeneous classes. If you think your child needs special services, you must notify us in writing. Our SBLC committee is in charge of initiating evaluation procedures with the parish Pupil Appraisal Team. The evaluation process can be a lengthy task, so please do not put off your request.

### **DYSLEXIA/504**

All students are screened for dyslexia, ADHD, and other social and emotional factors at least once before the end of the third grade. Parental permission is necessary prior to the screening. Parents may refuse this screening for their children. Students with a mental or physical disability, which substantially limits learning, may be eligible for Section 504 services. The student must be evaluated by the Section 504 committee to determine eligibility.

### **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.

### **TUITION/REGISTRATION/MATERIAL FEES**

We are a special school in the sense that we are a Tangipahoa Parish public school, and also part of Southeastern Louisiana University. In 1984 the Board of Regents, State Board of Higher Education mandated that laboratory schools become self-supporting because state funds designated for colleges and universities could no longer be used to support/maintain laboratory schools. The following is the fee/tuition payment schedule:

**Registration and Material Fees** (\$150.00 Non-refundable) due on **MAY 1**. \$100.00 is to be paid in SLU Controller's Office and \$50.00 is to be paid in Southeastern Lab School Office. Both fees must be paid by May 1 to avoid the late fee and to hold your child's position. (The late fee is \$25.00 for first child and \$10.00 for each additional child. After May 1, the late fee must be paid (by cash) in the Lab School office prior to paying the registration fee in the Controller's Office.)

**Tuition** must be paid in the SLU Controller's Office.

**First quarter Tuition** – **AUGUST 1** (Late Fee \$25.00 for first child, \$10.00 for each additional child)  
**Second quarter Tuition** – **JANUARY 9** (Late Fee \$25.00 for first child, \$10.00 for each additional child)  
**Third quarter Tuition** - **May 1** Late Fee \$25.00 for first child, \$10.00 for each additional child)

The material fee is used for materials, supplies, student rewards, textbooks, equipment and other items, which enhance learning as deemed necessary by the director and faculty. The registration and material/supply fee is to be paid each year by **all** students and is non-refundable.

**Break down of \$50.00  
Material Fee**

Art	5.00
Music	3.00
PE	3.00
Copy Fund	10.00
Class Fund	16.00
Office	9.50
Library	3.50

**NOTE: If we receive three (3) NSF checks while your child is a student at the Lab School, all future payments must be made in cash.**

**Other Fees/Charges**

Copy of Student Records	\$15.00
N.S.F. Check	25.00
Xerox Copies	.25

**TUITION WAIVERS**

Families needing assistance in paying tuition may apply for a tuition waiver. The applications are due on **May 1** each year and must be notarized. Tuition waiver applications will **NOT** be accepted after this date. Tuition waivers include tuition **only**. **All** students must pay the registration and material/supply fee each year. Students enrolled after May 30<sup>th</sup>, will have one week after they are admitted to the school to apply for a waiver. Waivers will only be given out until August 15<sup>th</sup>.

**Tuition Refund Policy:**

- ☞ Students who withdraw during the first nine weeks will receive a refund in the amount of 50% of the first semester tuition.
- ☞ Students who withdraw during the second nine weeks will not receive a tuition refund for the first semester.
- ☞ Students who withdraw during the third nine weeks will receive a refund in the amount of 50% of the second semester tuition.
- ☞ Students who withdraw during the fourth nine weeks will not receive a tuition refund for the second semester
- ☞ The registration/supply fee is **non-refundable**.

**SCHOOL RECORDS**

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

- ☞ The official state issued, full birth certificate
- ☞ The official Social Security card. (Name must be the same as birth certificate)
- ☞ A copy of the immunization record - **MUST** be on file prior to the student's first day of school.
- ☞ Previous school records
- ☞ Report cards from previous years
- ☞ Language in the Home Form
- ☞ 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, that “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.

### **GRADING**

Student progress is reported each nine weeks using a report card.

**The grading scale is as follows:**

94 - 100 = A  
87 - 93 = B  
78 - 86 = C  
70 - 77 = D  
0 - 69 = F

**Interim Reports will be sent home every four weeks.**

**Report Cards will be sent home on:**

October 18<sup>th</sup>  
January 10<sup>th</sup>  
March 20<sup>th</sup>  
Final report card will be mailed

If students are working below average at the middle of the nine weeks period, parents will be notified through interim reports, unless weekly progress reports are sent by the teacher. Requirements for passing to the next grade are printed on the report card. The Laboratory School adheres to the Pupil Progression Policy of the Tangipahoa Parish School System.

### **TESTING**

Standardized and Criterion Referenced tests are administered March 10<sup>th</sup>-14<sup>th</sup>. Please do not plan any trips during this time frame. Scores for these tests are kept in students' records; parents receive a copy. The following tests are included:

- L.E.A.P.** - Administered to grades four and eight
- iLEAP** - Administered to grades 2, 3, 5, 6, and 7

For more information on LEAP testing, refer to appendix. The Tangipahoa Parish School System will designate which tests will be given at each level. The Directed Reading Assessment shall be administered to students in grades 1-3. All testing information will be handled in a confidential manner and reports will be sent to parents. If you have any questions concerning testing or testing procedures, please feel free to contact the office. Teachers will administer publisher's tests throughout the year. Due to test security, these tests cannot be sent home. Review of the graded tests is available upon request.

### **CAMPUS BOUNDARIES AND BEHAVIOR**

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

**Back Campus:** North: Shrubbery border beyond greenhouse  
East: Parking lot  
South: Sidewalk

**Front Campus:** North: Sidewalk outside gym doors  
West: Sidewalk along school driveway  
South: Sidewalk leading to TEC south doors

During recesses and PE, no pupils should be out of this area without adult supervision. 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 playing on the cement area of the back campus. Running games are not allowed here. Tackle football is not allowed on campus in any area. Writing on school walls or posts is prohibited as is defacing of any area. Students who willfully cause damage school property must pay for it. 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 adult.

### **RADIOS, WALKMANS, IPODS, CASSETTE PLAYERS, and PAGERS**

Radios, walkmans, pagers, IPods, etc., are not allowed on campus or on 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.

\*\*Cell phones/Cameras must be kept in a student backpack. If a student is caught with a cell phone, the cell phone will be given to the Director. The director will keep the cell phone or camera for one week. The second incident, the Director will keep the cell phone or camera the rest of the school year. **The Lab school is not responsible for lost or stolen Cell phones or cameras.**

### **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 (hall/restroom pass, office pass, library pass.)

### **CAFETERIA**

The Southeastern Louisiana University Laboratory School's lunch program is operated according to the regulations of the Tangipahoa Parish School System, the State of Louisiana, and the U.S. Department of Health, Education and Welfare. As a requirement, either white or chocolate milk, low fat or skim, is available with each meal. We hope to extend your child's education to the lunchroom where healthy nutrition will be learned and practiced. We encourage our students to eat well-balanced meals.

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

**For your child's health and safety, no candy, gum, soft drinks of any kind, and no glass containers are allowed in the cafeteria.**

Lunch payments are collected monthly in advance. On about the fifth of each month, a bill will be sent home with your child for lunches. The bill must be paid the **next day**. **Please** do not subtract any amount from the bill. If your child was absent, the billing clerk will deduct the absences from the following month's bill. If you have any questions regarding your child's bill, please contact food services.

### **Other Cafeteria Policies:**

- ☑ All food is to be consumed in the cafeteria unless prior approval by the director.
- ☑ A monitor is provided to supervise students during the lunch period. The monitor is due the same respect and courtesy as other staff members.
- ☑ Bag lunches should contain nutritious foods.
- ☑ Classroom teachers will accompany their children to the cafeteria. Once in the cafeteria, students are under the supervision of the lunchroom monitor.

- ✓📎 Students will be expected to clean up after themselves by picking up paper/food dropped on the floor and wiping tables after eating.
- ✓📎 Free and reduced lunches are available for students who meet the guidelines established annually by the Tangipahoa Parish School System. These forms are available throughout the year.
- ✓📎 Students are expected to act appropriately in the school cafeteria.
- ✓📎 Students are encouraged to taste all foods served in the cafeteria.
- ✓📎 Food allergies should be reported to the cafeteria manager.

**Late Bag Lunches** – At times, students who bring their lunches to school forget them at home. Lunches being delivered to the classroom throughout the morning cause interruptions. We will have a special tray located on the filing cabinet in the cafeteria for parents to place the bag lunch when they bring it to school. All bags or lunch boxes **must be labeled with the child's name. Please stop by the office first to obtain a pass and then you will be directed to the cafeteria.**

### **LEARNING RESOURCE CENTER (LIBRARY)**

**Introduction and Philosophy** -The Learning Resource Center in the Teacher Education Center is a unique facility, which provides library and media materials and services. Its function is to enable students, kindergarten through graduate school, the faculty of the Laboratory School, and the Department of Education, to facilitate and improve the learning process.

The collection of the Learning Resource Center 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 your child at a given time in his development. Please help guide your child in his book selections. If there are problems, please talk with the teacher, the librarian, or the director. Because of our affiliation with the University, our collection includes titles that are available for review.

**Hours of Operation** - During the regular University and Parish school year, the LRC is open from 7:30 A.M. to 8:00 P.M., Monday through Thursday and 7:30 A.M. to 4:30 P.M. on Friday. Students visiting the LRC after school hours must be accompanied by an adult.

The hours of operation may vary during holidays and changes in the hours are posted in advance. The LRC follows both the University and Laboratory School calendars. The telephone number for the LRC is 985-549-2206.

**Organization and Procedures** -The online catalog is the index to all books and software housed in the L.R.C. There are six computer search stations. Materials can be searched by title, author, subject, series, and keyword. Printed material is divided into two collections: children's literature and curriculum related.

The LRC encourages the Lab School students to become independent in the use of the materials. Students in kindergarten are instructed in the procedures for borrowing materials. Each year more skills are taught individually and by grades. The librarian is available for assistance.

Students of the Lab School may visit the LRC at any time that is scheduled by the classroom teacher. No more than 5 students per class may be in the LRC at any time without being accompanied by a teacher and/or aide.

**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 LRC. Once a book or material is checked out it becomes the property of the individual until it is properly returned to the LRC. 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. A list of overdue materials is issued weekly to the classroom teacher. After several weeks, if the material is not returned, a letter is mailed to the parent requesting payment for the item. Any lost or damaged material must be paid for immediately. If a lost book is paid for by a student and later found, the money will be refunded. Parents and students are encouraged to return books to the LRC.

**Holdings** -The LRC subscribes to approximately 15 popular magazines for Lab School students. The printed material, including books purchased for library science students, totals approximately 17,000 books.

**Book Selection** - The LRC 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 LRC 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. You are also encouraged to donate used books. Used books that are not appropriate for the LRC collection are passed on to needy readers.

### **SCHOOL/UNIVERSITY PROPERTY**

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

### **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 student on the inside cover. Lost or damaged textbooks must be paid for at the end of each semester. No records will be cleared until this responsibility has been met. Students who owe for lost or damaged textbooks or library books will not be issued new textbooks or check out library books until the debt is cleared.

### **FUND RAISERS**

**Fund Raising/Special Projects** - The Lab School has two major fund raisers each year. The PTA, Booster Club, and Beta Club may hold approved fund raisers at various times during the year. Please support our school fund raisers and special projects to buy needed equipment/materials for our school.

### **FIELD TRIP GUIDELINES**

1. All school field trips are to be approved by the director in advance.
2. All school field trips are to be educational and curriculum related.
3. Lab School Field Trip form must be completed by the teacher to disseminate information to parents. This form must be signed by a parent/legal guardian and returned to school **before** the trip. (Oral permission or written permission from a relative or babysitter will not be acceptable.)
4. No siblings or other children are allowed to accompany class field trips.
5. Students are representing the school while on trips, and, therefore, should dress and act appropriately.
6. No headset cassettes, tape players, pagers, etc. are allowed on field trips.
7. No alcoholic beverages of any kind will be consumed by teachers, chaperones, or students. Also, smoking is not allowed.
8. Relatives/friends of students are not allowed to join a field trip in progress without **prior** approval of the teacher or director. Depending on the nature of the field trip and the age of the students, the director or teacher may require a specific ratio of parents to students.
9. Parents who provide transportation for field trips must complete a special form and have a copy of their insurance cards on file in the school office.

**For the safety of the students, parents who wish to chaperone field trips may not bring other children. Due to disciplinary reasons, students may be denied the right to go with a class on a field trip.**

## DISCIPLINE PLAN

It is the professional belief of the staff and administration that our discipline plan assists in providing a safe, healthy, and happy atmosphere for your child to learn. Effective quality instruction requires orderly procedures and discipline. The intent of our discipline policy, as well as the enforcement of its rules, is to insure the presence of a safe, effective learning atmosphere in which students and school personnel work cooperatively toward the well being of everyone who is a part of the Lab School. All students will conduct themselves appropriately at all times. **Respect for all adults and fellow students is required.** (The school is responsible for the conduct of students while they are in school as well as when they are in transit to and from school.) Each student is to act appropriately and be courteous, kind, and helpful to others. Students will accept the responsibility for their actions. Students shall follow these rules:

- ☞ Students are to show respect for people and for property.
- ☞ Students are to follow directions the first time they are given by the director, a teacher, or the person in charge.
- ☞ Students are not allowed to do anything that would prevent learning.
- ☞ Students are to come to school prepared with completed assignments and materials and must not bring things which interfere with learning.
- ☞ Name calling or use of profanity is not allowed.
- ☞ Students are to keep hands, feet, and other belongings to themselves.

In dealing with a student needing to improve self-discipline, teachers will take whatever means they judge appropriate in each situation according to the accepted standards of the profession. The adult in charge will judge the seriousness of the offense. Allowing individuals to live with the natural and/or reasonable consequence of their action is the essence of our discipline system. Therefore, consequences will be given to facilitate personal growth.

### Steps for Disciplinary Action:

- Step 1 Classroom Consequences:** - This is the first step in the school discipline plan, which is handled by individual teachers. **The school has implemented an Infraction discipline plan in which teachers will be using in their classroom.** Each teacher has class standards, rules, and a hierarchy of consequences and rewards which are in conjunction with the school discipline plan. If a student continues to misbehave or is involved in a serious disruption or a more serious offense, the following steps will be taken.
- Step 2 Written note to parents by teacher.** Written notification will be sent home to be signed by the parent and returned the next day or detention will be assigned. (Detentions are held Fridays from 6:30 a.m. to 7:30 a.m.) If a student fails to attend detention, he/she will be assigned In-School suspension. If he/she fails to attend detention a second time, the student will receive two day suspension.
- Step 3 Phone call to parents, missed recess, (student will clean cafeteria or some other form of manual labor), as well as miss the next scheduled field trip.** Student will meet with school counselor. Mandatory Friday 6:30 a.m. detention assigned.
- Step 4 Director/parent conference.** Removal from class. Two days of In-School suspension. Parent must attend any off campus SLU Lab School activities with student otherwise student will not be allowed to attend.
- Step 5 Director/parent conference informing child of potential 5 day out of school suspension.** Student released to parent. Student excluded from any off campus SLU Lab School activity for the rest of the semester.
- Step 6 Formal Suspension:** The following behaviors are grounds for **immediate suspension** from school for one to five days upon the director's discretion. During a suspension the student receives an unexcused absence and is not allowed to participate in any school functions.

- Disobedience or defiance of authority
- Disrespectful words or actions toward faculty, staff, or students
- Fighting or hurting another student or faculty (making physical contact)
- Encouraging or being involved causing a fight
- Being in unauthorized areas
- Throwing items
- Using vulgar or obscene language or expressions
- Possessing and/or distributing pornographic materials
- Inappropriate behavior at assemblies, fire drills or other school functions
- Persistently breaking of class rules, Vandalism/destruction of school property
- Continuous breaking of school rules
- Threats
- Stealing, cheating, possession or use of tobacco products, lighter, matches or fireworks
- Leaving campus without permission
- Use of alcohol or any other mood altering drug
- Failure to follow school dress code
- Possession of knives, or any other weapon

**Step 7 Expulsion:** Any involvement in the following (as well as any behaviors listed above which become continuous) will result in a recommendation for the student's immediate expulsion from the Lab School in accordance with Tangipahoa Parish School System policy:

- ✓ Four formal suspensions
- ✓ The use and/or possession of illegal drugs or drug paraphernalia.
- ✓ Any violent or personal act/disrespect directed at any faculty/staff member or his belongings.
- ✓ Any illegal act such as bringing a firearm to school.
- ✓ Serious threats

#### **Policy Regarding Fighting**

- ✓ The director will investigate in order to determine if a fight has occurred and which student or students were involved.
- ✓ When the director has completed the investigation and has determined that a fight occurred, then the director will make the decision as to whether the student(s) should be suspended. If a student is hurt, the consequences could be more serious. Campus Police may be called for serious fights. Parents will be notified.
- ✓ The students will be required to participate in three conduct resolution sessions with the school counselor.
- ✓ A second fight could result in expulsion.

**All actions taken by students that are not covered in this discipline plan and interpretation of all rules within this discipline plan shall be acted upon at the discretion of the director of the Laboratory School.**

**Threats** - The director will investigate and determine the seriousness of threats. Parents could be requested to meet with University Police as part of the investigation. Parents may also be required to obtain a psychological evaluation to determine if student is a danger to our students.

**Physical Restraint** - Corporal punishment is not used at the SLU Laboratory School; however, the director or his/her designated person(s) has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself/herself, other students, teachers, administrators, parents, guardians, student teachers, or other staff members. Law enforcement officials may be called to assist in the enforcement of this action.

**Drug Policy** - The school has a role to play in helping students remain alcohol and drug free. Drug education is included in our instructional program. The use of or the possession of alcoholic beverages, controlled substances, mood-altering chemicals or their "look a-likes" is strictly prohibited and disciplinary action will be taken. The student shall be suspended for a minimum of three days. The parents or guardian will be required to obtain an assessment of the student by a state licensed drug abuse clinic, hospital, or counselor. Written verification of this assessment must be presented to the director by the parent or guardian prior to the student returning to school. Membership in a support group by the student is required as a condition for his/her return to school.

**Subsequent Offenses** - The student shall be recommended for expulsion following the provisions and guidelines set forth in state law.

### **GRIEVANCE PROCEDURES**

Southeastern Louisiana University has procedures for filing a grievance on behalf of students or employees. They are available in our office per your request.

### **SEXUAL HARASSMENT**

It is the policy of our 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/she has been a victim should contact the director.

### **CAMPS/ACTIVITIES**

Many camps and organizations bring packets of information to our school to distribute to students. This information will not be distributed; however, we will have an information board for parents who choose to take this information. **THE LAB SCHOOL DOES NOT ENDORSE ANY OF THESE ACTIVITIES.**

The Lab School endorses only holiday parties held in classrooms and dances sponsored by our school.

### **BETA CLUB**

**The Laboratory School Beta Club will function as a non-secret, non-profit, leadership-service club. The following ideals of the club are in accordance with the National Beta Club:**

- ✓ The purpose of the Beta Club will be to encourage and reward merit and promote those qualities of character that make for good citizenship.
- ✓ Members of the Beta Club shall exhibit worthy character, good mentality, creditable achievement, and commendable attitude. Prospective members must be approved by the director.

### **BETA Club Selection:**

- ✓ All sixth and seventh grade students are considered for the Beta Club.
- ✓ The sponsor (with help from the classroom teacher) will determine the student's grade point average for two consecutive nine weeks beginning with the second semester of 5<sup>th</sup> grade. Students who maintain a 3.2 average shall be put on a list for voting by the faculty. (Students must have a 3.2 average for EACH nine weeks period—not an average of the three periods.)
- ✓ Students who receive 75 percent of the faculty votes shall become candidates for the Beta Club and installed as new members.
- ✓ The Lab School will be limited to two installations. The date is to be decided by the sponsor and approved by the director.

📌 **Eighth grade students who did not qualify for the club during the previous year may be considered upon the following conditions:**

- They must maintain a 3.2 grade point average during the last nine weeks in seventh grade and the first nine weeks in eighth grade.
- Seventy-five percent of the faculty must approve of their admittance to the club.

**Students will be placed on probation in the Beta Club:**

- 📌 During the first nine weeks that they do not maintain a 3.2 average.
- 📌 After two office referrals for inappropriate behavior.
- 📌 After exhibiting inappropriate behavior when representing the Beta Club at any function or community activity.

**Students will be dismissed from the Beta Club:**

- 📌 During the second nine weeks that they fail to maintain a 3.2 average.
- 📌 Upon their third office referral for inappropriate behavior (to be determined by the director). The director may require the student to write a full report justifying his/her actions in order to make the decision as to whether or not he/she should be excluded from the club.
- 📌 A second offense of exhibiting inappropriate behavior when representing the Beta Club at any function or community activity.

**PARTIES**

Following are the policies regarding parties at the Lab School. The room parent must make plans with the classroom teacher. The classroom teacher may choose to eliminate any of the following parties:

**BIRTHDAY PARTIES:** Will not be held at school. Students may bring snacks for their birthdays. Invitations to birthday parties may be disseminated at school **only** if every child in the class is invited.

**HALLOWEEN:** Room mothers may provide snacks for classes, however, parties are not allowed on this day.

**CHRISTMAS:** This is the only holiday in which all grade levels may have a party. The party must be held in the Teacher Education Center. The teacher may choose to substitute another activity for the party. The activity must be approved by the director. The Christmas party will follow the school's annual sing-a-long.

**VALENTINE'S DAY:** Students may share snacks and valentine cards.

**EASTER:** An egg hunt in the lower grades (K-3) is allowed if it serves as a culminating activity for a spring unit. This is the only party, which can be held off the school grounds. (FIELD TRIP PERMISSION SLIPS ARE REQUIRED!) The teacher may choose to have an egg hunt on the school grounds. Other grade levels may share snacks.

Parents may be asked, but not required, to send treats for parties.

Parties may be held in the gym, uncarpeted classrooms, or cafeteria. The gym or cafeteria must be reserved in writing for this purpose. The music room is not to be used for parties because of the carpet. Food will NOT be allowed in carpeted areas.

Parties shall not be held in specialists' classes. Specialists are welcome to join the class for parties in their home rooms. With the exception of Christmas, all parties shall be held within the last hour of school.

Parties held for organizations must be held after school hours.

## **HOLIDAY SCHEDULE**

Labor Day	September 3rd
Fair Day	October 5th
Thanksgiving	November 19th – 23rd
Christmas/New Years	December 21st – January 6th
Teacher In-service	January 4th
Martin L King	January 21st
Mardi Gras	February 4 <sup>th</sup> and 5 <sup>th</sup>
Easter Break	March 21st – 30 <sup>th</sup>
Last day of School	May 26 <sup>th</sup>

November 19<sup>th</sup> and 20<sup>th</sup> and March 27<sup>th</sup> and 28<sup>th</sup> will be make up days if needed due to storm days or other emergencies.

## **EXTRA COPIES OF HANDBOOK**

Extra copies of the handbook may be purchased at school cost from the office. (\$2.00)

## **SUGGESTIONS**

If you have suggestions for improving this handbook or feel that needed information has been omitted, please let us know.

## **HAVE A GREAT YEAR!**

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

