



UNIVERSITY LABORATORY SCHOOL

1776 University Avenue UHS #3-121, Honolulu, Hawai'i 96822
Telephone (808) 956-7833 Fax Number (808) 956-7260

June 9, 2017

2017-2018 INFORMATION, INSTRUCTIONS AND FORMS

Enclosed in this school information packet are important and necessary materials concerning the **2017-2018 school year**. Please complete and return the documents to the University Laboratory School Office on or before **JULY 14, 2017**.

A description of each enclosed document is outlined below; the documents/forms that must be returned are marked with an asterisk (*). **Please be advised that your child will not be admitted to school on Monday, August 7, 2017 if these forms are not turned in.** Please make sure that all of these documents are filled out completely with parent(s)/guardian(s) signatures and, where appropriate and required, student signatures as well.

Should you have any questions regarding the information enclosed, please do not hesitate to call the ULS Office at 956-7833 or email info@universitylaboratoryschool.org. These forms may also be viewed and/or downloaded from our website: www.universitylaboratoryschool.org. See the Resources section for links to the documents.

DOCUMENTS IN THE PACKET

***2017-2018 EMERGENCY CARD FORM and the *MCKINNEY-VENTO HOMELESS ASSISTANCE ACT (MVA) FORM (Grades 1-5, 7-12 for all returning students)**

Every school year, an updated Emergency Card Form is required of all families. Please make sure to include the names of those who have permission to contact or are allowed to pick up your child in case parents cannot be contacted. Parents are reminded to inform the school office when there are updates regarding addresses, phone numbers, and emergency contact persons.

***MCKINNEY-VENTO HOMELESS ASSISTANCE ACT (MVA) FORM** (on the reverse of the emergency form)

- Instructions- Fill in student's name and school
- Complete the applicable section 1 or 2, then sign, print and date and return to the school.

AGREEMENT TO PARTICIPATE FORM (Grades K-12, for all students)

University Laboratory School, in partnership, with CRDG, requires all students and their parent(s)/guardian(s) to complete the Agreement to Participate Form each year. Please check the appropriate box and sign at the bottom of the **Acknowledgement Form**.

STUDENT CONSENT AND RELEASE (to include Student work, Photographs, Audio/Visual Media, and Interviews) ULS, in partnership, with CRDG, requires all families to complete the Student Consent and Release form. Please check the appropriate box and sign at the bottom of the **Acknowledgement Form**.

DIGITAL DEVICE, NETWORK, AND ACCOUNTS AGREEMENT FORM ACCEPTABLE USE POLICY (Grades K-12, for all students) All students and their parents must complete the Digital Device, Network, and Accounts Agreement Form covering all the policies and practices of the University Laboratory

School's computing network and information services. Please check the appropriate box and sign at the bottom of the **Acknowledgement Form**.

***ACKNOWLEDGEMENT FORM**

This is a single form that includes agreement for the following policies: Agreement to Participate, Consent and Release Form, the Acceptable Use Policy, and the Laptop Contracts. Please check the appropriate box and sign at the bottom of the **Acknowledgement Form**.

***SCHOOL FEES FORM**

This is a single form that includes the school activity fee, technology fee, PE T-shirt order form (K-9), and 'Uniki Yearbook (optional).

SCHOOL ACTIVITY FEE for Grades K-12

All students will be assessed a school activity fee. This fee will be used to support the various student and school activities/events. Grade 12 fees include various graduation fees, 25 graduation announcements and 25 name cards.

Kindergarten – Grade 11: **\$50.00**

Grade 12: **\$100.00**

TECHNOLOGY FEE for Grades K-12

All students will be assessed a school technology fee. This fee will be used to support the various technology features at ULS such as PowerSchool, infrastructure, network expansion and security upgrades, technology and audio visual life cycling, and continuing to bring new technologies to the students.

Grades K-12: **\$100.00**

PHYSICAL EDUCATION UNIFORM T-SHIRTS for Grades K-9

All students in grades K-9 are required to wear the uniform PE T-Shirts for physical education classes. The overall PE uniform is the required school PE T-Shirt, shorts, socks and athletic shoes. It is recommended that parents purchase at least 3 PE T-Shirts. The cost of each PE T-Shirt is **\$8.00**. Complete the PE T-Shirt order with your child's t-shirt size and payment on the school fees form. Shirts will be delivered to the students on the first day of school or can be picked up the school office.

2017-2018 'UNIKI YEARBOOK (Optional)

Each school year, the 'Uniki chronicles the events and highlights the students in grades K-12 of the University Laboratory School family. If you are interested in purchasing a school 'UNIKI yearbook for this school year, please indicate so on the enclosed School Fees Form. Please note that the purchase of a yearbook is strictly optional but all students will be taking a photo free of charge to be placed in the 'Uniki. The 2017-2018 'Uniki Yearbook cost is \$50.00.

7th Grade Physical Exam Requirement for School Year 2017-2018

Beginning with school year 2017-18, all seventh (7th) graders must complete a physical examination pursuant to state law. Please read the enclosed ULS informational letter to 7th grade parents/guardians and follow through with the requirements set forth.

SCHOOL SUPPLY LISTS

Enclosed is the school supply list for your child's grade-level. We ask that all supplies be available for your child's use when school begins. Please be advised that there may be other supplies that may need to be purchased within the school year as various needs arise.

2017-2018 STUDENT-PARENT HANDBOOK & ATHLETIC HANDBOOK

The 2017-2018 Student-Parent Handbook and Athletic Handbook will be posted on the school website www.universitylaboratoryschool.org by August 1. After you read and understand the 2017-18 Student-Parent

and Athletic Handbook, **return the *Student-Parent Handbook and Athletic Handbook Agreement Form** to the ULS Office or to his/her Period 1 teacher **no later than, Friday, August 11. This form will be distributed on the first day of school, August 7.** Please email info@universitylaboratoryschool.org or call the school office at 956-7833 if you would like to request a hard copy of the Student/Parent Handbook.

UNIVERSITY LABORATORY SCHOOL CALENDAR

A copy of the 2017–2018 school calendar is enclosed. A downloadable version of the calendar can also be found on the school website www.universitylaboratoryschool.org under QUICKLINKS and at the RESOURCES, CALENDARS section. The [ULS Master Calendar \[Google\]](#) can be found on the school website under the QUICKLINKS SECTION. This Google calendar is updated throughout the year; please check it regularly.

TECHNOLOGY NIGHT OPEN HOUSE – August 2 at 5:30 p.m. (For parents of Gr. 6 and new gr. 7-12 students) On Wednesday, August 2, 2017 at 5:30 p.m. in the MPB, there will be a mandatory information and training session regarding the one to one computer program for parents in grades 6 and parents of new 7-12 graders.

OPEN HOUSE Scheduled Open House dates and times are listed below:

Open House/Senior Orientation- Grade 12	Thursday, August 3, 2017 @ 5:30 p.m. MPB
Open House- Grades 2-3 and Grades 4-5	Thursday, August 3, 2017 @ 6:00 p.m. CM
Open House- Grade 6	Monday, August 14, 2017 @ 5:30 p.m. MPB
Open House- Grade 9	Tuesday, August 15, 2017 @ 5:30 p.m. MPB

PowerSchool Updates Schedule (Gr. K-5, 6-8 and 9-12)

There are five (5) PowerSchool Progress Updates each semester for grades 6-8 and 9-12. There will be two (2) PowerSchool Progress Updates each semester for students in grades K-5 in September, November, February and April. Enclosed please find the schedule for your child's grade level. These schedules can also be found on the school website- on the Resources Page and the Google Calendar.

2017–2018 POWERSCHOOL ACCESS INFORMATION FOR PARENTS/GUARDIANS

ULS 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.

- Technology access letter for new families will be sent by mail in July. These letters will provide information on how to set up your parent/guardian PowerSchool account beginning on August 4, 2017.
- Please note if you have an existing PowerSchool account from last year, it will be re-activated beginning on August 4, 2017. You may continue to use your existing username and password that you set up.

If you need your access code again or have any technical support questions regarding PowerSchool, please contact one of our IT staff on the ULS PowerSchool hotline at 956-7649 or powerschool@universitylaboratoryschool after August 4.

1:1 Laptop Program (Gr. 6-8)

This year students in grades 6-8 will participate in a 1:1 laptop program and these computers are a major component in the learning experience, both at school and at home.

Read the 1:1 Laptop Responsibility Contract enclosed (gr. 7-8) and sign the **Acknowledgement Form** (parent and student). **Grade 6** will receive their contracts and laptops at the end of the 1st Quarter. More information will be shared at the Technology Night Meeting on August 2.

The following message will be emailed to your child based on their grade level and/or Laptop Contract. Please have your child check their ULS email, ULS Student Portal, or ULS Website at the Resources webpage, under

ULS Technology and complete the **Acceptable Use Policy (AUP) and Laptop Contract Quizzes**. Links to the quizzes will be provided on the email.

Grades 7-8:

Students: This year, we will be assigning laptops on the first day of school. In order for you to receive your laptop, you must do the following:

1. Make sure **you and your parent read the Acceptable Use Policy (AUP) and signed the acknowledgement form** from the June mailout.
2. **Take the AUP quiz**. Links to the quiz are on this email, ULS Student Portal, or ULS Website at the Resources webpage, under ULS Technology.
3. **Read (both you and your parent) the laptop contract and be sure you signed the acknowledgement form** from the June mailout.
4. **Take the Laptop contract quiz**. Links to the quiz are on this email, ULS Student Portal, or ULS Website at the Resources webpage, under ULS Technology.
5. Bring your laptop sleeve on the first day of school.

You will not receive your laptop until you have done all of these things.

BYOD Laptop Program (Gr. 9-12)

This year students in grades 9-12 will participate in a BYOD laptop program and these computers are a major component in the learning experience, both at school and at home.

Students will have the option to either bring their own device or borrow a device daily. Please read the Laptop Responsibility Contracts enclosed (gr. 9-12) and sign (parent and student) the **Acknowledgement Form** for the selected option (BYOD or Daily Borrow).

The following message will be emailed to your child based on their grade level and/or Laptop Contract. Please have your child check their ULS email, ULS Student Portal, or ULS Website at the Resources webpage, under ULS Technology and complete the **Acceptable Use Policy (AUP) and Laptop Contract Quizzes**. Links to the quizzes will be provided on the email.

Grades 9–12

Enclosed there are two Laptop Responsibility Contracts- **Daily Borrowing** and **Bring Your Own Device (BYOD)**. Please decide which option you will be using this year, then follow the appropriate instructions below.

Grades 9-12 Daily borrowing:

Students: We would like you to be able to borrow your device beginning on the first day of school. In order for this to happen, you must do the following:

1. Make sure **you and your parent read the Acceptable Use Policy (AUP) and signed the acknowledgement form** from the June mailout
2. **Take the AUP quiz**. Links to the quiz are on this email, ULS Student Portal, or ULS Website at the Resources webpage, under ULS Technology.
3. **Read (both you and your parent) the laptop contract and be sure you signed the acknowledgement form** from the June mailout.
4. **Take the Laptop contract quiz**. Links to the quiz are on this email, ULS Student Portal, or ULS Website at the Resources webpage, under ULS Technology.
5. Bring your laptop sleeve on the first day of school.

You will not receive your laptop until you have done all of these things.

OR

Grades 9-12 Bring Your Own Device (BYOD):

Students: We would like you to be able to use your device on the first day of school. In order for this to happen, you must do the following:

1. Make sure **you and your parent read the Acceptable Use Policy (AUP) and signed the acknowledgement form** from the June mailout
2. **Take the AUP quiz.** Links to the quiz are on this email, ULS Student Portal, or ULS Website at the Resources webpage, under ULS Technology.
3. **Read (both you and your parent) the laptop contract and be sure you signed the acknowledgement form** from the June mailout.
4. **Take the BYOD contract quiz.** Links to the quiz are on this email, ULS Student Portal, or ULS Website at the Resources webpage, under ULS Technology.
5. Bring your device on the first day of school.

You will not be able to use your device until you have done all of these things.

Meal Program (Optional)

Sodexo is the school meal vendor for our breakfast and lunch program. Sodexo does not take daily orders. Meals are ordered and paid for only on a **monthly, semester or year basis**. Breakfast cost is \$4.50 and Lunch cost is \$5.50. Complete the enclosed meal order form and submit payment. See the school website for updated meal info, order forms, and menus throughout the year. There are three options for purchase: 1) Breakfast only 2) Lunch only 3) Breakfast and Lunch The School Meal Order Form is enclosed.

ULS participates in the National School Lunch Program. Enclosed are the Free and Reduced Price School Meals Application and Verification Forms for school year 2017–2018. Once completed, please return the form to the ULS office. Families will be notified if they qualify for free or reduced meals. Please note that families must apply each school year to qualify for free or reduced meals. Eligibility status from the prior school year can be carried over for 30 school days until new eligibility determination is made. Families are encouraged to complete the Free and Reduced Price School Meals Application and Verification Forms for school year 2017-2018 anytime there is change in your household circumstances. Should you have questions about this program, please call the ULS Office.

REQUIRED SCHOOL IDs

All students will be required to have a School ID and will be afforded one (1) at the beginning of the school year. **All students will be taking their School ID photos on Wednesday, August 9, 2017.** School IDs are part of the school dress code, and must be worn during the school day. Replacement IDs must be requested immediately after an ID is lost, defaced, or broken, at a cost of \$5.00.

YEARBOOK & SCHOOL PHOTOS- Wednesday, August 9, 2017

Yearbook-ID Photos- All students will be taking their School ID photos. This photo will also be placed in the 'Uniki, the school yearbook. There is no cost for School ID/Yearbook photo.

Student School Photos for Purchase (Optional) - If families are interested in purchasing your child's school photo, you will have the opportunity to order pictures. This is an optional purchase, as parents are not required to order pictures. A picture order packet is enclosed should you wish to order a picture package. If you wish to order a picture package, please have your child bring in the PICTURE ORDER ENVELOPE with your desired picture package and a check or exact change for the correct amount on picture taking day, **Wednesday, August 9, 2017.** Please make check payable to: **HOUSE OF PHOTOGRAPHY.**

STUDENT PLANNERS

ULS students will receive one student planner for the school year. Students are required to use the planner to record daily, weekly and monthly assignments. We ask that all students keep their planners in a safe but usable

place throughout the year. We will have a minimal number of extra planners for students who lose their planner; may purchase a new one for \$5.00 while supplies last.

TEXTBOOKS & BOOK COVERS

Textbooks will be distributed to students throughout the first week of school. Students will be responsible for the up-keep and care of all textbooks/school property. All textbooks MUST be covered. Parents/students are responsible for the replacement costs of textbooks or school equipment that are damaged or lost.

LOCKERS

Students in grades 6-12 will be issued a student locker. Students in grades 7-11 will need to have a padlock to secure their locker. Students in grades 6 and 12 will be assigned a built in combination. Also, students in PE classes and in the athletics program should have a second padlock to secure an athletic locker room locker during their PE classes and/or during athletic practices held on the ULS Campus.

FREE HEALTH INSURANCE COVERAGE FLYER-211

Families who are without medical insurance for their children are encouraged to follow through with the information provided on the 211 Insurance Flyer. The flyer can be found on the school website www.universitylaboratoryschool.org. Hard copies are available upon request from the ULS Office.

ATHLETIC PARTICIPATION FORMS (Grades 7–12)

ULS encourages every student to participate in our athletic program. If your child is interested in trying out for a sport, the following forms must be completed and returned to the Athletic Office before practice begins. The athletic forms can be found on the school website www.universitylaboratoryschool.org on the Resources page. Hard copies are available upon request from the ULS Office or Athletic Office.

PHYSICAL EXAMINATION FORM FOR PARTICIPATION IN THE ULS or PAC-5 ATHLETIC PROGRAM (Gr. 7–12)

If your child is interested and intends to participate in the Athletic Program this year, it is required that every student-athlete has a physical exam. Physical exams are good for one (1) calendar year.

STUDENT PARTICIPATION AND PARENT CONSENT, RELEASE, AND ASSUMPTION OF RISK FORM FOR THE ATHLETIC PROGRAM (Gr. 7–12)

This is a required form that must be submitted by parents if your child is planning on participating in the Athletic Program.

ULS BOOSTER CLUB LETTERS & MEMBERSHIP FORM

The support from the ULS Booster Club is invaluable and we encourage all families to be actively involved in events and programs sponsored by this very important organization. Our appreciation is extended to the Booster Club Board Officers and families who always give so much to ULS. Please read the enclosed information letter from the ULS Booster Club Board and submit the membership form.

NEW STUDENT ORIENTATIONS

We welcome our newest members to the University Laboratory School family. The various orientations are to help our students familiarize themselves to their new school and classmates. We look forward to seeing and meeting all of the new students to the University Laboratory School on the designated dates and times.

6TH GRADE ORIENTATION - FRIDAY, AUGUST 4, 2017, 8:00 a.m. – 11:30 a.m. MPB

Activities to familiarize all 6th grade students to the University Laboratory School are planned for this special 6th grade orientation. Students will be engaged in some fun activities to get to know their classmates and learn about the 6th grade program and the campus. Students may bring their school supplies as they will be issued their school locker or they may bring their school supplies on the first day of school.

Orientation continues throughout the first week of school for the 6th graders. While they will be going to all their regular classes, this first week will be spent on helping all of the 6th graders transition, assimilate and acculturate into a new school and new academic program. The 6th graders will spend time getting to know each other through some social activities as well as learning about the expectations and responsibilities of a University Laboratory School student. All grade 6 teachers will be actively engaged in supporting, organizing and participating in the orientation for the newest members of our school.

NEW STUDENT ORIENTATION (NEW STUDENTS IN GRADES 7–12) - FRIDAY, AUGUST 4, 2017 9:00 –11:30 a.m. in the MPB-Bandroom.

This school year, we will be having a few new students enter our middle and high school program. We are asking these new students to participate in this orientation to help them familiarize themselves of the grade level they are entering and our overall school program.

FIRST DAY OF SCHOOL & GENERAL SCHOOL INFORMATION

In an effort to help students (and parents!) prepare for the beginning of school, a few updates and information are provided to help with a smooth transition back to school.

First Day Class Schedule

Monday, August 7, 2017	7:45 - 3:15 PM	Gr. 6 – 12	FIRST DAY OF SCHOOL!
	7:45 - 2:30 PM	Gr. K – 5	

Elementary School students (K-5) will go directly to their classrooms located in Castle Memorial Hall rooms 109–111 on the first regular day of school. Students in grades K through grade 5 are to bring their materials (identified on the school supply list) on the first day of school.

Middle and High School students (gr. 6–12) will receive their class schedule and locker assignment on the first day of school in their Homeroom/Period 1 class. **Students in grades 6–12 are asked to check the grade level Homeroom/Period 1 Schedules posted on the Bulletin Board in front of the school office or check PowerSchool starting August 4.**

Kindergarten – Grade 5

Mon., Tues., Thurs., Fri. 7:45 a.m.– 2:30 p.m.
Wednesday 7:45 a.m.– 2:00 p.m.

Grades 6 – 12

Mon., Tues., Thurs., Fri. 7:45 a.m. – 3:15 p.m.
Wednesday 7:45 a.m. – 2:00 p.m.

**UNIVERSITY LABORATORY SCHOOL ‘OHANA...
WE LOOK FORWARD TO AN EXCITING & OUTSTANDING
2017–2018 SCHOOL YEAR**