

TABLE OF CONTENTS

Introduction

Philosophy of the School

Alma Mater

School Calendar

Admission Policy

Tuition

Application for Admission

Attendance Requirements

 Extenuating Circumstances

 Types of Absences

 Make- Up Work

 Absence Reporting

 Check- In/Check – Out Produces

 Homework

 Truancy

Student Searcher

Discipline Procedures

School Bus Conduct

Leaving Campus

Tardiness

Emergency Closing of School

Dress Code

Electronics/ Communication Devices

Suspension and/or Expulsion

General Student Information

Library

Guidance Services
Testing

Graduation Requirements
TOPS
Grading Scale
Class Ranking

Medication Policy

Student Alcohol and Drug Use Policy

Sexual Harassment

Testing Security

Student Computer System & Internet Policy

Letter of Commitment – Cell Phone Return and Control

INTRODUCTION

The contents of this handbook, of legal and reasonable regulations, are the results of the joint efforts of faculty and administrators. The handbook is presented to the students and their parents to make them aware of:

- i. Their rights
- ii. The rights of others
- iii. The regulations and procedures which are necessary for the effective operation of the total school program.

You should read this handbook carefully and consult with the teachers, the counselor and/or the administrators regarding any information herein that you do not understand. You are responsible for the contents and adhering to the expectations covered in this handbook. However, not knowing the rules will not be an acceptable excuse should you fail to comply.

It is the hope of the faculty, the staff, and the administration that you will be able to accomplish your goals here at Grambling State University Laboratory High School. It is therefore, essential that full cooperation exist between the home and school.

PHILOSOPHY OF THE SCHOOL

Grambling State University Laboratory High School's philosophy is two fold. The school's duties extend beyond that of developing an educated citizenry, a purpose common to all high schools, to that of assisting Grambling State University in its endeavor to develop proficiency in teaching through pre-service training. In addition, the school's philosophy is to facilitate educational research and experimentation.

Beliefs

1. All students can learn.
2. A positive school environment engenders students' academic success and personal development.
3. Teacher, staff, administrators, parents, students, and the community share in the responsibility fulfilling the school's mission.
4. Clear goals and high expectations for students' achievement guide the development of the curriculum and the design of instructional strategies and learning opportunities.
5. Assessments of students learning should provide students with a variety of opportunities to demonstrate their achievement of the expectations for their learning.
6. Students need to be actively involved in solving problems and producing quality work.
7. Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.

MISSION STATEMENT

The mission of Grambling State University Laboratory High School is to provide a quality education incorporating critical thinking skills, problem solving skills, and technological skills so that our students may live independent and successful lives in a global society.

VISION

Grambling State University (GSU) Laboratory Schools will assume leadership in the promotion of academic excellence, principally, among African American (and other underrepresented) children, such that the state of Louisiana will be recognized nationally for the academic and artistic achievement of our students

MOTTO

Truth, Honor, and Loyalty

MASCOT

The Mighty Kitten

SCHOOL COLORS

Kelly Green and Gold

ALMA MATER

Verse 1

O'er the hills your sons and daughters

Stretching far and near,

To execute your fine endeavor

And hold your honor dear.

Verse 2

All the days we've been together,

Fondly we recall

Days of fair and stormy weather,

Thou has gladdened all.

Chorus

Alma Mater,

Alma Mater,

Tender, fair, and true,

Grambling High with love overflowing

We owe our all to you.

Grambling State University Laboratory School
2008/2009
School Calendar

August 13, 2008	Parish wide Instructional Staff Workday
August 14, 2008	All Staff Workday
August 15, 2008	Student's First Half- Day of School
August 18, 2008	Student's First Full Day of School
September 1, 2008	Labor Day
October 13, 2008	Columbus Day
November 4, 2008	Election Day
November 24 – 28, 2008	Thanksgiving
December 19, 2008	Last Day of School Before Christmas
December 22 – January 2, 2009	Christmas and New Year's
January 9, 2009	End of First Semester (Full Day of School)
January 19, 2009	Martin Luther King, Jr.
January 20, 2009	Staff Development/Workshop
February 16, 2009	President's Day
March 12 – 18, 2009	Testing
March 19 – 24, 2009	Make- Up Testing
March 30 – April 3, 2009	Spring Break
April 10 – 13, 2009	Easter
May 29, 2009	Student's Last Day of School (Half Day)
June 1, 2009	Instructional Staff Development (Half Day)

ADMISSION POLICY

1. This school will draw students from Lincoln Parish and surrounding parishes.
2. Applications will be screened an administrative committee, and
 - a. Selection will be made without regard to race, color, creed, ethnic background or sex
 - b. Selection will be made with regard to academic ability;
 - c. A special effort will be made to enroll other race or non-black students
3. Students with a history of disruptions (i.e. fighting, referrals, suspensions etc.) will not be admitted.
4. Any student, who was not in attendance at Grambling State University Laboratory High School or Grambling Middle Magnet School in April of the preceding school year, must provide the following information in order to enroll:
 - a. Birth Certificate
 - b. Social Security Card
 - c. Updated Immunizations Record
 - d. Transcript and last report card
 - e. Withdrawal record from previous school which includes the following:
 1. Grading scale
 2. Numerical average of previous grading period
 3. Indication that student withdrawal in good standing and is free of all obligations to the school.

ADMISSION

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 ordnance 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.

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

Parents/guardian who has more than one child attending one of the one Laboratory School 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 have 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, \$150, and \$100 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

SCHOOL DAY

The school day shall include, by definition, the daily period of time established by the school as the official operating hours of the school for administrative and instructional purposes, as well as co-curricular activities.

ATTENDANCE REQUIREMENTS

In order to meet the requirements set by the Board of Elementary and Secondary Education for the High School Students to be eligible to receive grades, a minimum of 81 days attendance per semester in each class is required. Grambling State University Laboratory High School shall administer attendance regulations as set forth by the state and locally adopted policies. Students are also expected to be in attendance each school day scheduled by the governing authority.

Extenuating Circumstance

The only exception to the attendance regulation shall be extenuation circumstances that are verified by the local attendance authority which gives the student the right to make up work missed during absences.

1. Medical appointment for physical or emotional illness as verified by a practicing physician.
2. Extended hospital stay as verified by a practicing physician
3. Contagious disease within a family as verified by a practicing physician.
4. Extended recuperation from an accident as verified by a practicing physician.
5. Prior school system approved travel for education
6. Natural catastrophe and/or disaster
7. Death in a family (not to exceed one week)
8. Personal illness of s student or a student's immediate family which caused the students to miss class verified by a call from parent to the proper school personnel and followed up by written verification.
9. Temporary, unique conditions which unexpectedly cause a student to miss one or more classes or days verified by a call from the parent to the proper school personnel.
10. Recognized religious holidays verified by a call from the parent

Note: Documentation is required for the above extenuating circumstances. All physicians' statements, legal excuses (court, etc.) and verification statements used to excuse an absence must be filed with the attendance officer. It is the responsibility of the student or parent to file this material. The presentation of an excused absence to each teacher excuses the absence and allows the student to make up missed class work.

Absences Due to School Approved Activities

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

Types of Absence

The days absent for secondary school students shall include temporarily excused absences, unexcused absences, and suspensions.

- A. **Temporarily Excused Absences**
Students shall be considered temporarily excused from school for personal illness, serious illness in the family, death in the family (not to exceed one week), or for recognized religious holidays of the student's own faith and shall be given opportunity to make up work.
- B. **Unexcused Absence**
Students shall not be excused for any absence other than those listed above, shall be given failing grades in those subjects for those days missed, and shall not be given an opportunity to make up work.
- C. **Absence Due to Suspensions**
Students absent from school as a result of any suspensions shall be counted as absent, shall be given failing grades for those days suspended, and shall not be given the opportunity to make up work.
- D. **Permanently Excused Absences**
 - 1. School approved activities which necessitate student's participation and their being away from school shall be considered to be present and shall be given the opportunity for make up work.
 - 2. The following circumstances shall permanently excuse student's absence and the days will not count upon presentation of the proper excuse:
 - a. Emotional or personal physical illness verified by a physician
 - b. A hospital stays as verified by a physician
 - c. A physician's verification of a contagious disease within a family

- d. Death in the immediate family: mother, father, sister, or brother
3. A student had five days after he/she returns to school to submit all physician's statements, legal excuses (legal, etc.) and verification statements of death within the family.

Make – Up Work

1. Make-up work shall be allowed for students who meet the criteria for excused absences and “extenuating circumstances.”
2. Make-up work should be completed in the same numbers of days as the student was absent. It is the student's responsibility to contact teachers for all assignments missed during an absence period.
3. Incomplete nine weeks grades shall become “F” if missed work is not completed within two weeks after the end of a grading period unless prior verified approval is given to extenuating circumstances.
4. Discipline Suspension Days – days in which students misses school as a result of being suspended shall be classified as unexcused absences, and the student shall receive no credit for those days suspended nor will make up work be permitted.
5. Students having jobs either in or away from home shall not be excused from school.

Absence Reporting

A letter reporting a student absent is sent home after the student has missed five (5) days (excused or unexcused). It is the responsibility of the student and the parent to keep up with the number of missed days. Absences are also reported on each report card and should be considered official. Any inconsistency in records between the schools be mediated or solved by the official attendance officer of the school.

Check-In/Check- Out Procedure

1. A student arriving to school after 7:50 a. m. must report to the main office for an admit to class. This means you must check in regardless of the time you arrive to school during the day. If you do not check in at the main office, you will be considered absent for the entire day.

2. Checking out of school shall be allowed if:
 - a. The parent/guardian checks out the student in person
 - b. A parent calls an administrator of the school and request that the student is sent home.
 - c. A student presents a signed note by 7:50 a. m. to the office from a parent requesting that the student be allowed to check out of school at a specific time for a valid reason.
 - d. Student s MUST check out from the office.
3. Students will be allowed to call home to check out if he/she is or becomes ill and receives permission from an administrator or school counselor.
4. A student who returns to school after having officially checked out must check in through the office.
5. If a student leaves campus without officially checking out, he/she will be suspended for three (3) days.

All visitors must report to the office upon entering the building during regular school hours

Passes

Hall Passes – No student should leave class without a pass issued by the teacher in charge. The pass must be shown to all school personnel upon request and returned to the teacher.

Homework

The school recognizes that a reasonable amount of study and preparation is essential for for the scholastic growth of the child. Purposeful homework varies from day to day with each pupil, depending upon his educational capacity, potential and need. Homework should supplement, complement, and reinforce classroom teaching and learning. When a student is absent from school for three (3) of more days, a request can be made through the counselor's office to collect the student's class assignments. This should be done between 9:00 a .m. and 1:00 p. m. the day before the assignment will be picked up. This time is needed to gather each assignment from all of the student's teachers. However, it is the student's responsibility of inquiring about the assignment, completing the assignment and returning the assignment to the classroom teacher. It is the teacher's decision as to when the assignment should be turned in and the grade the student should receive.

Truancy

Truancy is prohibited. Truancy includes illegal absence of one or more periods in the school day. Action to be taken is indicated below:

1. First offence results in a referral to the Assistant Principal who will notify the parent.
2. A second violation will result in the student being sent home to return with a parent for a conference. Those student falling under the compulsory school attendance law can expert legal truancy notices to be delivered to their parents be the district's Truant Officer and subsequent court action.
3. The next truancy will result in suspension and referral to the Principal and suspension.
4. Subsequent truancies will result in suspension and notification to the Dean of Education for expulsion.

Student Searchers

The State pf Louisiana is the exclusive owner of the High School Building (s) and any deck or locker utilized by any student contained therein or any other area that may be set aside for the personal use of the students. Any teacher, principal, administrator, or school security guard employed by the Grambling State University, having a reasonable belief that any public school building , desk, locker, area or grounds of any public school contains any weapons, illegal drugs, alcoholic beverage, nitrate based inhalants, stolen goods, or other items the possession of which is prohibited by any law, School Board policy, or school rule, may search such building, deck, locker, area or grounds of said public school. The acceptance and use of lockers facilities or the parking or privately owned vehicles on school campuses be students shall constitute consent be the student to the search of such locker facilities or vehicles be authorized school personnel.

Discipline Procedures

All efforts in handling small problems should be used by the classroom teacher. More Persistent cases should be handled by the Assistant Principal. Students will be given notice of the charge/charges against them, and a fair hearing will be held. Due process will be given each student.

1. On the first referral the student will be advised by the Assistant Principal/Principal.
2. On the second referral, the student will have a warning letter sent home to be signed and returned and will then be isolated in the assistant principal's office for the remainder of that period. Parents will be apprised of their child's responsibility to abide by school regulations.
3. On the third referral, the student will be assigned to detention for three (3) days from 6:45 a. m. to 7:45 a. m. He/she will continue school assignments in that area. Each day the student is tardy to detention, two additional days of detention will be assigned.
4. On the fourth referral, the student will be suspended from school for three to five days depending on the seriousness of the incident. Parents will be notified by telephone and by letter. Conferences may be set up at the parents' request.
5. After suspension, the referral steps will be repeated, beginning with step #1.
6. After the fourth suspension, the student will be recommended to the Dean of Education for expulsion from school (see LPSB manual; page 3 or 7).

Any student, after being suspended on three (3) occasions for committing any suspendable offense during the same school session, shall, on committing the fourth offense, be expelled from the public schools of the parish until the beginning of the next regular school year, and the student's reinstatement shall be subject to review by the Dean of the College of Education.

School Bus Conduct

The bus driver, together with the Principal, shall assume full responsibility for discipline of pupils riding buses. Any disciplinary problems shall be reported by the driver to the principal of the school involved. It is the duty of the driver, in case of any infraction of rules by any student, to notify the principal of the school the student attends. If possible,

this must be done in person. It is the responsibility of the principal to determine necessary punishment to student's violation regulations.

If necessary, the principal may suspend bus riding privileges. Any parents of a pupil suspended from riding a school bus shall have the right to appeal to the parish Superintendent, who shall conduct a hearing on the merit of the bus suspension.

A pupil damaging a school bus shall be subject to suspension from school. Any pupil suspended for damages to any school bus shall be readmitted until payment in full has been made for such damage or until his re- admittance is directed by the Superintendent.

At no time shall the bus operator assume authority for suspending bus privileges or taking such disciplinary action as requiring a pupil to kneel or inflicting corporal punishment. If the conduct of a pupil becomes such that his removal from the bus becomes essential, the driver shall discharge the pupil at the pupil's regular stop. A student riding a school bus shall never be unloaded along the highway except at this designated stop, unless he/she is endangering the lives of other children on the bus.

Leaving Campus

1. Authorization for a student to leave school to go home or leave the campus must come from an administrator. Teachers may not permit students to leave campus.
2. Students may not leave campus for lunch. Students who leave campus without administrative approval or permission will result in a three (3) day suspension. Exception: The principal or their assistant may give a student special permission to leave due to extenuating circumstances.

Tardiness

Students who are not in class by the ringing of each tardy bell will be marked tardy.

A student is considered tardy if he/she is not in his/her seat or in the classroom when the tardy bell rings. The tardy bell for homeroom rings at 7:50 a.m. and at specific times throughout the school day. After 7:50 a.m. students must check in at the main office and each period thereafter if tardy for class. The bell schedule is shown below for your information.

Emergency Closing of Schools

Consideration shall be given to the closing of schools if prevailing or potential hazards threaten the safety and well being of pupils and employees. Consideration shall be given also to the closing of school when extreme weather conditions (e.g., heat – cold) and/or become detrimental to the health and safety of pupils and staff, or when the learning process is seriously impaired.

Regular Bell Schedule 2008-2009

7:45	Warning Bell
7:50	Tardy Bell (Beginning of 1 st Period)
8:50	End of 1 st Period
8:53	Tardy Bell (Beginning of 2 nd Period)
9:48	End of 2 nd Period
9:51	Tardy Bell (Beginning of 3 rd Period)
10:46	End of 3 rd Period
	Morning Break
10:51	Tardy Bell (Beginning of 4 th Period)
11:46	End of 4 th Period
11:49	Tardy Bell (Beginning of 5 th Period)
12:44	End of 5 th Period (Beginning of Lunch)
1:17	Tardy Bell (Beginning of 6 th Period)
2:12	End of 6 th Period
2:15	Tardy Bell (Beginning of 7 th Period)
3:10	End of 7 th Period (Dismissal)

The following are the steps that will be followed when a student is tardy to any class.

- 3 Tardies – Students is referred to the office for 1 day detention
- 5 Tardies – Detention for three (3) days
- 7 Tardies – Students is suspended for one (1) day
- 9 Tardies – Students is suspended for two (2) days
- 11 Tardies – Students is suspended for three (3) days
- 12 Tardies – Students is suspended pending a hearing.

Purpose of Hearing

A letter will be given to each student who has detention for the first time. The letter will explain the tardy policy to the student's parent and alert them of the consequences if the student continues to be tardy. This letter will again notify the parents of the previous steps and those that will follow if the problems of tardies persist. Parent contact will also be made on each suspension.

Dress Code

The Grambling State University Laboratory High School administrative staff and faculty believe that academic success is greatly dependent upon academic dress. Thus, each student is expected to use good judgment in his or her total appearance so as not attract

undue attention or to interfere with, detract from, or disrupt the purpose of the school: to foster academic success.

Some fashions are not appropriate for the school setting. The intent of this policy is to assist students in making choices in personal grooming and apparel which will be acceptable and appropriate for school, field trips, and extra- curricular activities.

The dress code at Grambling State University Laboratory High School is as follows:

ALL PIECES MUST BE UNIFORM STYLE

Uniform Top

Males/Females: Yellow Gold, Black, White Polo style long or short sleeve shirt

Shirts must be tucked in at all times and have the appearance of not being more than one size too big.

Uniform Bottom

Males: Khaki or Black long pants

Females: Khaki or Black long pants or skirt

No jeans of any color

No shorts for grades 9- 12

Belts are required on items that have belt loops (i.e. pants and skirts)

Skirt length must measure no more than 2' from the bottom of the hemmed garment to the top of the kneecap. (No leggings are to worn under skirts at any time.)

Pants must be appropriately sized, with no sagging or excessive bagging, and must be worn securely at and around the natural waistline.

Shoes

Solid black, brown, or white closed in shoes

Solid black tennis shoes

Solid white tennis shoes

Shoes with laces must be tied appropriately

All shoes must be worn with black, brown or white socks and/or stockings

Flip-flops, slippers, or cut-off sandals are not allowed.

Assembly Attire

Males: Black uniform pants, white oxford button-down shirt, tie, belt, and black or brown shoes.

Females: Black or Khaki uniforms skirt or pants, white button-down dress shirt, stocking and black dress shoes.

- Garments worn in the classroom (i.e., jackets) must be uniform color (black or white)
- No trim, embroidery, monograms, labels or any other decorations allowed on any part of the uniform
- Males are prohibited from wearing earrings, braids or other fad hairstyles.
- All pants and skirts must be worn at the waist. No sagging pants will be allowed. Excessively tight clothes are prohibited
- Letterman jackets can be worn

Jewelry, Grooming, and Other matters

- Earrings may be worn by females only
 - Body piercing jewelry other than earrings is prohibited
 - Sunglasses may be worn in the school only if medically prescribed
 - Hair/head accessories such as scarves, bandannas, wave caps, do-rags, combs, hair rollers, hair picks or rakes are prohibited
 - Inappropriate visible tattoos are not permitted
 - Young men are not permitted to wear pony tails, braids, plaits, Mohawks, or dreadlocks; hair length should not extend below the ears
 - Clothing jewelry, and accessories shall be free of logos, writing, pictures, or other insignia that are degrading, profane, abusive, or questionable, or that promote violence, racial or ethnic prejudice, the use of alcohol, tobacco, or illegal drugs
 - Undergarments and pajamas shall not be worn as outerwear, nor should they be visible
 - Depression clothing (pant/skirts with holes) shall not be permitted
 - Appropriate shoes must be worn at all times. Shoes must be properly tied or buckled, if applicable. House shoes, thongs, and flip flops are not considered to be appropriate footwear for school. Students must follow the dress code each school day and for after school activities. Students not following the dress code will be asked to change immediately or sent home to change. The previously cited infractions will be governed by the discipline procedures noted in the student handbook.
1. On the first violation, in addition to being asked to change immediately or sent home to change, the student will be advised by the assistant principal/principal.
 2. On the second violation, in addition to being asked to change immediately or sent home to change, the student will have a warning letter sent home to

be signed and returned. Parents will be apprised of their child's responsibility to abide by the school dress code.

3. On the third violation, in addition to being asked to change immediately or sent home to change, the student will be assigned to detention for three days from 6:45 a.m. to 7:45 a.m. Each day the student is tardy to detention will be assigned.
4. On the fourth referral, the student will be suspended from school for a period of three days. Parents will be notified by telephone and by letter. Conferences may be set up at the parents' request.

The administration of Grambling High School reserves the right to employ disciplinary actions for any behavior and/or dress that is deemed to be a distraction or a deterrent to the learning process.

Exceptions: Portions of the dress code may be relaxed for special events. Scheduling and dress for these days will be under the direction and discretion of the principal and/or the teacher in charge.

Electronic Telecommunication Devices

No student, unless authorized by the school principal or his/her designee, shall use, operate, or have in his/her possession, any electronic/telecommunication device, including CD players, MP3 players, portable DVD players, facsimile system, tape recorders, radio paging service, cell phone or mobile telephone service, intercom, or electro-mechanical paging system in any school building, or on the grounds thereof (except if stored in a motor vehicle), or in any school bus used to transport public school students during the school day.

The principal or his/her designee shall not impose on a student any disciplinary actions when any electronic telecommunication device is stored in a motor vehicle and there is no evidence of the student's intent to use or operate the device during the school day.

Neither the school, nor the school system shall be responsible for any electronic device that may be stolen or destroyed. "The Letter of Commitment – Cell Phone Return and Control" must be completed if any student is found to be in possession of any wireless device. This is an agreement signed by the parent/guardian, an administrator, and the student in violation of this policy.

Any violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school.

If a student has authorization from a physician to wear medical alert, the student may wear the device and not be in violation of this policy.

Suspension and/or Expulsion

Students may be suspended or expelled from schools for good cause (LA. R. S. 17:416 et. seq.). If a student is charged with engaged in serious misconduct for which suspensions or expulsion may occur, the school should have written statements of events with dates, times, and person (s) involved. Parents should be informed immediately in writing and, if possible, by telephone. A copy of the suspension report should be sent to the Dean of Education.

The following violations may cause immediate suspension:

1. Fighting – a battery of any person on school premise
2. Carrying firearms, knives, or any implement which can be a weapon (See ACT Nos. 620 & 626)
3. Leaving the campus without permission
4. Destruction of school property
5. Inappropriate behavior
6. Distribution, use, and/or possession of any controlled dangerous substance (See ACT 626)
7. Involvement in a fraternity, sorority, or gang activity during school and/or school activities
8. Willful disobedience
9. Disrespect to a principal, assistant principal, teacher, dean, administrator, and/or any member of the faculty and staff.

Students committing offenses listed below may be referred to the appropriate law enforcement agency.

1. Possession and/or use of alcohol or other drugs (See ACT 626)
2. Threatening teachers, students, or other school personnel
3. Stealing or possession of stolen goods
4. Damage to school property

General Student Information

Co – Curricular and Extra Curricular Student Activities

The School Board believes that student activities are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. The Board believes that school citizenship, as reflected in student activities, is a measure of the achievement of important school goals. The Board recognizes the greatest values to be derived from the both curricular and extracurricular student school activities occur when such activities are

developed and encourage through participation among, or the knowledge of, the student body, interested members in the community, and school staff.

All activities shall be in compliance with the State Board of Elementary and Secondary Education policy as stated.

Co curricular Activities

Those activities that are relevant, supportive and are an integral part of the course of study in which the student is enrolled and which are under the supervision and/or coordination of the school instructional staff.

Extra – Curricular Activities

Those activities which are not directly related to the program of studies and which are under the supervision and/or coordination of the school instructional staff and are considered valuable for the overall development of the student.

Field Trips and Excursions

Only those field trips that grow out of the instructional program or are otherwise related to the program are to be permitted on school time. Other trips such as those involving band and athletic activities should be confined to non- school time, except where the school is engaged in an activity, competition or contest that requires the use of school time.

Classes

Classes will be organized on the basis of grade. Each class will have at least two sponsors to supervise class meetings and to guide and give directions to the students. Sponsors will also work with class officers to prepare an agenda for each meeting.

Each class will elect a president, vice- president, secretary assistant secretary, treasurer, parliamentarian, and sergeant- at- arms, historian, chaplain, and two student council representatives.

Minimum Requirements for Student Council and Class Officers

President/Vice President/Miss Grambling High School

- Must have a 3.0 cumulative average
- Must have attended Grambling High School for three consecutive years
- Must be a Junior or Senior (President and Vice President)
- Must not have been suspended /expelled from school
- Must be of good character

Other Student Council Officers/Class Officers /Class Queens

- Must have a 3.0 cumulative average
- Must have not been suspended/expelled from school
- Must be of a good character

*Notes:

Students may not retain position if suspended/expelled during the school year.

Minimum requirements must be maintained throughout the elected school year while holding office.

Clubs/Organization and Sponsors

Clubs/Organizations Names

4- H

BETA

Chess Club

Drama Club

Fellowship of Christian Athletes (FCA)

Future Business Leader of America (FBLA)

Future Teachers of America (FTA)

Math Club

National Honor Society

Science Club

Science Olympiad

Social Studies Club

Student Council Association

Foreign Language Club

JROTC

GHS Cheerleader/ Dynamic Domain

GHS High School Band

Club/Organization Sponsors

Coach Chris Oney

Ms. Jennifer Franks/

Ms. Ayasha Combest

Mr. Anthony Smith

Ms. Melanie Colvin

Coach Keith Gillard

Mrs. Bettina Collins

Ms. Melanie Colvin

Coach Anthony Smith

Ms. Jennifer Franks/

Ms. Melanie Colvin

Mrs. Barbara Gauden

Mrs. Lillie Brown

Coach Johnny Thomas, Sr.

Ms. Torry Dean/ Ms. Jennifer Franks

Ms. Rosie Marks

TBA

Ms. Torry J Dean

Mr. Arthur Simpson

Class Sponsors

Freshmen Class

Ayasha Combest
Coach Chris Oney

Sophomore Class

Coach Keith Gillard
Ms. Torry J Dean

Junior Class

Ms. Melanie Colvin
Coach Johnathan Brantley

Senior Class

Mrs. Bettina Collins
Coach Cedric Sherrod

School Volunteers

The school recognizes that volunteers can make valuable contributions to the school. Every effort shall be made to incorporate the use of the school volunteers into the community schools program. The extent of participation of school volunteers shall be limited by policies governing the Office of Risk Management, State of Louisiana.

Library

The library is open for student and faculty use from 7:45 a.m. to 3:15 a.m. Monday through Friday. Students using the library during class time must present a library pass. Students are encouraged to make maximum use of services provided.

Most circulation books may be checked out for a period of two weeks and renewed for the same period of time, provided books are brought back to the library on the due date for re-stamping and provided they are not in demand. Non- circulating materials (e.g., reference books, current periodicals) must be used in the library. Back issues of periodicals and designated reference materials may be checked out for classroom use (with teacher's permission for overnight use). Check out time for use of overnight materials is from 2:30 p.m. – 3:15 p.m. Monday through Thursday. Materials must be returned before 7:55 a.m. the following morning.

Borrowers will be assessed a fine of .10 per school day for any overdue item. Students should pay for all lost or damaged materials.

If a student owes any book fine or other obligation at the end of a grading period, his/her borrowing privileges will be suspended until obligations are cleared.

Reminders:

1. The library is to be used for reading and studying. Eating food and chewing gum are not permitted in the library.
2. Place book bags and/or duffel bags in the designated area.
3. Before leaving the library, push chairs under tables, put waste paper in trash receptacles, and re-shelve non-circulation materials.

Damage to Textbooks/Instructional Materials

The school may require parent and/or legal guardians to compensate the school for lost, destroyed, or unnecessarily damaged books and materials, and for any books which are not returned to the school at the end of the school year, semester, or nine-week session, as the case may be.

Guidance Services

Guidance services at Grambling High School help to make up a significant part of its educational program. The counselor provides guidance for all students in grades 9 – 12 with decision making, test taking skills, values, attitudes, relationships, conflict resolutions along with many other services which will help students become successful responsible adults.

The counselor also provides students with information on all branches of the military, ACT and SAT college tests, college requirements, college applications, academic scholarships, career choices, as well as NCAA rules and regulations. In addition, the counselor assists with finding part-time jobs, registers students to vote, and last but not least, provides individual counseling and group counseling sessions for students.

If you need the counselor assistance, please contact the guidance office at (318) 274-6237.

Procedures for Withdrawing From School

Students who wish to withdraw from Grambling State University Laboratory High School during the school year must follow the steps listed below:

1. The student must report to the counselor's office to pick up a withdrawal package.
2. The student must clean out his/her locker for the counselor's inspection.
3. The combination lock must be turned in to the office.
4. All textbooks and library books must be returned to the appropriate area.
5. The student must get each teacher's signature on the withdrawal and get the clerk's signature on the withdrawal package.
6. The student must also inform the cafeteria clerk of the withdrawal and get the clerk's signature on the withdrawal package.
7. The student must pay all fines and debts owed at this time.

After all of the above steps are complete, the withdrawal package must be signed by the principal, assistant principal, secretary, counselor, student and parent.

*No student can withdraw without parents' approval or consent.

Testing

<i>Test</i>	<i>Grade</i>	<i>Month</i>
GEE 21 Retests	10 th & 12 th	October
PSAT/NMSQT	11 th	October
PLAN	10 th	October
SAT	10 th – 12 th	TBA
ASVAB	11 th	January
GEE 21 Retests	12 th Only	February
GEE 21 – Graduation		
Exit Exam	10 th – 11 th	April
iLEAP	9 th	April

PSAT/NMSQT

The PSAT/NMSQT test measure verbal and mathematical reasoning abilities that are important for success in college. Taking the test enables students to practice for the DAY, enter scholarship competitions, seek information from colleges, and get feedback about critical academic skills. The PSAT/NMSQT is offered during the Fall semester, and test fee is required

PLAN

The PLAN test is includes test in English, Math, Reading, Science Reasoning that measure the academic skills and abilities students have developed. In addition, the PLAN test is an assessment of study skills interest inventory, practice for the ACT< and questions are asked about future plans, needs and goals. The PLAN test is offered during the fall semester to 10th Graders. No test fee is required

SAT

The SAT is a three- hour standardized that designed to measure the ability of high school students to do college work. There are seven sections on the test, three verbal and three math, plus one experimental section that may be either verbal or math. The verbal sections test vocabulary, verbal reasoning, and understanding what you read. The mathematics sections of the test measure your ability to solve problems involving arithmetic, elementary algebra, and geometry. A fee is required

ASVAB

The ASVAB provides students with practice for the SAT, practice for taking civil service exams, knowledge of career interests, and will give students the opportunity to choose a military occupation. The ASVAB consist of ten subtests, and there is no fee.

GEE

The Graduation Exit Exam is administered to high school students in the State of Louisiana, and a passing score is required to graduate. The exam consists of four components: English Language Arts, Math, Science, and Social Studies. Retest administration are offered three times a year for twelfth graders and twice a year for 11th graders. No fee is required.

Graduation Requirements for Grambling State University Laboratory High School

English -	4 Units English I (T) English II (T) English III (T) English IV (T)
Mathematics -	3 Units Algebra I (T) Algebra II (T) Geometry (T)
Science -	3 Units Physical Science (T) Biology (T) Chemistry (T)
Social Studies -	3 Units Free Enterprise (T) – ½ Units Civics (T) – ½ Units American History (T) World Geography (T)
Health/Physical Education	2 Units Health - ½ Units Physical Education – 1 Unit Physical Education II – ½ Units
Business Computer Applications (T) or Computer Literacy – ½ Units	
Foreign Language (T) – 2 Units	
Fine Arts (T) – 1 Unit	
Electives (Courses Not Required) – 4 Units	
Advanced Math/Science – 1 Unit	
Total Units for Graduation – 24 Units	

NOTE: ALL COURSES INDENTIFIED WITH A “T” IN PARENTHESES ARE REQUIRED FOR LOUISIANA’S TUITION OPPORTUNITY PROGRAM FOR STUDENTS (TOPS) CERFICIATION. TOPS IS A COMPREHENSIVE PROGRAM OF STATE SCHOLARSHIPS. THESE COURSES ARE KNOWN AS THE TOPS CORE COURSES. ADDITIONAL COURSES REQUIRD FOR TOPS ARE FINE ARTS SURVEY (1 CREDIT), COMPUTER APPLICATIONS (1/2 CREDIT).

BEGINNING IN THE FALL 2010, TO ENROLL IN A LOUISIANA PUBLIC FOUR – YEAR UNIVERSITY, YOU MUST HAVE AT LEAST:

1. Completed the Regents’ Core Academic Curriculum (currently the TOPS core)

And

1. One of the following:
 - a. a high school cumulative average of 2.0 or higher, or
 - b. an ACT composite score of 20 or higher, or
 - c. graduation from high school in the top 50% of the class and
 - d. require no more than one remedial course

Grambling State University Laboratory High School Grading Scale

100 – 95	A
94 – 85	B
84 – 75	C
74 – 69	D
68 - 0	F

Promotion from one grade to another grade is dependent on the number of Carnegie units earned

Freshman	0 – 4
Sophomore	5 – 9
Juniors	10 – 15

Seniors

16 +

Class Ranking

Class valedictorian and salutatorian must have been in attendance at Grambling State University Laboratory High School for their entire academic junior and senior years.

Communicable Diseases

The school nurse will examine each reported child for communicable problems such as lice or scabies. If such is found, the parents will be notified and the child will not be allowed to attend school until they are cleared by the health authorities or have been adequately treated.