

Grambling State University  
Laboratory Schools

**HANDBOOK**

**2007-2008**

The Grambling State University Laboratory Schools initiated this handbook in the fall of 2007. This Handbook is a work in progress and has been reviewed by a committee of GSU Lab School employees.

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 become effective during the 2007-2008 academic school year and supersede any previous policies.

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## **STATEMENT OF INTENT**

The Grambling State University (GSU) Laboratory Schools primary goal is to provide a high-quality 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 Grambling State University (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:

- Grambling State University'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 Grambling State University (GSU) and the University of Louisiana System (ULS) policies.

## **VISION**

The vision on the Grambling State University (GSU) Laboratory Schools is to achieve national recognition in the promotion of academic, artistic, and athletic excellence.

## **MISSION**

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

Employees are encouraged to be actively involved in community activities. The Superintendent (Dean of the College of Education), principals, and others serving in supervisory capacities are especially urged to be active members of the community and to provide opportunities for all citizens to experience relationships with the schools. The Grambling State University Laboratory Schools recognize that school and community are vital partnerships.

The GSU Laboratory Schools embraces and respects all forms of diversity represented in the 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 Lab School are committed to communicating fairly, clearly, efficiently and accurately.

The Grambling State University Laboratory Schools, in conjunction with Media Relations, is committed to the use of all appropriate means to accurately inform the community about its schools. Information provided to the public will be presented in a format accessible to all members of the public including individuals with disabilities. Conversely, it also makes the schools aware of community attitudes, expectations, and aspirations for its schools.

Grambling State University Laboratory Schools invites staff, students, parents, and the community to participate in the decision-making process by commenting on matters of concern to appropriate school officials, submitting written suggestions and proposals, and making presentations to the Superintendent. The Superintendent urges principals to involve parents and other members of the school community in the decision-making process and in service to the schools. The Superintendent endorses the organization of school support groups, especially its PTA's (Parent Teacher Associations).

Generally, messages that need to be communicated to the public will be dispatched via the Principal or the Superintendent. However, on occasion information may be disseminated through local media outlets, namely KGRM ...

**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 employees. Employees shall meet the terms of contracts or appointments, exhibit emotional stability and physical adequacy appropriate to assigned responsibilities, and comply with all applicable local and state University policies and regulations.

It is the obligation of an employee to refrain from making false or malicious statements about a colleague, student, or the school system. The employee also has a professional responsibility to deal fairly with colleagues and students, abstaining from 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 Grambling State University 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 involvement with students with is not compatible with good professional and moral behavior.
- Avoid 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.

All schools shall earnestly endeavor to educate pupils about the services performed by humanitarian agencies, and shall encourage pupils to participate in their financial support as a social and community project, but no fund-raising drives are to be conducted by non-school agencies or for non-school activities involving school children.

No Grambling State University Laboratory School employee shall, for any purpose whatsoever, solicit, exact, or receive from any pupil any contribution of gift of money or article of value. Excepting the sale of school lunches, and approved school activity sales, no articles shall be offered for sale to pupils on any public school premises, nor shall any articles be sold through the agency of pupils in the schools. An approved school activity/ sale, is defined for the purpose of this policy, as one which contributes to the general school program and is approved by the principal. No teacher shall, for private gain, solicit or receive from the pupils, subscriptions for any newspaper, periodical, or magazine, or act as agent directly or indirectly for the distribution of such publication; nor shall any teacher, at any time other than during the regular summer vacation, accept any fee or gift for the tutoring of any child regularly under his/her instruction.

## **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 employees will fulfill the obligations of his/her work schedules pursuant to individual contract guidelines detailed on the Personnel Action Form (PAF). Questions and/or concerns regarding these issues should be directed to your immediate supervisor and/or to the *Office of Human Resources*.

## **WORK HOURS**

The Grambling State University Laboratory Schools follow work hour guidelines set forth by the GSU 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 *Office of Human Resources*.

## **POLITICAL ACTIVITY**

The political activity of a Grambling State University 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 that they are not representing the Grambling State University Laboratory Schools or the views of the University.
- Employees shall not engage in political activity on school premises during school hours. Regulations for the use of school buildings or school grounds are the same for employees as they are for other citizens.

The University shall determine the terms and conditions under which employees may/may not continue employment while holding office. The Grambling State University Laboratory Schools will not be responsible for any personal property brought onto any Lab school premise. This will include any personal property destroyed, damaged, lost, or in the instance of a fire, natural disaster or other circumstances.

## **PROFESSIONAL ATTIRE**

The standards of dress and provisions of this policy are applicable to teachers, administrators, substitute teachers, student teachers, and teacher aides, block teachers, paraprofessionals, and any school personnel who interact with the children. Grambling State University Laboratory School teachers and administrators have traditionally upheld high standards of professionalism, including that of appropriate, professional attire. In accordance with that tradition, the Grambling State University Laboratory Schools embraces the following standards as they relate to teacher and administrator 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 must apply to both students and teachers. Wind suits or jeans may be worn on Spirit Days with shirts displaying school logos or seasonable themes.

- The following attire is prohibited in academic classrooms and offices. This list is not intended to be all-inclusive:
  - 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 an outfit. 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 regular dress code.
- Teachers and administrators must adhere to any dress code at particular schools that apply to students but are not addressed in this policy.

### **EMPLOYEE CELL PHONE USE**

Grambling Laboratory School employees should not use cell phones-in any form or fashion-during work hours except in case on an EMERGENCY. Teachers and other instructional staff who take cell phones in their classroom should turn the phone to SILENT or VIBRATE when students are present. Principals will be expected to enforce these guidelines. 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**

No employee shall 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 Grambling State University 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 employees on the grounds or in the buildings of Grambling State University properties 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 Grambling State University policy). 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 or other punitive action. The

arrest of an employee for drug related crimes may result in suspension with pay while the case is resolved.

### **EMPLOYEE TOBACCO USE**

Smoking, chewing, or the use of any other tobacco products is strictly prohibited on the grounds or in the buildings of all properties of Grambling State University, 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 school University vehicle (parked, empty, moving, or transporting students).

### **EMPLOYEE SAFETY**

The Grambling State University Laboratory Schools provides and maintains safe and healthful working conditions for its employees. Safe operating practices are ensured with regularly scheduled safety meetings at each of the Laboratory Schools under the direction of the campus Principal and Building Coordinator. Each campus should regularly communicate, review and practice its Campus Safety and Security Plan in scheduled faculty meetings and via staff memos.

### **CRISIS MANAGEMENT**

Unanticipated tragic events can quickly escalate into a school-wide catastrophe if not dealt with immediately and effectively. The Grambling State University Laboratory Schools recognizes the need for school personnel to plan in advance for the welfare, safety, and care of student and staff members. All school personnel are expected to know where the Crisis Management Plan Books are located on each campus and be aware of their role in the event of a catastrophic event. The books should be reviewed, periodically, throughout the year.

# ACADEMIC EXPECTATIONS

## CURRICULUM & GRADING

All Grambling State University Laboratory Schools teachers shall, without exception, adhere to the state and district approved curricula 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 Grambling State University Laboratory Schools require that all of its teachers write daily lesson plans 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 within daily lessons. The continuous monitoring of lesson plans by administrators is necessary to ensure congruence with state and district curricula guidelines. (*Refer to Grambling State University Laboratory Schools Lesson Plans and the Louisiana State Comprehensive Curriculum*).

Each School will have their own grading policy, consistent with BESE guidelines.

## TECHNOLOGY

### ACCEPTABLE FACULTY AND STAFF USE OF SCHOOL COMPUTER SYSTEMS AND THE INTERNET

In an effort to provide faculty and staff the vast resources accessible through a computerized information resource system such as the Internet, Grambling Laboratory Schools believes it is necessary for all persons to become aware of acceptable uses of computers. The academic benefit of having access to resources from all over the world must be weighed against objectionable materials found on the Internet.

### INTERNET SAFETY

Grambling State University and Grambling Laboratory Schools shall incorporate the use of Internet protection measures, either hardware or software, that are designed to restrict or filter access to specific areas or sites on the Internet. Such measures provide protection against access by minors or adults to Internet resources that are or contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing, or material harmful to minors (with respect to Internet access by minors), or are otherwise inappropriate in an educational environment.

It is the policy of the Grambling 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*. For access by adults, the filtering mechanism may be, but is not required to be, disabled to enable bona fide research.

The Lab Schools recognize that filtering or blocking technology is not 100% effective. School administrators may request the blocking of additional sites that are deemed inappropriate for

their students. This request shall be in writing to the campus technology coordinator. The possibility exists that all inappropriate content may not be blocked or that a determined person may find a method to partially or completely circumvent the filtering or blocking method.

In addition to filtering requirements, the Lab Schools shall maintain regulations which:

- Prohibit access by minors to inappropriate matter on the Internet and World Wide Web
- Address the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, such as *Instant Messaging*;
- Prohibit unauthorized access, including what is now known as *hacking* and other unlawful on-line activities by minors online;
- Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Institute measures designed to restrict minors' access to materials harmful to minors.

Guidelines are provided so that Internet users are aware of the responsibilities they are about to assume. Responsibilities include efficient, ethical, and legal utilization of network resources. Faculty and staff shall be required to sign an *Acceptable Use of Computers and Internet Agreement*. These signatures shall be legally binding on all parties and shall indicate they have read the terms and conditions carefully and understand their significance.

### ACCOUNTABILITY

Faculty and staff use of school computers or the School Computer System (SCS) shall only be reserved for academic purposes and the conducting of business aspects of the school system. All personnel using a school computer or a computer network located on school property, or computers accessing the Internet shall be accountable for its use. This shall include, but not be limited to, (a) unauthorized use resulting in expenses to the school; (b) equipment damage; (c) use of unauthorized software; (d) privacy and copyrights; (e) tampering; (f) accessing obscene and objectionable materials; (g) sending or soliciting inflammatory, abusive, harassing, vulgar, or obscene messages or language; and (h) any action that is deemed inappropriate by the supervisory personnel. Teacher or class files on the network are analogous to school lockers, that is, these accounts will be treated as district property subject to control and inspection, rather than private property which cannot be searched without just cause. Access codes or passwords shall be kept on file by the principal or his/her designee in case an inspection is warranted. Use of the Internet and/or the SCS is considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet and the SCS.

### UNAUTHORIZED AND ILLEGAL USE

Faculty and staff shall not be under direct supervision but must abide by Board policy. Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited. Any use by any person of the SCS that incurs expenses to the school other than the monthly user fees and rates shall be strictly prohibited. Furthermore, the computer system shall not be used for commercial, political or religious purposes.

Use of the network for any illegal activities shall also be prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.

## 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. The unauthorized copying or transfer of copyrighted materials may result in the loss of network privileges. Reposting personal communications without the original author's prior consent shall be prohibited. To do this is a violation of the author's privacy. All persons who willfully violate copyright laws do so without the sanction of the Board and at their own risk and assume all liability and responsibility. However, all messages posted in a public forum such as news groups or list serves (a means of broadcasting an E-mail message for the purpose of maintaining a discussion list) may be copied in subsequent communications, so long as proper attribution is given.

The School/Board directs that:

1. Unlawful copies of copyrighted materials shall not be produced on School/Board-owned equipment or within School/Board-owned facilities.
2. Unlawful copies of copyrighted materials shall not be used on School/Board-owned equipment, within School/Board-owned facilities, or at School/Board sponsored functions.
3. Information about copyright law and guidelines shall be made available to all employees.

## INSTALLING PRANK SOFTWARE

Employees should avoid the knowing or inadvertent spread of computer viruses and/or worms. Computer viruses and/or worms are programs that have been developed as pranks, and can destroy valuable programs and data. To reduce the risk of spreading a computer virus and/or worms, employees shall not import files or programs from home or from unknown or disreputable sources. If an employee obtains software or files from remote sources, proper procedures should be followed to check for viruses before use. Deliberate attempts to degrade or disrupt the system or the performance of the network or any spreading of computer viruses and/or worms shall be considered criminal activity under state and federal law. No software shall be loaded without the permission of the administration.

## OBJECTIONABLE MATERIALS

Profanity or obscenity shall not be tolerated on the network. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden. All users should use language appropriate for school situations as indicated by school codes of conduct. Offensive or inflammatory speech should be avoided. The rights of others must be respected both in the local network and the Internet at large. Personal attacks are an unacceptable use of the network. If a user is the victim of a "flame", a harsh critical or abusive statement, the user should bring the incident to the attention of a teacher or system administrator. It is usually better not to respond. Furthermore, retrieving and/or viewing pornographic or obscene materials shall not be allowed.

The SCS shall be used for academic purposes only. Conduct that is in conflict with the responsibilities outlined in this document will be subject to loss of network privileges.

Special restrictions by the school, district, or University may be implemented in order to meet special needs provided that School /Board policy is not violated.

## USE OF THE INTERNET

The Internet is a vast global computer network that provides access to major universities, governmental agencies, other school systems, municipalities, commercial providers of data banks, and marketing services. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of the University / Board. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner and must have a consent form on file. The University/ Board retain the right to monitor all computer usage and files for compliance with all regulations and/or procedures. Accordingly, regulations for participation by anyone on the Internet shall include, but not be limited to, the following:

1. Appropriate language and manners which demonstrate honesty, ethics, and respect for others shall be required.
2. Individual students shall not be permitted to have e-mail accounts. Only classes as a whole or teachers and administrators may be permitted to have an e-mail account. Only appropriate teacher or class messages shall be allowed.
3. No photographs, personal addresses, personal phone numbers, or last names will be permitted on the Internet. First names and last initials shall be used to identify students and/or faculty in photographs posted on the Internet. Schools must obtain parental permission prior to posting student photographs on the Internet. Pseudonyms, impersonations, and anonymity are not permitted.
4. Illegal activities, including copyright or contract violations shall not be permitted on the Internet.
5. The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or an administrator immediately.
6. Threatening, profane, harassing, or abusive language shall be forbidden.
7. Use of the network for any illegal activities is prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.
8. No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third party software will be installed without the consent of the assigned administrator.
9. Resources offered by the Internet and paid for by the School /Board may not be willfully wasted.
10. A student may not attempt to access any Internet resource without the prior consent of the teacher.
11. Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
12. Accessing pornographic or obscene materials, or using or sending profanity in messages shall be forbidden.

13. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
14. Any subscription to list serves, bulletin boards, or on-line services shall be approved by the Superintendent or his designee prior to any such usage.

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. This shall apply to all personnel and student.

## 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

## **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. Exceptional cases may be considered if approved by the Principal and Dean of the College of Education/Superintendent or his/her designee.

It is the responsibility of the parent and the tutor to agree mutually upon a fee and a place for tutoring done outside regular work hours.

This policy does not apply to university tutorial programs or programs developed and monitored by the university laboratory school.

## **TEACHER & OBSERVATION-EVALUATIONS**

All formal teacher and observation-evaluations will be conducted by the Principal or his/her designee in accordance with BESE, ULS, and GSU guidelines. The evaluations and/or observation-evaluations can be more rigorous than the state-approved guidelines, but not less rigorous. The Principals will utilize the instrument adopted by Lincoln Parish to assess its teachers. Additionally, informal observations and teacher-principal conferences will be supported and encouraged to enhance the teaching and learning experience. Documentation generated from these contexts will not be used in the formal evaluation, but will be used for the purposes of professional development (and guided-practice). The *Teacher-Observation Instrument* is in the Forms section of this document.

## **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 hone their craft. Each school has its own process of grooming and cultivating teacher growth and so it's reasonable to fathom that they will have different forms and procedures. The point is that they have a process and a climate to help teachers develop professional.

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# HUMAN RESOURCE-RELATED POLICIES

## TENURE

The Grambling State University 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* be extended by one year. Notification of unsatisfactory performance and the intent to 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.

The use of a three-year probationary period is consistent with the regulations of the Louisiana Board of Elementary and Secondary Education (BESE). 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.

Grambling State University *may* dismiss any tenured teacher in accordance with state laws and regulations. Any tenured 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 Grambling State University 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

Each permanent employee of the Grambling State University Laboratory Schools shall have an official personnel file in the Dean of the College of Education/Superintendent's office. Maintenance of these confidential files will be the responsibility of the Dean of the College of Education/Superintendent or his/her designee. The official personnel file will include routine administrative data such as teacher certificates, finger print records, academic records, pre-employment references, application forms, personal data reports, and other documents relevant to the employees.

The 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 Superintendent, Principal, or other appropriate supervisors. However, no derogatory data or other document, which may be construed as negative to the employee, may be included without the employee being given an opportunity to sign any such negative documents. If an employee refuses to sign, the document may still be placed in the file by the official writing, "refused to sign", dating and signing. 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 in housed in the official school personnel files will be copied to the Office of Human Resources.**

### ACCESS TO THE OFFICIAL SCHOOL PERSONNEL FILE

The employee may access his/her personnel-file during regular office hours. A written request must be presented requesting access to the personnel file and such a request becomes part of the official personnel file. The employee must view the file in the presence of a personnel office employee witness. The employee may respond to any document in the file with any written objective or explanation, which must be signed and becomes part of the personnel file.

The Dean of the College of Education/Superintendent or Personnel Director may access the personnel file at any time. Principals or appropriate Supervisors, with approval of the Superintendent, may also access an employee's official personnel file without the consent of the employee. Clerical staff within the Grambling Laboratory Schools also has access for routine retrieval of information. No other person may access the employee's official personnel file except under the following circumstances:

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

**All written requests to view official personnel files or written responses from teachers will be copied to the Office of Human Resources.**

### ANCILLARY FILES

The 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**

All Grambling State University Laboratory School teachers' compensation 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/Superintendent.

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

### **MISCELLANEOUS**

All other guidelines pertaining to Employee Leave, Workers' Compensation, Harassment and Sexual Harassment, Fringe Benefits, Resignation, Contract and Contract Renewal, Termination, Dual and Supplemental Pay, Wellness Policies, and Workload are **governed and managed directed out of the Office of Human Resources.**

**PARENT AND/OR  
GUARDIAN  
PROTOCOL**

## CORPORAL PUNISHMENT

Corporal punishment is not administered by the Grambling State University Laboratory Schools. Other means of effectively managing student misconduct is practiced and reinforced by all members of the school staff. (Refer to the Discipline Policy Manual)

## ADMISSION

All applications for admission should be submitted before August 1 for the fall of that academic year. All decisions regarding applications will be made by the principal. He or she reserves the right to *accept* or *deny* all applications (in accordance with the Board of Secondary and Elementary Schools guidelines).

## APPLICATION AND INFORMED CONSENT

In order for a parent or guardian to register a child at the University Laboratory Schools he or she will need to fill out 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

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

1 <sup>st</sup> Child (the oldest)	-	\$500
2 <sup>nd</sup> Child	-	\$375
3 <sup>rd</sup> 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 is on the Family Tier Plan he/she must, upon registration, pay a minimum of \$250, \$188, and \$125 respectively. **Outstanding balances must be reconciled before registration.**

## SCHOLARSHIPS

A limited number of academic scholarships are available. To apply parents/guardians must indicate on the Student Application and Permission Form in the *Informed Consent* section whether they would like their child to be considered for a scholarship. The criteria are as follows:

- 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 Grambling State University 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**

Voluntary work is considered work a person performs in which they are under no obligation to perform or are expected to perform. 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.

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# FORMS

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