



Student/Parent HANDBOOK 2018-2019

University Laboratory School

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

www.universitylaboratoryschool.org
info@universitylaboratoryschool.org

CONTENTS

I.	ABOUT THE UNIVERSITY LABORATORY SCHOOL	3
	Governance Structure of the Laboratory School	4
	Organizational Structure of the University Laboratory School	5
	The School's Educational Program	5
	Grades K-5	7
	Grades 6-8 Program	7
	Grades 9-12 Program	8
	The School's Role in Research and Development	9
II.	SCHOOL INFORMATION	10
	School Schedule	10
	School Supervision	10
	Off-limits and Approved Areas on Campus for Students	10
	Student Traffic Patterns (Safely Getting to and from Class to Class)	13
	Student Participation in the Academic Program	13
	The Family Educational Rights and Privacy Act (FERPA)	13
	Protection of Pupil Rights Amendment (PPRA)	13
	Children's Internet Protection Act (CIPA)	14
	Children's Online Privacy Protection Act (COPPA)	14
	Institutional Review Board/Committee on Human Subjects	14
	Academic Reports and Grades	15
	Class Work/Homework	17
	Participation in Extracurricular Activities	17
	University of Hawai'i Library Services	17
	Student Support Services	17
	Home to School Communications	18
	Field Studies	18
	School-sponsored and Related Activities	18
	Parent Participation	18
III.	SCHOOL POLICIES AND PROCEDURES	19
	The Hawai'i State Compulsory Attendance Law	19
	Attendance for Grades K-12	19
	Leaving Messages for Students During the School Day	21
	Physical Health of Students	21
	National Breakfast and Lunch Program	22
	Visitors to the School	23
	Lost and Found	23
	Care of Valuable Items	23
	Lockers	23
	Loss of, or Damage to, School Property	23
	Digital Devices	23
	Dress Code	24
	Student Conduct Code	25
	Prohibited Behaviors/Possessions	26
	General Consequences and Process for Behavioral Offenses	29
	5 Levels of Student Discipline	30
	Process of Dealing with Violations of the Student Conduct Code	33
	Disciplinary Sanctions	34
	School Searches and Seizures	35
	Academic Misconduct	36
	Harassment and Discrimination	36
	Emergency Procedures	36
	Asbestos Hazard Emergency Response Act (AHERA)	37
	Solicitations and Fundraising on Campus	38
IV.	UNIVERSITY OF HAWAI'I PARKING REGULATIONS	38
	Zone 1 Parking Regulations	38
	Parent and Student Parking	38
V.	Athletic Department Mission, Vision, Philosophy	38
VI.	School Personnel Contact List	40
VII.	Campus Map	43

I. ABOUT THE UNIVERSITY LABORATORY SCHOOL

University Laboratory School (ULS) is a unique and special organization. Our charter school serves two interlocking missions: to design and deliver the best possible education to our own students, and to serve the educational research and development community as a seedbed for curriculum research and development. We are the only school in Hawai'i focused in part on supporting educational research and development, and disseminating educational materials and improvement strategies. With our purposive enrollment, heterogeneous classes, emphasis on innovation and research, and provision of ongoing professional development for in-service and pre-service educators, our school serves as an experimental site for teaching, learning, and assessment in grades K-12.

ULS rates high among the state's schools in academic achievement and participation in extracurricular activities. Our students consistently earn awards in competitions in the arts, music, writing, and speech, and also earn consistently high scores on standardized and other tests. Almost all of our graduates go on to post-secondary education.

We operate in close partnership with the Curriculum Research & Development Group (CRDG) in 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. ULS and CRDG conduct systematic research, design, development, publication, teacher training and related services for elementary and secondary schools in Hawai'i and elsewhere. Over the past 50 years, the ULS-CRDG partnership has produced exemplary programs in science, mathematics, English, 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.

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.

Features of the University Laboratory School

- Heterogeneous grouping in all classes from across a diverse, purposive lottery of students to represent a demographic cross section of Hawai'i. We enroll a cross-section of students who reflect the ethnicity, socio-economic status, and school achievement levels of Hawaii's public school system.
- Teaching, learning, and demonstrations of knowledge based on disciplinary practices and habits of mind are the modes of interaction in every class, every day. 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.

- All students enroll in a common curriculum by grade-level cohort that includes daily instruction in English language and literature, history and social science, natural science, mathematics, visual arts and performing arts. Students are taught in common classes without tracking. All students engage in a challenging comprehensive curriculum that includes English, mathematics, science, social studies, art, music, performing arts, and second languages in non-segregated classes and graduate ready for college, work, and responsible citizenship.
- The school's emphasis on education research and role in the research and development community makes it possible for us to achieve our mission and vision. ULS faculty members and CRDG partners work with and serve as principal investigators on a wide range of research projects with a variety of partners, both short-term and longitudinal.

ULS is a special focus school of choice, and parents must be willing to accept the mission of the school and agree that their child will participate fully in all components of the ULS-CRDG research and educational programs. All products produced by students, imagery of all types, and data concerning all Laboratory School students belong to ULS and CRDG and may be used for research, publication, dissemination, and recordings.

Governance Structure of the University Laboratory School

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

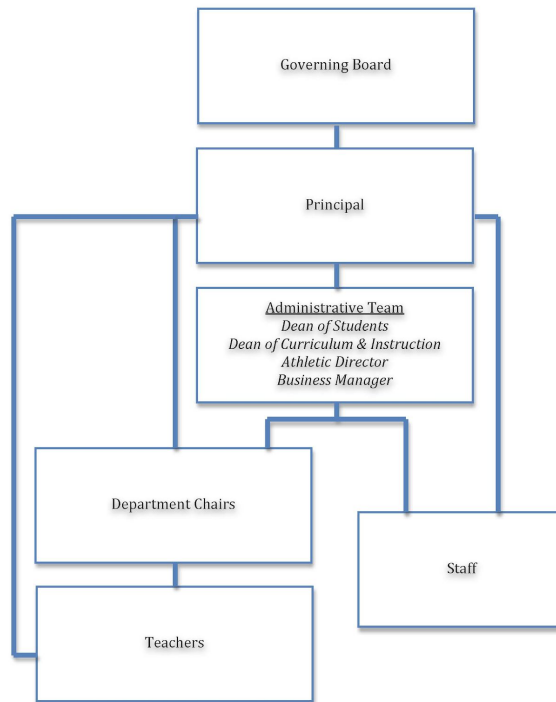
Edward Aquino	Everett Ohta
Mislyn Alensonorin	David Oride
Bradley Kai Fox	Linda Venenciano
Aaron Levine	Denise Yoshimori-Yamamoto
Melvina Nakao	Karyn Yoshioka
Preet Nijjar	A. Keoni Jeremiah, Principal (ex-officio)
Carrie Ogami	

Members of the ULS Governing Board are responsible for ensuring that the school's programs and operations are faithful to the terms of its charter and that the school is a viable operation.

Specific responsibilities include: (1) understand and support the mission, goals, and purpose of the University Laboratory School and its Governing Board; (2) appoint and evaluate the principal; (3) establish and ensure effective organizational planning and administrative structure; (4) manage resources effectively; (5) determine, monitor, and strengthen the school's programs and services; (6) ensure legal and ethical integrity and maintain accountability; and (7) recruit and orient new board members and assess board performance.

The Board shall consist of thirteen (13) members. The term of office of the Board members is three (3) years.

Organizational Structure of the University Laboratory School



The School's Educational Program

All students at the University Laboratory School receive a comprehensive academic program by grade-level cohort, enrolling each year in English, social studies, science, mathematics, art, and instrumental or vocal music, plus physical education, and in grades 10–12, a second language. 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.

Our school program is more than academics. Other facets of the ULS experience support and complement academics and help create a busy, welcoming, and hospitable place for students and their families. These features mark our educational program:

- Our curriculum emphasizes the ideals of a liberal arts education.
- We utilize a long-term curriculum that promotes learning and meets or exceeds state and national standards.
- We communicate to students and their families that learning is expected of all and that every effort will be made by the staff to achieve this goal for every student.
- All students have an equal opportunity to experience our program and achieve our educational objectives.
- We does not group students by perceived ability or have tracked programs. All classes are heterogeneous.
- Our instructional methods stress direct experience, hands-on activity, inquiry and experimentation, simulations, role-playing, and cooperative learning.
- Our school's program opens doors for post-high school opportunities. We prepare all students for admission to post-secondary education so that they have choices for their futures.

ULS employs the following strategies for academic learning

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.

Grade K-5 Program

Grade K-1	Grade 2-3	Grade 4-5
Science	Science	Science
English Language Arts	English Language Arts	English Language Arts
Social Studies	Social Studies	Social Studies
Mathematics	Mathematics	Mathematics
Physical Education	Physical Education	Physical Education
Music	Music	Music
Social Emotional Learning (SEL)	Social Emotional Learning (SEL)	Social Emotional Learning (SEL)
Art	Art	Art

Grades 6-8 Program

	Grade 6	Grade 7	Grade 8
English	Dramatic Language & Composition	Comedic Language & Composition	Narrative Literature & Composition
Math	Mathematics	Mathematics	Algebra 1*
Science	The Local Environment (Foundational Approaches in Science Teaching I)	Matter and Energy in the Biosphere (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	
Music	Beginning Band, Choir, Orchestra	Intermediate Band, Choir, Orchestra	
Physical Education	Physical Education		
Other (required)	Learning Laboratory		

Grades 9–12 Program

	Grade 9	Grade 10	Grade 11	Grade 12
English 4 yrs. req.	Speech, Poetry & Writing*	Asian & Pacific Literature & Writing*	Literature of the Americas & Writing*	British/ European Literature & Writing*
Math 4 yrs. req.	Algebra 1*	Integrated Math I/II: Alg II, Geometry, Functions	Integrated Math III: Trigonometry, Discrete Math	Integrated Math IV: Pre-Calc.
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 (China*, Japan*, and Others) & Geography	United States History & Government	Ethics*; Comparative Political/Economic Systems
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 Sculpture, Fiber Arts, Ceramics, or Drawing & Painting			
Music 4 yrs. req.	Students participate in Band, Chorus or Orchestra			
Physical Education	Phys. Ed., Health			
Other (required)	Seminar- Holomua*	College & Career Seminar (3 semesters)		
Electives 3 credits	N/A	Digital Photography; Fitness & Flexibility; Global Issues through Film; Global Leadership; Hula & Chant; Japanese Traditional & Pop Culture; Kimono Culture; Select Choir; Speech and Debate; Wearable Art; Weightlifting; Yearbook.		

* Curricula created at the CRDG/ULS

The School's Role in Research and Development

The school's link with the research and development community makes the school's mission achievable; the school makes the work of the Curriculum Research & Development Group successful.

The Curriculum Research & Development Group (CRDG), is an organized research unit in the College of Education at the University of Hawai'i that contributes to the body of professional knowledge and practice in teaching and learning, curriculum development, program dissemination and implementation, evaluation and assessment, and school improvement. CRDG conducts research and creates, evaluates, disseminates, and supports educational programs that serve students, teachers, parents, and other educators in grades pre-K–20. The school is integral to the work and mission of CRDG.

Thus CRDG's work parallels that of research and development (R&D) communities in industry and higher education including medicine, engineering, and agriculture. Each has special arrangements for research and testing, which takes place in designed and committed laboratories. Only after initial experimentation and success is a product released for controlled early use by related agencies. The following features allow the school to support R&D work by bringing professional educators and content scholars into contact with each other and with the practical aspects of schooling:

- The student group represents the broad spectrum of the state's public school population, not just the population of a school's neighborhood.
- Students and their parents are willing to accept nontraditional and experimental programs that both challenge the norms of current education and change continually.
- Students are close at hand to the teacher/researchers.
- Teacher/researchers are close to academic and pedagogical colleagues.
- School features such as the curriculum, length of the school day, working hours, standards for grading, and ways of grouping students are designed under the guidance of the teacher/researchers.
- Teacher/researchers learn through trial and experiment how each new program fits into the school's full set of programs, making the entire school an invention and evaluation site.
- Students are accessible to the teacher/researchers continually throughout their years of schooling.
- The school serves as a stimulating environment for exploration of promising curriculum ideas.
- The school is a demonstration site for working curriculum models of various kinds, open to visitors from Hawai'i and elsewhere.
- The school contributes to teacher training, both pre-service and in-service, and is a site for curriculum dialogue, seminars, and conferences.

II. SCHOOL INFORMATION

School Schedule

The school year begins on Monday, August 13, 2018 and ends on Thursday, May 16, 2019.

School hours are as follows:

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. – 2:35 p.m.

School Supervision

School supervision on Monday–Friday begins at 7:15 a.m., and is restricted to the Multi-Purpose Building and adjacent MPB courtyard area. We request that students arrive at school between 7:15 and 7:40 a.m. and leave campus immediately following the closing of the school day (see above for daily closing times). Parents are strongly encouraged to remind their child to remain on the University Laboratory School campus upon arrival for safety. Exceptions to these times may occur when students are under the direct supervision of a faculty/staff member.

Parents of students in K-5 must pick up their child directly after the K-5 school day. For safety reasons, K-5 students are not to remain on campus unsupervised by their parent. There are community after school programs for you to enroll your child in for after school care. If your child is found to be on campus after school, parents will be called to pick up your child immediately.

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. Remind your child that if he or she is having problems with another student(s), see an adult immediately.

As a reminder, there is no parking or drop-off in the Zone 1 parking lot without a valid Zone 1 parking permit. This regulation is enforced for the safety of all. See page 38 for more information on parking.

Off-limits and Approved Areas on Campus for Students

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 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 CRDG, ULS, the College of Education, and the community.

Multi-purpose Building (MPB) and Surrounding Areas

Students are welcome to stay in the MPB upon arrival to school. The stage area is off-limits for all students at all times, unless a planned activity is scheduled and students are helping with set-up or otherwise participating.

The courtyard area (fronting the covered lockers and Building 3 rooms 101 and 104) and the open grassy area (facing University Avenue) are open for students to gather and socialize. The area between the back of the MPB the KHET studios is off-limits at all times for all students.

Building 3

Before school, Building 3 is off limits until 7:30 a.m. unless students are attending a scheduled help session with a teacher or at the computer lab. 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 second 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.

Portable Buildings (#1–3 for ULS use & #4 for COE use)

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

Portable 4 is for the College of Education's use and is off limits for all University Laboratory School students at all times.

FROGS

The school uses the Flexible Response to Ongoing Growth (FROG) classrooms 1 and 2 from 7:30am-1:30pm. Students are allowed in this area during instructional time only, or by appointment with faculty or other staff. FROGs 1 and 2 are used by the College of Education from 1:30-7:30 p.m. The FROGS 1 and 2 are off-limits for all University Laboratory School students after 1:30pm daily.

Castle Memorial Hall

The CRDG Administrative 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.

Basketball Courts/Locker Room Area

This area is off-limits before school. During lunch times, this area will be open when it is staffed with campus supervision. When a PE class is using this area, it is off-limits to others.

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.

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.

Fire Lane

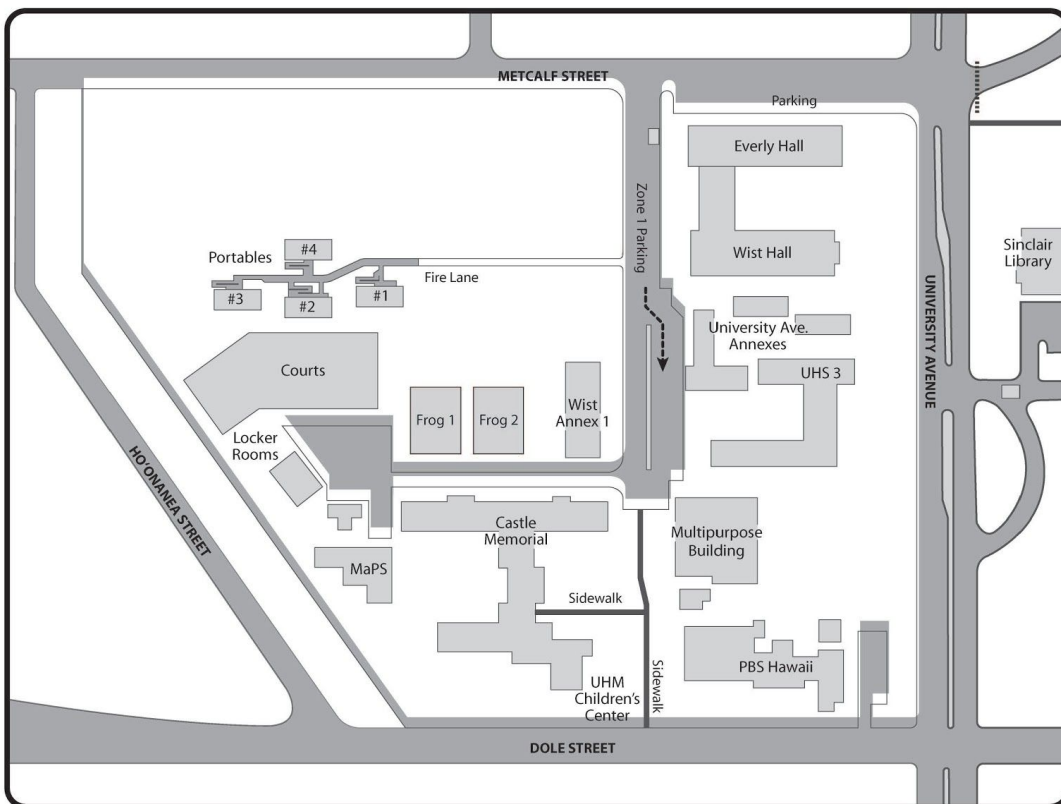
Students should use caution as they walk through the fire lane to get to and from Portables 1–3 classes. There is active traffic on this lane throughout the day, and students need to be alert at all times for safety.

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 (Safely Getting to and from Class to Class)

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.

Student Participation in the Academic Program

Upon signing the Agreement to Participate form, it is understood that your child is expected to fully participate in all components of the CRDG/ULS 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.

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 Web site legally holds with regards to children's privacy and safety online, including restrictions on the types and methods of marketing targeting those under 13.

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 CRDG 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 and progress, attendance, and lunch account balance via the Internet.

Grades K-5

Academic Updates on PowerSchool

All K-5 students and parents will be provided with updated information from teachers as to the academic progress of student. There will be two (2) PowerSchool Progress Updates per semester (September, November, February and April). Parents will be notified of the dates of these PS Updates.

Parent Conferences—First and Third Quarters

Kindergarten through grade 5 teachers will schedule parent conferences to discuss student progress during the first and third quarter of school. Parents shall sign up for a conference time with their child's teacher. Parents will be notified of parent teacher schedule.

Report Cards—Fall and Spring

Students in kindergarten through grade 5 will receive two report cards, one at the close of fall semester (December) and one at the close of the spring semester (May). Report cards will be mailed home.

Grades 6-12

Academic Updates on PowerSchool

All students and parents are provided updated information from teachers as to the academic progress of students. There are five (5) PowerSchool Progress Updates each semester. The schedule has been mailed home and can also be found on the school website. If you are unable to access PowerSchool through the Internet, please request a hard copy of your child's PowerSchool report by contacting the Dean of Students. PowerSchool progress reports provide information about how the student is doing in class, and may include teacher comments. Teachers, parents, students or administration may schedule a conference at any time during the semester.

Academic Progress Notification Letters

After each PowerSchool update, the dean of students will generate an Academic Performance Notification (APN) to parents for students who are earning a grade of “D” or lower. Upon receipt of the APN, parents are asked to contact teachers directly.

Teachers will conference with students individually and explain what they can do to improve their grade. 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.

Report Cards—Fall and Spring

Students in Grades 6–12 at the University Laboratory School will receive two report cards: one at the close of the fall semester (December) and one at the close of the spring semester (May). Letter grades and Credit/No Credit grades are posted on these semester report cards. The fall semester report card will reflect grade point average for the semester. The spring semester report card will reflect the current grade point average and a cumulative grade point average for the school year. Report cards will be mailed home.

Academic Probation

Students who earn 2 or more “D” semester grades or an “F” semester grade will be placed on Academic Probation during the following semester. Parents and students will be notified by letter that the Academic Probation is in effect during the noted semester. Students on academic probation need to earn grades of “C” or better in all classes. Students will be monitored during the semester.

Academic Failure

Students who fail the course for the semester will not be promoted to the next grade level until the course requirements are made up.

Students may be allowed to make up the requirements for only one failed ULS class. The University Laboratory School does not have a summer school program. If a child fails a class at the close of the fall or spring semester, the school administration will meet with the family to discuss an approved summer school program to meet the requirements needed for promotion. There are no accommodations for two or more class failures.

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. Student will be held accountable for completing all requirements and responsibilities of the summer course. The final grade report shall be directed to the University Laboratory 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 parent, the ULS Administrative Office will prepare the student release form so the parent can enroll their child in another school.

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.

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 class website or email their teacher(s) to find out what homework must be done. Each teacher has a homework requirement for absences.

Extracurricular Activities

Students who participate in extracurricular activities must make arrangements with teachers for missed class work and/or homework.

Participation in Extracurricular Activities

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 at school shall be deemed ineligible to participate that day. Extenuating circumstances may alter this rule at the discretion of the principal.

University of Hawai'i Library Services

Students in grades 9–12 are eligible to use the University of Hawai'i Hamilton Library upon completing the UH Library registration process. Books may be borrowed beginning the last week of August and must be returned by the first week of April every year. Students must always present their photo IDs when borrowing items. Students must **not** borrow each other's IDs because the student whose name appears on the ID is ultimately responsible for all fines and payments for lost books. Students are responsible for all fines incurred by the UH Library. All notices of recalls of overdue books and invoices for fines are sent to the dean of curriculum and instruction, who will notify students. The school adheres to all policies and procedures of the library system.

Student Support Services

The school offers academic, career, college, and personal counseling services. Because the school is small, many teachers act as personal and academic counselors. 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.

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 at the school if an academic or social problem arises during the school year. Periodically the school holds Open House and other events. Parents are strongly encouraged to attend.

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 to the school before a student may participate.

School-sponsored and Related Activities

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

Parent Participation

Parents are urged to participate in school programs such as concerts, theatre 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 meetings. Booster Club family membership information and volunteer forms for various activities are mailed to parents in the summer and throughout the school year.

III. SCHOOL POLICIES AND PROCEDURES

The Hawai'i State Compulsory Attendance Law *

The University Laboratory School (ULS) will adhere to the statutory attendance requirements under the following statutes.

§302A-1132, Attendance Compulsory, Hawaii Revised Statutes, requires a child who is five years on or before July 31 of the school year, and who will not have arrived at the age of eighteen years, by January 1 of any school year, to attend either a public or private school unless properly excused from school.

§302A-1135, Penalty, Hawaii Revised Statutes, student, father or mother, guardian, or person having charge of the child who persists in being absent from school may be referred and summoned to court.

§302A-1136, Enforcement, Hawaii Revised Statutes places the responsibility for enforcing compulsory attendance with the Department of Education (DOE). Toward this end, agreements have been developed with all police departments within the state regarding truant students. Students who are chronic absentees may be referred to Family Court. Exemption from the compulsory attendance law is permitted only under specified conditions, Attendance compulsory, Exceptions, HRS, and DOE regulations relating to compulsory attendance exceptions.

- University Laboratory School shall keep a daily attendance record for every enrolled Student.
- The parents/guardians of students who are judged to be truant shall be notified before information is communicated to Family Court.
- Administrative regulations and procedures for determining and categorizing absences as excused or unexcused shall be the responsibility of the Principal or designee and shall be included in the School Handbook.

Definitions:

Absent means the student is not physically present in school or in a scheduled class for at least half the school day or class period except if the student is on an authorized school activity.

Tardy means the student reports to school after the starting time designated by the school.

Truant means that the student is absent from school without authorization from the Principal or designee.

Attendance for Grades K-12

At the University Laboratory School, attendance is essential to the learning experience. We expect

all students to attend classes and to be on time without exception. 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.

Procedures for Absences/Tardies for Grades K-12

Reporting Absences to the School by Phone

For health and safety reasons, **parents must notify the school by phone (956-7833) no later than 7:45 a.m. to report that their child will be absent or late in arriving.** Parents may leave a message if they call before 7:30 a.m.

Tardy to School

All K-12 students arriving at school after 7:45 a.m. must sign in at the ULS school office before going to class. Numerous tardies will require an administrative conference.

Tardy to Class (Periods 1-9)

Teachers report students tardy to their classes. Numerous tardies will require an administrative conference.

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.

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.

Students who sustain injuries during school (PE, Morning Break, etc.) or outside of school (Home, Club Sports, etc.) must go to the school office if any first aid or other care is required.

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 signed note from a parent or guardian must be sent to school stating the time of release and the reason. The student must bring the note to the office before 7:45 a.m. If a student must leave during a class time, the student must show the teacher the off-campus pass before leaving the class. Should parents have questions or concerns about scheduling appointments for their child, please contact the school office.

Emergency Situations

If an emergency occurs, parents should contact the school office. An off-campus pass will be issued

and may be picked up in the office at the time the student leaves campus.

Re-admission to School After Absence

All students in grades K–12 must report to the school office before 7:45 a.m. upon their return to school. **Students without prior approval for an absence are required to bring a note from home signed by the parent or guardian stating the reason for the absence.** For absences of more than five days, a doctor’s release must be presented to the office. The office will give the student an admit slip. This slip must be given to the teacher, who will then admit the student back into class.

Planned Absences of Three Days or More

If parents are planning to remove their child from school for three or more days, they must submit a letter to the dean of students two weeks in advance explaining the reason for the absence and the period of time their child will be out of school. Parents are responsible for making sure their child has made arrangements to make up any missed schoolwork.

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.

Physical Health of Students

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 mailed or brought to the office 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. (Forms can be found on the school website.)

Contagious Illness

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 HIDEOE 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.

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 a 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.

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.

National Breakfast and Lunch Program

The school participates in the National School Breakfast and Lunch Program.

Free or Reduced-price Breakfast and Lunch

Free or reduced-price breakfasts and lunches are provided to students whose families qualify. An application is mailed to all parents. If eligible, please return the form. If approved for the free meal program, the student will be issued a regular breakfast/lunch. All information will be confidential. A student on the reduced-price program may buy a breakfast/lunch. The reduced price of the breakfast/lunch program is set each year.

Students on free or reduced-price breakfast/lunch program are entitled to **one** breakfast and **one** lunch daily. All other meals or snacks must be purchased at regular prices. Federal regulations require that the meal be **only** for the student to whom it is assigned.

Regular Breakfast and Lunch

Regular breakfast and lunch are served under the Federal Breakfast and Lunch Program. Prices for breakfast and lunch are set each year. Complete information will be mailed home.

Visitors to the School

All visitors must have ULS administrative approval prior to visiting the school.

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. The temporary pass must be returned to the office before

leaving. Visitors on campus without approval will be asked to leave. This action is for the safety of all students. Students are prohibited from inviting friends or relatives to school, before, during, and after school, without prior permission from the ULS administration.

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. You 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.**

Students who must bring money (over ten dollars), jewelry, or other valuable items to school should ask the school office personnel to have them secured in the school safe before school opens and pick them up after school. Small items should be sealed in an envelope and labeled with the student's name, grade, and the date. **The school will not be responsible for lost or stolen items.**

Lockers

Students in grades 6-12 will be issued a school locker. Students are not to share lockers nor should they share their locker combination with others. Valuables should not be left in the school lockers overnight and on weekends. **All lockers must be secured and locked when not in use.** 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.

Loss of, or Damage to, School Property

All school property (including, but not limited to, books, instruments, uniforms, 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.

Digital Devices

Grades 9-12

Digital devices must NOT be used during INSTRUCTIONAL TIME (unless approved by the teacher for class purposes) by students in grades 9-12.

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

If digital devices are displayed or used during instructional time, they will be confiscated by faculty

and staff and turned in to the office. 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, the cell phone/digital device must be given to a teacher or school staff member immediately. Failure to do so may result in an immediate one-day suspension. If a student receives three warnings about unauthorized use of a cell phone/digital device, the student will be required to turn his or her cell phone/digital device to the school administrative office at the beginning of each school day. The cell phone/digital device will be returned to the student at the end of each school day.

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

Grades K-8

Students in grades K-8 are not to use digital devices during the school day, 7:45am-3:15pm **(unless approved by the teacher for class purposes)**.

Digital devices must be turned off and kept in the student's locker or in a backpack; otherwise, they will be confiscated.

If cell phones/digital devices are displayed or used during the school day, they will be confiscated by faculty and staff and turned in to the office. 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 may result in an immediate one-day suspension. If a student receives three warnings about unauthorized use of a cell phone/digital device, the student will be required to turn his or her cell phone/digital device to the school administrative office at the beginning of each school day. The cell phone/digital device will be returned to the student at the end of each school day.

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.

Parent/guardians will 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 who lose their ULS Photo ID must purchase a new one for \$5.00. Students must have their ULS Photo ID when attending any school related function (class field studies, dances, banquets, sports events for free student entry)

or when picking up their school purchased meals. Students who forget their ID twice will be given an after school detention and parent notified. A student who forgets the ULS Photo ID a third time will be subject to a parent conference. Students who forget their school ID must report to the school office for a temporary ID.

- Clothing shall be worn at all times.
- Footwear must be worn during school hours. Physical Education classes require tennis or athletic footwear, and science classes require covered shoes for safety reasons.
- No hats or sunglasses during any instructional or assembly period
- Underwear/undergarments should remain unseen at all times
- No clothing, 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
- No overly revealing apparel, such as bare midriffs, necklines or armholes that are too low or too loose. Students are not to wear tops that are strapless or one-shouldered. Clothing shall not be too tightly fitted. Shorts and skirts shall be mid-thigh length.

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
- Following the required dress code outlined in the Student-Parent Handbook
- Consistently 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

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.

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.

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/PLAGIARISM - 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 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. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.

COMPUTER VANDALISM - The misuse of school computers, including misuse 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 AN 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 disruptive to the classroom setting or school assembly, performance or meeting.

DRUGS, INCLUDING ALCOHOL AND TOBACCO - The possession of 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.

DRUG PARAPHERNALIA - Any item that facilitates the use of drugs, including but not limited to pipes, bongs, or rolling papers 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 - Student may not possess matches, lighters or set a fire on any school/university property.

FOOD/BEVERAGES - Gum chewing is not allowed in the classroom. 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 guardians 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 betting paraphernalia.

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 - Discarding trash in areas or places other than proper receptacles.

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.

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 - 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 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.

VULGARITY/PROFANITY/SWEARING - Poor choice of words will be corrected and/or may be referred for disciplinary action.

VANDALISM - The willful and/or malicious damaging, 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.

A student will be held accountable for his/her misbehavior. Minor classroom behavior problems will be handled by the teacher. More severe or chronic problems will be referred to the dean of students.

Reports of inappropriate, improper and/or unacceptable conduct will be investigated. In most situations the dean of students will determine consequences for inappropriate behavior and 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.

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.

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.

5 Levels of Student Discipline

University Laboratory School has implemented 5 Levels of Discipline as a process to help identify student misbehavior that may be detrimental to the health and safety of ULS students and personnel and ULS and UH property.

The 5 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.

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 administrative leave 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.

Level 1

Level 1 discipline addresses behavior that disrupts the school community.

Infractions – Examples include, but are not limited to:

- Failure to follow established rules
- Disobeying authority
- Dishonesty
- Excessive tardiness
- Inappropriate language and gestures (profanity, swearing)
- Dress code 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 “JRROWS”
- Public display of affection
- Refusal to show student I.D. card

Possible Consequences for Level 1 – (Depending on the severity and/or frequency of infraction):

- Verbal warning and Parent/Guardian notification
- Written reprimand
- Time-out

- In school restriction
- Detention
- Repair/replacement of items misused or broken

Level 2

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.

Infractions – Examples include, but are not limited to:

- Unmodified Level 1 behavior
- 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

Possible consequences for Level 2 – (Depending on the severity and/or frequency of infraction):

- 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
- Suspension
- In school restriction
- Conduct probation/Behavioral Contract
- Impact on grade
- Restitution

Level 3

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.

Infractions – Examples include, but are not limited to:

- 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

Possible Consequences – (Depending on the severity and/or frequency of infraction):

- Parent/Guardian notification and written reprimand in student file
- Detention
- Conduct probation
- Suspension
- In school restriction
- School counseling
- Outside counseling recommendation
- Financial restitution
- On campus service assignment
- Community service

Level 4

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:

- 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):

- Parent/Guardian notification and written reprimand in student file
- Financial restitution
- School counseling or Outside counseling
- Community service
- Suspension

Level 5

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:

- 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
- Major Theft

Possible Consequences (Depending on the severity and/or frequency of infraction):

- Parent/Guardian notification and written reprimand in student file
- Financial restitution
- School counseling or Outside counseling
- School or Community service
- Suspension
- Disciplinary removal from ULS

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.**

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 administration to document information about the incident that was reported. The student may also be asked to independently write an account of the identified incident. Parents or guardians of the student will be notified, as appropriate, of the incident and may be asked to attend a conference with the school administration.

When an unlawful incident or offense occurs, the school administration will notify the University of Hawai'i Campus Security and, if necessary, the Honolulu Police Department. An investigation of the reported incident will be conducted by the administration. The 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.

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 meet with the student along with the student's parent(s)/guardian(s), and, if needed, with other individuals (teachers, other students, parents, police, campus security) to share and discuss all of the findings. Student and parent(s) will have the opportunity to share their response to the findings. If further investigation of the incident by another level of administration needs to occur, another meeting will be scheduled with all concerned parties. At the final meeting, the student and parent will be informed by the school administration of the decision about disciplinary sanctions for the student. Parents/guardians may file a complaint if they disagree with any decision.

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, or making it difficult for other students to learn. 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.

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, 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.

A student may be suspended if the school administration has reason to believe that a

student has engaged in activity warranting the imposition of suspension. In such case, school administration shall immediately conduct or cause to be conducted an informal investigation of the activity. Upon preliminary investigation and findings, ULS shall make a good faith effort to notify the parent of the school investigation of the offense allegedly committed by the student.

The parent shall be given notice of any suspension regardless of its length. Prior notice for suspension shall be by telephone, if feasible, and written notice personally delivered or mailed to the student and the parent upon completion of the investigation.

The notice shall contain the following statements:

- a statement of the specific acts allegedly committed by the student, which form the basis of the action;
- a statement of the rule allegedly violated;
- a statement of the action; and
- a statement that the parent may request a conference with the principal or dean of students.

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.

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.

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 as defined below. Ignorance of these definitions will not provide an excuse for acts of academic dishonesty.

- Cheating includes but is not limited to giving or receiving unauthorized assistance during an examination, quiz, or test; obtaining unauthorized information about an exam, quiz, or test before it is given; submitting another's work as one's own; using prohibited sources of information during an exam, quiz, or test; fabricating or falsifying data in experiments and other research; altering the record of any grade; altering answers after an exam, quiz, or test has been submitted; falsifying any official school record; or misrepresenting of facts in order to obtain exemptions from course requirements.
- 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.

If a student is found to have cheated or helped another on a quiz/test/exam or has plagiarized an assignment, the teacher along with the administration will determine appropriate student disciplinary action and grade sanctions for the test, assignment, or course. Appropriate disciplinary action and academic sanctions will be discussed with the student and parent. Should similar or other infractions occur, more serious disciplinary action, including dismissal, may occur.

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.

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. In all circumstances, 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 hurricane, tsunami, bomb threat, or release of an unknown substance into the air 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.

Solicitations and fundraising for outside organizations are not allowed on the ULS campus.

IV. UNIVERSITY OF HAWAI'I PARKING REGULATIONS

The parking area designated as Zone 1 immediately around the campus is a paid permit parking lot for university faculty and staff only.

Zone 1 Parking Regulations

A parking attendant is on duty in the Zone 1 parking lot. No one will be allowed to enter without a parking pass – please do not enter Zone 1 to drop off your child. Please do not argue with the parking attendant, who is upholding orders from the University Parking Office. Any vehicle in Zone 1 for any amount of time without a Zone 1 parking tag is subject to ticketing.

Parent and Student Parking

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.

Public parking is available on the street or at the UH paid parking lots.

V. ATHLETICS

Athletic Department Mission, Vision, Philosophy, and Goals

Mission Statement: The University Laboratory School Athletic Department serves two missions: to provide the opportunity to participate in the Interscholastic League of Honolulu and to develop teamwork, dedication, respect, and cooperation that promotes loyalty and school pride through quality education-based programs.

Vision Statement: The athletic vision of ULS is to develop well-rounded student-athletes academically, physically, mentally, emotionally and socially.

Philosophy: Be Honest, Be Responsible and Always Do Your Best.

Athletic Goals:

- *Work with others:* In athletics, the student will learn the importance of teamwork and that the team is more important than personal desires or performance. Students will learn to work with others by developing self-discipline, respect for authority, and the spirit of hard work and self-sacrifice.
- *Strive for excellence:* Although the team may not always win, striving for excellence in character must still be demonstrated even in defeat. This means giving one's best effort in practice and at games, and learning to improve from one's mistakes.
- *Build character:* In athletics, students must learn to be courteous in victory and in defeat. Students will treat others with the same respect that they would want to receive from others.
- *Enjoy the sport:* Students must acknowledge that after all, it is JUST A GAME. A goal of athletics is to nurture the students by encouraging them to learn to enjoy their experiences, to have fun with their teammates and opposing players, and to be a contributing member of their team.
- *Develop good personal health habits:* Physical fitness is a life-long goal. Each student should work towards having a healthy body, mind, and spirit. Students should continue the good habits of physical fitness and healthy living throughout their lives.

The University Laboratory School has been a member of the Interscholastic League of Honolulu (ILH) since 1959. Students interested in participating on an athletic team can try out for either a ULS or Pac-Five team, beginning in grade 7.

The Pac-Five program was organized and admitted into the ILH in 1973. Its purpose was to give students from the smaller member schools a chance to participate in a wider variety of sports.

Intermediate sports include students in grades 7, 8, and 9. The aim of Intermediate sports is to be competitive within the league, instructional, and developmental while offering the opportunity for as many students as possible to be involved.

Junior Varsity sports include students in grades 9 through 11, and the purpose of this level is to improve skill levels with an increased emphasis on competition and sportsmanship.

Varsity sports at ULS expect the highest levels of skill and are open to students in grades 9 through 12.

Emphasis is on sportsmanship, teamwork, and a positive sense of competition.

All students representing the University Laboratory School in interscholastic activities must meet all requirements and eligibility provisions set by the school, ILH, and the Hawai'i High School Athletic Association (HHSAA). Eligibility requirements include an annual physical examination, medical insurance, and parental approval. (Forms will be mailed home and can be found on the school website.)

Please see the University Laboratory School Athletic Handbook and school website for specific details on the ULS athletic program.

VI. SCHOOL PERSONNEL CONTACT LIST

Name	Email Address	Phone Number
School Main Office		956-7833
Reporting Absences and Leaving Messages Grades K-12		956-7833
School Administration		
A. Keoni Jeremiah, Principal	keoni_jeremiah@universitylaboratoryschool.org	956-7833
Tracy Teixeira, Dean of Students	tracy_teixeira@universitylaboratoryschool.org	956-7833
Laura Cottongim, Dean of Curriculum & Instruction	laura_cottongim@universitylaboratoryschool.org	956-7833
Walt Quitan, Athletic Director	walt_quitan@universitylaboratoryschool.org	956-7955
Shareef Wang, Business Manager	shareef_wang@universitylaboratoryschool.org	956-3796
Support Staff		
Mareva Nopuente, Admin. Assistant	mareva_nopuente@universitylaboratoryschool.org	956-7844
Betty Nakamoto, Office Manager	betty_nakamoto@universitylaboratoryschool.org	956-7833
Holly Maertens, Office Clerk	holly_maertens@universitylaboratoryschool.org	956-7833
Jamie Parilla, Operations Assistant	jamie_parilla@universitylaboratoryschool.org	956-7833
Aaron Anderson, Operations Assistant	aaron_anderson@universitylaboratoryschool.org	956-7833
Matthew Baylor, Education Technology Specialist	matthew_baylor@universitylaboratoryschool.org	956-4986
Gary Romero, IT Specialist	gary_romero@universitylaboratoryschool.org	956-7833
Jaren Vallesteros, IT Specialist	jaren_vallesteros@universitylaboratoryschool.org	956-7833
PowerSchool Hotline	powerschool@universitylaboratoryschool.org	956-7649
Athletic Office		
Walt Quitan, Athletic Director	walt_quitan@universitylaboratoryschool.org	956-7955
Shane Nunokawa, Athletic Trainer	shane_nunokawa@universitylaboratoryschool.org	956-2390
Student Support		
Dayna Kitamura, School Counselor	dayna_kitamura@universitylaboratoryschool.org	956-4651
Asia Botelho, College & Career Counselor	asia_botelho@universitylaboratoryschool.org	956-7805
Ivee Cruz, Global Leadership	ivee_cruz@universitylaboratoryschool.org	956-7805
Denise Gallagher, Collaborative Teacher	denise_gallagher@universitylaboratoryschool.org	956-4940
Jennifer Holm, Collaborative Teacher	jennifer_holm@universitylaboratoryschool.org	956-4993
Joy Yoshioka, Collaborative Teacher	joy_yoshioka@universitylaboratoryschool.org	956-4993
Darryl Agena, Collaborative Educator	darryl_agena@universitylaboratoryschool.org	
Kelly-Anne Macdonald, Collaborative Educator	kelly_macdonald@universitylaboratoryschool.org	
Amanda Fujii, Collaborative Educator	amanda_fujii@universitylaboratoryschool.org	
Elementary		

Erin Sugata, Gr. 2-3, Department Chair	erin_sugata@universitylaboratoryschool.org	
MeganAnn Cappuccino, Gr. K-1	meganann_cappuccino_@universitylaboratoryschool.org	
Maria DaSilva, Gr. 4-5	maria_dasilva@universitylaboratoryschool.org	
Chris Zorn, K-5 Music	chris_zorn@universitylaboratoryschool.org	
English		
Alison Hartle, Department Chair	alison_hartle@universitylaboratoryschool.org	
Vito Calvo	vito_calvo@universitylaboratoryschool.org	
Bill Teter	bill_teter@universitylaboratoryschool.org	
Megan Yonamine	megan_yonamine@universitylaboratoryschool.org	
Mathematics		
Krystle Moss, Department Chair	krystle_moss@universitylaboratoryschool.org	
Camille Sarmineto	camille_sarmineto@universitylaboratoryschool.org	
Cynthia Twibell	cynthia_twibell@universitylaboratoryschool.org	
Multi-Media		
Chris Zorn, Digital Photography	chris_zorn@universitylaboratoryschool.org	
Jaren Vallesteros, Yearbook	jaren_vallesteros@universitylaboratoryschool.org	
Vito Calvo, Yearbook	vito_calvo@universitylaboratoryschool.org	
Physical Education		
Katherine Bourne, Department Chair	katy_bourne@universitylaboratoryschool.org	
William Howard	william_howard@universitylaboratoryschool.org	
Brittney Yim	brittney_yim@universitylaboratoryschool.org	
Performing Arts		
Ira Wong, Department Chair, Band	ira_wong@universitylaboratoryschool.org	
David Hamano, Orchestra	david_hamano@universitylaboratoryschool.org	
Debbie Kelsey, Choir	debbie_kelsey@universitylaboratoryschool.org	
Chris Zorn, K-5 Music	chris_zorn@universitylaboratoryschool.org	
Science		
Heather Holm, Department Chair	heather_holm@universitylaboratoryschool.org	
Sherry Alam	sherry_alam@universitylaboratoryschool.org	
Jennifer Seki-Wong	jennifer_seki@universitylaboratoryschool.org	
Betty Skiles	betty_skiles@universitylaboratoryschool.org	
Second Language		
Dannie U'ilani Bobbitt, Department Chair	uilani_bobbitt@universitylaboratoryschool.org	
Dania Hill	dania_hill@universitylaboratoryschool.org	
Yukari Oda	yukari_oda@universitylaboratoryschool.org	
Jean Sakihara, Kimono Program	jean_sakihara@universitylaboratoryschool.org	
Social Studies		
Leah Tassill, Department Chair	leah_tassill@universitylaboratoryschool.org	

Noren Lush	noren_lush@universitylaboratoryschool.org	
Gabriel Nehl	gabriel_nehl@universitylaboratoryschool.org	
Andrea Robles Nehl	andrea_nehl@universitylaboratoryschool.org	
Visual Arts		
Douglas Doi, Department Chair	doug_doi@universitylaboratoryschool.org	
Marci Franklin	marci_franklin@universitylaboratoryschool.org	
Marisa Hamakawa	marisa_hamakawa@universitylaboratoryschool.org	
Lily Hebert	lily_hebert@universitylaboratoryschool.org	
Ashley Katamoto	ashley_katamoto@universitylaboratoryschool.org	

VII. Campus Map





Student/Parent
ATHLETIC HANDBOOK
2018-2019

University Laboratory School

A Hawai'i Public Charter School

1776 University Avenue UHS #3-121

Honolulu, Hawai'i 96822

Athletic Office Phone (808) 956-7955

Athletic Office Fax (808) 956-9236

www.universitylaboratoryschool.org

2018-2019
University Laboratory School
A Hawai'i Public Charter School

STUDENT/PARENT
ATHLETIC HANDBOOK

Table of Contents

Section 1	Mission, Vision, Philosophy, and Goals
Section 2	Interscholastic League of Honolulu
Section 3	Sports Participation
Section 4	Athletic Trainer / Training Room
Section 5	Weight Room Use
Section 6	Travel Policy
Section 7	Sportsmanship
Section 8	Athlete / Parent Behavior Conduct
Section 9	Athletic Awards

SECTION 1 Mission, Vision, Philosophy, and Goals

Mission Statement: The University Laboratory School Athletic Department serves two missions: to provide the opportunity to participate in the Interscholastic League of Honolulu and to develop teamwork, dedication, respect, and cooperation that promotes loyalty and school pride through quality education-based programs.

Vision Statement: The athletic vision of ULS is to develop well-rounded student-athletes academically, physically, mentally, emotionally and socially.

Philosophy: Be Honest, Be Responsible and Always Do Your Best.

Athletic Goals:

- *Work with others:* In athletics, the student will learn the importance of teamwork and that the team is more important than personal desires or performance. Students will learn to work with others by developing self-discipline, respect for authority, and the spirit of hard work and self-sacrifice.
- *Strive for excellence:* Although the team may not always win, striving for excellence in character must still be demonstrated even in defeat. This means giving one’s best effort in practice and at games, and learning to improve from one’s mistakes.
- *Build character:* In athletics, students must learn to be courteous in victory and in defeat. Students will treat others with the same respect that they would want to receive from others.
- *Enjoy the sport:* Students must acknowledge that after all, it is JUST A GAME. A goal of athletics is to nurture the students by encouraging them to learn to enjoy their experiences, to have fun with their teammates and opposing players, and to be a contributing member of their team.
- *Develop good personal health habits:* Physical fitness is a life-long goal. Each student should work towards having a healthy body, mind, and spirit. Students should continue the good habits of physical fitness and healthy living throughout their lives.

SECTION 2 The Interscholastic League of Honolulu (ILH)

The Interscholastic League of Honolulu was formulated in 1909 with Kamehameha, McKinley, and Punahou schools. As the years passed, more public and private schools joined the league, and the league expanded to offer a wider variety of sports.

In 1970 the public schools in Honolulu withdrew from the ILH and formed a separate league, the O’ahu Interscholastic Association (OIA). Today the ILH includes twenty-five schools participating in twenty different sport activities. The principals and Board of Athletic Directors of the ILH maintain an excellent athletic program with the well being of the student as a priority. The University Laboratory School is proud to be part of the ILH. Members of the ILH include the following schools (according to year of entry):

Punahou School	1909	Sacred Hearts Academy	1970
Kamehameha Schools	1909	Lutheran High School	1972
St. Louis School	1920	Academy of the Pacific	1972
Mid-Pacific Institute	1920	ASSETS School	1993
‘Iolani School	1936	Honolulu Waldorf School	1994
Maryknoll School	1944	Lanakila Baptist High School	1997
University Laboratory School	1959	Ho’ala School	1998
Hawai’i Baptist Academy	1962	Hanalani Schools	2000
St. Andrews Priory School	1964	Le Jardin Academy	2001

Damien Memorial High School	1965	Christian Academy	2002
La Pietra-Hawai'i School for Girls	1969	Island Pacific Academy	2005
St. Francis School	1970	Pacific Buddhist Academy	2005
		Hawai'i Mission Academy	2008

ILH Code of Conduct

1. Athletes shall observe the letter and intent of the rules of their sport.
2. Athletes shall treat all persons with dignity and respect, providing a model of fair play and sportsmanship.
3. The athletes' education shall be held to be foremost.
4. Athletes shall honor contest officials and treat them with respect.

Pac-Five

Pac-Five was organized and admitted into the ILH in 1973. Its purpose was to give more students from the smaller member schools a chance to participate in a wider variety of sports, such as football, soccer, wrestling, swimming, baseball, softball, cross country, waterpolo, cheerleading, tennis, track and field, kayaking, canoe paddling, and judo. Beginning in 2003–2004, Pac-Five teams were allowed to participate in state tournaments. The original members of Pac-Five were Mid-Pacific Institute, University Laboratory School, Hawai'i Baptist Academy, Maryknoll School, and Lutheran High School.

Athletic Event Admission

Student admission to all University Laboratory School and Pac-Five ILH-scheduled, regular season athletic events is free upon presentation of a school ID card. Admission is charged for pre-season games, pre-season/post-season tournaments, play-off games, and championship events. Entry to Aloha Stadium for Pac-Five football games requires an event coupon along with the student I.D. card; the coupons will be distributed to all students through their first period teachers at the start of the school year.

Admission is charged to ILH (volleyball, basketball, cheerleading, judo, and wrestling) events for all levels (Intermediate, Junior Varsity, and Varsity).

Team Snack Policies

ILH policy **prohibits potlucks** after athletic events at non-home sites. Non-home team parents may provide **drinks only**. Teams may, however, have potlucks on their own school sites.

Uniforms

Uniforms are provided for all ULS athletes. In most cases, uniforms are loaned out and it is expected that they will be returned at the end of the season in good condition. If a uniform is lost or stolen, the athlete is liable for the replacement cost. Some sports, such as volleyball, bowling, swimming, golf, tennis, and water polo, will require athletes to pay for and keep their uniforms. **Uniforms issued must be returned within one week of the completion of the season.**

Team jackets, sweat tops, or t-shirts that are to be used during the season must have the approval of the Athletic Department before being purchased. Caution is advised in this area because not all athletes can afford to purchase these items. The University Laboratory School does not want to put any undue pressure on families to purchase these items for their child.

Early Releases for Practice and Games

Students who participate in extracurricular activities must perform successfully in their classes and **demonstrate appropriate behavior** in school and in the community.

At any time that a student is not performing satisfactorily academically, or is not meeting acceptable behavior expectations, the student will be denied an early release.

Any student who is not in attendance at school shall be deemed ineligible to participate that day. Extenuating circumstances may alter this rule at the discretion of the school administration.

SECTION 3 Sports Participation

All students representing the University Laboratory School in interscholastic activities must meet all requirements and eligibility provisions set by the school and the Interscholastic League of Honolulu.

1. Eligibility Requirements

a. Medical insurance, physical examination, and parent consent

Copies of these forms can be found on the ULS website.

1. All student athletes are required to have medical insurance prior to team tryouts in order to participate in any sport. Accident insurance policies are optional.
2. All student athletes are required to have a signed, completed physical examination for athletes form on file with the athletic department. The medical examination is valid for one calendar year.
3. Parent and student athlete are required to complete and sign the Student Participation and Parent/Guardian Consent, Release, and Assumption of Risk Form.
4. ImPACT concussion baseline testing conducted by ULS.

b. Age

Students who turn nineteen years of age before September 1 are not eligible to participate.

c. Outside Participation

An athlete may **NOT** participate in any outside organized team activity of the same sport, including practice, scrimmage, or games. Check with the athletic department for the specific ruling regarding each sport. Some exemptions apply to individual sports.

d. Levels of participation

Intermediate (grades 7–9): Emphasis on skill development and participation
Junior Varsity (grades 9–11): Teams will build for varsity competition
Varsity (grades 9–12): Teams composed of best athletes

- e. Repeat grade level students
Students have four consecutive years of eligibility once they enter grade nine.
- f. Transfer students eligibility
Transfer students from ILH member schools are ineligible for one year if they **participated in the same sport at the prior ILH school**. Transfer students from OIA schools are ineligible for one year if they **participated in the same sport at their prior OIA school**.
- g. Multiple ILH sport participation
For an athlete to compete in more than one sport per season, they must have the approval of both coaches, their parents, and the athletic director.
Athletes participating in sports should complete each sport season before participating in the next sport. Failure to do so could result in non-participation in the other sport. Each circumstance will be evaluated on an individual basis.
- h. Vacations/Trips
The values of athletics is to build in students teamwork, dedication, commitment, decision-making, time management, and sacrifice, all diminished when players miss part of season.
The athletic department would like all families to consider each team’s two and one-half month season as a COMMITMENT and should attempt to schedule trips and vacations around the practice and game schedules.
- i. Amateur Status
A student must be an amateur to be eligible to represent his or her high school. An amateur is one who engages in a sport for the pleasure and the physical, mental and social benefits.
- j. PAC-5 Eligibility
All student-athletes who wish to participate in a PAC-5 athletics team are required to turn in the necessary, updated, and completed paperwork.
 1. Their perspective schools’ pre-participation exam (PPE)
 2. The “*PAC-5 Emergency Information and Consent Form*”
 3. Completed ImpACT baseline test as necessary

If a student quits the sport in season, the family may be responsible for the financial PAC-5 participation athletic fee based on the sport your child plays.

2. Academic Responsibility

Being a member of the school's athletic team is a privilege that carries certain expectations and responsibilities. During athletic events, including and not limited to practices and contests, the student represents her or his school and community. The student-athlete is therefore obligated to uphold the rules and responsibilities of participation in high school athletics.

An athlete must remember that he or she is a student first and an athlete second. **A student who has an F or two Ds at any PowerSchool Update may be ineligible to participate in practice or games until deficiencies are corrected.** The student-athlete and parent will be notified by the Dean of Students via the Academic Performance Notification after the designated PowerSchool Update if the child will be placed on an Athletic Suspension (no practice and no playing in games). The following PowerSchool Update will indicate if the student-athlete has improved their grades to be removed from Athletic Suspension and allowed to go back to practice and play. If there is no improvement, the ineligibility period is extended until the student takes care of the deficiencies.

HHSAA State Tournament participation requires a 2.0 GPA.

Students that need extra help should schedule meeting times with specific teachers.

SECTION 4 Athletic Trainer/Training Room

The athletic trainers at the University Laboratory School (ULS) are responsible for providing preventative care as well as the evaluation, treatment, and rehabilitation of athletic injuries sustained by ULS student-athletes while participating in school-based athletic activities or events. The health and safety of the ULS student-athlete is the main priority while also striving to return the student-athlete to their sport in the safest, most timely manner. Quality care helps to ensure a positive, healthy recovery process, a safe return to full participation in the student-athlete's sport, and continued athletic success.

- Report all injuries to the athletic trainer immediately no matter how minor or insignificant the injury may seem. In some cases an injury may seem minor at the time, but may not be, and this can lead to more problems.
- The athletic trainer will only evaluate and treat ULS student-athletes who are injured while participating on ULS or PAC-5 teams.
- If the athletic trainer is not present, all injuries seen under the supervision of a coach should be given a follow up (calling parents/legal guardian) to determine the severity of the athletic injury sustained.
- Students who sustain injuries during school (PE, Morning Break, etc.) or outside of school (Home, Club Sports, etc.) must go to the school office if any first aid or other care is required.
- **ULS Athletic Trainer has the ultimate discretion as to whether a student-athlete may resume participation in athletic activities for ULS athletics.**

Athletic Trainer Services

The Athletic Trainer will be available in the Athletic Trainer's Office for services for student athletes during **non-instructional time** and **at early release time** for taping, wrapping, rehabilitation, or injury assessment and the like, unless otherwise stated. The training room staff will be available for ULS events held at the school. Prioritization of which games to cover is in accordance with the guidelines of the National Athletic Trainers Association. Priority will be given to those sports with higher injury rates.

- The athletic trainer workdays are Monday through Saturday.
- Contact athletic trainer to schedule appointments at 956-2390.

- For more information see the [ULS Athletic Training Guidelines](#) on the school website- [Athletics page](#)

SECTION 5 Weight Room Use

1. The ULS weight room is open to all students in grades 7–12 and faculty. Priority is given to teams in season. **STUDENTS MAY ONLY USE WEIGHT ROOM UNDER ADULT SUPERVISION.**
2. Must wipe all benches after use.
3. Return all equipment to original state.
4. Athletics shoes are required.
5. ULS Dress code applies.

SECTION 6 Travel Policy/Parking

Any ULS athletic team traveling within O'ahu to spend the night, traveling to an outer island, or traveling to the mainland must have the approval of the athletic director and principal and must conform to the ULS student/parent handbook and travel policies of the school.

1. Priorities for Trip Approval

- a) Varsity teams qualifying for a state tournament
- b) Varsity teams receiving an invitation to participate in an organized tournament
- c) ULS teams scheduling-non-league games for either pre-season or post-season play

2. All athletic travel must be with the team unless arrangements have been made with the coach and athletic department.

3. Funding

If funding is available, teams that qualify for state tournaments off island shall have their hotel, airfare, and ground transportation paid by the school. For other trips, athletes will raise their own funds for travel.

4. Transportation

The school will provide transportation to all weekday games when possible. Parents should pick up their child after the game at the game site unless informed of other arrangements by the coach. Transportation policies for practices will vary from sport to

sport pending availability of driver and school buses/vans. Athletes should check with coaches concerning travel to practice. Priority is given to games.

Any athlete driving to and from practice/games or transporting other students must have a signed waiver form on file with the Athletic Department. Passengers must also have signed waiver forms on file.

5. Parking on Campus

Students are not permitted to park on campus.

SECTION 7 Sportsmanship

The University Laboratory School appreciates all levels of participation from our students, faculty, and parents. In the spirit of 'ohana and aloha, we view sportsmanship with extreme value and as a very important part of who we are as a school community participating in interscholastic competition. The responsibility of all players, coaches, parents, spectators, faculty, and fans is one of respect and cooperative fair play. Let us hold ourselves accountable for upholding the value of true sportsmanship in and out of the competitive arena. We expect nothing less from our family at the Laboratory School.

The National Federation of High Schools views good sportsmanship as a commitment to fair play, ethical behavior, and integrity. In perception and practice, sportsmanship is defined as those qualities that are characterized by generosity and genuine concern for others.

Individuals, regardless of their roles in activities, are expected to be aware of their influence on the behavior of others and model good sportsmanship.

Webster (Webster's Ninth Collegiate Dictionary, 1991) defines a person who displays positive sportsmanship as one "who is fair, generous, a good loser, and a gracious winner." Coaches should talk to their players about being humble and avoiding displays of excessive celebration.

Who is Responsible for Sportsmanship?

- a. Expectations of coaches, directors, and sponsors
 - Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
 - Instruct participants in proper sportsmanship responsibilities and demand that they place sportsmanship and ethics as their number one priority.
 - Respect judgment of contest officials, abide by rules of the event, and display no behavior that could incite fans.
 - Treat opposing coaches, directors, participants, and fans with respect. Shake hands with officials and opposing coaches in public.
 - Develop and enforce penalties for participants who do not abide by sportsmanship standards.
- b. Expectations of student participants
 - Treat teammates with respect.

- Treat opponents with respect: shake hands prior to and after contests.
 - Respect judgment of contest officials, abide by rules of the contest and display no behavior that could incite fans.
 - Cooperate with officials, coaches or directors, and fellow participants to conduct a fair contest.
 - Accept seriously the responsibility and privilege of representing school and community; display positive public action at all times.
 - Live up to high standard of sportsmanship established by your coach or director.
- c. Expectations of parents, students, other fans, and audience members
- Realize that a ticket is a privilege to observe a contest and **support high school** activities, not a license to verbally assault others or to be generally obnoxious.
 - Respect decisions made by contest officials.
 - Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
 - Respect fans, coaches, directors, and participants.
 - BE A FAN...NOT A FANATIC.
 - Promote sportsmanship.
- d. Parents' expectations of coaches
- Parents expect FAIRNESS.
 - Parents expect a safe environment.
 - Parents expect coaches to promote good citizenship and good sportsmanship, and to reinforce a zero tolerance substance abuse message to the children.
 - Parents expect information: practices, schedules (including HOLIDAY schedules), and concerns about their daughters/sons.
 - Parents expect a coach, win or lose, to produce a sense of pride through their hard work.
 - Parents expect coaches to make it fun—don't motivate through fear.
 - Parents expect coaches to treat athletes as though they were their own kids "Would I want my child treated in this fashion?"
- e. Coaches' expectations of parents
- Basic coaching decisions regarding game strategies, what position athletes play, and playing time should be left up to the coaches.
 - If a parent has a concern about a coach, do not approach the coach after a game or practice but rather call and set up a time to meet with the coach that is convenient for both and after the "furor" dies down.
 - Parents should encourage athletes to take responsibility for effective communication with their coach.

SECTION 8 Athlete/Parent Behavior & Conduct

Athlete Behavior and Conduct

1. All athletes are expected to conform to the ULS rules of conduct as stated in the student/parent handbook. ULS athletes represent their school at every athletics event whether it be a practice session or a game. Any student-athlete whose conduct is deemed unacceptable to the school will be disciplined by the athletic director and/or the administration.

2. Tardies and absences from practices and games will be dealt with by individual coaches according to their team rules. (Team rules must be approved by the athletic director.)
3. **PARTICIPATION IN ATHLETICS IS A PRIVILEGE.** This privilege will be taken away if players disrespect it by conducting themselves in a manner not representative of the University Laboratory School, its athletic department, and its administration. (Parental conduct deemed intrusive or threatening to any team, participant, or employee in or of the athletic program may also warrant their child's removal from the athletic team/program.)

Parent/Guardian Behavior and Conduct

1. Be POSITIVE!
2. Support, encourage, and respect the efforts made by your child, his/her teammates, the coaches, and the athletic administration.
3. Promote sportsmanship and the development of good character and discipline in our student-athletes and athletic program.
4. Communicate promptly and thoroughly with coaches and the athletic director on any health and safety issues, academic concerns, and potential schedule conflicts pertinent to your child and his/her participation in the athletic program.
5. Parents should remember that the game is for the athletes, and to model sportsmanship. Coaches should strive to evaluate and analyze game decisions in order to reduce the potential for error. Decisions coaches make are made in good faith and in the best interest of the team as a whole rather than the best interest of the individual athlete. Support and cooperation from parents are crucial to the success of any team.
6. **If you have a concern you would like to discuss with a coach, please use the following protocol:**

Chain of Command for Effective Communication

First, the player/parent should talk with the coach.

If major problems persist,

- Player/parent should talk with one of the assistant coaches;
- Player/parent should talk with the Athletic Director;
- Player/parent should talk with a counselor.

SECTION 9 Athletic Awards

1. Letters

The University Laboratory School appreciates the participation of the student body in the athletic program. The following awards are given to these participants:

- Varsity Sports - Varsity Letter (one per high school career)

- Junior Varsity Sports - JV Letter (one per high school career)
- Intermediate Sports - Intermediate Letter (one per intermediate school career)

In addition to chenille letters, athletes will receive athletic certificates for each activity they participate in. In an athlete's senior year he or she will receive a senior varsity letter.

2. Individual Awards Given to Varsity Athletes

- University Laboratory School James Bukes High School Athlete of the Year (male and female)
- University Laboratory School High School Senior Athlete of the Year (male and female)
- University Laboratory School Scholar Athlete of the Year (male and female)
- Walter Kandelin Awards (male and female)
- Tom Costain Award (female basketball)
- Gonzo Award (male and female bowler)

3. Individual Awards Given to Middle School Athletes (grades 7– 8)

- University Laboratory School Middle School Athlete of the Year (male and female)
- University Laboratory School Middle School Scholar Athlete of the Year (male and female)

4. ILH Awards

Varsity athletes who earn ILH All Star First or Second team recognition will receive ILH All-Star certificates.

The ILH provides medals for all championship teams at all three levels of play.