

GSU
Laboratory Schools

HANDBOOK

2008-2009

The Grambling State University Laboratory Schools began constructing this handbook in the fall of 2007. This Handbook is a perpetual work (a living document) in progress and has been reviewed by a committee of GSU Lab School employees. As such it will be periodically reviewed and modified and/or changed as the climate dictates.

The loose-leaf format of the Handbook will allow for updates over time by replacing or adjusting other policies. The policies listed in this document will become effective January 2009.

Should any of the policies in this document conflict with the Board of Elementary and Secondary Education (BESE), the Board of Regents (BOR), the University of Louisiana (ULS), or Grambling State University (GSU) guidelines, the policies of BESE, BOR, ULS, and GSU will prevail.

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STATEMENT OF INTENT

The Grambling State University (GSU) Laboratory Schools primary goal is to provide a high-quality teaching and learning environment. The employees of the Laboratory Schools constitute the most important resource for effectively facilitating academic experiences that inspire, motivate, and perpetuate excellence.

As such this document has been assembled to serve as a reference-guide for the GSU Laboratory School teachers, students and parents/guardians in order that the schools are successfully governed in ways congruent with exemplary standards. The policy and procedures in this handbook represent the following:

- GSU's commitment to best practices in P12 teaching and learning
- Alignment with the Board of Secondary and Elementary Education (BESE) protocol and Louisiana Statutes
- Adherence to GSU and the University of Louisiana System (ULS) policies.

VISION

The vision of the GSU Laboratory Schools is to achieve national recognition in the promotion of academic, artistic, and athletic excellence.

MISSION

The mission of the GSU Laboratory Schools is to produce an atmosphere of scholarship and experimentation congruent with the missions of both the College of Education (COE) and GSU.

UNIVERSITY ACTIVITIES

All university activities delineated in the Memoranda of Understanding will be coordinated through the Building Principal and the Dean of the College of Education.

COMMUNITY INVOLVEMENT

GSU Laboratory School Employees are encouraged to be actively involved in community activities. The Dean of the College of Education, the laboratory school principals, and staff/faculty serving in supervisory capacities are especially urged to become active members of the community and to provide opportunities for all citizens to experience relationships with the laboratory schools.

GSU and the GSU Laboratory Schools respect all forms of diversity represented within its confines and surrounding communities. As such, the schools recognize the importance of involving community members (parents, businesses and the like) in ways that enhance and accentuate best practice.

Communication is the key ingredient to this equation and the GSU Laboratory Schools are committed to providing the public with information regarding the Laboratory Schools that is fair, clear, and accurate. All correspondence to the public will be sanctioned by the Offices of Vice President and Provost as well as the Dean of the College of Education. On occasion information may be disseminated via the Office of Media Relations and local media outlets like KGRM (the university radio station).

The GSU Laboratory Schools invite all stakeholders to participate in the growth and development of the schools by commenting on matters that inform the mission and vision. Suggestions, donations, proposals, and presentations are welcomed.

The Dean of the College of Education supports the PTA (Parent Teacher Association) and other similar organizations dedicated to aiding the Laboratory Schools.

**TEACHER
&
STAFF
POLICIES**

NON-ACADEMIC EXPECTATIONS

CODE OF ETHICS

The GSU Laboratory Schools Code of Ethics establishes appropriate ethical standard with respect to the conduct of all employees. Daily conduct and performance of employees shall reflect high standards of professional commitment and preparation. Honesty, morality, and integrity as it relates to instructional practices, school finance, students, colleagues, community, and all other areas of educational responsibility are critical to the success of the schools and shall be demonstrated by all laboratory school employees. Employees shall meet the terms of appointments, exhibit emotional stability and physical adequacy appropriate to the assigned roles, responsibilities, and comply with all applicable local and state University policies and regulations.

Laboratory School employees are expected to refrain from making false or malicious statements about colleagues, students, GSU or the GSU Laboratory School system. The employee also has a professional responsibility to deal fairly with colleagues and students and abstain from the intentional exposure of colleagues and students to harassment, embarrassment, or ridicule. Confidential information about colleagues and students shall be disclosed solely for professional purposes or as required by law.

CONDUCT

Employees of the GSU Laboratory Schools, as well as volunteers, student teachers, interns, or others working with students shall conduct themselves in a manner that is professional and reflects positively on the schools and the University. Essentially Lab School staff members shall:

- Abstain from intentional exposure of student to harassment, embarrassment, or ridicule.
- Refrain from excessive personal contact with students incongruent with professional ethics
- Avoid personal relationships with students (that are non-academic).

Personal information on students, student folders and records should remain confidential and be kept under lock and key.

GSU Laboratory School employees shall not, solicit, exact, or receive from any pupil contributions in the form of gifts, money, or articles of value under any circumstances.

ANNUAL WORK SCHEDULES

Work schedules of Laboratory school employees (classified and unclassified) fall primarily into 3 categories: Twelve (12) month; Ten (10) month; and nine (9) month. All laboratory school employees will fulfill the obligations of his/her work schedules pursuant to GSU guidelines. Questions and/or concerns regarding work schedules should be directed to the employee's immediate supervisor and/or the *GSU Office of Human Resources*.

WORK HOURS

The GSU Laboratory Schools follow work hour guidelines set forth by the Unclassified or Classified Employee Handbook. For additional information regarding definitions of exempt, non-exempt employees, work hours, work loads, overtime, and the total work day hours of specific employees by title, please refer to the aforementioned employee handbooks or the *GSU Office of Human Resources*.

POLITICAL ACTIVITY

The political activity of a GSU Laboratory School employee shall not compromise his/her professional integrity; therefore,

- Employees engaging in political activity shall make clear that they are speaking and acting as individuals, and not representing the GSU Laboratory Schools or the views or aspirations of the University.
- Employees shall not engage in political activity on school premises during school hours.

Refer to the university Classified and/or Unclassified Handbooks for further details.

PROFESSIONAL ATTIRE

The standards of dress and provisions of this policy are applicable to teachers, administrators, substitute teachers, student teachers, teacher aides, block teachers, paraprofessionals, and any school personnel who interact with the children. GSU Laboratory School faculty and staff have traditionally upheld high standards of professionalism, including appropriate, professional attire. In accordance with that tradition, the GSU Laboratory Schools endorse the following standards as they relate to faculty and staff dress.

- Teachers and administrators should dress appropriately and in a manner consistent with their particular responsibilities.
- Spirit Days will be designated by the principal. Spirit Days, according to uniform policy, apply to both students and teachers. Wind suits or jeans may be worn on Spirit Days with shirts displaying school logos or seasonal themes.
- The following attire is prohibited in academic classrooms and offices:
 - Jeans, except for Spirit Days
 - T-shirts, except for Spirit Days
 - Wind suits, except for Spirit Days
 - Sweat shirts, except for Spirit Days
 - Form-fitting slacks including leggings worn as slacks
 - Shorts, except city shorts with a jacket, vest, or stockings
 - Fleece jogging suits
 - Tank shirts
- During special activities such as field trips, field days, and other similar events, teachers and administrators may be exempt from the prohibitions, but are requested to adhere to the standards of good taste and sound judgment.
- City shorts may be worn, but a vest or jacket is required as part of a uniform. Pantyhose or tights must be worn with city shorts. Walking shorts are not acceptable for teachers.

- Certain areas of instruction such as physical education are exempt from the prohibition on shorts, jogging suits, and sweat suits while teaching physical education. However, coaches or others should follow the uniform policy.

EMPLOYEE CELL PHONE USE

Cell phone use is prohibited during work hours except in the case of an EMERGENCY. Teachers and other instructional staff who take cell phones into their classroom should turn the phone to SILENT or VIBRATE when students are present. Principals are expected to enforce these guidelines. Laboratory School employees who violate these guidelines may be subject to disciplinary action as deemed necessary by the administration per the policies outlined in the unclassified and/or classified handbooks.

GIFTS

Employees shall not solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any person who has or is seeking a contractual, business, or financial relationship with the GSU Laboratory Schools other than incidental courtesies that are of little or no value.

EMPLOYEE DRUG AND ALCOHOL USE

The use or possession of illegal drugs or alcohol by Laboratory School employees on the grounds or in the buildings of GSU property is strictly prohibited. In cases where immediate supervisors have reasonable suspicion of drug or alcohol use by an employee, that employee will be subject to immediate drug or alcohol testing (in accordance with state, University of Louisiana System, and GSU policies). Refusal by the employee to participate in such drug or alcohol testing may be grounds for termination. Positive test results for illegal drugs or alcohol will also serve as grounds for termination. Conviction of a drug related crime by a school employee will be grounds for termination. The arrest of an employee for drug related crimes *may* result in suspension with or without pay.

EMPLOYEE TOBACCO USE

Smoking, chewing, or the use of any other tobacco products is strictly prohibited on the school grounds or in the buildings of all properties of GSU, except in areas specifically designated as outside smoking areas. Such areas shall be clearly marked as smoking areas. Smoking, chewing, or the use of any other tobacco products is also prohibited in any school bus or University vehicle (parked, empty, moving, or transporting students).

EMPLOYEE SAFETY

The GSU Laboratory Schools provide and maintain safe and healthy working conditions for its employees. Safe operating practices are ensured with regularly scheduled safety meetings under the direction of university officials responsible for building safety.

CRISIS MANAGEMENT

Unanticipated tragic events can quickly escalate into a school-wide catastrophe if not dealt with immediately and effectively. The GSU Laboratory Schools recognize the need for school personnel to plan in advance for the welfare, safety, and care of student, faculty, administrators, and staff members. All school personnel are expected to know and have access to the Crisis Management Plan books. Each laboratory school would have their own copy and (and all employees would) be aware of their role in the event of a catastrophic event. The books will be reviewed, periodically, throughout the year.

ACADEMIC EXPECTATIONS

CURRICULUM & GRADING

All GSU Laboratory School teachers shall, without exception, adhere to the state and district approved curricula (the Comprehensive Curriculum) and use instructional materials that are current and developmentally-appropriate (per state and district guidelines). The quality of instruction in the classroom determines the level of academic performance of students. Therefore, the GSU Laboratory Schools require that **all teachers submit lesson plans weekly** to their immediate supervisor that reflect Louisiana Benchmarks and Content Objective (Teaching Targets) per the Board of Elementary and Secondary Education (BESE) standards.

In an effort to align content and instruction with the Louisiana Curriculum Framework, teachers shall include new assessment formats and testing strategies consistent with Grade-Level-Expectations (GLEs) within daily lessons. Laboratory School administrators will continuously and or regularly monitor lesson plans to ensure congruence with state and district (Lincoln Parish) curricula guidelines. (*Refer to GSU Laboratory Schools Lesson Plans and the Louisiana State Comprehensive Curriculum*).

Each laboratory school will specify a grading policy, consistent with BESE and district (Lincoln Parish) guidelines.

TECHNOLOGY

All GSU Laboratory School teachers, staff, and students use the Internet to promote best practices in teaching and learning. It is imperative that all persons know and adhere to acceptable use of computers and all forms of technology in the classroom.

USE OF THE INTERNET

Acceptable use of the Internet and the vast resources it provides-by any person-shall be consistent with the philosophy, goals, and objectives of the University of Louisiana System, Board of Elementary and Secondary Education, and GSU. Use of the Internet is a privilege, and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet.

INTERNET SAFETY

GSU and Grambling Laboratory Schools shall incorporate the use of Internet protection measures as it relates to both hardware and software that may result in the restriction of specific areas or sites on the Internet. Such measures provide protection against access to Internet resources that contain obscene, pervasively vulgar, or material construed as otherwise inappropriate for an educational environment.

It is the policy of the GSU Laboratory Schools that *all Internet access from within GSU facilities be filtered with no exceptions*. In the case of Internet access by minors, the filtering mechanism may not be disabled for any reason. However, the Laboratory Schools do not prohibit employees

or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1000, *for legitimate scientific or educational purposes approved by the Laboratory Schools.*

UNAUTHORIZED AND ILLEGAL USE

Use of the Internet or the network for any illegal activities shall be prohibited. Illegal activities include, but are not limited to: tampering with computer hardware or software; unauthorized entry into computers and files; knowledgeable vandalism or destruction of equipment; and deletion of computer files.

PRIVACY AND COPYRIGHTS

All personnel must adhere to the Copyright Law of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information.

INSTALLING SOFTWARE

To reduce the risk of spreading a computer virus and/or worms, teachers and students shall not import files or programs from home or from unknown or disreputable sources, without the written consent from ITC or the approval of the College of Education Network Manager. If an employee or student obtains software or files from remote sources, proper procedures should be followed to check for viruses before use. Deliberate attempts to degrade or disrupt system or network performance shall be perceived as a criminal act and will be dealt with under state and federal law. Ultimately, no software shall be loaded without the permission of the administration.

SECURITY

Teachers and personnel who have computers in their charge shall be responsible for their security. Computers must be secured such that students acting without the consent or supervision of a teacher or administrator cannot enter the system or the Internet.

The following are acceptable security measures:

- * Locking the computer CPU with a key
- * Locking the keyboard or computer in a cabinet or closet
- * Locking the room housing the computer

[Adopted \(and modified\) from the Lincoln Parish School Board Policy Handbook](#)

STUDENT CELL PHONE USE

Student use of cell phones and/or wireless devices, unless directed by the Principal (or designee), is prohibited during school hours. Cell phones and/or wireless devices should be turned off and not in plain sight of school personnel. School personnel have the authority to confiscate the device until the parent/guardian visits the school to retrieve the device. Parents/guardians will be assessed a fee upon the return of the item based on the number of times the incident has occurred. Please see the fee schedule below.

First Offense - confiscation of the cell phone device until parent/guardian retrieves from the school office and pays a **\$25** return fee

Second Offense - confiscation of the cell phone device until parent/guardian retrieves from the school office and pays a **\$50** return fee

Third Offense - confiscation of the cell phone device until parent/guardian retrieves from the school office and pays a **\$100** return fee

Fourth Offense - confiscation of the cell phone device until parent/guardian retrieves from the school office and pays a **\$150** return fee

Fifth Offense - confiscation of the cell phone device until the end of the academic school year, at such time when the item will be returned to the parent/guardian

If the student violates the policy in the same manner as before the parent will be assessed a graduated fee upon retrieval of the device, based on the frequency of the offense.

**Adopted (and modified) from the Arlington Independent School District 2008-09 Student Code of Conduct Manual*

PRIVATE TUTORIAL

To assure all students reasonable assistance without charge from their own teachers and to avoid placing a teacher in a position where he/she may have a conflict of interest, teachers will not be permitted to receive monetary gifts of any sort for the private tutorial of any student they teach.

TEACHER & OBSERVATION-EVALUATIONS

All formal teacher observation and evaluations will be conducted by the laboratory school principal or his/her designee in accordance with BESE, ULS, and GSU guidelines. The observation and evaluations can be more rigorous than the state-approved guidelines, but not less rigorous. The principal and his/her designee will utilize the observation/evaluation instrument adopted by Lincoln Parish to assess its new and experienced teachers. Informal observations and teacher-principal conferences will be (encouraged and) conducted to enhance the teaching and learning experience. Documentation generated from these informal observations and conferences will be used for the purposes of faculty professional development and may be incorporated as part of the teacher's formal evaluation. The *Teacher Observation/Evaluation Instrument* is in the Forms section of this document.

LOUISIANA DEPARTMENT OF EDUCATION (LDE)

PROFESSIONAL ACCOUNTABILITY

The goal of Professional Accountability is to support high quality teachers in all of Louisiana's classrooms. The Professional Accountability component of the LDE develops, implements, and manages a number of teacher certification, assistance, and assessment projects as mandated by State legislation and BESE policies. The GSU Laboratory Schools require that it's new and experienced teachers participate in the programs and initiatives offered by the LDE, namely: the Louisiana Assistance and Assessment Program (LaTAAP) for new teachers and the National Board Certification (NBC) Program for seasoned teachers

<http://www.doe.state.la.us/lde/pd/1661.html>

PROFESSIONAL DEVELOPMENT

There is an expectation that all Laboratory School personnel engage in professional development activities at optimal levels. Laboratory Schools by nature are designed for experimentation and innovation, therefore, it is expected that the faculty and administrators seek out opportunities to improve their performance. Each school has a process for cultivating teacher growth and different forms and procedures for documenting faculty professional growth activities.

HUMAN RESOURCE-RELATED POLICIES

TENURE

The GSU Laboratory School offers the opportunity for tenure to teachers and certified school personnel.

Teachers, assistant principals, supervisors and other certified school personnel shall be eligible for tenure after the successful completion of a three-year probationary period from the date of appointment. Certified school personnel who have completed the probationary period and are granted a fourth year of employment shall be tenured by the granting of the contract for the fourth year. The effective date of tenure shall be the first day of employment for the fourth year.

If a teacher's work is found to be unsatisfactory during the probationary period the teacher's probationary period *may* or *may not* be extended by one year. Notification of unsatisfactory performance and the intent to extend (or not extend) the probationary period shall be given prior to March 1 in the third year of employment. If the University decides not to offer employment for a fourth year and not to extend the probationary period, the teacher shall be notified by March 1 in the third year of employment.

In any school year during the probationary period of a teacher, the University *may* elect to terminate the teacher's employment. Notification of the intent to terminate employment at the end of a school year during the probationary period shall be given by March 1 of the given school year.

Tenure of certified Laboratory School personnel is not related to promotions and/or extracurricular appointments which may be awarded and/or assigned. Principals employed at the three schools that comprise the Grambling Laboratory School System shall be governed by the tenure policies for faculty in the College of Education provided that they meet the qualifications for tenure track appointments. In the event that a principal does not qualify for a tenure track appointment, the principal shall have the opportunity to pursue a tenure track appointment by meeting the qualifications. All untenured Laboratory School teachers and administrators are *at-will* employees.

GSU *may* dismiss any tenured teacher in accordance with state laws and regulations. Any tenured or untenured teacher may be dismissed for incompetence, willful neglect of duty, dishonesty, or other valid reasons congruent with Louisiana state law (and due process protocol). Such action will be carried out under the auspices of that which is reasonable and just.

STAFFING

Towards the end of each school year each GSU Laboratory School teacher and paraprofessional is required to fill out a Preliminary Staffing Form and return it to his/her Principal. *See Forms Section.*

OFFICIAL SCHOOL PERSONNEL FILE

Permanent employees of the GSU Laboratory Schools shall have an official personnel file in the Office of the Dean of the College of Education. Maintenance of these confidential files will be the responsibility of the Dean of the College of Education or his/her designee. The official personnel file will include routine administrative data such as professional credentials, certificates, and endorsements, finger print records, academic records, pre-employment references, application forms, teacher observation and/or evaluations, personal data reports, and other documents relevant to the employees.

The official school personnel file may also contain documents relative to the performance of the employee including personnel accountability records, commendations, and other information deemed appropriate to be included in the file by the Dean of the College of Education, laboratory school principal, and/or appropriate (district or university) supervisors. However, derogatory data or other documents, which may be construed as negative to the employee, may not be included without the employee being given an opportunity to view, sign, and (formally) rebut the content. If an employee refuses to sign, the document may still be placed in the file if the official secures a witness (within the working day), writes, "*refused to sign*", dates and signs the document. The employee has the right to respond in writing to any such document. Such written denial or explanation will also become part of the official personnel file. **All information pertaining to GSU Laboratory School work performance (and/or evaluation) will be housed in the official personnel file and copied to the Office of Human Resources.**

ACCESS TO OFFICIAL SCHOOL PERSONNEL FILES

A written request to review official personnel files must be submitted to the Office of Human Resources at least three (3) working days prior to the actual visit. The information to be viewed should be stated in the request. All files must be viewed in the presence of a representative from the Office of Human Resources. A Laboratory School employee may respond to any document in his/her file with a signed written objection or explanation; the response becomes a part of their personnel file.

The Dean of the College of Education or Personnel Director may access the personnel file of the laboratory school employee at any time. Principals or appropriate Supervisors, with approval of the Dean of the College of Education, may also access an employee's official personnel file without the consent of the employee; however the access must be documented. Clerical staff of the Laboratory Schools may have access for the routine retrieval of information. No other person may access the teacher or staff member's official personnel file except under the following circumstances:

- The employee must give written consent to the release of records;
 - The written consent of the employee must specify the records to be released and to whom;
 - Each request for consent must be handled separately.
 - No blanket permission will be accepted;
- The file is subpoenaed or under court order; and/or
- Portions of the file are needed for public record

ANCILLARY FILES

The laboratory school principal or other appropriate supervisors may maintain certain ancillary files. Maintenance of these confidential files will be the responsibility of the Principal or appropriate supervisor. These on-sight ancillary files may contain administrative data, as well as other data that may be evaluative, critical, or complimentary of the employee. Though not part of the official personnel file maintained by the University, these ancillary files will be subject to the same policies applicable to the official personnel files, including access by the employee and the right to be aware of any information stored in the file. In the event that specific information is needed, the Office of Human Resources can or may request data from these files for their records.

COMPENSATION

Compensation for the GSU Laboratory School teachers is determined per the district metric: the Lincoln Parish School Board Salary Schedule. This Schedule is used by the Principal to construct the Personnel Action Form (PAF). A teacher may be compensated beyond the Schedule mandate, but not less than the Schedule mandate, provided the appropriate justifications are attached and meet the approval of the Principal and Dean of the College of Education.

All GSU Laboratory School teachers will receive an additional \$1500 university supplement each year when the salary is determined.

MISCELLANEOUS

Other guidelines pertaining to Employee Leave, Workman's Compensation, Discrimination, Harassment and Sexual Harassment, Fringe Benefits, Resignation, Appointments, Termination, Dual Employment, Supplemental Pay, Wellness Policies, and Workload are **governed and managed by the Office of Human Resources.**

**PARENT AND/OR
GUARDIAN
PROTOCOL**

CORPORAL PUNISHMENT

Corporal punishment shall not be administered by the GSU Laboratory School teachers, staff or administration. Other means of effectively managing student misconduct shall be practiced and reinforced by all members of the school staff. (Refer to the Discipline Policy Manual)

ADMISSION

All student applications, for admission to the GSU Laboratory Schools, should be submitted on or before August 1 for the fall of the academic year. All decisions regarding applications and admissions will be made by the principal. The principal reserves the right to *accept* or *deny* applications in accordance with BESE (Board of Secondary and Elementary Schools) and school guidelines.

APPLICATION AND INFORMED CONSENT

In order for a parent or guardian to register a child at the University Laboratory Schools he or she must complete a Student Application and Permission Form and pay the appropriate amount for tuition. *The form is enclosed in the Forms Section of this handbook.*

TUITION

Laboratory School tuition for the academic year is \$500. A minimum of \$250 must be paid upon registration. The Family Tier Plan is as follows:

1 st Child (the oldest) -	\$500
2 nd Child -	\$375
3 rd Child -	\$250

A parent/guardian who has than more than one child attending one of the Laboratory Schools must pay half of the tuition upon registration and the remainder in full before the end of the fall school term. For example if a parent/guardian has one (1) child he/she must pay \$250. If the parent/guardian (with three or more children) is on the Family Tier Plan he/she must, upon registration, pay a minimum of \$250, \$150, and \$100 respectively. Please note that **transfer students** will be required to pay full tuition regardless of the date of entry/registration. Lastly, **outstanding balances must be reconciled before (or upon) registration.**

SCHOLARSHIPS

A limited number of academic scholarships are available. In order for a student to be considered for a scholarship, he/she must meet the following criteria:

- Maintain a 2.75 cumulative GPA for the 2007-2008 school year
- No out-of-school (or in-school) suspensions
- No outstanding balances
- No unexcused absences
- No excessive tardiness (to mean not more than 4 per term)

- Demonstrate appropriate / good behavior

VISITORS

All visitors to the GSU Laboratory Schools are required to sign in at the front office upon their arrival to campus. Permission to access any areas of the campus must be granted by the Principal or his/her designee.

VOLUNTARY WORK

Volunteer workers include community agents, GSU clubs, organizations and classes, and PTA members. All volunteers must complete a Volunteer of Services Form prior to performing the volunteer work. Voluntary work is defined as work without obligation or compensation.

TITLE I - PARENTAL INVOLVEMENT PROGRAM

1. Statement of Purpose

A major goal of the Title I program is to encourage greater involvement of parents in the education of their children in developing strong partnerships with teachers, principals, other staff, the community and their school to improve student academic achievement.

Title I Guidelines for Parental Involvement, Section 1118 of the “No Child Left Behind” Act of 2001 reads that a local educational agency (LEA) receives funds under this part only if such agency implements programs, activities and procedures for the involvement of parents in programs assisted under this part. Such programs, activities and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

The School Board and any school that receives funds under this part shall develop jointly with, agree upon, and distribute to parents of participating children a written parent involvement policy in an understandable and uniform format and, to the extent practicable, provided in a language that parents understand. The policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

The Lincoln Parish School District and the GSU Laboratory School System are committed to providing quality education for every child. All children benefit when schools and homes partner to promote high expectations. As a child’s first teacher, it is critical that parents understand the depth of influence they have in the development of their child’s learning. The Lincoln Parish School District and the GSU Laboratory School System intend to include parents in all aspects of the district’s Title I Program. The goal is to develop a strong school-parent partnership.

2. Parental Involvement in Developing the Policy

A district-wide Parent Advisory Committee, along with principals, teachers, Title I staff and supervisors shall develop and maintain the district's Parental Involvement policy. The Parent Advisory Committee will be parents selected (or volunteers) in each Title I school attendance area. Special attention will be given to recruit parents of children in the Title I School-wide Programs. At least three (3) parents from each school whose children are participating in the Title I program (or have participated in the past two (2) years) shall serve on the committee.

3. Annual Meeting for Title I Parents

An Annual Meeting shall be held each year at the district level. Parents will be provided information about the Title I guidelines. Copies of the district's Parental Involvement policy will be distributed. Parents will be given an opportunity to become involved in all aspects of the Parental Involvement Program on the district and school level.

At this meeting, parents may volunteer to serve on the district-wide or individual school advisory committee if slots are still available. The Annual Meeting will be held twice at the convenience of parents (at the district level and at the school level). Translation will be available. Parents will be notified of meeting by letter, fliers, cable T.V., local newspaper, Family Update Radio Spot, and telephone contact. Parents will be apprised of the "No Child Left Behind Act," state student performance standards, explanation of the curriculum in use, state and local assessments, pupil progression plan and ways to help their children.

4. School - Parent Compact

Each school must share responsibility with parents for high student academic achievement by developing and maintaining a school-parent-student compact jointly with parents of children participating in the program. These compacts will outline how parents, staff and students will share responsibility for promoting high student academic achievement. Parents on each school Title I Advisory Committee will be involved in designing these compacts.

Parents will receive the compact from their child's school with a checklist of responsibilities that teachers, parents and students will have for helping students to meet the state's student academic achievement standards. The content of the compact will be discussed at the school meetings with the parent and child's teacher. Parents are urged to discuss and encouraged to revisit the compact with their children, before signing it and having their children return the compact each six weeks.

5. Building Capacity for Involvement

There are many ways in which parents can become involved with their children's education. The Lincoln Parish School District and the GSU Laboratory School System value both parental contributions and those which take place at school and in the community. Several examples are: reading to children at home, talking with them at family mealtime, providing an at-home study period, monitoring attendance and television watching, surfing the net, and making sure homework assignments are complete, volunteering in their child's classroom, serving on advisory committees, and participating in decisions relating to the education of their children.

Many types of parental involvement are needed in a school-parent-community partnership that will help all our children to succeed so that "No Child is Left Behind". For additional ways parents can become involved,

parents should check with the child's classroom teacher, building level principal, or the District Title I Family Involvement Coordinator.

6. Matching Programs to the Needs of the Parent and Child

Each year, the school district and the schools will assess the needs of parents and their children in this parish, through a variety of measures—including surveys and questionnaires. Workshops, training sessions and other programs will be available (some for parents, some for parents and children, administrators and teachers) to match the expressed needs.

Parents will be notified about these opportunities through the individual schools, District Title I Family Center, the local media, and correspondence from the Principal. Parents may call the District Title I Family Center or their local school at any time to express an interest in a particular workshop or to make suggestions for a workshop. Parents will be provided the opportunity to participate in the district and schools' Title I funded-educational programs.

7. Staff-Parent Communication

Communication with parents will be facilitated via notices, fliers, progress reports and calendar of activities sent home with children. A Parents-Right-to-Know letter will be sent home in the second six (6) weeks report card apprising parents they have the right to request information concerning the qualifications of their child's classroom teacher. Communications will be made through telephone calls, letters, parent-teacher conferences, and home visits by request (home visit requests must be made by the parent, Dean of the College of Education or his/her designee or building level principal). Parents will be notified if their child is taught for four (4) consecutive weeks by a non-certified teacher. Parents are encouraged to talk to their child's teacher when they are not concerned about a problem, as well as when they are concerned about a problem. Teachers are encouraged to send notes and make telephone calls to parents when children are experiencing success, as well as when they are having difficulties. Parents may also call the school office of Family Involvement Coordinator's office and ask for a translator for conferences. The staff will be receiving training on how to improve home-school communication; parents will be asked to participate in these training sessions.

8. Coordination, Technical Assistance and Other Support

The Central Office Staff, District Title I Staff and Lincoln Parish School Board will provide coordination, technical assistance and support necessary to assist participating schools in planning and implementing effective parent involvement. The Title I Director, Parent Coordinator and School Improvement Coordinator will coordinate parental involvement strategies with such programs as Head Start, Even Start, Reading First, Early Reading First, Parents as Teachers Programs, State-run preschool programs, Health and Human Services programs and other literacy training. Teachers may complete Parent Assistance Referral forms requesting additional assistance for students and families. The Title I Family Resource Center, the Louisiana Information Resource Center, Paul E. Slaton Head Start, Lincoln Center Head Start, and Even Start Family Literacy Center are available to provide technical assistance.

9. Review

A district-wide Title I Advisory Committee will be involved in the process of school review and improvement. Parents of children in the Title I program will be a part of this group. The aim will be to evaluate the schools in this district, collecting information in a variety of ways, including visits to school and observations of classes.

There will be an annual evaluation of the content and effectiveness of the Title I Parental Involvement Program. The evaluation will include an assessment by the State Educational Agency. The school district will revise its Parental Involvement policy on the basis of the annual review.

This policy will be coordinated by the Lincoln Parish School Board and the GSU Laboratory School System, the Title I Director, Family Involvement Coordinator, teachers throughout the district and promoted by building level principals, parents, business partners and other school staff.

Adopted: June 6, 1995 (from the Lincoln Parish Handbook)

Revised: October 15, 2002

Ref: 20 U.S.C. §6312, 20 U.S.C. §6319;

LA Rev. Stat. Ann. §17: 235.2; Board minutes, 6-6-95.

STUDENT ALCOHOL AND DRUG USE

The Lincoln Parish School Board and GSU Laboratory Schools are dedicated to providing a drug-free learning environment for the students attending public schools. The Board directs that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in his/her possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law. The Dean of the College of Education shall be responsible for maintaining appropriate procedures for the detection of alcohol, drugs, or any imitation or other controlled substances. Any student found in violation of the above shall be suspended and recommended for expulsion by the principal.

Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. School officials, teachers and/or Board employees shall report all violators to the principal, who in turn, shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of charges. Any student, who distributes, sells or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law.

The principal shall immediately notify the parents or guardian, by telephone, of any student found in violation of this policy. If the parents or guardian cannot be reached by phone, the principal shall then notify them of the action by sending a letter within twenty-four (24) hours. Care shall be given to afford due process to all students.

REPORTS OF SUBSTANCE ABUSE

State law mandates that teachers and other school employees report suspected substance abuse in school. These cases shall be reported to the principal and the Student Assistance Team in the school. The principal must report each case of possession, distributing, sales or manufacturing to the proper law enforcement authority. Reports shall also be made to the Student Assistance Team at each school, who shall investigate, research, and report on instances or reports of possession of prohibited substances or beverages. Designated personnel shall report its findings along with the recommendation for treatment, counseling or other appropriate action to the principal.

DRUG-FREE ZONES

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or an area within 1000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as Drug-Free Zones. The School Board, in cooperation with local governmental agencies, and the State Department of Education, shall designate and mark Drug-Free Zones which surround all schools and school property.

Adopted from the Lincoln Parish Handbook

Revised: December, 1992

Revised: November, 1999

Ref: La. Rev. Stat. Ann. §§14:403.1, 17:416, 40:617.1, 40:961.

HEALTH AND MEDICAL

MEDICATION GUIDELINES

The Louisiana State Legislature passed a law concerning medication administration in public schools. (R.S. 17:436, Act 87) The GSU Laboratory School System and Lincoln Parish School Board adopted its Medication Guidelines to comply with this law. Medications at school:

- Will be limited to those which cannot be administered before or after school.
- Must be transported to and from school by a parent or guardian. (*DO NOT SEND MEDICATION WITH YOUR CHILD*)
- Must be in a pharmacy-approved container with a prescription label. This label should include a prescription number, child's name, name of medication, dosage and frequency, physician's name, date, and pharmacist's name.
- Will be limited to a one-month supply.
- Must be in correct dosage form. If a child is to receive a ½ pill, the pills should already be cut in half. A medication measuring spoon should accompany all liquids.
- Must have the first dose given at home.

No OTC (Over the Counter) medication or antibiotics will be given at school.

PARENTS

If your child is taking medication or keeping medication at school, *you must have a medication form on file at school*. This 2-sided form includes a MEDICATION ORDER from a LA, TX, AR, or MS licensed physician or dentist and a PARENTAL CONSENT. This form is available at schools and local physician's offices. If you bring medication to give to your child at school, you must check in with the school office.

FIRST AID

First aid will be limited to the use of ice, water, and band-aids. NO MEDICATION, orally or topically, will be used. A temporary splint may be used if any injury is suspicious of a fracture. Parents will be notified if an injury or condition requires medical evaluation by a physician or dentist.

MEDICAL EMERGENCIES

If your child incurs a serious or life-threatening injury or medical emergency, a reasonable attempt to notify parent/guardian will be made by school personnel. Any appropriate first aid will be made and 911 will be called. Your child will be transported by ambulance to the nearest medical hospital. The GSU Laboratory

Revised 12/05/08

School System and Lincoln Parish School Board will not be held liable for any resulting medical complications or for any expenses incurred in the transport or provision of emergency care.

HEALTH AND EMERGENCY DATA

A **Health Information Form** is to be filled out for each student for the current school year. This form is available in the school office. The school must have current phone numbers, at least one emergency contact phone number, and a current address on file for each student. Parents should notify teachers or the school office of any critical health or medical condition concerning their child. Parents should also notify the school office immediately of any change of address or phone numbers that occur during the school year. Failure to do so will hinder our ability to contact you in case of a health problem or emergency at school.

ACCIDENTS AND MEDICAL INSURANCE

Every accident in the school building, on the school grounds, at practice sessions, or at any school-sponsored athletic event must be reported immediately to the person in charge and to the school office. An accident report will be filled out by school personnel. Appropriate first aid will be applied and a reasonable attempt will be made by to notify parent/guardian by school personnel. The Lincoln Parish School Board and the GSU Laboratory School System will not be held liable for expenses related to accidents on school premises. The Lincoln Parish School Board and the GSU Laboratory School System *does not offer medical or medical liability insurance to students*. If you do not have medical coverage for your child, you may obtain information from the Lincoln Parish Health Unit, or from your personal physician or community healthcare provider. Your child may qualify for a low- or no-cost insurance with LaChip (Louisiana Children’s Health Insurance Program). You may call 1 877-252-2447 or go to www.lachip.org for further information.

IMMUNIZATIONS

The Louisiana State Legislature passed a law concerning immunizations for school age children (RS 17:170). The Lincoln Parish School Board requires every child to have a current immunization record to comply with this law. These immunization requirements must meet the standards set by the Louisiana DHH (Department of Health and Hospitals), Office of Public Health.

COMMUNICABLE DISEASES

The Lincoln Parish School Board and the GSU Laboratory School System follows the policies and guidelines set by the Louisiana DHH and Office of Public Health. Your child may be excluded from school if symptoms of a contagious or communicable disease are present. Schools will strive to prevent or contain an outbreak of a communicable disease. School personnel follow the Universal Precautions and Blood borne Pathogen Standards set by OSHA (Occupational Safety and Health Administration).

[Adopted from the Lincoln Parish Handbook](#)

TRANSPORTATION

In compliance with the standards of the Louisiana Department of Education (LDOE), the transportation program at the GSU Laboratory Schools shall be safe, adequate, and suitable to the needs of the students and the community it serves.

[Adopted from Bulletin 741 – Louisiana Handbook for School Administrators 28v115 LAC](#)

OBSERVATIONS

Parents/Guardians wishing to observe their child or children on school premises must adhere to the Visitor's Policy (see page 20). If the kind of observation requested moves beyond the scope of viewing a child outside of the classroom (for which observation rooms are used) the parent/guardian must agree to refrain from disrupting the daily operations of the teachers and staff. Parents/Guardians that do not comply may be asked to leave the premises by the Principal or his/her designee.

FORMS

Signature Page

Students and Parents,

Please sign this sheet, remove it from the handbook, and return it to the school tomorrow.

STUDENT SECTION:

I have read the information in the _____ (*school name*) handbook. I understand the guidelines on discipline, electronic devices, dress code, drug use, bus safety and conduct, computer use, health/medical, family involvement, and the school rules and regulations. I agree to:

- attend school daily (except when absent for reasons due to illness or other excused reasons)
- arrive at school on time each day
- demonstrate significant effort toward completing all required homework assignments
- follow the school and classroom rules

I agree to follow the rules and regulations outlined in this document. I understand that if I violate the rules I *may* be subject to suspension and/or other disciplinary measures.

Student Signature _____

PARENT SECTION:

I have read the information in the _____ (*school name*) handbook. I understand the guidelines on health/medical, discipline, electronic devices, dress code, drug use, bus safety and conduct, computer use, family involvement, and the school rules and regulations.

I agree to ensure that my child:

- attends school daily (except when absent for reasons due to illness or other excused reasons)
- arrives at school on time each day
- completes all required homework assignments
- follows the school and classroom rules
- I also agree to attend all required parent and teacher or principal conferences

I agree to follow the rules and regulations outlined in this document. I understand that if I violate the rules I *may* be subject to suspension and/or other disciplinary measures.

Parent/Guardian Signature _____

Date _____

Homeroom teacher _____

STUDENT APPLICATION AND PERMISSION FORM

Alma J. Brown Elementary (K-5) Grambling Middle Magnet (6-8) Grambling High School (9-12)

Date _____

STUDENT INFORMATION

Student's Last Name		First Name		Middle Name	
Grade in 2008-09	Date of Birth	Place of Birth	Social Security #	Sex	Race
School Last Attended		City	State	Zip Code	
Home/911 Address		City	State	Zip Code	
Mailing Address		City	State	Zip Code	

First Language Learned by Student _____

Language Other Than English Used at Home _____

Language Student Uses Most Often _____

PARENT/GUARDIAN INFORMATION

Father _____ Employer _____ Work Phone _____ Home Phone _____ Cell Phone _____

Mother _____ Employer _____ Work Phone _____ Home Phone _____ Cell Phone _____

Name/Number of Person to Contact in Case of Emergency _____

Email Address to Receive School Information _____

Siblings: Please list only brothers/sisters (age 5 and above) enrolled at Alma J. Brown Elementary, Grambling Middle Magnet School, or Grambling High School.

<u>Name</u>	<u>Age</u>	<u>Sex</u>	<u>Grade</u>	<u>School</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Parent and/or legal guardian's name and social security number _____

ADMISSION POLICY

All applications for admission should be submitted before August 1 for the fall of that academic year. All applications will be heavily scrutinized and the principal reserves the right to accept or deny applications in accordance with BESE (Board of Elementary and Secondary Education) and school guidelines.

TUITION

- Tuition for the **2008-09** academic year is \$500
- Minimum deposit of \$250 (due prior to 1st day of school)
- A Family Tier Plan is available for families who have siblings attending the laboratory schools

	<u>Tuition</u>	<u>Deposit</u>
1 st Child	\$500.00	\$250.00
2 nd Child	\$375.00	\$150.00
3 rd Child	\$250.00	\$100.00

SCHOLARSHIP

In order for a student to be considered for a scholarship, he/she must meet the following criteria:

- Possess a minimum 2.75 cumulative GPA for the **2007-2008** school year
- No out-of-school suspensions (**2007-2008**)
- No excessive (5 or more) absences/tardies (**2007-2008**)
- Demonstrate appropriate/good behavior (**2007-2008**)
- No outstanding balances

PARENT'S SIGNATURE(S) FOR APPLICATION AND INFORMED CONSENT

- I would like for my child to be considered for a scholarship
 I grant permission for my child to participate in school sponsored field trips
 I grant permission for my child to be videotaped in school sponsored projects
 I grant permission for my child to be included in school sponsored research
 In a medical emergency, I authorize the school to contact emergency services

I also agree to the mandatory uniform policy, the promotional policy of the laboratory schools, the cell phone policy, and the discipline policy. Thus, my signature below denotes my approval of the above policies and functions.

Mother's Signature _____ Date _____

Father's Signature _____ Date _____

Guardian/Caregiver's Signature _____ Date _____

**GSU
Laboratory Schools**

PRELIMINARY STAFFING FORM

NAME _____ SCHOOL _____

GRADE OR SUBJECT(S) _____

AREAS OF CERTIFICATION _____

_____ I prefer to return to the same school or position next year.

_____ I would like to request a transfer to another school or position next year.
Please indicate preference below:

Grade _____

**Note: Only for high
School teachers**

Classes _____

Comments: _____

_____ I plan to retire, resign, or request a leave. (Please circle option and attach a letter or contact the Office of Human Resources).

_____ Date

_____ Signature

Note: Please be advised that receiving this survey is not necessarily an offer or an assurance of future employment.

Return completed form to the principal by May 5

***** Attach a letter if you are retiring, resigning, or requesting a leave. *****

**LETTER OF COMMITMENT
CELL PHONE/WIRELESS DEVICE RETURN AND CONTROL AGREEMENT**

Student Name

I understand that my child was in violation of the Grambling State University Laboratory School Cell Phone/Wireless Policy which clearly states that students should not have cell phones and/or wireless devices powered on and visible.

I understand that I will be assessed a fee, per the frequency of the offense, upon the return of the cell phone/wireless device and agree to secure and control its usage. Additionally, I understand that if my child is found with this device (or any other wireless device), again, in the same manner as before I will be assessed a graduated fee upon retrieval the device, based on the frequency of the offense.

Thus signed and agreed on by:

Date

Parent/Guardian

Witness/Administrator