

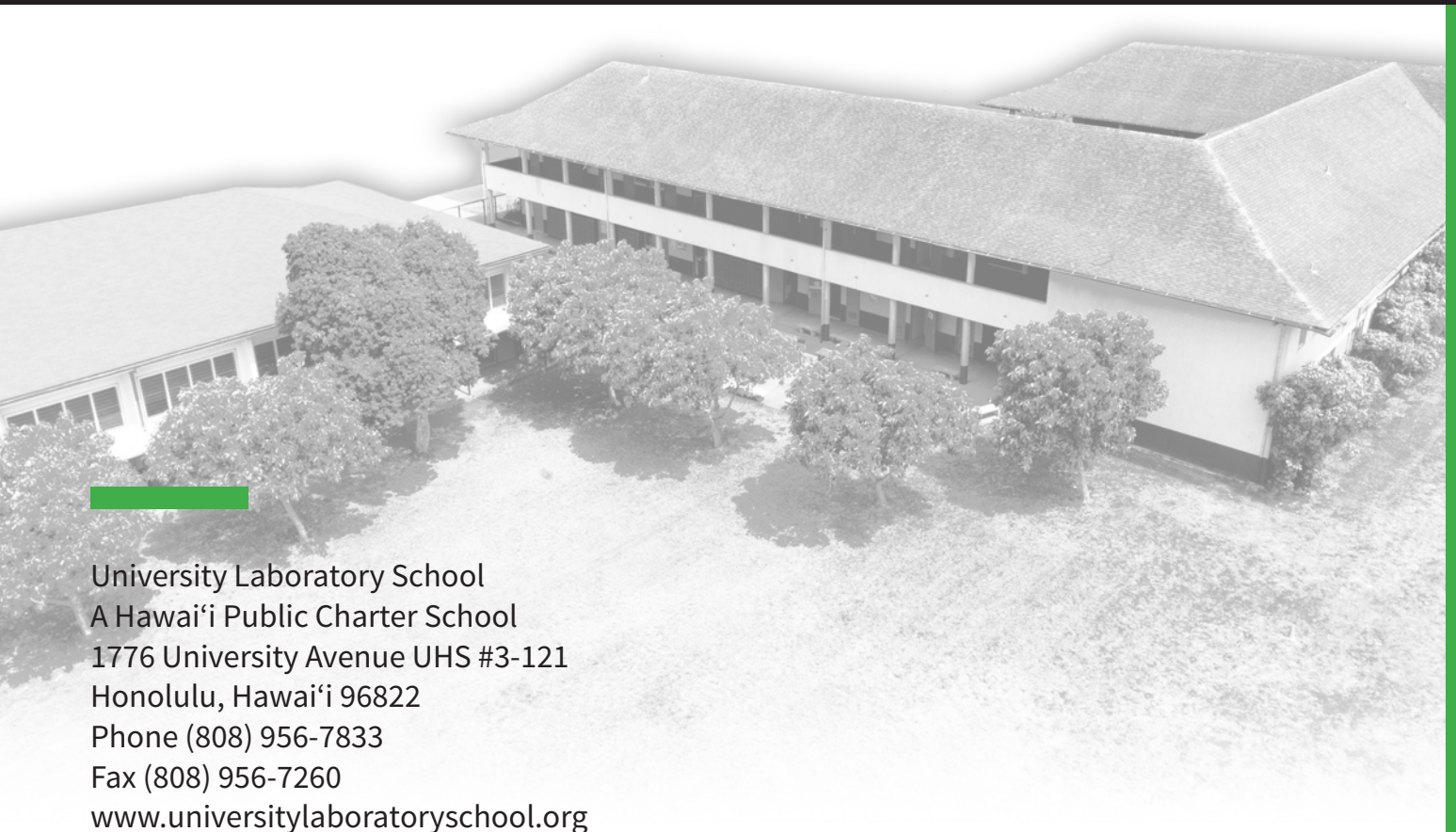


UNIVERSITY
LABORATORY
SCHOOL

2023
2024



STUDENT & PARENT HANDBOOK



University Laboratory School
A Hawai'i Public Charter School
1776 University Avenue UHS #3-121
Honolulu, Hawai'i 96822
Phone (808) 956-7833
Fax (808) 956-7260
www.universitylaboratoryschool.org



UNIVERSITY LABORATORY SCHOOL A HAWAII PUBLIC CHARTER SCHOOL 2023-2024 OFFICIAL SCHOOL CALENDAR

AUGUST 2023

Aug. 1-4: Teacher Work Days (No Students)
Aug. 7: First day for students
Aug. 18: Statehood Day - Holiday

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2024

Jan. 1: New Year's Day - Holiday
Jan. 5: Teacher work day (No Students)
Jan. 8: First day for students
Jan. 15: Martin Luther King Day - Holiday

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2023

Sept. 1: School In-Service (No Students)
Sept. 4: Labor Day - Holiday

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY 2024

Feb. 12: Institute Day (No Students)
Feb. 19: Presidents' Day - Holiday

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

OCTOBER 2023

Oct. 6: 1st Quarter Ends
Oct. 9-13: Fall Break (No School)

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH 2024

Mar. 15: 3rd Quarter Ends
Mar. 18-22: Spring Break (No School)
Mar. 26: Kuhio Day - Holiday
Mar. 29: Good Friday - Holiday

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2023

Nov. 10: Veterans Day - Holiday
Nov. 23: Thanksgiving Day - Holiday
Nov. 24: School Holiday (No School)

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

APRIL 2024

April 29: School In-Service (No Students)

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2023

Dec. 20: 2nd Quarter Ends
Dec. 21-Jan. 4: Winter Break (No School)
Dec. 25: Christmas Holiday

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY 2024

May 23: 4th Quarter Ends
May 23: Last day of school (11:30am dismissal)
May 24: Graduation 5:30pm
May 24, 28-31: Teacher Work Days
May 27: Memorial Day - Holiday

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

School Hours

Kindergarten - Grade 5
Mon., Tues., Thurs., Fri. 7:45am - 2:15pm
Wednesday 7:45pm - 1:45pm

Grades 6-12

Mon., Tues., Thurs., Fri. 7:45am - 3:15pm
Wednesday 7:45am - 2:35pm

Students' School Year - 1st Semester: August 7, 2023 to December 20, 2023;
2nd Semester: January 8, 2024 to May 23, 2024

Teachers' Work Year - 1st Semester: August 1, 2023 to January 5, 2024;
2nd Semester: January 8, 2024 to May 31, 2024

Contact Information

School Office: (808) 956-7833

School Fax: (808) 956-7260

Email: info@universitylaboratoryschool.org

attendance@universitylaboratoryschool.org

health@universitylaboratoryschool.org

Website:

www.universitylaboratoryschool.org



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ABOUT THIS HANDBOOK

The Student and Parent Handbook provides students and parents with important and vital information about the University Laboratory School. We ask all students and parents to read through this handbook thoroughly making note of the school's policies, procedures, and opportunities contained therein. With this knowledge, we expect that students and parents follow these guidelines and respect the school's determination as to how these guidelines may or may not affect you directly.

While we anticipate that most incidents that occur throughout the school year will fall under a section or sections of this handbook, we may also take license to make decisions on a case by case basis as is appropriate.

Due to the nature of the global pandemic, this student/parent handbook acts as a living document that will continue to be updated as conditions change throughout the 2023-2024 school year. Should updates be made, all students and parents will be notified in a timely manner.

Both students and parents should read through the handbook together and discuss the policies and procedures so that there is a clear understanding of the expectations of attending the University Laboratory School. By signing the Student/Parent Handbook Acknowledgement form, both parent and child agree to adhere to the statements, policies and procedures covered within the handbook.

We hope the information presented is helpful and contributes to a successful school year.

CONTACT INFORMATION

Address

University Laboratory School
A Hawai'i Public Charter School
1776 University Avenue UHS #3-121
Honolulu, Hawai'i 96822

Website:

www.universitylaboratoryschool.org

Phone and Email

Main Phone Line: (808) 956-7833

Fax: (808) 956-7260

Email: info@universitylaboratoryschool.org

Email: health@universitylaboratoryschool.org

Email: sports@universitylaboratoryschool.org

Reporting Absences and Leaving Messages Grades K-12

Main Phone Line: (808) 956-7833

Attendance Email: attendance@universitylaboratoryschool.org

Faculty and Staff Directory

Visit <https://www.universitylaboratoryschool.org/> for a faculty and staff directory.



ABOUT UNIVERSITY LABORATORY SCHOOL

About Us

University Laboratory School (ULS) is a unique and special organization. The school's early beginnings in 1896 as the Territorial Normal & Training School helped to pave the way for its eventual transformation into a K-12 laboratory school in 1966. ULS then worked in partnership with the University of Hawai'i (UH) College of Education's (COE) research unit known as the Curriculum Research and Development Group (CRDG). As a laboratory school, ULS was able to focus on using innovative, creative and thoughtful approaches to educating students in addition to serving as a seedbed for education research and curriculum development. ULS has maintained its partnership with the UH Mānoa COE even through ULS' transition into a public charter school in 2001 and later when it began operating independently with its own governing board in 2009. ULS is a Western Association of Schools and Colleges (WASC) accredited school receiving this status in 2012.

Vision

University Laboratory School's vision is that "all students will graduate ready for college, work, and responsible citizenship."

Mission Statement

The school serves two interlocking missions: to design and deliver the best possible education to its students, and to serve the educational research and development community as an inventing and testing ground for high quality educational programs.

Schoolwide Learner Goals

University Laboratory School will prepare its students to be ready for college, work and responsible citizenship, through a program emphasizing disciplines of knowledge and habits of mind, as indicated by demonstrating skills development in the areas of critical thinking, collaboration, creativity, and communication. In addition, our school focuses on three strategic areas: education of our own students, research in the area of educational best practices, and dissemination of educational best practices via professional development.

ULS School Design

ULS provides:

- a quality education program for all students;
- an optimal setting for organized curriculum research and development;
- a demonstration site for exemplary working curriculum models; and
- a site for graduate and undergraduate research and training.

The following features explain ULS' well rounded prescribed academic program:

- Heterogeneous grouping in all classes.
- All students participate fully in a comprehensive academic program, enrolling each year in English, social studies, science, mathematics, art, and instrumental or vocal music, plus physical education, health, freshman seminar, and (in grades 10-12) a second language, college & career seminar, and an elective courses, thus providing all students with a strong academic foundation. Technology is integrated in various courses and grade-levels, and represents a pillar of our effort to prepare students to succeed in the 21st century.
- Teaching, learning, and demonstrations of knowledge based on disciplinary practices and habits of mind are the modes of interaction in every class, everyday. We create a community of learners that cast all students in the role of authentic practitioners of the disciplines of knowledge. The school's instructional methods emphasize direct experience, hands-on activity, and higher order intellectual processes; include experimentation and inquiry, simulations, role-playing, and cooperative learning groups; and use constructivist approaches as well as direct instruction where appropriate.



ULS Accreditation

ULS is accredited as a K-12 institution by the Western Association of Schools and Colleges through June 30, 2029.



ULS Admissions Policy and Practices

To serve our dual interlocking mission of education research, as well as providing a comprehensive academic program which prepares our students to become critical and engaged thinkers, our school enrolls about 450 students, comprising a cross section of Hawaii's diverse population, from kindergarten through grade 12.

It is the admissions policy of ULS that admittance is open to all students residing in the State of Hawaii in grades kindergarten through 12. All students will be admitted in compliance with HRS §302D-34. The admissions policy can be found at www.universitylaboratoryschool.org/admissions/.

ULS Governance Structure

The purpose of the Governing Board of the University Laboratory School is to set policy and provide oversight for ULS in accordance with HRS, Chapter 302D. The Board ensures that ULS complies with the terms of the charter contract between the authorizer and the School, which pertain to and manage the financial, organizational, and academic viability of the school.

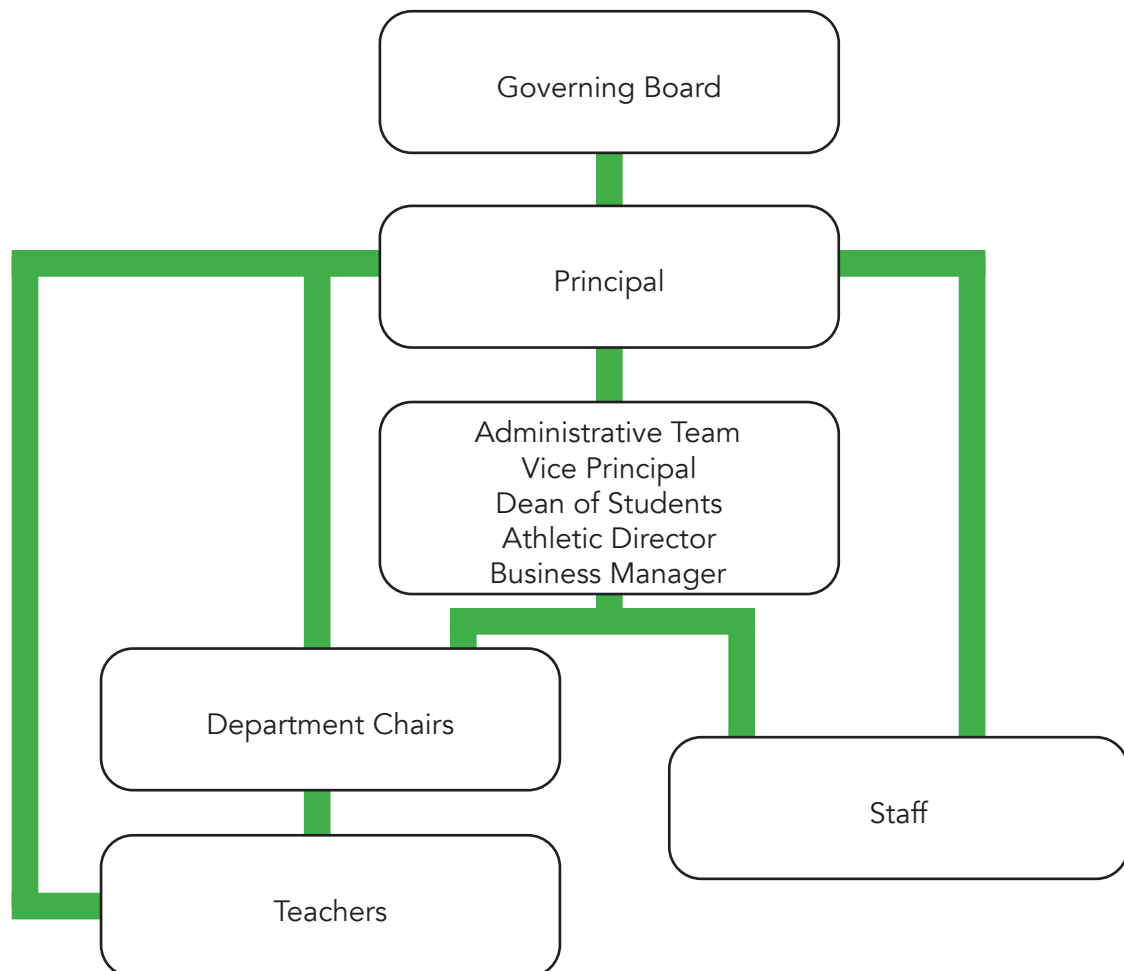
ULS Governing Board Members

Edward Aquino
Saori Doi
Aron Dote
Tina Keane

Melvina Nakao
Preet Nijjar
Everett Ohta
Travis Palmeira

Ishita Shah
Miki Tomita
Karyn Yoshioka
Denise Yoshimori-Yamamoto
A. Keoni Jeremiah, Principal (ex-officio)

ULS Organizational Structure



ULS Historical Partnership

We operate in partnership with the University of Hawaii (UH) College of Education (COE), serving as a laboratory for researching, developing, and evaluating innovative approaches to improving teaching, learning, and assessment.

Over the past 50 years, our partnership has produced exemplary programs in science, mathematics, English language arts, Pacific and Asian Studies, marine studies, environmental studies, Hawaiian and Polynesian studies, Japanese language and culture, music, nutrition, art, drama, technology, health, and computer education that are used by schools in Hawaii, the U.S., and other countries. In addition to our partnership with UH COE, we collaborate with the Hawaii State Department of Education, local private and charter schools, other universities, and education institutions and organizations to provide observation and professional development support, as well as serve as an education research laboratory.

Some highlights of our more extensive history:

- The school has been associated with the University of Hawai'i since 1931 but has roots back to the formation of a teacher training department at Honolulu High School in 1896.
- Prior to 1931 the school was run by the Territorial Department of Public Instruction. In 1931, the Territorial Legislature transferred the school to the University, where it became part of the newly formed Teachers College (later renamed the College of Education in 1957).
- In 1966, the school was downsized and became part of the Curriculum Research & Development Group in the College of Education, serving as a laboratory for educational research and development.
- In 2001, ULS became a charter school with funding for its operation shifting from the University to the Board of Education and the Department of Education.
- In 2009, ULS employees transitioned from being University employees to public school teachers and government employees.
- In and through these transitions from teacher training ground to public charter-laboratory school, the school continues to both serve its students by providing a high quality educational environment and program, and to function as a laboratory for improving learning, teaching and assessment.



University Laboratory School is a special focus school of choice, and parents and students must be willing to accept the mission of the school and agree to participate fully in all components of the University Laboratory School's research and educational programs. All products produced by students, imagery of all types, and data concerning all Laboratory School students belong to ULS and COE and may be used for research, publication, dissemination, and recordings. See the Appendix for Student Consent Photos Video Release document.

University Laboratory School was granted a charter on August 16, 2001. As a charter school, ULS assumed independence from UH, but maintains its connections with the educational research and development community through its partnership with the COE.



The school is located on the University of Hawai'i at Mānoa Campus in Honolulu, Hawai'i. The school has shared use of facilities with the University of Hawai'i-Mānoa College of Education, and as part of the Affiliation Agreement the school pays a Facilities Use Fee. These buildings include the University High School 3 (main school building 12 classrooms including 2 science classrooms/labs), Castle Memorial Hall (Elementary-3 classrooms, choir, art- 5 classrooms), Multi-purpose Building/cafetorium, Lab School Portables 1-3 (two general use classrooms, orchestra, athletic office, athletic training room, weight room), Locker Rooms (boys/girls), and outdoor playground equipment, gardens, athletic facilities- fields, basketball courts. The school also has access to the University of Hawai'i's library, athletic gyms, track, pool, and music and theater concert auditoriums.

HEALTH AND SAFETY PROTOCOLS

The following protocols help to address ongoing health and safety concerns, and supersedes any previous health and safety policies and procedures. ULS will continue to closely monitor and respond to the COVID-19 situation. We will inform our families of any updates or changes to our health and safety protocols as they occur. Please visit the Resources page on our school website for the most recent notices.

Daily Wellness: Screening for Potential Illness at Home

Parents/Guardians: You are required to do a wellness check on your child each morning at home to determine if your child should attend school. To stop the spread of illness, students and staff must stay home if they are feeling sick.

STEP 1: Check for Symptoms of Illness

Do you or your child have any of these symptoms? If yes, **do not go to school.**

- ☐ Fever 100°F or greater, unusually warm (has flushed cheeks). If you are able to, use a thermometer to take your child's temperature.
- ☐ Chills
- ☐ Coughing
- ☐ Sore throat
- ☐ Congestion or runny nose
- ☐ Shortness of breath or difficulty breathing
- ☐ Headache
- ☐ Unexplained muscle pain/body aches/unusual fatigue
- ☐ New loss of taste or smell
- ☐ Nausea/vomiting
- ☐ Diarrhea

If any of these symptoms are present, your child should not attend school.

STEP 2: Check for Recent COVID-19 Exposure or Test

Do any of the following apply to you or your child? **If yes, do not go to school. Report any illness or COVID-19 exposure to the school.**

- ☐ Recently tested positive for COVID-19
- ☐ You or a household member are waiting for COVID-19 test results
- ☐ Recent close contact with someone with COVID-19

STEP 3: Notify the School of a Absence due to Illness

Parents must notify the school office immediately by emailing attendance@universitylaboratoryschool.org or by calling 808-956-7833. ULS will also notify parents of the return to school protocols (see below). Parents must provide specific information about the nature of your child's illness as this will determine the clearance protocols for your child. If we do not have enough information, your child's return to school will be delayed.

Students cannot return to school until the return to school protocol has been met AND parents have received a confirmation allowing the student to return. **If a student comes to school without being cleared first, parents will be called to pick up their child immediately.**

Student Illness/Injury During the Day

A student who becomes too ill to attend class must report to the office so parents can be called and the child picked up as quickly as possible. An off-campus pass will be issued to the child. A student who becomes too ill to attend class will not be eligible for extracurricular activities on that day, including sports games and practices. See health and safety guidelines for more information on protocols for when a student becomes sick at school.

Students who sustain injuries during school (PE, morning break, lunch, etc.) must go to the school office if any first aid or other care is required. Our health team will render aid and communicate with parents if their child needs to be picked up for further care.

When a student becomes sick at school

The school office will be notified immediately by a teacher or staff member if a student shows signs of illness during class time. If a student feels ill during non-instructional time, the student should report to the school office immediately for care and assistance. The school designate will follow the appropriate protocols to assist the sick student.

- The student will be evaluated by the school designate in the school health room.
- The school health room is equipped with the necessary supplies needed to care for and assess an ill student. The room is cleaned and sanitized before and after use and all materials are kept secure.
- The school health designate will call the student's parent/legal guardian to pick up the student.
- A parent/legal guardian or an emergency contact must pick up their child immediately.
- While waiting to be picked up, the sick student will be isolated from those who are well in the isolation room.

Parents, if your child calls you from their personal cell phone to let you know they are not feeling well, direct them to report to the school office to get aid. The school health designate will communicate with parents on the situation, provide documentation as to what care was given to the student, and share the return to school protocols. Parents will be asked to sign off acknowledging understanding the return to school protocols.

A student who has to leave school due to illness will not be eligible for extracurricular activities on that day, including sports games and practices. See athletic handbook for more information.

Students who sustain injuries during school (PE, morning break, lunch, etc.) must go to the school office if any first aid or other care is required. Our health team will render aid and communicate with parents if their child needs to be picked up for further care.

Face Covering or Mask Wearing

All individuals, including employees and students, have the option of wearing a face covering or mask while on campus. The University Laboratory School reserves the right to reinstate required mask wearing if it is necessary for the health of our school community, or COVID-19 community levels become problematic for our school community, or if state mandates in regards to mask wearing change.



COVID-19 PROTOCOLS

Tested positive for COVID-19

Students and staff who have tested positive for COVID-19, regardless of their vaccination status, must inform ULS immediately by emailing health@universitylaboratoryschool.org and begin the **5 day isolation period. Day 1 is the first full day after symptoms have started or test date.**

Students and staff can return to school when all the following conditions are met:

- 5 days have passed since symptoms first appeared or 5 days after the test was collected, if asymptomatic and
- 24 hours with no fever without use of fever-reducing medications; and
- Symptoms have improved.
 - If symptoms are not improved, stay in isolation up until day 10.
- Well-fitting masks should be worn around others at all times in school settings.

Close Contacts of a positive COVID-19 case

Students and staff who are considered a close contact of a positive COVID-19 case, regardless of their vaccination status **do not have to stay home and can attend school/work.**

Students and staff are cleared of their close-contact status when the following conditions are met:

- Test on day 5 from exposure and submit to the ULS health team or submit a note from your child's doctor to the ULS health team.
- Wearing a well-fitting mask is strongly encouraged at all times at school until cleared.
- If symptoms develop, stay home and get tested right away.

Close Contacts who have recovered from COVID-19 in the Last 90 Days

- If they do not have symptoms:
 - They do not need to stay home.
 - They do not need to be tested for COVID-19.
- Wearing a well-fitting mask is strongly encouraged at all times in school settings.
- Watch for symptoms for 14 days after last contact with the person with COVID-19.
- If symptoms develop, immediately self-isolate and get tested

Contacts of Close Contacts: People who were not in close contact with the person with COVID-19 infection.

- Do not have to stay home.
- Do not have to get tested.

Frequent Hand Washing and/or Sanitizing

All students and staff will wash or sanitize their hands frequently, including upon arrival, before and after meals, after bathroom use, after coughing or sneezing, in between classes, and before dismissal.

- Hands should be washed with soap and water for at least 20 seconds and hand sanitizer must contain at least 60% alcohol.
- Restrooms, sinks, and sanitizing stations will be regularly maintained with adequate supplies (i.e. soap, sanitizer, and paper towels).



Promote and Practice Personal Hygiene

Parents should talk to their child about:

- not touching their eyes, nose, or mouth.
- sneezing or coughing into a tissue and throwing it away. If no tissue is available, they can reduce the spread of germs by coughing or sneezing into their elbow.
- having good personal hygiene practices.

Non Sharing of Personal Items

To minimize risk, personal items are not to be shared with others at school.

- No personal items (toys, recreational items, electronic devices, books, games, school supplies, clothing, water bottles etc.,) should be shared with others at school.
- Students should not share any snacks or food items brought from home or school purchased meals with others.

Ventilation

- Open windows and doors when possible.
- Do not open windows and doors if doing so poses a safety or health risk (i.e., risk of falling, triggering asthma symptoms) to children using the facility.

Cleaning of Facilities

Cleaning and disinfection are part of a broad approach to prevent infectious diseases, including COVID-19, in schools.

- In most situations, the risk of infection from touching surfaces is low, according to the CDC.
- Cleaning once a day is usually enough to sufficiently remove potential viruses that may be on surfaces.
- Prioritize high-touch surfaces for cleaning.
- The most reliable way to prevent infection from surfaces is to regularly wash hands or hand sanitize.

Signage and Health Promotion

Signage will be placed inside, outside, and throughout the school to remind and clearly state expectations for health, safety, and social responsibility.

Contagious Health Concerns

Please contact the office immediately if your child has a serious or highly contagious illness. A doctor's release will be necessary in some cases before a student may return to school.

Head Lice (Uku) Policy: ULS follows the DOH and HDOE policy with regard to Head Lice/Uku management. Ukus do not transmit disease and should not be the reason for children to miss school or be shunned.

The school health practice for ukus will include:

- Inspection by the school personnel of a student who may have ukus or nits;
- Notification of the parent/guardian that the student has ukus or nits;
- After the parent is notified, the student will return to class where they will remain until the end of the school day, unless the parent opts to take their child home to begin treatment; and
- Provision of information on home treatment to the parent/guardian.

Chronic Illness

If your child has a chronic health problem causing excessive absences that may affect his or her functioning academically, a note from the doctor is required. Please make sure you indicate any chronic illness on the emergency form.

Students with High-Risk Medical Conditions

Parents and families should be encouraged to consult their child’s healthcare provider to discuss the appropriateness of students with high-risk medical conditions to attend school.

Medicine/Medication

The school staff is prohibited from dispensing any form of medication to students. Students will be responsible for taking their own medication.

The school administration shall be notified of any student taking medication, and individual student medication should be stored in the school office.

If a student is on long-term or as-needed daily medication, parents should enter the name of the medicine as well as the reason for it on the emergency form. If a student is on temporary medication, parents are asked to inform the office staff of the medication and the length of time it must be taken.

Physical Examinations and Immunizations

All kindergarten and grade 7 students must have a physical examination and all needed immunizations including TB clearance before the first day of school.

Annual physical examinations are required for all students in grades 7–12 participating in organized sports activities. Physical exams for sports activities are good for one calendar year. Physical examination forms must be turned in by the first day of practice. The Physical Examination Form and Parent Consent Form must be completed and turned in to the Athletic Office before the student can participate in practice or games. Other requirements are also needed prior to sports play. *See athletic handbook for more information.*

SCHOOL INFORMATION

ULS DAILY SCHOOL SCHEDULE

The school year begins on Monday, August 7, 2023 and ends on Thursday, May 23, 2024.

School hours are as follows:

Kindergarten - Grade 5 Mon., Tues., Thurs., Fri. 7:45am - 2:15pm Wednesday 7:45am - 1:45pm	Grade 6 - 12 Mon., Tues., Thurs., Fri. 7:45am - 3:15pm Wednesday 7:45am - 2:35pm
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Drop-off/Pick up Procedures

Your child’s health and safety are our primary concern. We appreciate your help in reminding your child of all school safety rules. Working together will assure that your child has a safe and happy year.

Due to safety reasons, parents will not be allowed to enter school buildings or accompany their child to the classroom during these drop off and pick up times.

As a reminder, UH Mānoa campus and other neighboring schools are in session. This means that there will be traffic congestion and occupied parking stalls on the streets around our campus. We ask that you follow all traffic rules and drive with caution and aloha.

Please refer to your child’s grade level drop off and pick up times and adhere to those directives. Each grade level has a specific protocol in order to ensure the health and safety of all students arriving and leaving our campus.

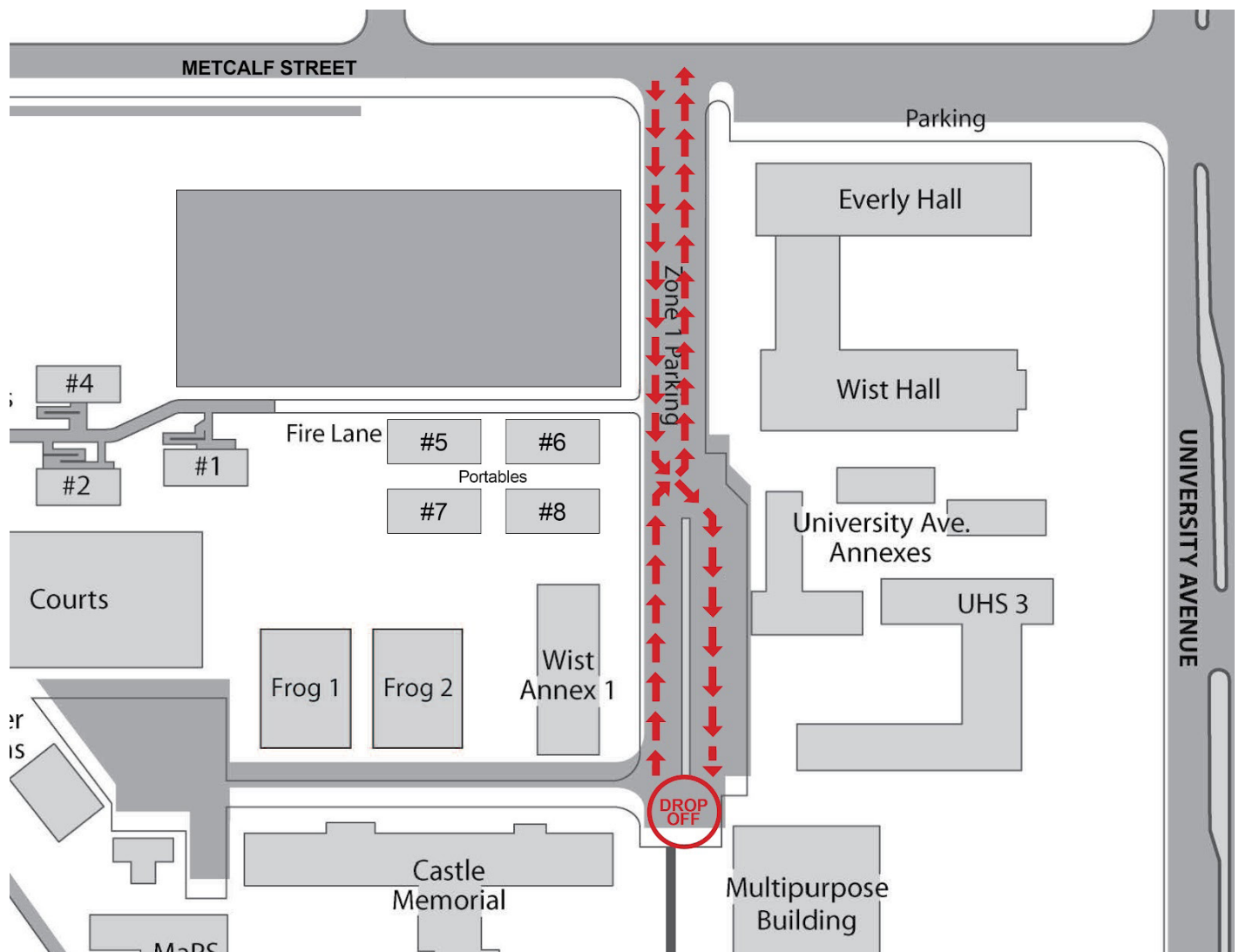
For Students in Grade Kindergarten to Grade 5-ONLY

Drop off/Arrival (K-5)

K-5 students may arrive on campus beginning at 7:15 a.m. There is no school supervision before 7:15am. Classes begin at 7:45 a.m. Staff will be on hand at each of the drop off areas to escort or direct students to their classrooms. Please see maps on the next page for more information.

Grade K-5

Students will check in at the ZONE 1 parking lot drop off area near the MPB, use the Zone 1 (Metcalf entrance) parking lot as the point of entry. ULS will provide each family with one entry placard that must be displayed on the car dashboard. If the placard is not displayed properly, you may be denied entry into the ZONE 1 parking lot. Students will be supervised by an adult at the drop off point and escorted to the classroom at the appropriate time.



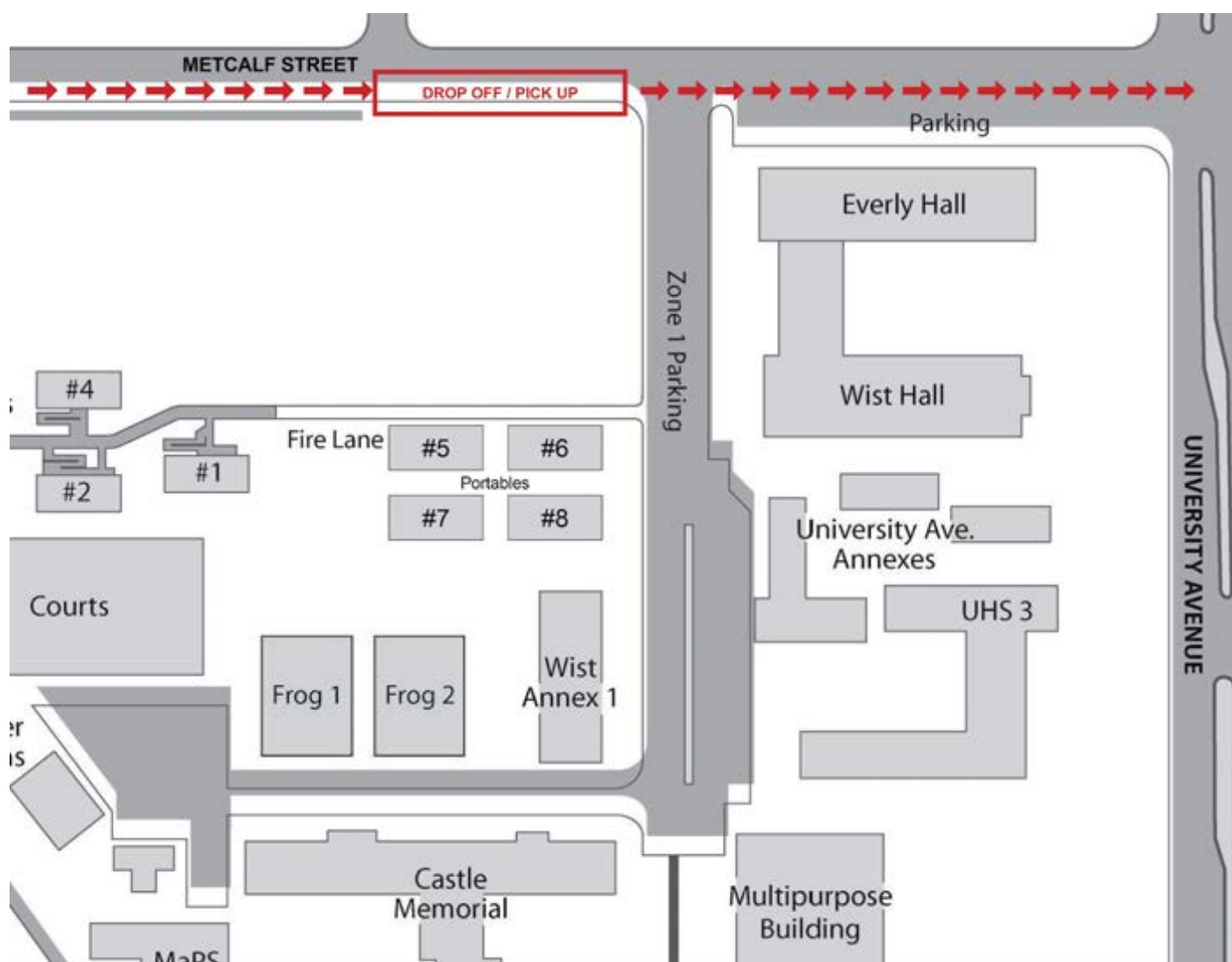
Pick up/Dismissal (Grades K-5)

After school, K-5 students will be escorted to the pick up area on Metcalf St. at the designated dismissal times (M, T, TH, F 2:15 p.m. and Wed. 1:45 p.m.).

Parents of students in K-5 must pick up their child immediately after the K-5 school day. For safety reasons, K-5 students are not permitted to be on campus past their dismissal time. If your child is found to be on campus after 30 mins from the daily dismissal time, parents or those on the approved emergency contact list will be called to pick up your child immediately. There is no after school supervision.

Please make arrangements to pick up your children at their designated times if you have more than one child attending ULS.

There are community after school programs for parents who are seeking after school care. Please contact those programs to inquire about their after school care services.

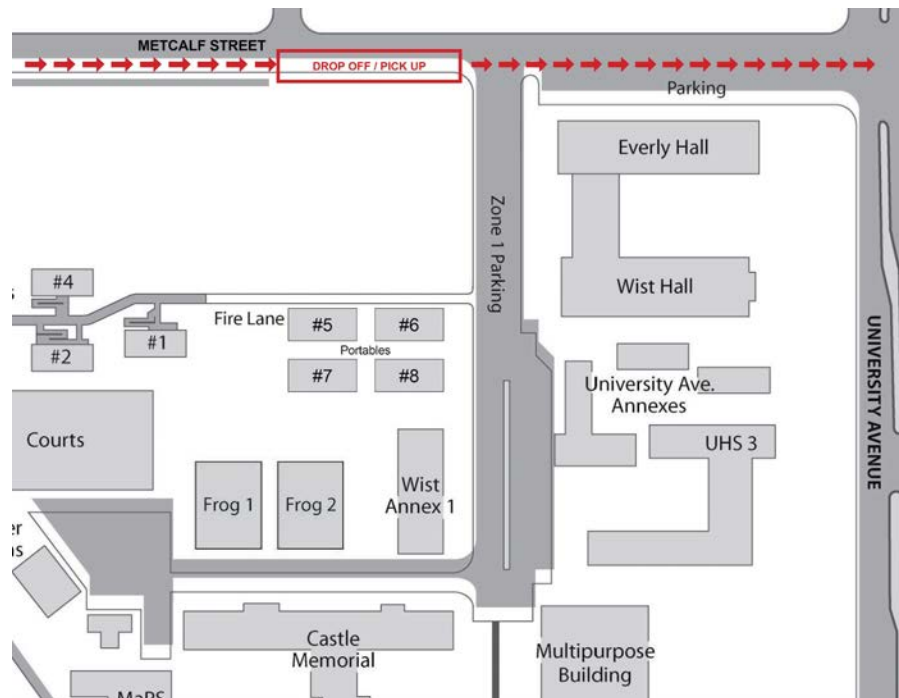


For Students in Grades 6-12 ONLY

Drop off/Arrival (Grades 6-12)

Grades 6-12 students may arrive on campus beginning at 7:15 a.m. There is no school supervision before 7:15am. Drop off area is on Metcalf Street. See map below. Parents are **NOT ALLOWED** to drive into the school parking lot (Zone 1). Please follow this directive to help us alleviate traffic and congestion in the lot.

It is strongly recommended that students arrive at school between 7:15 a.m. - 7:40 a.m. Students may leave the holding/designated areas to go to HR/Period 1 classroom starting at 7:30 a.m. Parents are highly encouraged to remind their child(ren) to remain on the University Laboratory School campus upon arrival for safety reasons.



Designated Waiting Areas

Students are restricted to these designated areas before school for middle and high school students:

Grade 12	Senior locker area/MPB	Grade 8	School office courtyard)
Grade 11	MPB	Grade 7	MPB courtyard/Field
Grade 10	MPB	Grade 6	MPB courtyard/Field
Grade 9	MPB		

Students are not allowed to wait on the second floor of building 3 prior to 7:30am. Basketball courts are off limits before school.

Pick up/Dismissal (Grades 6-12)

Upon your child's dismissal time, please pick up your child at the designated area on Metcalf Street or make alternative transportation arrangements for your child to leave campus. Parents are **NOT ALLOWED** to enter into the school parking lot (Zone 1).

There is no school supervision after 3:45pm. Students are not to stay on campus after school. Students remaining on campus do so at your own risk. For students in grades 6-12: If your child is in an approved ULS academic or athletic program that is in season, your child should follow the directives set forth by the teachers and athletic director.

Off-limits and Approved Areas on Campus for All Students (K-12)

For safety and security reasons, all students are expected to stay in the approved University Laboratory School areas and should not enter the off-limits areas of the campus. Please review the map on page 18 in this handbook. It is the responsibility of each student to know and respect the off-limits areas highlighted on the campus map. All students are asked to be mindful that the ULS campus is a research environment. Students should be respectful of the important work that faculty and staff are engaged in with ULS, the College of Education, and the community.

Multi-purpose Building (MPB) and Surrounding Areas

The MPB is designated as an eating area for students before school (breakfast) and during the lunch periods. Students will be assigned to eat in the MPB or other designated areas. Students are not allowed in the MPB outside of those times stated above unless there is a scheduled class or activity.

The stage area is off-limits for all students at all times, unless a planned activity is scheduled or students are receiving scheduled assistance from the IT team.

The open grassy area (facing University Avenue) is open for students to gather and socialize. The area between the back of the MPB and the KHET studios is off-limits at all times for all students.

Building 3

Before school, Building 3 is off limits until 7:15 am (second floor is off limits until 7:30 am) unless students are attending a scheduled help session with a teacher. Students are not to sit and gather in front of Room 130 and front of the office before school, break times/lunch and after school. Students who have lunch are asked to keep the noise down in the courtyard area fronting the designated classrooms. During the lunch hour, classes are held in Rooms 101 and 104 and in classrooms on the second floor, which are greatly impacted by noise from the areas surrounding the MPB.

Lab School Portable Buildings (#1-4)

The school uses Portables 1-4. Portable 1 houses the Athletic Offices and Athletic Trainers Office/Weight Room. Portable 2 is the Orchestra/general classroom. Portable 3 and 4 comprises two classrooms. Students are allowed in this area during instructional time only, or by appointment with faculty or other staff.

UH Portable Buildings (#5-8)

The school does not use any of the classrooms in the new UH portable buildings. This area is off limits to students at all times.

FROGS

The school uses the Flexible Response to Ongoing Growth (FROG) classrooms 1 and 2 from 7:30am-3:15pm. Students are allowed in this area during instructional time only.

Castle Memorial Hall

UH/COE offices are located in the middle section of Castle Memorial Hall. Students are asked to be considerate when in this area— do not loiter, create distractions, or raise your voices. Castle Memorial main restrooms and water fountain are not to be used by ULS students. Restrooms for ULS students are available in the locker rooms or Building 3.

Basketball Courts/Locker Room Area

This area is off-limits during non-instructional times. Students can access the locker rooms to use the bathroom, but should not loiter or gather there. If students are caught loitering during non-instructional time, the bathroom may be closed off to prevent further rule breaking. Students will still be able to access other bathrooms on campus.





Parking Staging Area (Zone 1A)

Students should not enter, walk through or play in the parking staging area lot at anytime. This is an active parking lot for UH personnel. Students need to be alert at all times for safety.

Overall Off-limits Areas

Areas that are off-limits and not described in detail above are the Dole Street sidewalk, behind the MPB and adjacent UH building, the University Avenue sidewalk, and the Metcalf Street sidewalk. In addition, any of the under-building and container storage areas are off-limits to students at all times.

Any student leaving campus without permission during school hours will be disciplined.

Our middle and high school students are expected to stay within the common areas of the school and refrain from entering the elementary school area unless a scheduled event is planned.

Along with the faculty and staff, all students are asked to help keep our school safe. When students see other students wander into off-limits territory, we ask that they inform an adult on campus so we may intervene for their safety. If students see an inappropriate situation occurring on campus or feel that there is someone on our campus who may be cause for concern, they should let an adult know immediately. Positive citizenship on the ULS campus will help all members of our school family feel safe and stay safe. All efforts in this matter are greatly appreciated.

Student Traffic Patterns (Getting Safely to and from Classes)

For the safety of students on the ULS campus, all students are expected to follow these simple safety traffic patterns when going to and from classes:

- All students are to use the designated crosswalks when crossing the Zone 1 parking lot.
- Sidewalks, designated thoroughfares, and pathways are to be used at all times.
- All stairways are to be kept clear at all times (no sitting, leaving bags, etc.) for safe entrance and exit.
- Where possible, walkways and stairs will become unidirectional, and we will encourage and train our students to take alternate pathways that will maximize safety on campus.

Everly Hall and Wist Hall (COE)

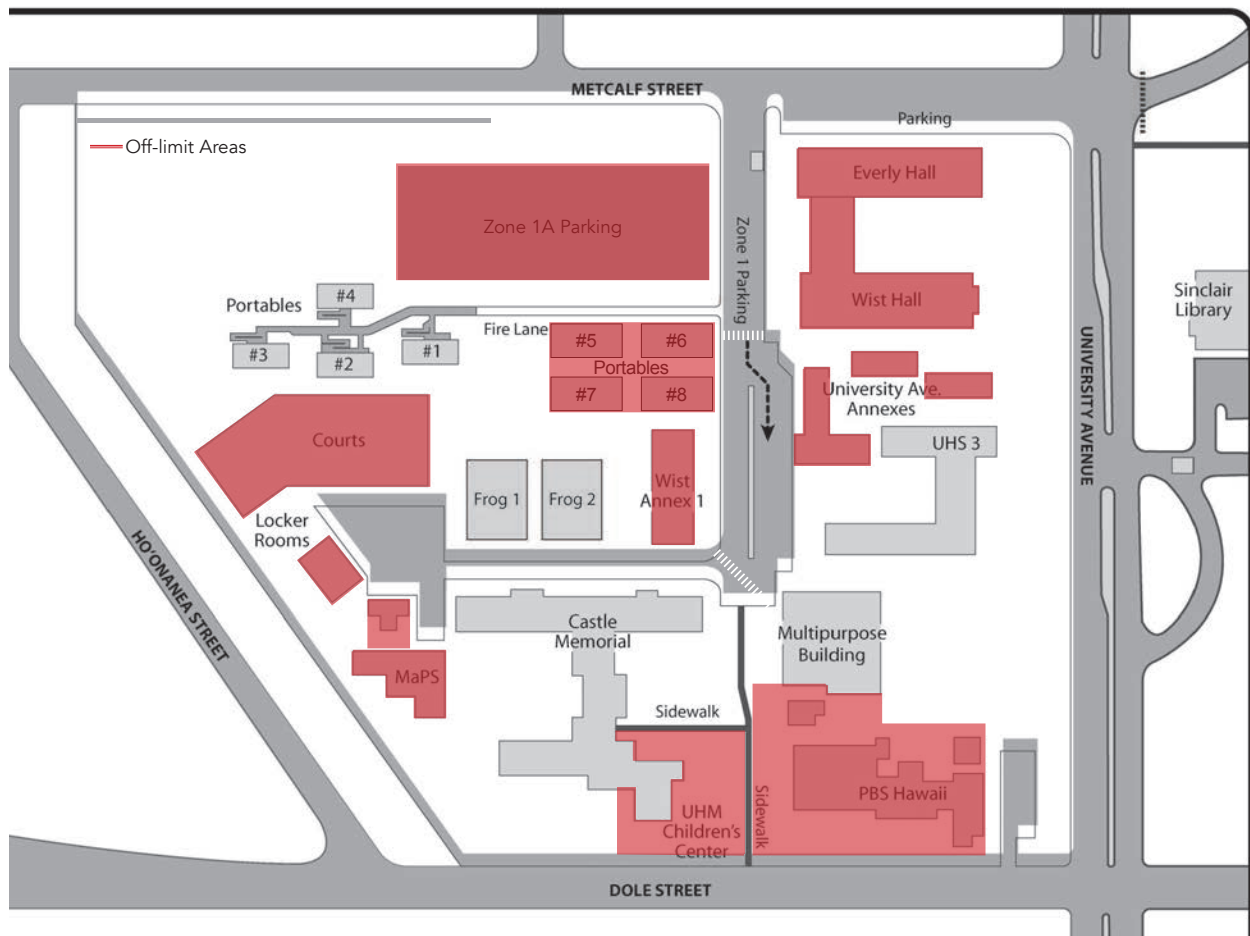
The College of Education's Everly Hall and Wist Hall are off-limits at all times to University Laboratory School students. After school, students are not to wait or sit on the handrails near the entrance of Everly Hall. Please wait for your ride on the grassy area fronting Metcalf Street. Restrooms are available in Buildings 3 and the locker rooms only. Restrooms in Everly Hall and Wist Hall are off-limits.

Fire Lane

Students should use caution as they walk through the fire lane to get to and from Portables 1–4 classes. There is active traffic on this lane throughout the day, and students need to be alert at all times for safety.

Zone 1 Parking Lot Crosswalks

Students must use the designated crosswalks to get to classes that are separated by the parking lot. Please be careful when crossing, as there is active traffic at all times in the Zone 1 parking lot. Students are reminded to use the sidewalk along the portables, Everly Hall, and Wist Hall to safely walk to the University Laboratory School areas and to refrain from walking in the road area of the parking lot. While pedestrians have the right of way, please be courteous to those waiting for you and your classmates to cross through the parking lot – cross swiftly and safely.



University of Hawai'i Parking Regulations

The parking area designated as Zone 1 and 1A immediately around the campus is a paid permit parking lot for university faculty and staff only. Public parking is available on the street or at the UH paid parking lots. Any vehicle in Zone 1 for any amount of time without a Zone 1 parking tag is subject to ticketing. ULS is not liable for any tickets received while parking in unsanctioned areas on campus. Drivers are responsible for all ticketing payments due to parking violations.

Please do not enter Zone 1 to drop off or pick up your child, except for the K-5 drop off in the morning or if you are arriving to pick up a sick or injured child.

Parents coming to the school should phone the office before your scheduled visit for information about reserving a parking pass. Students are not allowed to bring vehicles into the Zone 1 parking area at any time.

ACADEMIC PROGRAM

One of the unique features of our school is our comprehensive academic program. All students enroll each year in English, social studies, science, mathematics, art, and instrumental or vocal music, plus physical education, technology, and a second language (grades 10-12), thus providing all students with a strong and well-rounded academic foundation. Our school has a sequenced and articulated curriculum which follows the primary features of the disciplines of knowledge. In addition, students are heterogeneously grouped into grade-level cohorts, which we believe provides all students an equal opportunity to experience the school's program and prepare for college, career, and responsible citizenship, as well as learn to appreciate and grow as a diverse learning community. Our school's instructional methods and classroom environments stress direct experience, hands-on activity, inquiry and experimentation, simulations, role-playing, and cooperative learning. We emphasize performance-based assessment

over time rather than traditional standardized testing, integrating formative and summative methods that support a practice of assessing for success rather than grading for punishment. We have high expectations for all students, and every effort is made to achieve this goal for every student.

As a curriculum research and development community, we track trends in national and international curriculum, instruction, and assessment. In recent years, with trends towards Common Core State Standards and an emphasis on 21st Century skills, we find that others have once again joined us in their dedication to cultivating communication, collaboration, creativity, and critical-thinking that have always been at the foundation of our disciplinary, project- and performance-based, guided-inquiry program.

Curriculum

An individual learns essential knowledge best when it is presented in a consistent, logical, developmental pattern over a long span of time. Short, modular bits of knowledge do not fit into patterns or reinforce each other, hence are quickly forgotten. The learning process for each person (including the skills, concepts, and processes that make up knowledge) must be consistent and developmental from lesson to lesson, from unit to unit, from semester to semester, from teacher to teacher, and through all years of schooling. For example, instruction in composition includes daily practice over the years of schooling. Each lesson on writing integrates knowledge and skills taught earlier with new and more complex features, so that review and integration of the old with the new is continuous.

This strategy consists of two interrelated parts. Students must be working throughout their educational careers in a selected number of essential fields of knowledge: the sciences—both natural and social; the humanities—art, music, and literature; and technology—the study of human processes and institutions. This study must be augmented with sports, activity in organizations, and other extracurricular activities to build a balanced top-quality program.

Varied Instructional Approaches

There is a place for telling, lecturing, and assigning and monitoring seatwork and homework. But most instructional activity consists of inquiring, questioning, probing, hypothesizing, thinking critically, and other intellectual endeavors. Students of all levels of age and ability are steadily immersed in interesting and challenging tasks, problems, and well-written, significant pieces of literature. It is best if each student acts as both a learner from and with others, and a “teacher” to others. It is best if students see more sophisticated practitioners, both teachers and more advanced students, working at the task and exemplifying or modeling the integrated, humane aspects of all intellectual and practical work. A curriculum that continually integrates part to whole, earlier to later, simpler to more complex, and theoretical to applied is most likely to relate to differences in students’ rates and styles of learning.

Student Support and Assistance

Most of our students are able to learn in our usual format of classes of twenty-five to twenty-eight students meeting four or five times a week for forty-five to fifty minutes, but some are not. We supplement our regular pattern of classes with individual and small-group tutoring, extra class sessions, year-round activities, and before-school and after-school opportunities. We believe that all students can be successful, and that multiple opportunities to learn should be available for students to pursue in and out of class. Guidance and counseling are regular parts of our school programs. We adhere to the Hawai‘i state laws for provision of special education services and federal laws.

Student Activities

In addition to classroom activities, students learn through other experiences. The school offers a rich program of student activities such as sports, music, speech, clubs, and field trips and other extracurricular activities.



ULS School Program

At ULS, we believe that all students can achieve great things, including academic, social and emotional success. We support all students in becoming responsible citizens, in addition to preparation for college and work. At the basis of our school program is the expectation that all students, given the opportunity and support, can engage deeply in every discipline of knowledge, build disciplinary skill sets and habits of mind, and develop overarching skills of collaboration, community, creativity and critical thinking.

These features mark the school's academic program:

- The school has a sequenced and articulated curriculum, which exceeds the requirements set forth by the Hawai'i Board of Education Diploma requirements.
- The school communicates to students and their families high expectations for all, and every effort is made to achieve this goal for every student.
- All students have an equal opportunity to experience the school's program and achieve the school's educational objectives.
- The school does not track students into different programs. All classes are heterogeneous.
- The school's instructional methods stress direct experience, hands-on activity, inquiry and experimentation, simulations, role-playing, and cooperative learning.
- The school's program opens doors for post-high-school opportunities. It prepares all students for admission to higher education programs.
- ULS does not offer conventional honors or advanced placement courses, as we believe our courses to be advanced in both substance and approach. As mentioned above, students in grades 10-12 also have the opportunity to earn college credit by participating in the University of Hawai'i Outreach College summer sessions and Mānoa Academy.

Grades K-5 School Program

The ULS school program is a carefully sequenced program. In elementary, every student in grades K-5 participates in daily instruction made up of the following disciplinary focus areas: science, English language arts, social studies, mathematics, physical education, music, and arts education.

Grade K-5 Academic Program

Grade K-1	Grade 2-3	Grade 4-5
Art	Art	Art
English Language Arts	English Language Arts	English Language Arts
Learning Workshop*	Learning Workshop*	Learning Workshop*
Mathematics	Mathematics	Mathematics
Music	Music	Music
Physical Education	Physical Education	Physical Education
Science	Science	Science
Social Studies	Social Studies	Social Studies

Social Emotional Learning: Toolbox

Grades 6-8 School Program

The grades 6-8 program becomes more diversified in content focus, but retains the pedagogical practices of scaffolding, spiraling, and guided inquiry.

Grade 6-8 Academic Program

	Grade 6	Grade 7	Grade 8
English	Dramatic Language & Writing*	Comedic Language & Writing*	Narrative Literature & Writing*
Math	Mathematics	Mathematics	Mathematics
Science	The Local Environment (Foundational Approaches in Science Teaching I)*	Matter and Energy in theBiosphere (Foundational Approaches in Science Teaching II)*	Change Over Time (Foundational Approaches in Science Teaching III)*
Social Studies	Pacific Studies & Anthropology	World Geography & Early Civilizations	Early America & United States Constitution
Art	Drawing & Painting	Sculpture, Drawing & Painting, Ceramics, Fiber Arts, Printmaking & Mixed Media	
Music	Beginning Band, Choir, Orchestra	Intermediate Band, Choir, Orchestra	
Physical Education	Physical Education		
Other (required)	Learning Laboratory*		

Grades 9-12 School Program

The grades 9-12 program continues this trend, retaining an emphasis on all disciplines as core.

Grade 9-12 Academic Program

	Grade 9	Grade 10	Grade 11	Grade 12
English 4 yrs. req.	Language, Literature & Writing*	Asian, Pacific, & Local Literature & Writing*	Literature of the Americas & Writing*	British/European Literature & Writing*
Math 4 yrs. req.	Integrated Math I	Integrated Math II	Integrated Math III	Integrated Math IV
Science 4 yrs. req.	Marine Science with Lab*	Practices in Physics & Technology with Lab*	Chemistry with Lab	Biology with Lab
Social Studies 4 yrs. req.	Modern History of Hawai'i*	Modern World History & Geography	United States History & Government	Civics; Ethics*
Second Language 3 yrs. req.	N/A	Hawaiian I Japanese I Spanish I	Hawaiian II Japanese II Spanish II	Hawaiian III Japanese III Spanish III

Art 4 yrs. req.	Students choose from Mixed Media, Sculpture, Fiber Arts, Ceramics, Drawing & Painting, or Printmaking	
Music 4 yrs. req.	Students participate in Band, Chorus or Orchestra	
Physical Education	Phys. Ed., Health	
Other (required)	Freshman Seminar-Holomua	College & Career Seminar (3 semesters)
Electives 3 credits	N/A	Applied Mathematics Pathways; Computer Science; Fitness & Flexibility; Hawaiian Studies; Hula & Chant; Japanese Traditional & Pop Culture; Jazz Band; Peer Mentorship; Science Research; Select Choir; Speech and Debate; Strength and Conditioning; Wearable Art; Yearbook

*Curricula created at the CRDG/ULS

Student Participation in the Academic Program

Upon enrollment, it is understood that your child is expected to fully participate in all components of the ULS/CRDG research and educational programs. The school engages in several research projects, one of which is testing a model for a comprehensive school program. In the model, all students engage in intellectual, artistic, and physical endeavors on a continuous basis. Students do not have a choice in the courses they take except for electives in grades 10–12. Students are required to take eight or nine courses each year. See Appendix for the Agreement to Participate document.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act provides that a Local Educational Agency (LEA) that receives department funds may not have a policy or practice of denying parents the right to

- inspect and review education records (34 CFR Part 99.10);
- seek to amend education records (34 CFR Parts 99.20, 99.21, and 99.22); and
- consent to the disclosure of personally identifiable information from education records except as specified by law (34 CFR Parts 99.30 and 99.31).

These rights transfer to the student when he or she turns eighteen years of age or enters a post-secondary educational institution at any age (“eligible student”). The procedure for exercising these rights can be obtained by calling the school office at 956-7833.

Protection of Pupil Rights Amendment (PPRA)

Statute 20 U.S.C. §1232h, 34 CFR Part 98, Protection of Pupil Rights, governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

- political affiliations or beliefs of the student or the student’s parent;
- mental or physiological problems of the student or the student’s family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisal of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or student’s parent; and
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents will be notified immediately if such a survey, analysis, or evaluation is proposed, so parents have the option to withdraw the child from participating. The procedure for exercising these rights can be obtained by calling the school office at 956-7833.

Children's Internet Protection Act (CIPA)

The Children's Internet Protection Act (CIPA) was enacted to address concerns about children's access to obscene or harmful content over the Internet. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors.

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Schools subject to CIPA are required to adopt and implement an Internet safety policy addressing:

- (a) access by minors to inappropriate matter on the Internet;
- (b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- (e) measures designed to restrict minors' access to material harmful to minors.

Children's Online Privacy Protection Act (COPPA)

The Children's Online Privacy Protection Act (COPPA) is a law created to protect the privacy of children under 13. Websites that are collecting information from children under the age of thirteen are required to comply with Federal Trade Commission (FTC) Children's Online Privacy Protection Act (COPPA).

The Act specifies:

- That sites must require parental consent for the collection or use of any personal information of young web site users.
- What must be included in a privacy policy, including the requirement that the policy itself be posted anywhere data is collected.
- When and how to seek verifiable consent from a parent or guardian.
- What responsibilities the operator of a Website legally holds with regards to children's privacy and safety online, including restrictions on the types and methods of marketing targeting those under 13.

Child Abuse Reporting Law

Ensuring the protection and safety of children requires the involvement of all community members. Under Chapter 350, Hawaii Revised Statutes, employees or officers of any public or private school are mandated to report child abuse or neglect. Reporting of suspected child abuse and neglect by the mandated reporter is a primary intervention that identifies harm or the threat of harm to children. A report of abuse or neglect provides Child Welfare Services with the opportunity to intervene and to address problems in the home that have harmed a child or threatened a child with harm.

University of Hawai'i Human Studies Program/ Institutional Review Board

The Institutional Review Board (IRB) serves as an objective third party, an oversight committee, governed by federal regulations (45 CFR 46, 20 CFR 50, 21 CFR 56) with the purpose of protecting and managing risk to human participants involved in research. Although these regulations specifically apply only to federally funded research, the policy of the University of Hawai'i is that all research conducted under its banner should meet the same standard. The IRB aims to

- ◇ promote the safety and well-being of human participants;
- ◇ ensure adherence to the ethical values and principles underlying research;
- ◇ ensure that only ethical and scientifically valid research is implemented; and
- ◇ allay concerns by the general public about the responsible conduct of research.

The Human Studies Program is the unit designated to function as the federally mandated IRB for the University of Hawai'i (UH) system. This responsibility extends to all research involving human subjects by professors, researchers, students, and others affiliated with the University of Hawai'i or using UH personnel, staff, or students. All research conducted by University of Hawai'i in the University Laboratory School is reviewed and approved annually by the UH Human Studies Program.

ACADEMIC REPORTS AND GRADES

PowerSchool

University Laboratory School utilizes PowerSchool, a web-based school information system. Through this system, we help provide students and their parent/guardian(s) access to a student's grades, progress and attendance via the Internet.

Grades K-5

Progress Updates

All K-5 students and parents will be provided with updated information from teachers as to the academic progress of the student. Teachers may communicate with parents/guardians at any time during the course of the school year. These communications are usually issued when students:

- ◇ Make good progress in class
- ◇ Improve their effort in class
- ◇ Not meeting expectations
- ◇ Fail to complete assignments
- ◇ Receive low test scores
- ◇ Exhibit behaviors that are not conducive to learning

Parent Conferences

Scheduled teacher-parent conferences also offer the opportunity for dialogue about a child's progress at school. Parent conferences for students in kindergarten through grade 5 are held following the completion of the first quarter report in October. Teachers will provide a parent conference schedule for parents to sign up.

As needed throughout the school year, parents may request or be asked to attend a conference.

Report Cards

Students in grades K-5 will receive four report cards; one at the close of quarter one (October), one at the close of quarter two (January), one at the close of quarter three (March) and one at the close of quarter four (June), which will also include a final year grade. The following evaluation marks are posted on the report card for each course.

E - Exceeding expectations

M - Meeting expectations

W - Working towards expectations

N - Not meeting expectations



Grades 6-12

Progress Updates

All students and parents are provided updated information from teachers as to the academic progress of students throughout the school year. Teachers are required to provide the most updated and accurate information to students and parents at the scheduled mid-quarter updates. Some teachers may input assignments and update grades on a weekly basis in PowerSchool. Parents and students should communicate directly with teachers for any questions regarding progress throughout the school year. Teachers may submit additional progress reports to parents/guardians at any time during the course of the school year. These are usually issued when students:

- ◊ Make good progress in class
- ◊ Improve their effort in class
- ◊ Receive a D, No Credit, or F
- ◊ Fail to complete assignments
- ◊ Receive low test scores
- ◊ Exhibit behaviors that are not conducive to learning

PowerSchool updates provide information about how the student is doing in class, and may include teacher comments. It is important that parents and students read the comments in order to have a better understanding of the grades earned.

Teachers may conference with students individually to provide support and guidance. Students are expected to follow through with the teacher's recommendations to ensure that they will meet or exceed the minimum requirements for passing the course.

Teachers, parents, students or administration may schedule a conference at any time during the school year.

Report Cards—Fall and Spring

Students in grades 6-12 will receive four report cards; one at the close of quarter one (October), one at the close of the quarter two/fall semester (January), one at the close of quarter three (March) and one at the close of quarter four/spring semester (June). Letter grades and Credit/No Credit grades are posted on these report cards. Letter grades do not reflect any plus (+) or minus (-) grades.

The fall semester report card will reflect the grade point average for the semester (average of quarter one and quarter two). The spring semester report card will reflect the grade point average for the semester (average of quarter three and quarter four) and a cumulative grade point average for the school year (average of fall and spring).

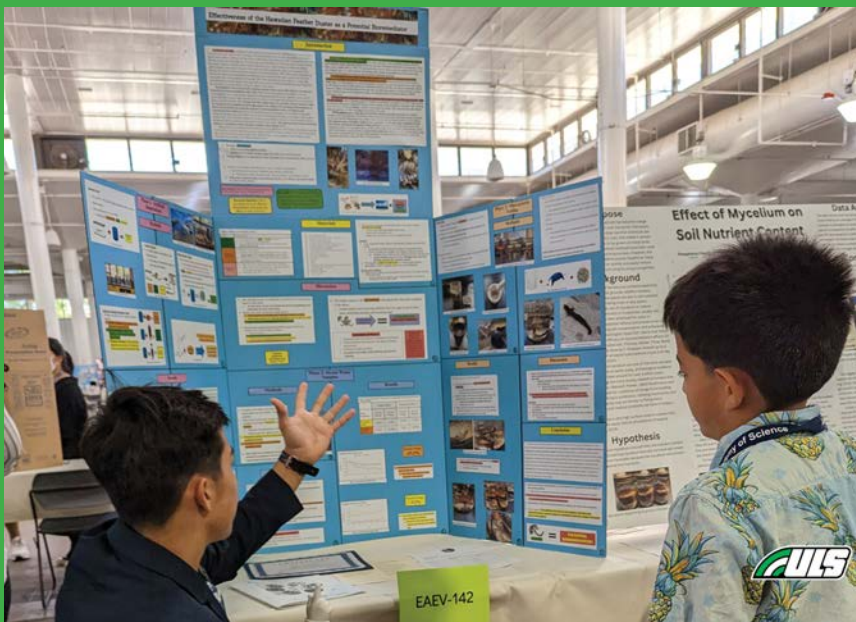
Mid-quarter progress reports

If a student is earning Ds or Fs grades at mid-quarter, parents will receive a mid-quarter progress report. These mid-quarter progress reports are meant to inform parents of their child's progress as well and to install in-school academic support to help the student meet the academic requirements of the class prior to the quarter ending. In-school supports can include but are not limited to:

- Required weekly attendance at TCOB (Taking Care of Business), an academic support class
- Weekly grade and attendance monitoring
- Conference with the Administration
- No participation in sports or extracurricular activities

ULS Courses Grading Scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below
CR/NCR	Non-graded courses



Academic Probation

Students are placed on academic probation if they receive one F grade or two or more Ds or a GPA below a 2.0 based on their quarter grade earned.

Parents and students will be notified that the Academic Probation is in effect during the following quarter.

Students who remain on academic probation from one quarter to another are evaluated to review progress that has been made. Students on academic probation need to earn grades of “C” or better in all classes and attend a weekly TCOB (Taking Care of Business Academic Accountability Program) session with a designated faculty member. Students will be monitored during the quarter.

Students who have one F grade or two or more D grades or below a 2.0 GPA at the quarter, may not compete in athletic events or participate in extracurricular activities. See “Academic Responsibility” section in the athletic handbook.

Academic Failure

Students who fail a course for the year (or semester if it is a semester course) will not be promoted to the next grade level at ULS until the course requirements are made up in an approved summer school course. The University Laboratory School does not have a summer school program. If a child fails a class, parents are responsible for enrolling their child in a summer school course that meets the ULS credit requirements for promotion. Parents must contact the school administration for approval of the course prior to enrolling.

The summer school program will provide parents with a mid-term progress report and, at the close of the summer term, a report card with the final grade for the course. Students will be held accountable for completing all requirements and responsibilities of the summer course. The final grade report must be received by the University Laboratory School in order for your child to be promoted to the next grade level.

Students are allowed to make up the requirements for only one failed ULS class. There are no accommodations for two or more class failures. If this is the case, the student will not be promoted to the next grade level and parents will be notified of their child’s release from ULS due to academic failure. A release packet will be prepared so the parent can enroll their child in another school.

If the family decides that their child will not return to the University Laboratory School, the student will not be required by ULS to enroll in a summer school program to earn a promotion requirement. Upon notification from the parent, the ULS will prepare the release packet so the parent can enroll their child in another school.

Grades K-12

Promotion to Next Grade Level

All students in grades K–12 must successfully pass all classes of the University Laboratory School's prescribed academic program to be promoted to the next grade level at ULS. ULS does not allow students to repeat a grade level. Should parents want their child to repeat a grade level, they will have to go through the process of withdrawing their child from ULS and to attend another school that does allow it.

Class Work/Homework

Parents and students must understand that daily class work and homework are integral parts of the school program. Every teacher has his or her own class work and homework requirements indicated in the course syllabus. All students are accountable for completing all class work and homework assignments.

Class Work/Homework During Absences

Students who are absent for one or more days should check their google classrooms or email their teacher(s) to find out what homework must be done. Each teacher has a homework requirement for absences. Please see the teacher syllabus for more information.

Participation in Extracurricular Activities or ULS sports

All students are expected to be in school daily. Students who participate in extracurricular activities must perform successfully in their classes and demonstrate appropriate behavior in school and in the community. If at any time a student is not performing satisfactorily academically, or is not meeting acceptable behavior expectations, the student may be deemed ineligible to participate in school sponsored activities/extracurricular activities. Any student who is not in attendance during the school day shall be deemed ineligible to participate in extracurricular activities or sports play for that day. Extenuating circumstances may alter this rule at the discretion of the administration.

Students who play on a ULS sports team must be in attendance during the school day or they will be deemed ineligible to participate in practices or games for the day. Attending school means participating in all aspects of the ULS school program and fulfilling the requirements of each class. **ULS athletes are not exempt from participating in classes regardless of circumstance.**

Absences due to Extracurricular Activities or ULS Sports

Students who participate in extracurricular activities or ULS sports must make arrangements with teachers for missed class work and/or homework. Students are not exempt from class work or homework due to attending extracurricular activities.

Student Support Services

The school offers academic, career, college, and personal counseling services. We adhere to the federal Individuals with Disabilities Education Act of 2004 (IDEA 2004), and Hawaii law and regulations Hawaii Administrative Rules, Title 8, Chapter 60, Provision of a Free Appropriate Public Education for a Student with Disability and Chapter 61, Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance.



SCHOOL POLICIES AND PROCEDURES

Attendance

At the University Laboratory School, attendance is essential to the learning experience. We expect all students to attend classes and to be on time. ULS will adhere to the state law attendance requirements as indicated in our attendance policy linked [HERE](#). Please review the policy for detailed information.

In the State of Hawai'i, a student is labeled chronically absent when they have been absent for 15 days or more in a single school year. This is regardless of the reason for the absence. See attendance policy for information on penalties due to chronic absenteeism.

Numerous absences, cuts, or tardies by a student are not acceptable. After a student's fifth absence in one semester, the parent and student will be required to attend an administrative conference to discuss the child's academic progress. Exceptions to the attendance expectations due to extenuating circumstances must have the administrative approval.

To satisfy the requirements of HRS §302A-1132, ULS will take daily student attendance.

Daily Attendance procedure for grades K-12

Teachers take attendance Monday through Friday for each class (6-12) or mornings only (K-5). Teachers report absences and/or tardies using the student information system, PowerSchool, to submit daily attendance.

Reporting Absences

For health and safety reasons, parents must notify the school no later than 7:45 a.m. for grades K-12 to report that their child will be absent. Parents may leave a message if they call (956-7833) before 7:30 a.m. or by email at attendance@universitylaboratoryschool.org. When reporting an absence, please state the reason for the absence. The school office staff or the health team may reach out to follow up and provide protocols for return. Numerous absences or tardies will require an administrative conference.

Reporting Tardies

For health and safety reasons, parents must notify the school no later than 7:45 a.m. to report that their child will be arriving late to school. Parents may leave a message if they call (956-7833) before 7:30 a.m. or by email at attendance@universitylaboratoryschool.org. Upon late arrival to campus, all K-12 students must sign in at the ULS school office before going to class. Numerous tardies will require an administrative conference.

Outside Appointments

Appointments scheduled during the school day are considered an absence from class(es). Parents are strongly encouraged to schedule dental/medical and other appointments after school hours or on weekends. If a child needs to be released from school early, a phone call, signed note, or email attendance@universitylaboratoryschool.org from a parent or guardian must be sent to school stating the time of release and the reason. Should parents have questions or concerns about scheduling appointments for their child, please contact the school office.

Students will be provided an off-campus pass from the school office any time they leave school during the school day. Students must report to the office prior to leaving campus to pick up their pass.

Emergency Situations

If an emergency occurs, parents should contact the school office immediately.

Leaving Messages for Students During the School Day

If you must contact your child during the school day, please call the school office at 956-7833.

Leaving Campus During the School Day

The school adheres to the State Compulsory Attendance Law that states that no student is to leave campus without an off-campus pass. **For their protection and safety, students in grades K-12 do not have off-campus privileges.** Students who disobey this law will receive disciplinary action that may result in detention or suspension from school.

Early Release for School Sports

Early release for sports games and/or practices held during the school day must be cleared by the athletic director (AD). Student athletes are not allowed to leave campus without clearance from the AD regardless of directives from coaches or others. The athletic director will inform the school office of student athletes who have early release and their release time. Student athletes are responsible for making up missed work and talking with teachers about due dates and deadlines. Teachers will not release athletes for early release without clearance from the office.

Student Illness/Injury During the Day

A student who becomes too ill to attend class must report to the office so parents can be called and the child picked up as quickly as possible. An off-campus pass will be issued to the child. Parents, if your child calls you from their personal cell phone to let you know they are not feeling well, direct them to report to the school office to get aid. Our health team will communicate with the office and you will be notified of your child's health status. A student who becomes too ill to attend class will not be eligible for extracurricular activities on that day, including sports games and practices. See health and safety guidelines for more information on protocols for when a student becomes sick at school.

Students who sustain injuries during school (PE, morning break, lunch, etc.) must go to the school office if any first aid or other care is required. Our health team will render aid and communicate with parents if their child needs to be picked up for further care.

Planned Absences of Three Days or More

If parents are planning to remove their child from school for three or more days, they must notify the school office by emailing attendance@universitylaboratoryschool.org at least two weeks in advance. In the communication, parents must include the reason for the extended absence, period of absence (dates) and return to school date. Parents will receive a confirmation and an administrator will provide this information to teachers for planning purposes. Parents are responsible for ensuring that their child has contacted his/her teachers directly to make arrangements for any make-up work or missed tests/quizzes. Students are not exempt from schoolwork during an extended absence.

Student Travel

If parents are planning to travel off-island (inter-island, mainland or international) with their child during the school year, they must notify the school office by emailing attendance@universitylaboratoryschool.org at least two weeks prior to departure date. In the communication, parents must include reason for travel, period of absence (dates) and return to school date. Parents will receive a confirmation and an administrator will notify teachers for planning purposes.

Students are still responsible for all work (assignments, tests, quizzes) assigned while they are out. Students should communicate with their teachers directly prior to any travel about due dates and deadlines and if possible, and have access to a computer and the internet to stay informed while away. Students are not exempt from schoolwork during travel.



Visitors on Campus

ULS will take all reasonable precautions to maintain and enforce health and safety protocols when meeting with parents and the public at school.

- Appointments are required to properly schedule and maintain health and safety measures.
- If approved, upon arrival, visitors must sign in at the University Laboratory School Office, indicating date and time, and will receive a temporary pass that must be worn in a visible place at all times while on campus.
- Visitors on campus without approval will be asked to leave. This action is for the safety of all students and employees. Students are prohibited from inviting friends or relatives to school, before, during, and after school, without prior permission from the ULS administration.
- Parents are not allowed to loiter on campus during the school day or engage with their child on campus without first notifying the school office and providing a reason. Parents are to report to the school office directly to drop-off any personal items for their child. Parents on campus without approval will be asked to leave immediately.
- Principals and their designees shall have the authority to restrict access to the campus for those individuals exhibiting any symptoms of illness.
- Principals and their designees shall have the authority to restrict access to the campus if a visitor doesn't have an appointment, and allow for scheduling a future appointment or other means of communication to maintain health and safety measures.

Lost and Found

Report to the school office if an item is lost or found. Items can be claimed in the school office. Items not claimed at the end of each semester will be given to charity. Parents are encouraged to label all items.



Care of Valuable Items

All students are responsible for the care of their personal belongings and school issued property. Students are highly discouraged from bringing items of value or large amounts of money to school. Students should never leave purses, wallets, computers, personal electronic devices, books, or other valuables unattended at any time. The school will not be responsible for lost or stolen items.

Lockers

Students in grades 6-12 will be issued a school locker. Students will have access to a locker to store books and other personal belongings. Students are required to secure the locker with a proper lock. Students are not to share lockers or their locker combination with others. Valuables should not be left in the school lockers overnight and on weekends. Students should not leave bags or other personal belongings on top of lockers as this is not secure. The University Laboratory School will not be responsible for any items lost or stolen from lockers. Students must report any locker damage and/or vandalism as soon as it is noticed to the school office.

The best lock for students to use to secure their locker is a sturdy and durable combination lock or key lock. Luggage locks or small combination/key locks are less than ideal and are not secure enough.

Emergency Procedures

The school will conduct regular emergency drills in which all persons are expected to participate. In the event of a drill or an actual alarm, students will follow procedures outlined by the classroom teacher and/or school official. Emergency procedures guides are posted in every classroom. **Any person who pulls a fire alarm when no real emergency exists may be prosecuted to the full extent of the law.**

Crisis Plan

In case of emergencies affecting the University Laboratory School, the principal will make announcements to the media for public broadcast. For specific information in an actual crisis, tune in to radio stations KSSK FM92.3 and KSSK AM590. At the same time, the University Laboratory School crisis plan will be put into effect on campus. Teachers will have immediate responsibility for the students in their charge. If it is announced over radio or television that the public schools are closing, ULS will, in all likelihood, close. University Laboratory School staff will remain on campus until all students have been picked up. The students will be discharged on the upper campus fronting Metcalf Street. Emergency procedure plans are available in each classroom and school offices.

Natural Disasters

In the event of a natural or man-made emergency such as a hurricane, tsunami, bomb threat that threatens the health and safety of our students and school personnel, our school has emergency response plans developed. Moreover, we are required to practice emergency drills on an annual basis to minimize exposure to dangers. In the event of an emergency, your child will be cared for by our staff in accordance with school plans and guided by emergency response personnel such as police, fire, and emergency medical services.

At times like these, we ask for your cooperation by

- remaining where you are and not rushing to the school campus. This will help to keep roadways clear and allow emergency responders quick access while not exposing you to danger;
- listening to the radio or watching the television for information and instructions;
- picking up your child(ren) at the regular dismissal time unless otherwise directed; and
- avoiding calls to the school to keep phone lines open for communications with emergency responders.

There may be instances when we will need to keep your child(ren) at school or at the evacuation site for long periods of time to ensure their health and safety. Please wait for an "all clear" signal from appropriate authorities before going to the school or evacuation site.

Asbestos Hazard Emergency Response Act (AHERA)

Congress passed the Asbestos Hazard Emergency Response Act (AHERA). Under this Act, the Environmental Protection Agency (EPA) requires schools to notify parents, teachers and employees of the presence and status of asbestos containing material in our school building. The law further requires a management plan be maintained at the school based upon findings of an initial inspection.

Title 11 Chapter 502 of the Hawaii Administrative Rule (HAR), “Asbestos Containing Materials in Schools”, was adopted by the Hawaii State Legislature. These rules essentially mirror the requirements of AHERA regulations, 40 CFR Part 763 Subpart E and contain an inclusion that requires schools to comply with these adopted state regulations.

All asbestos building materials identified in the building surveys and repair/renovation projects have been removed per State/Federal Asbestos Standards. A copy of our Asbestos Management Plan is on file in the Administrative Office and is available for review during regular school hours.

Solicitations and Fundraising on Campus

University Laboratory School, ULS Booster Club, ULS Foundation, ULS Alumni Association, and ULS Project Graduation fundraising activities are subject to approval and if approved allowed on the school campus.

Field Studies

As part of the instructional program at the school, teachers and researchers plan educational activities away from campus. These activities are carefully planned and supervised. By signing the [Agreement to Participate form](#), you and your child agree to fully participate in each school-sponsored activity. In addition, parents will receive detailed information about each field trip, and may be required to sign additional permission forms.

Travel/Overnight Outings

For any field trip/athletic activity that entails travel or an overnight stay, a travel permission form will be sent home. This form must be signed and returned and any applicable fees paid to the school before a student may participate.

School-Sponsored and Related Activities

School-sponsored and related activities are posted on the school calendar, or letters are sent home to parents when they are scheduled. Please call the school administration at 808-956-7833 if you are in doubt whether an activity is school-sponsored.

Participation in School-Sponsored and Related Activities

Students must be in good standing academically, behaviorally, and maintain a consistent daily attendance record in order to participate in school-sponsored events. Attending school-sponsored events is a privilege therefore students are expected to meet academic, behavioral, and attendance standards in order to participate.

Parent Participation

Parents are encouraged to participate in school programs such as concerts, theater programs, field trips, and the ULS Booster Club. The Booster Club raises money for school support and student activities in the school. All parents are encouraged to attend the Booster Club general meetings. Booster Club family membership information and volunteer forms for various activities are mailed to parents in the summer and throughout the school year.



Home to School Communications

Parents are encouraged to contact teachers by email if they have concerns about their child's academic progress. Parents may contact the school administration about concerns regarding activities in or out of school that may affect the child's learning. As needed, parents of children in grades K–12 may be asked to attend a conference if an academic or social problem arises during the school year. The following table describes our primary forms of communication.

Type	Audience	Description and Access
Email	Faculty, Staff, Parents, Students	Email will be used for all major communications and announcements, including those from the Principal and Administrative Team. Faculty will also use email to communicate, although they will use other platforms to interact with their students as well.
School Messenger	Faculty, Staff, Parents	The School Messenger email, phone, text system will be used for communications and announcements, including those from the Principal and Administrative Team. Please keep your email address current. The emails in this system are taken from our PowerSchool Student information system. If you have any changes to your contact information please use the Student Information Update Form [PDF] found on the ULS website under the Resources Tab.
Community E-mail	Parents, Students, Community Members	info@universitylaboratoryschool.org will remain open to the general public. Any questions or concerns can be sent to the school using this email.
ULS Website	General public	ULS will maintain general information for the parents at www.universitylaboratoryschool.org .
ULS IT Department	Parents, Students, Community Members	<p>Students and parents can report issues with a school issued device, seek support for at-home connectivity issues or ask for advice on technology related problems through our ULS Incident IQ Help Desk.</p> <p>Students can access the Incident IQ Help Desk on the ULS student portal to submit trouble tickets. Parents can submit a help desk ticket on behalf of your child at https://www.universitylaboratoryschool.org/uls-technology/. Visit the ULS Technology page found on the ULS website under the Resources Tab, for information including helpful technology resources and video tutorials on the different Google Apps for Education tools and other ULS technology programs. Email the ULS IT Dept at ulstech@universitylaboratoryschool.org for any questions related to technology or to request a school issued device</p>
Google G-Suite	Faculty and Students of all grade levels	Google G-Suite (including Gmail, Docs, Classroom, etc.) will continue to be the platform used by teachers.
Google Meet	Faculty and Students of all grade levels	Google Meet is an online video conferencing platform that allows for live group meetings, hosted by teachers.

STUDENT CONDUCT CODE

The University Laboratory School's goal is to provide an enriching and supportive educational environment that is safe, comfortable and conducive to learning for all students. We are committed to providing a learning environment free from discrimination, harassment, intimidation, bullying, hazing or violence that interferes with a student's ability to learn and enjoy his or her educational experience. ULS is committed to encouraging and enforcing the highest standard of behavior among its student body. All students are expected to abide by the conduct policies outlined in this section at all times, both on and off campus. These policies are subject to change when deemed necessary by the administration.

All students have a right to:

- Be treated with respect and courtesy
- Learn and be taught without disruption
- Attend each class every day
- Feel safe in their school

All students are responsible for:

- Demonstrating behavior that is appropriate to their learning environment
- Demonstrating respect for self and others
- Demonstrating respect for faculty, staff and administration
- Following the required dress code outlined in the Student-Parent Handbook
- Adhering to school and teacher expectations
- Helping to maintain an appropriate learning environment
- Attending all classes, assemblies and other required events
- Being on time to school and class
- Being prepared for class with appropriate school supplies, completed assignments, and required books.
- Reading, understanding and following all rules and regulations listed in the student/parent handbook.
- For students in Grades 6-12: Checking their Google email account, ULS Website and PowerSchool on a regular basis for updated school, class or personal information
- For students in grades 6-12: adhering to the rules regarding the use of digital devices during the school day



As a school, we work collaboratively and in partnership with parents to help their child be the best student they can be throughout the year. We kindly ask that parents help their child daily with keeping up with their responsibilities as a ULS student.

We ask that parents be responsible for:

- **Supporting school officials** in their effort to develop and maintain a positive learning community by reading, understanding and supporting all rules and regulations written in the student/parent handbook.
- **Expecting from their child**, prompt and regular attendance to school and classes, with an attitude conducive to learning and participating in all components of our school program.
- **Teaching their child to be accountable** for his/her own actions and helping them to grow and develop self-discipline and self-control.
- **Maintaining an active interest** in their child's schoolwork and activities by checking our ULS Website and PowerSchool on a regular basis.
- **Communicating** with ULS school personnel and responding to all school related mailings, required documents.
- **Teaching and modeling** for their child socially acceptable behavior, including respect for laws, rules, authority, and respect for the rights and property of others.
- **Reading, understanding and supporting all ULS rules and expectations.**
- **Staying up to date** with school related changes.
- **Providing up to date information** regarding contact information.

Harassment and Discrimination

The University Laboratory School does not discriminate on the basis of a person's race, color, national origin (including a person's limited English proficiency), disability, gender, sexual orientation, religion, or age in any educational program or activity conducted. Harassment based on these protected categories, including sexual and racial harassment, is a form of discrimination and is prohibited in our school.

Prohibited Behaviors/Possessions

To achieve our ULS goal of providing a safe and orderly environment for the education and development of children, certain behaviors and the possession of certain items are prohibited. Outlined below (in alphabetical order, not in order of importance) is information regarding behaviors, prohibited items and other topics related to safety and well-being. These are applicable to all ULS students. Please note that this list and the descriptions therein may change or be expanded as needed.

ACADEMIC MISCONDUCT - Because the school/university is an academic community with high professional standards, its teaching, research, and service purposes are seriously disrupted and subverted by academic dishonesty. Such dishonesty includes cheating and plagiarism. Ignorance of these definitions will not provide an excuse for acts of academic dishonesty.

ACCESSING SOCIAL MEDIA - Students should not access social media during instructional time unless it is directly related to a school assignment.

ASSAULT - The participation in a moderate/serious physical altercation, including pushing, shoving, striking, hitting, beating, or other injurious conduct other than under circumstances which are absolutely necessary to protect the immediate physical well-being of self and/or others (whether or not harm/injury was sustained).



BULLYING/HARASSMENT - The utterance of words, display of gestures, or other actions that constitute unwanted or uninvited behavior regarding gender, race, religion, lifestyle or background, which limits, denies or interferes with the rights of others to study, work and play in a (school) environment that is free of discrimination. This includes behavior and online behavior directed at another individual as well as behavior and online behavior that indirectly causes another to be offended or feel ill at ease.

CHEATING - The dishonest production or dissemination of schoolwork. This includes copying, sharing answers/documents (electronic or hard copy), violating or compromising testing procedures, turning in work that someone else produced (including a family member or online resources), or any other fraudulent practice, whether or not the student benefited or obtained any advantage from the action in question. This also includes an instance in which a student knowingly provides work for or otherwise assists another in such action.

COMPUTER VANDALISM - The misuse of school computers which leads to damages or loss of school computer, including the misuse or inappropriate use of the school's hardware, as well as programming, reprogramming, or manipulation of local or hosted applications, web sites, or other digital services.

CONDUCT UNBECOMING OF A ULS STUDENT - Students are expected to behave in a way that will bring honor to the school. Students are prohibited from behaving in ways that are contrary to good common sense or good taste or ways that will jeopardize the reputation of the school, welfare or well-being of themselves or others in the learning environment.

DECEPTION - The willful production or passing of information to school authorities for the purpose of misleading/deceiving school personnel or to minimize/cover up other improper/unacceptable behavior.

DISRESPECT OR INSUBORDINATION TO STAFF - The verbal and/or nonverbal behavior or gestures including electronic communication toward staff that communicates, exhibits or implies defiance, disobedience, impertinence, rudeness, or impoliteness. This includes failure to comply with reasonable directives or requests.

DISRUPTION - Any behavior, which is deemed disruptive to the classroom setting or school assembly, performance or meeting.

DRESS CODE - All students at the University Laboratory School are expected to dress appropriately for school and school-related functions. Faculty and staff will determine the appropriateness of student attire. If your clothing causes a distraction or disruption, you will be asked to change into something more appropriate. Final determination of appropriateness of attire will be determined by the administration. Refer to the end of this section for dress code guidelines.

DRUGS, INCLUDING ALCOHOL AND TOBACCO - The possession of drugs, or being under the influence of any form of tobacco, narcotics, alcoholic beverages, drugs or related substances are prohibited at all times during the school day, at school related/sponsored functions on and off campus. This includes possession of prohibited substances for the purpose of personal consumption, distribution, or solicitation to others.

DRUG PARAPHERNALIA - The possession of any item(s) that facilitates the use of drugs, including but not limited to pipes, bongs, rolling papers, vape pen, vape dispensers, or drug containers is prohibited.

FIGHTING - The act of quarreling involving bodily contact in or on school property or going to or from school including any activity under school sponsorship. Please remember words as well as acts can cause fights. Instigating an altercation because of what is said may result in disciplinary action.

FIRES - Students may not possess matches, lighters or set a fire on any school/university property.

FOOD/BEVERAGES - Eating in the classroom is prohibited during the regular school day. Eating and drinking in class are allowed only with permission of the teacher on special occasions.

FORGERY - Students signing their parent or guardian's name on a school or classroom document or signing/impersonating the signature of a fellow schoolmate's parent or guardian on any school or classroom document.

GAMBLING - The participation in a game or contest which involves stakes or risks something of value upon the outcome of an event over which one has no control or influence and/or requires payment (monetary or otherwise) for the chance to win. Students are prohibited in being in possession of dice, chips, tokens, or other gambling paraphernalia.

HAZING - Any conduct or method of initiation into any student organization or activity, whether on campus or other department premises, on department transportation, or during a department sponsored activity or event on or off school property, which willfully or recklessly endangers the physical or mental health of any student. Such conduct shall include, but is not limited to whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, indecent exposure, or any other treatment or forced physical activity which is likely to adversely affect the physical or mental health, or both, or safety of any student, or which subjects any student to extreme mental stress, including deprivation of sleep or rest, extended isolation, or personal humiliation.

ILLEGAL ACTIVITIES - Any activity, which breaks city and county, state or federal laws.

- Initiating a false bomb or fire alarm or misusing fire safety equipment.
- Initiating a false emergency report or misusing the emergency telephone system.
- Intentionally obstructing or delaying a police officer, firefighter, security officer, or school/university official in the performance of his or her duty.

LEAVING CAMPUS WITHOUT AUTHORIZATION - Students may not leave the campus or school-related activities (on or off campus) without permission of a ULS designated person in charge of the activity.

LITTERING - The improper disposal of trash or litter. Discarding trash in areas or places other than proper receptacles is prohibited.

LOSS OF, OR DAMAGE TO, SCHOOL PROPERTY - All school property (including, but not limited to, books, instruments, uniforms, school issued computer, and school equipment) is issued to students without charge. The school expects students to take due care when using school property. Please note that all books must have book covers throughout the school year. Losses or excessive damages to school property will be charged to the parent.

As indicated in the student conduct code, graffiti and other property damage are punishable by law. Any student who is caught damaging University and/or University Laboratory School property will face criminal charges as well as a school disciplinary action.



MISCELLANEOUS ITEMS WHICH MIGHT JEOPARDIZE HEALTH/SAFETY -

The possession or control of items that jeopardize the order of the school and/or the safety/well-being of people and/or property. Items include, but are not limited to, laser pointers, radio-controlled toys, skateboards, scooters, rollerblades/wheeled shoes, dice, drug and/or gambling paraphernalia, alcohol/tobacco or tobacco related containers, spray paint or other graffiti-related supplies.

ONLINE SEARCHES - Students should not search for inappropriate content on their school devices or while on the JRBOWS network. This content includes, but is not limited to drugs/drug paraphernalia, sexual terms, and weapons, or other inappropriate content not directly related to a school assignment.

PLAGIARISM - Includes but is not limited to submitting, in fulfillment of an academic requirement, any work that has been copied in whole or in part from another individual's work without attributing that borrowed portion to the individual; neglecting to identify as a quotation another's idea and particular phrasing that was not assimilated into the student's language and style, or paraphrasing a passage so that the reader is misled as to the source; submitting the same written or oral or artistic material in more than one course without obtaining authorization from the instructors involved.

PROHIBITED AREAS - Being present in an area that is designated by school authorities as being off-limit areas outlined in the handbook or posted in the school bulletin.

PROPERTY DAMAGE/MISUSE/ABUSE - The damage/misuse/abuse of property by action other than that for which it was intended.

PUBLIC DISPLAYS OF AFFECTION - Excessive and inappropriate physical contact.

SEXUAL HARASSMENT/MISCONDUCT - Sexual harassment is any type of sexual advance, request for sexual favors and other unwelcome verbal, visual or physical conduct of a sexual nature toward another student or staff member creating an intimidating, hostile, humiliating or sexually offensive environment.

STEALING/THEFT/ROBBERY - The unauthorized taking and/or possession/use of another's property, whether by theft, deception, or threat. Also includes the possession/use of property that one knows or reasonably should have known to be stolen.

THREATS - Verbal, physical, or written actions with the intent to inflict fear, injury or damage.

UNAUTHORIZED ABSENCE FROM CLASS(ES) - The unauthorized absence(s) from class at any time during the school day. Students may not skip, or cut class for any reason.

UNAUTHORIZED ENTRY/ACCESS- Unauthorized occupation of, use of, or entry into any school/university facility, including both indoor and outdoor facilities.

UNAUTHORIZED POSSESSION OF KEYS- Possessing, producing, manufacturing, or having manufactured any key or unlocking device for use on the school/university facilities or locks without proper authorization.

UNAUTHORIZED PARKING - Students are not allowed to drive into nor park in the UH Zone 1 parking areas. UH Parking rules and regulations will be adhered to and citations may be issued by the UH Parking office. The University Laboratory School will not be held responsible for student parking in unauthorized areas on or off campus.

UNAUTHORIZED SOLICITATIONS AND FUNDRAISING - Solicitations and fundraising for outside organizations are not allowed on the ULS campus. Students/families are not allowed to sell items for outside fundraising events or for personal monetary gain. Students may face disciplinary action for this violation.



UNAUTHORIZED USE OF PERSONAL DIGITAL DEVICES - (High school) Personal digital devices (cell phones, gaming devices, ipads, ipods, computers, etc.) must **NOT** be used during INSTRUCTIONAL TIME (unless approved by the teacher for class purposes). Students may use their personal digital devices during non-instructional time and at their own risk.

(Elementary and middle school) Students are not to use personal digital devices (cell phones, gaming devices, ipads, ipods, computers, etc.) during the school day, 7:45am-3:15pm (unless approved by the teacher for class purposes).

Personal digital devices (cell phones, gaming devices, ipads, ipods, computers, etc.) must be turned off and kept in the student's locker or in a backpack; otherwise, it will be confiscated. If a student is caught using his or her cell phone/digital device or allows another student to use his or her cell phone/digital device during school hours, the cell phone/digital device must be given to a teacher or school staff member immediately. Failure to do so will result in disciplinary action. The student should report to the school office after school to retrieve their digital device. An administrator will discuss the behavior and consequences with the student at a designated time.

VULGARITY/PROFANITY/SWEARING - Use of inappropriate words will be corrected and may be referred for disciplinary action.

VANDALISM - The willful and/or malicious damage, destruction, or defacing of school property, regardless of its scope or size.

WEAPONS - Students shall not possess, handle, transmit, or conceal, on school grounds or at any school related activity, any object that can be dangerous to oneself or others. These objects include, but are not limited to, guns, knives, explosive devices, propelled objects, sharp objects, thrown objects, gasses, acids, bombs, explosives, incendiary devices or fireworks or any other objects which are designed to cause injury or death. Toy guns, knives or any other toy that may be construed as weapons are not allowed on the school/university campus or at any school/university-related function. Students may not threaten to use a weapon of any sort against any person or against the school.

General Consequences and Process for Behavioral Offenses

We recognize and acknowledge that most students at ULS have no difficulty conforming to these responsibilities and expectations, but those who violate these rules will be subject to consequences, which are intended to:

- Help the student recognize that his/her behavior is inappropriate and unacceptable.
- Help the student learn ways to modify and/or correct his/her behavior.
- Help the student to develop additional coping skills that may be utilized in the future under the same or similar circumstances.
- Develop and/or reinforce an awareness of the relationship between his/her own attitudes and behaviors, and the feelings and reactions of others.
- Serve as a deterrent to the student and to others who may be inclined to behave in the same or similar manner in the future.
- Assist the student in resuming his/her social/emotional/academic "place" within the school community.
- Promote and maintain order, safety and a positive climate within the school.

School-administered Discipline

The purpose of school-administered discipline is to promote and maintain a safe and secure educational environment; teach proper behavior that is beneficial to the educational process and self development; deter students from acts that interfere with the purpose of education or that are self-destructive, self-defeating, or anti-social; and maintain proper student conduct to ensure that educational activities and responsibilities remain uninterrupted.

A student will be held accountable for his/her misbehavior. Minor classroom behavior problems will be handled by the teacher and or counselors. More severe or chronic problems will be referred to an administrator.

Reports of inappropriate, improper and/or unacceptable conduct will be investigated. Counselors and the administrative team will determine consequences for inappropriate behavior. For serious or continuous violations of the code, parents/guardians will be informed.

When a student's behavior violates the established rules of the University Laboratory School or state or local criminal laws, or the student willfully disobeys legitimate directives of University Laboratory School personnel, the school may take appropriate disciplinary action in accordance with this student code of conduct.

This code covers student conduct at both ULS and the University of Hawai'i campus. The school expects all students to act appropriately at all times when attending school or a school-related function. Common sense, courtesy, and respect dictate that students do not engage in any personal or academic misconduct at the school or the university. The University Laboratory School is committed to providing the student with optimal learning conditions, selecting appropriate teachers for the student's instruction, and offering programs that will help the student succeed.

FIVE Levels of Student Discipline

University Laboratory School has implemented five levels of discipline as a process to help identify student misbehavior that may be detrimental to the health and safety of all ULS students, and personnel and/or damaging to ULS and UH property.

The five levels of this student disciplinary process are designed to teach students to take personal responsibility for their actions and to respect the rights of others. The process applies to misbehavior in classrooms, on campus, at school-sponsored events, or at non-school sponsored events such as athletic events.

Disciplinary problems occur for a variety of reasons and in varying degrees of frequency and severity, so there are five levels to the ULS disciplinary process.

Level 2, 3, 4 and 5 behaviors require investigation. The nature and scope of the investigation depends on the frequency and/or severity of each incident. Students may be placed on crisis suspension during the investigation and will be given an opportunity to explain their views before disciplinary action is taken. Efforts will be made to contact parents/guardians concerning serious issues and to protect the confidentiality of all parties.

The University Laboratory School may include additional infractions as appropriate to maintain a safe and orderly learning environment. Additional or alternative disciplinary consequences may be applied. In all student disciplinary situations, the University Laboratory School has the sole discretion to determine the appropriate level of discipline for each incident/violation.

University Laboratory School reserves the right, at its sole discretion and in appropriate circumstances, to report any infractions to appropriate government authorities. Note that the possible consequences imposed by ULS shall be considered separate and apart from any other actions that may be taken by other agencies/authorities.



Level 1: Discipline addresses behavior that disrupts the school community.

<p>Infractions – Examples include, but are not limited to:</p>	<ul style="list-style-type: none"> • Failure to follow established rules • Disobeying authority • Dishonesty • Excessive tardiness • Inappropriate language and gestures (profanity, swearing) • Dress code violation • Cell phone violation • Misuse of school property • Being in an off-limits area • Misuse of personal electronic devices during school hours • Accessing the Internet through a network other than “JRBOWS” • Public display of affection • Refusal to show student I.D. card • Bullying/harassment • Leaving campus without authorization • Unauthorized absence from class • Computer vandalism • Conduct unbecoming of a ULS Student
<p>Possible Consequences for Level 1 – (Depending on the severity and/or frequency of infraction):</p>	<ul style="list-style-type: none"> • Verbal warning • In school restriction • Parent/Guardian notification • Written reprimand in student file • Detention • Repair/replacement of items misused or broken

Level 2: Discipline addresses behaviors which have not responded to Level 1 intervention, and/or whose frequency or seriousness disrupts the social, nurturing, and/or learning environment.

<p>Infractions – Examples include, but are not limited to:</p>	<ul style="list-style-type: none"> • Unmodified Level 1 behavior/infraction • Consistent failure to obey school rules • Disrespect towards adults or students –defiance, insubordination, and other forms of disruptive conduct • Cheating and/or plagiarism, or other forms of academic dishonesty including claiming someone else’s work and online work as your own • Forgery • Inappropriate conduct off campus when part of a school-related activity • Unauthorized use of or possession of school property, equipment, and materials • Damage to property (school or another person’s) due to negligence • Destruction or damage of other students’ work or materials • Disruption • Sexual misconduct
<p>Possible consequences for Level 2 – (Depending on the severity and/or frequency of infraction):</p>	<ul style="list-style-type: none"> • Continue more stringent Level 1 options • Parent/Guardian notification and written reprimand in student file • Detention • Loss of participation in school and/or co-curricular activities • School counseling • Outside counseling • Crisis suspension • Suspension • In school restriction • Conduct probation/Behavioral Contract • Impact on grade • Estitution • Detention • Reflection and recovery • Community Service

Level 3: Discipline addresses behaviors which have not responded to either Level 1 or 2 intervention, results in violence to self or others, destruction of property, discredits or defames a student, staff, or the school, or otherwise poses a direct threat to other students or adults at the school.

<p>Infractions – Examples include, but are not limited to:</p>	<ul style="list-style-type: none"> • Unmodified Level 1 and/or Level 2 behavior • Serious acts of defiance, insubordination, physical assault, or threatening school personnel or student • Cyber-bullying another student through online chat, email, documents, or social media • Impersonating another student by using their login information to harm another student • Sending inappropriate emails or online comments to faculty/staff or other students • Searching for inappropriate content • Being present where drugs or alcohol are being used, or evidence of use exists • Inappropriate public display of affection • Sexual misconduct • Smoking cigarettes (including any e-cigarettes or tobacco products) • Minor Theft • Vandalism, graffiti, computer hacking, and/or other forms of destruction of property • Gambling & betting
<p>Possible Consequences – (Depending on the severity and/or frequency of infraction):</p>	<ul style="list-style-type: none"> • Parent/Guardian notification and written reprimand in student file • Detention • Conduct probation • Suspension • Crisis Suspension • In school restriction • School counseling • Outside counseling recommendation • Financial restitution • On campus service assignment • Community service • Restitution • Reflection and recovery



Level 4: Discipline addresses behaviors which have not responded to either Level 1, 2 or 3 intervention, that pose a direct threat to self and others, or seriously impacts the school environment. If circumstances warrant, the incident may be reported to local law enforcement officials.

Infractions – Examples include, but are not limited to:	<ul style="list-style-type: none"> • Unmodified Level 1, Level 2 and/or Level 3 behavior • Fighting • Possession and/or use of alcohol on campus or at school activities • Theft • Possession of drug paraphernalia • Harassment, discrimination, intimidation, bullying, and/or hazing • Tampering with or Misuse of Fire Alarm and/or other safety/emergency equipment • Extortion • Sexual misconduct
Possible Consequences – (Depending on the severity and/or frequency of infraction):	<ul style="list-style-type: none"> • Parent/Guardian notification and written reprimand in student file • Financial restitution • School counseling or Outside counseling • Community service • Reflection and recovery • Suspension • Crisis suspension • Disciplinary removal from ULS

Level 5: Discipline addresses behaviors which have not responded to Level 1 through 4 intervention, or that may result in serious physical or emotional harm and/or serious property damage.

Infractions – Examples include, but are not limited to:	<ul style="list-style-type: none"> • Unmodified Level 1, Level 2, Level 3, and/or Level 4 behavior • Arson • Assault • Bomb threat • Burglary or Robbery • Possession, Threat or Use of a Firearm, Dangerous Instrument or weapon • Possession, Use, or Sale or Distribution of Illicit Drugs • Sale or Distribution of Alcohol • Sexual Offenses • Terroristic Threatening
Possible Consequences – (Depending on the severity and/or frequency of infraction):	<ul style="list-style-type: none"> • Parent/Guardian notification and written reprimand in student file • Financial restitution • School counseling or outside counseling • School or Community service • Reflection and recovery • Suspension • Crisis suspension • Disciplinary removal from ULS

Process for Dealing with Violations of the Student Conduct Code

A student who has been identified as violating the student code of conduct will meet with the school counselor or administration to document information about the incident that was reported.

An investigation of the reported incident will be conducted by the school counselor or administration. The school counselor or administration will meet with all concerned individuals: teacher(s), student(s), and anyone else who may have knowledge of, witnessed, or reported the incident. Individuals will be asked to independently verify (orally or in writing) information about the incident.

Information relating to complaints, investigations, and reports shall remain confidential and will only be shared with appropriate individuals necessary to complete the investigation and decision making process.

Identifiable information regarding a student will not be disclosed without notice to the student's parent or legal guardian. Investigation records shall be maintained by the school separate from educational records.

During the period of investigation, a crisis suspension may be instituted by the school administration to the student who is alleged to have committed an infraction of the student conduct code.

Once the investigation is completed, the school administration will notify the student, and the student's parent(s)/guardian(s), to share about the disciplinary action for the student. Parents/guardians may file a complaint if they disagree with the decision.

In the case of a suspension, parents shall be given notice of the completed investigation findings and suspension details in writing.

The notice shall contain the following statements:

- a statement of the specific acts committed by the student, which form the basis of the action;
- a statement of the rule violated;
- a statement of the disciplinary action;
- post suspension conference (if needed)



School Searches and Seizures

Students have a legitimate expectation of privacy in school and during school activities on and off school property. Their expectation of privacy extends to their persons and their personal effects as well as school property assigned for their individual use. School officials shall respect and uphold these privacy rights of students. Schools, on the other hand, have an equally legitimate need to maintain order and an environment where learning can take place. In fulfilling this legitimate need, school officials may on occasion need to carry out searches and seizures on school premises or during school-supervised activities. As a general policy, such searches and seizures are permissible only when the health or safety of a person or persons would be endangered if school officials did not carry out a search or seizure. Any school official who is responsible for the supervision of the student of property to be searched may carry out search and seizures on school premises, or during school-supervised activities, on or off school property. A school official conducting a search shall be accompanied by another school official serving as a witness, unless it is an emergency where prompt action is necessary to protect the health or safety of a person or persons. It is not necessary for school officials to obtain a warrant before conducting a search of a student or property.

Searches of a student's person, possessions, or locker may be made by school officials providing such officials have reasonable cause to believe prohibited articles or missing property are stored there. Such articles, if found, may be seized as allowed by the laws and regulations of the State of Hawai'i. If the case warrants, UH Campus Security will be called and, if necessary, the Honolulu Police Department. Parents will be notified immediately.

Disciplinary Sanctions

All student infractions/incidents and outcomes/disciplinary action will be placed in the student's disciplinary file. One or more of the following sanctions may be imposed whenever a student is found to have violated the rules in the student code of conduct.

Probation and Contract

Probation constitutes administrative action that informs the student and parent in writing that the student has violated the student conduct code and that a record will be kept in the administrative office until the student graduates. The behavior of the student is expected to be exemplary during the remaining time he or she is at the school. Any future infractions by the student may be cause for more serious disciplinary action.

Restitution

Restitution constitutes reimbursement for damage to or misappropriation of property, which may take the form of direct financial compensation, service, or other forms of indirect compensation. Detention and community service fall into this area of restitution, if deemed appropriate by the administration.

Reflection and Recovery (R&R)

Reflection and recovery (R&R) is defined as an opportunity for a student to reflect on his or her inappropriate behavior. This behavior may be defined as classroom disruptions/distractions, failure to follow directions of the classroom teacher, making it difficult for other students to learn or infractions of the student code of conduct. Recovery is an opportunity for a student to compose his or her thoughts about the inappropriate behavior that led to the removal from class. The student may be required to meet with the school counselor as part of the R&R process before he or she is re-admitted to class. The student may also be required to go home to reflect on their behavior and complete a reflection assignment to be turned in upon the student's return to school. Return to school date is determined by the administration.

Detention

Detention entails a student being asked to remain in class or school beyond the normal instructional time. Detention will be supervised by an adult before school, at recess, during lunch, or after school. If these options are not available or appropriate as determined by administration, students may be asked to attend a Saturday detention period.

Suspension

Suspension is exclusion from classes and other privileges and from the campus itself for a specified period. When privileges are reinstated, students are expected to uphold the rules of the school and of the student conduct code. Should any further infractions occur, there may be cause for more serious disciplinary action. Any student suspended may not participate or attend any school-sponsored activity either on or off campus.

Crisis Suspension

A crisis suspension is the immediate exclusion of a student from school in an emergency, because the conduct of the student presents a clear threat to the physical safety of self or others, or the student is so extremely disruptive as to make the immediate removal of the student necessary to preserve the right of other students to pursue their education free from undue disruption.

Disciplinary Removal from ULS

A disciplinary removal is a permanent removal of a student from ULS. The conduct of the student presents a clear threat to the physical safety of self or others, or the student is so extremely disruptive as to make the removal of the student from ULS necessary to preserve the right of other students to pursue their education free from undue disruption.

Severability

If any provision of this section is held invalid, the invalidity does not affect other provisions or applications of the student conduct code that can be given effect without the invalid provision or application; therefore the provisions of this code of conduct are severable.

Acceptable Use Policy

The University Laboratory School provides Google Apps for Education accounts, Internet access, and, in some cases, devices, to students to enhance their educational experience and to prepare them for a connected world beyond school. Students must agree to observe, respect, and comply with University Laboratory School's Acceptable Use Policy. Failure to comply with these policies may result in revocation of computer access and/or other disciplinary action. See Appendix for Acceptable Use Policy Agreement.

Use of Personal Digital Devices

High School (grades 9-12)

Personal digital devices (cell phones, gaming devices, ipads, ipods, computers, etc.) must **NOT** be used during INSTRUCTIONAL TIME (unless approved by the teacher for class purposes). Students may use their personal digital devices during non-instructional time and at their own risk.

Students accessing the Internet on digital devices must adhere to the Acceptable Use Policy, including accessing the Internet only through the "JRBOWS" network.

If personal digital devices are displayed or used during instructional time without permission from the teacher, it will be confiscated by faculty and staff and turned into the office. The student must hand over the device to the teacher or staff member immediately. Failure to do so may result in disciplinary action. The student should report to the school office after school to retrieve their digital device. An administrator will discuss the behavior and consequences with the student at a designated time.

If a student receives three warnings about unauthorized use of a personal digital device, the student will be required to turn his or her personal digital device to the school administrative office at the beginning of each school day. The digital device will be returned to the student at the end of each school day.

Students are not to charge their personal digital device or school issued device in any electrical outlet in the school classroom or the MPB at any time. The digital device will be confiscated and turned into the school office.

Students should come to the office to use the phone, should they need to contact their parents.

Elementary and Middle School (grades K-8)

Students in grades K-8 are not to use personal digital devices (cell phones, gaming devices, ipads, ipods, computers, etc.) during the school day, 7:45am-3:15pm (unless approved by the teacher for class purposes).

Personal digital devices (cell phones, gaming devices, ipads, ipods, computers, etc.) must be turned off and kept in the student's locker or in a backpack; otherwise, it will be confiscated. If a student is caught using his or her cell phone/digital device or allows another student to use his or her cell phone/digital device during school hours, the cell phone/digital device must be given to a teacher or school staff member immediately. Failure to do so will result in disciplinary action. The student should report to the school office after school to retrieve their digital device. An administrator will discuss the behavior and consequences with the student at a designated time.

If a student receives three warnings about unauthorized use of a personal digital device, the student will be required to turn his or her personal digital device to the school administrative office at the beginning of each school day. The digital device will be returned to the student at the end of each school day.

Students are not to charge their personal digital device or school issued device in any electrical outlet in the school classroom or the MPB at any time. The digital device will be confiscated and turned into the school office.

Students should come to the office to use the phone, should they need to contact their parents.

Dress Code

All students at the University Laboratory School are expected to dress appropriately for school and school-related functions. Faculty and staff will determine the appropriateness of student attire. If your clothing causes a distraction or disruption, you will be asked to change into something more appropriate. Final determination of appropriateness of attire will be determined by the administration.

Parents/guardians may be contacted if there is a student violation of the dress code. Continued violation of the dress code may result in further administrative action.

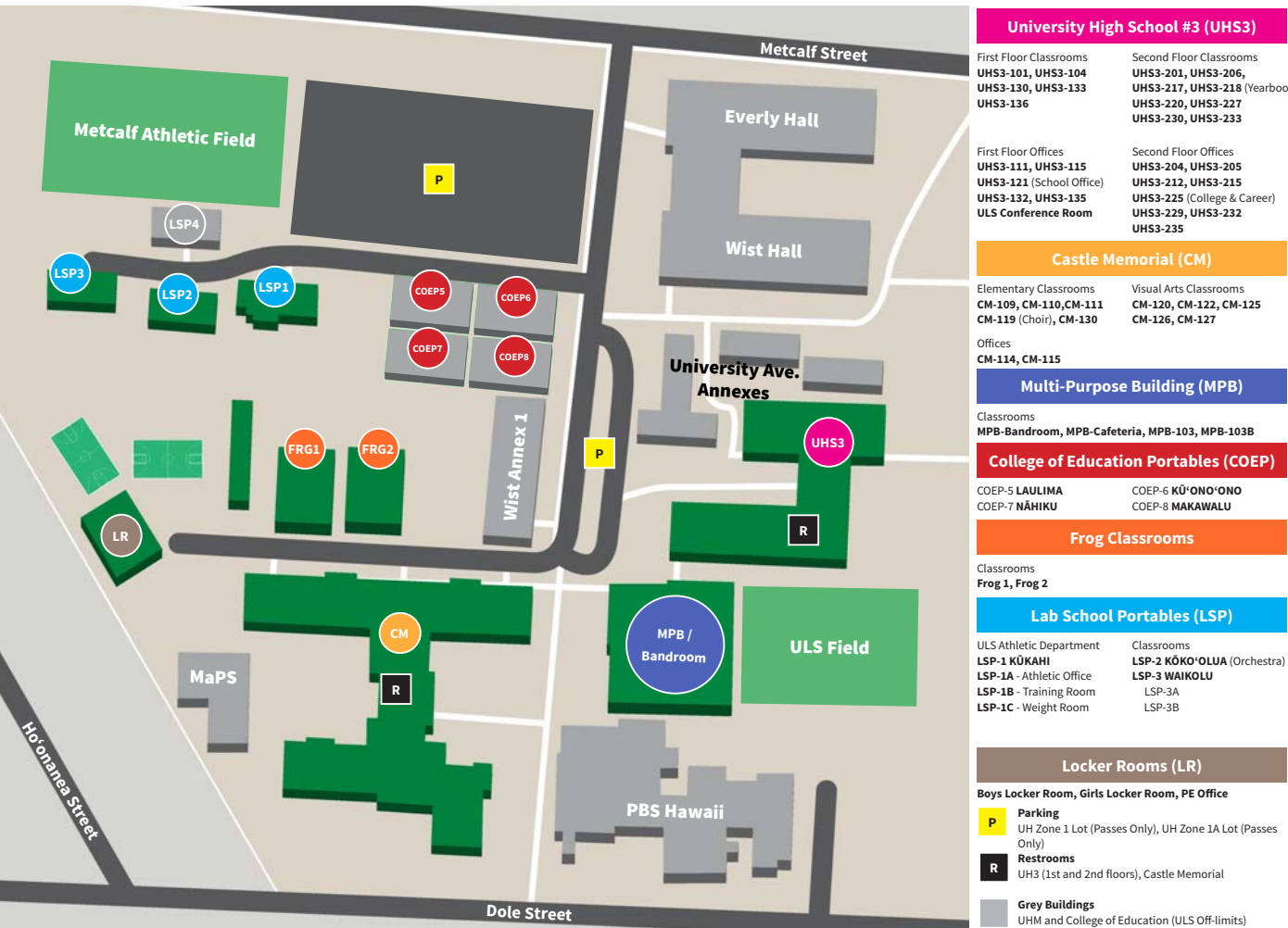
ULS Dress code includes the following guidelines:

- Student ID: identification as a University Laboratory School student is a mandatory part of a student's apparel. Throughout the school day, students are expected to wear their school ID on a lanyard around their neck or visibly clipped to the front portion of their clothing. The student ID shall not be defaced, obstructed with stickers, or marked. Students must have their ULS Photo ID when picking up their school purchased meals. Parents will be notified if a student habitually forgets their ULS Photo ID. Students who forget their school ID must report to the school office for a temporary ID before the start of school. Students who lose their ULS Photo ID must purchase a new one for \$5.00.
- Appropriate clothing shall be worn at all times during in person and virtual online classes.
- Face masks or shields are to be worn in alignment with ULS health and safety measures.
- Clothing, face masks, jewelry, or other accessories with pictures, words, or logos containing profanity, gang identification, violence, or sexual connotations, advocating the use of illegal drugs or alcohol, or any other offensive material is considered inappropriate for the purposes of a school/learning environment.
- Footwear must be worn during school hours. Physical Education classes require tennis or athletic footwear, and science classes require covered shoes for safety reasons.
- Hats or sunglasses cannot be worn during in person or virtual online classes.
- Underwear/undergarments shall remain unseen at all times. Bikinis, bralets, halter bras, tube tops, and sports bras are considered undergarments for the purposes of a school/learning environment.
- Overly revealing apparel, showing bare midriffs, having low necklines, armholes that are too low or too loose, or showing the buttocks is considered inappropriate for the purposes of a school/learning environment. Clothing shall not be too tightly fitted.



CAMPUS MAP

UNIVERSITY LABORATORY SCHOOL
CAMPUS MAP ALL BUILDINGS



Rev. 7/2023

APPENDIX

2023–2024 UNIVERSITY LABORATORY SCHOOL AGREEMENT TO PARTICIPATE

Dear Parent(s)/Guardian(s),

The University Laboratory School (ULS) is a unique and special organization. The school has an affiliation agreement with the University of Hawaii Mānoa (UHM) College of Education (COE) to serve the education and development community. We conduct research, design, development, publication, teacher training and related services for elementary and secondary schools in Hawai'i and elsewhere. Over the past 50 years, we have produced quality programs in a wide range of subjects areas that are used by schools locally in Hawaii, but are also utilized and referenced nationally and internationally.

ULS provides

1. a quality education program for all students;
2. an optimal setting for curriculum research and development;
3. a demonstration site for exemplary curriculum models; and
4. a site for graduate and undergraduate professional development in education.

ULS activities are subject to federal and state regulations that protect our students' privacy and the confidentiality of information that identifies them, including their performance records, testing results, sample schoolwork, and student images. In publications or presentations of ULS research results, identifiable information of students are not included without explicit permission of the student and their parent/guardian(s).

In agreeing to attend ULS, students and parents must understand that students are expected to fully participate in all aspects and components of the school program. While participation in any organized research activity at the University of Hawaii is completely voluntary and an individual may withdraw at any time, please understand that participation in and commitment to completion of all aspects of the school program are required for continued enrollment at University Laboratory School.

In addition, we sometimes work with other researchers at UH who wish to involve our school and students in their research projects. You will receive information about any of these research projects as they are approved throughout the year, as well as any forms and permissions associated with these projects that require your immediate attention and signature.

If you have any questions concerning the curriculum research and development conducted under the partnership, please contact Mr. A. Keoni Jeremiah, ULS Principal at 956-7833. ULS and COE research activities are performed under the oversight of the UH Human Studies Program. If you have questions or comments about your rights as a participant in research, you may contact the UH Human Studies Program at (808) 956-5007 or e-mail uhirb@hawaii.edu.

A copy of this Agreement to Participate is posted on our school website and accessible at any time to download a copy for your own records (www.universitylaboratoryschool.org). You may also request a hardcopy of this form from the ULS School Office.

2023-2024

**UNIVERSITY LABORATORY SCHOOL RELEASE FORM:
Student work, Photographs, Audio/Visual Media, and Interviews**

I hereby grant permission to University Laboratory School (ULS) and the University of Hawaii College of Education to use photographs or videos of my child and his/her work in educational and outreach media published or authorized by ULS-COE. This release covers all work produced or invented by my child or media which features my child during the duration of his or her enrollment at ULS. The term *work* can include both visual arts and written pieces, as well as digital recordings and on-line documents produced during the course of instruction. The term *media* can include ULS and COE websites, publications and presentations, journal, magazine, and newspaper articles, and audio-visual clips.

If you have any questions concerning the curriculum research and development conducted under the ULS-COE partnership, you may call Mr. A. Keoni Jeremiah, ULS Principal at 956-7833. ULS and COE research activities are performed under the oversight of the UH Human Studies Program; that office may be contacted at (808) 956-5007 or e-mail uhirb@hawaii.edu.

A copy of this Release Form is posted on the school website and accessible at any time for you to download (www.universitylaboratoryschool.org).

Digital Device, Network, and Accounts Agreement Form for Grades K–12

ACCEPTABLE USE POLICY AGREEMENT

University Laboratory School provides Google Apps for Education accounts, Internet access, and, in some cases, devices, to students to enhance their educational experience and to prepare them for a connected world beyond school. Students must agree to observe, respect, and comply with University Laboratory School's Acceptable Use Policy. Failure to comply with these policies may result in revocation of computer access and/or other disciplinary action.

School Rules on Digital Device, Network, and Accounts Use:

When using my University Laboratory School account or any digital device (school- or parent-provided) on school property and during school sponsored activities, I agree to the following responsibilities and restrictions:

1. I will only access the Internet using the "jrbows" WIFI network.
2. I will only access the network or use my accounts/devices for schoolwork during class time.
3. I will be the only user of my computer and school associated accounts.
4. I will accept personal responsibility for my device and actions online, and will obey all policies.
5. I will not leave my device unattended and be responsible for the proper care, use, and handling of my device and for knowing where it is at all times.
6. I will notify a teacher or school official immediately of any improper use of technology.

Additionally, I understand that:

1. I will not send, display, or search for offensive or obscene language, images, or videos.
2. I will not take part in cyberbullying by harassing, insulting, or attacking others.
3. I will not play games or visit websites unrelated to school during school hours
4. I will not misuse school issued digital devices, accounts, or networks or engage in the programming, reprogramming, or manipulation of local or hosted applications, web sites, or other digital services.
5. I will not violate copyright laws or plagiarize, as described in the Student/Parent Handbook.
6. I will not impersonate someone by using another's login, password, or device.
7. I will not tamper with, manipulate, or delete others' files saved to Google shared folders.
8. I will not make statements or use the likeness of another person through website postings, email, instant messages, etc. that harass, intimidate, threaten, insult, libel or ridicule students, teachers, administrators or other staff members of the school community.
9. I will not make statements that are falsely attributed to others, or use language that is obscene.

School Guidelines on Internet and Device Usage

It is presumed that students will comply with school rules and will honor the agreements they have signed. Beyond the clarification of such standards, the school staff will make every effort to guide usage, but is not able to constantly restrict, monitor, or control the communications of students utilizing the school network.

Use of a school provided digital device, network, or account is a privilege, not a right. Whether physically in school or in another location utilizing a school-provided digital device, network or account, students are responsible for their behavior. Access may be denied to those students to violate basic school rules.

Computer network storage spaces are treated like school lockers. Files and communications may be reviewed by school network administrators in person or remotely to maintain system integrity and ensure that students are using the system responsibly. Students should not expect that files stored on school servers or school-sanctioned cloud storage such as Google Drive will always be private.

Devices used on campus during school hours and during school sponsored activities, whether school issued or privately owned, are subject to reasonable searches by school administration. Students and families have no expectation of privacy on devices used for school purposes.

Freedom of speech will be honored and encouraged in regards to access to information. Where school staff will guide students toward appropriate use of digital device, network, or account in school, families are responsible for this guidance at home. Please refer to the Student Conduct Code described in the Student/Parent Handbook for further explanation of expectations of students and parents.

While on the University Laboratory School campus, students may only access the Internet through the “jrbows” WIFI network. This network is maintained by University Laboratory School and adheres to FERPA, CIPA, and COPPA regarding all digital devices on the “jrbows” WIFI network. Please refer to the Student/Parent Handbook for explanations of FERPA, CIPA, and COPPA.

Because we are on the University of Hawai‘i campus, students and parents should be familiar with the University of Hawai‘i policies. Please see <http://www.hawaii.edu/infotech/policies/itpolicy.html> for more information. University of Hawai‘i has a similar policy regarding impersonation and sharing usernames, and the UHM network is not required to adhere to FERPA, CIPA, and COPPA. If a student accesses the UHM network, University Laboratory School is not responsible for any inappropriate content the student may view.

I have read the above and understand the policies set forth by the University Laboratory School. In the event I engage in willful violation in any of the above referenced policies, my access privileges may be revoked and other disciplinary measures will be implemented as described in the Student/Parent Handbook.

Device, Network, and Accounts Agreement Form for Grades K–12

MOBILE ACCEPTABLE USE POLICY

I understand that the University Laboratory School allows me to bring my own mobile phone devices. In order to be permitted to bring and use my mobile device while on school property and during school sponsored activities, I agree to the following responsibilities and restrictions:

K-12 Students:

1. I will follow all school rules while using my own device on school grounds and I understand that the rules outlined in the AUP for school computer resources apply to my use of my own device on school property.
2. I will not take photos or record video of any student, teacher or administrator unless I have that individual’s express permission to do so.
3. I will not use my device during class unless expressly instructed to do so by a teacher and I will immediately comply with a directive to turn my device off, to put my device away or to turn my device over to a teacher or administrator.
4. I understand that ULS is not responsible for theft, damage or loss of my device.
5. I understand that my device may be confiscated if it appears that I may have used my device in violation of school rules or this agreement, and that an administrator may hold the device until a parent/guardian comes to collect it.

K-8 Students:

- In addition to all the rules listed above, **Students in grades K - 8** also agree to not use their mobile devices during non-class school hours, such as during breaks, lunch, or passing between classes.
- Mobile devices are to be used only during class, when expressly instructed to do so by a teacher.
- Any violation of these agreements may result in losing the privilege of using your mobile devices during school hours entirely.



UNIVERSITY LABORATORY SCHOOL
A HAWAI'I PUBLIC CHARTER SCHOOL
1776 UNIVERSITY AVENUE UHS #3-121
HONOLULU, HI 96822



ulsjrbows



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