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**WELCOME TO MIDDLE SCHOOL**

– A MESSAGE FROM THE PRINCIPAL

*In the classroom, conversations carry more than the details of a subject. Conversations communicate that learning isn’t all about the answers. It’s about what the answers mean. Conversations help students build narratives that will allow them to learn and remember in a way that has meaning for them.*

-Sherry Turkle, *Reclaiming Conversation. The Power of Talk in a Digital Age*

In our shared spaces and in our classrooms in the Middle School, we are seeking to reclaim conversation. The same kinds of conversations that help students learn and remember in the classroom also create an understanding of who they are in community. Face to face interactions build empathy and trust as we look to each other for expressions that show we are listening and understanding. It is important that we tell our stories, that we identify who we are in our community and that we embrace and include others in that story.

In the Middle School, a wide variety of classes and multiple interactions occur throughout the day. Learning to be a positive member of our community means cultivating conversations and practicing community values of respect for others. This includes awareness of physical, emotional, ethnic, family, and learning diversity. We need to look to others as resources for learning more about ourselves as we connect with others in our classes, grade levels and community. As Middle School students transition from the Lower School, and then to the High School, we expect them to take on more responsibility for their decisions and actions that impact behavior and academic achievements.

This Middle School handbook is a resource to establish consistent understanding of community norms, rules, and objectives for our daily work together. It is an excellent place to find information that supports students on a daily basis, as well as for long range planning. There is practical advice about school life at Lab and advice for students concerning time management and homework. There are also important behavioral guidelines emphasizing respect and civility in our community. This handbook and its information give us common ground for conversation as well as clear boundaries for our life together in the Middle School.

I am looking forward to the new school year as we endeavor to learn about each other, and from each other, in the months ahead.

Sincerely,

[Signature]
## Important Contacts and Telephone Numbers

### Middle School Office
- **C 143**  
  - Sandra Bixby: Principal, Middle School  
  - Allison Jones: Assistant Principal  
  - Ryan Allen: Dean of Students  
  - **(773) 702-9447**

### Middle School Learning and Counseling
- Sylvia Aschliman: Counselor  
  - **N 122F**  
  - **(773) 834-0255**  
  - *All students: Last Names A-L*
- Matthew Landa: Counselor  
  - **N 122G**  
  - **(773) 834-0254**  
  - *All students: Last Names M-Z*
- Paul Evelti: Learning Coordinator  
  - **N 122B**  
  - **(773) 834-0033**  
  - *All students: Last Names A-L*
- Maureen Schmidt (M-Z): Learning Coordinator  
  - **N 122D**  
  - **(773) 834-0033**  
  - *All students: Last Names M-Z*

### Student Services
- Nicole Neal: Director of Student Services  
  - **C 108**  
  - **(773) 702-1669**

### Director's Office
- Beth Harris: Interim Director  
  - **C 111**  
  - **(773) 702-3236**
- Kiel Gray: Executive Assistant

### Business Office
- **S 101**  
  - **(773) 702-9450**

### Registrar
- Brent LaRowe: Registrar  
  - **S 101**  
  - **(773) 834-8218**
- La Tanya Styles: Business Clerk

### Health Office
- Martha Baggetto, RN  
  - **S 112**  
  - **(773) 702-9452**
- Mary Toledo-Trevino, RN

### Athletic Office
- David Ribbens: Athletic Director  
  - *Kovler Gym*  
  - **(773) 834-1035**
- Gail Poole: Coordinator

### Extended Day Office
- Colleen Coyle: Director  
  - **ESH 202**  
  - **(773) 702-9449**
MISSION STATEMENT

The Laboratory Schools are home to the youngest members of the University of Chicago's academic community. We ignite nurture an enduring spirit of scholarship, curiosity, creativity, and confidence. We value learning experientially, exhibiting kindness, and honoring diversity.

THE MIDDLE SCHOOL PROGRAM

The Middle School program has been designed to remain true to the Progressive Education tenets of the founders of the Laboratory Schools, while simultaneously adapting its program of learning to the contemporary world. Along with academics, we place a strong emphasis on being a responsible member of the community, understanding the effects of one’s actions on others, having the courage to make difficult choices, and exploring the relationship between the individual and society.

Laboratory Schools Diversity Statement
Diversity at the Laboratory Schools includes the thoughts and worldviews, identities and affiliations, aptitudes and aspirations, races and cultures, genders and sexualities, and experiences and economics of our students, families, faculty, administrators, and staff. Through their engagement with diversity, students will gain the preparation they need to live and lead in a complex world, with an inherent sense of inclusiveness and justice.

Advisory
In Middle School, students have a designated advisor with whom they meet on a daily basis. Advisories meet for the first ten minutes of each day to go over the school bulletin, take attendance, and handle any logistical concerns for the day. Advisories also meet once a week for fifty minutes followed by an advisory lunch period. The advisory group provides a consistent place for students to feel safe and supported and builds a sense of community.

Advisors serve as their students’ advocate, helping them navigate the difficulties of increased academic demands and monitor their advisees' social well-being. If needed, advisors will coordinate discussions with families and learning and counseling services to provide support. Advisors at each grade level work together to coordinate curriculum around issues of inclusivity, diversity, cyber safety, study skills, and other appropriate topics.

Assemblies, Seminar Period, and Tutorial Periods
Assemblies allow students the opportunity to come together in a large group to share an experience as members of a broader community. Students may also gather as an individual grade level during this time. Assemblies may be held during the Wednesday seminar period. If there is no scheduled assembly, students will have an activity period. Activity Period is a time when students have the option to choose from a variety of activities led by teachers.

All students will have one 30-minute tutorial period. During tutorial period, a student should bring his or her needed materials to the assigned tutorial room and check in with the teacher. Students without specific homework should bring a book with them for pleasure reading.

Class Trips
In conjunction with our philosophical belief in hands-on and experiential learning, students participate in a series of annual overnight trips. These trips are designed to build and strengthen friendships, develop leadership skills, and make connections to the curriculum. During the 2016-2017 school year, Middle School trips will be:

- Sixth Grade: May 1-5, 2017 at Camp McLean in Burlington, Wisconsin
- Seventh Grade: May 23-26, 2017 at Adventure Center Pretty Lake in Mattawan, Michigan
- Eighth Grade: May 2-5, 2017 in Philadelphia, PA and Washington, D.C.

For additional information about the Middle School program, please visit the Middle School webpage on the Laboratory Schools’ website. All school rules and expectations must be followed on all school-sponsored activities.

**The School Day**

**Arrival**
The school day starts at 8 a.m. The school building opens at 7:15 a.m., and students are encouraged to arrive by 7:45 a.m. There is no early morning supervision in the Middle School. Families and students are asked to fully cooperate in making the start of each school day as smooth, safe, and peaceful as possible for all.

**Late Arrival**
Students who arrive at school between 8 and 8:10 a.m. should report directly to their Advisory classroom. Any students arriving after 8:10 a.m. need to report to the Middle School Office to get a late pass to present to their teacher. If a pattern of regular tardiness develops, families will be contacted by the Dean of Students to develop a plan to break the pattern.

**Attendance**
If a student will be late or absent from school, the student’s parent or guardian should contact the Middle School Office before 9:30 a.m. by sending a message through the website or phone. If the Middle School Office does not receive notification of a student’s absence before 9:30 a.m., a representative will contact the student's parent or guardian by phone.

Regular attendance is important and families need to understand that classroom experiences cannot be recreated for students who miss classes. Absences will impact a student’s academic performance, so it is important for students to do what they are able when not in school. Students who are absent for a few days should call responsible classmates and check their teachers’ Schoology pages to follow homework assignments. Students who have been absent for an extended period of time may be required to meet with the Dean of Students prior to returning to school, along with a parent or guardian. This meeting will develop an appropriate plan for re-entry and the possibility of receiving credit for missed work. In some cases, the submission of a note by the treating physician may be required to receive credit for missed work or extensions to complete work. This meeting may be waived by the Principal, Assistant Principal, or Dean of Students.

Students who are absent from a class 20% or more during a semester may be placed on Probation (See Prohibitionary Letter section, p. 18).
Tardiness
The same emphasis on punctuality at the beginning of the school day is made concerning the start times for every class. We work to help students understand the importance of timeliness and see that a major consequence of tardiness is its effect on their class work and performance. If a pattern of regular tardiness develops, a student may receive additional consequences.

Pre-arranged Absences
Students who are aware of the need to miss at least one full day of classes should make arrangements for a pre-arranged absence. Pre-arranged Absence Forms are available online through the UCLS Middle School website page or in the Middle School Office. Parents or guardians must write a note or provide documentation at least two days in advance, explaining the need for the pre-arranged absence. The student must speak to each teacher, have them sign the form, and return it to the Middle School Office before the student's absence. For absences of one week or more, families must contact the Dean of Students to make arrangements. Students are responsible for completing all missed assignments, and may not be eligible for extensions on major assignments, such as tests or quizzes.

Leaving During the School Day
Middle School students are not permitted to leave the school grounds during the school day unless they have written permission from a parent or guardian turned into the Middle School Office, or if their parent or guardian calls the Middle School Office prior to a student's departure. Any student leaving during the school day should inform the Middle School Office of his/her departure before exiting the building. Leaving without written permission may result in disciplinary action.

Emergency School Closing
The Laboratory Schools follow the plans of the University, when there are severe weather or other emergency conditions. If any emergency should prevent the Laboratory Schools from opening, all families are notified through our automated emergency call system via the phone number they have registered in PowerSchool as their home phone number. In addition, closing information will be posted on our website and families can also check the status by visiting: http://www.emergencyclosing.com and searching for the school's name.

AFTER THE SCHOOL DAY

Extended Day
School is dismissed at 3:30 p.m. on Monday, Tuesday, Thursday, Friday, and at 1:20 p.m. on Wednesdays. Students who regularly need to be in school after dismissal should enroll in an Extended Day program. Additional program and registration information is available online or call the Extended Day office for additional information. Students not in a school sponsored activity or Extended Day are to wait quietly for their rides in Blaine Lobby or U-High lobby. Students who are not in a supervised space after school ends may be subject to disciplinary action.

Booth School of Business
We are aware that some families utilize the Booth school for after school arrangements. Please be aware that the University sets the following limits and conditions of that access for the Laboratory Schools students:
• Students are permitted to purchase food/drink from the Booth Cafe before and after school has been dismissed.
• After the school day, students are permitted to be in the Booth Cafe if they are quietly studying or are consuming food/drink they have purchased there. Wednesday after school is dismissed, students will need to be accompanied by an adult if they are spending time at the Booth Cafe.
• Students may not simply use the cafe as a space to hang out after school: Loitering is not allowed.
• If students do not follow these limits, their privilege of spending time at the Booth School of Business may be taken away.

Co-Curricular Activities
Various co-curricular activities are available to students in Middle School. Some of these consist of: yearbook, theater, Extended Day classes, Student Council, Math teams, and interscholastic sports. The Middle School maintains an open enrollment policy that allows all students interested in participating in these programs the opportunity to be a member. Middle School plays and musical may be an exception to this policy as roles are cast through auditions and may be limited in number.

Athletics
The University of Chicago Laboratory Schools’ athletic programs support a no-cut policy, based on the belief that all students should have the opportunity to experience and contribute to a team, regardless of skill level. Student athletes are expected to attend all practice sessions (typically 1.5 hours) and contests. Absences must be excused by the coach and detailed in a note. Student athletes who are not at school or do not participate in their Physical Education classes are not allowed to participate that same day in any athletic contest or practice.

Student athletes are expected to maintain a Satisfactory (S) or above in all classes. Student athletes who are struggling to meet this expectation may be asked to not participate in the athletic activity for a length of time until satisfactory academic improvement has been made.

Middle School Team Sports

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys Soccer</td>
<td>Boys Basketball</td>
<td>Girls Soccer</td>
</tr>
<tr>
<td>Girls Volleyball</td>
<td>Girls Basketball</td>
<td>Coed Baseball</td>
</tr>
<tr>
<td>Coed Cross Country</td>
<td>Coed Track</td>
<td></td>
</tr>
</tbody>
</table>

Teams are open to all seventh- and eighth-grade students. Sixth-grade students are invited to join the cross-country team in the fall and the track team in the spring. If there is a low number of participants, sixth-grade students may be invited to participate on a team. For more information about the Athletic Program, please visit the Athletic Department’s webpage.

SAFETY AND SECURITY
**Entrances**
The primary middle school student entrance is off of Kenwood Mall. Other entrances to the historic campus buildings include Judd Hall (Kimbark Ave), Gordon Parks Arts Hall (Kimbark Ave) and Blaine Hall (59th St). Members of the security staff are stationed at Judd Hall, the main entrance to the Historic Campus. During regular school hours, students may enter through any of the entrances by tapping the access control panel with their ID. Entering the Laboratory Schools buildings outside of school hours without advance permission is considered trespassing.

**Visitors**
If students wish to have an outside visitor spend a day with them at school, a Visitor’s Form from the Middle School Office must be completed two days before the scheduled visit. This form must be taken to all teachers for their signatures, indicating their approval of having a visitor in class. Once it is filled out, return the form to the Dean of Students. On the day of the visit, the student must meet the visitor at the Judd Entrance to register with security and receive a Visitor’s Nametag. They will need to show an ID (state or school) in order to register with security. After receiving their nametag, visitors must be brought to the Middle School Office to meet the Dean of Students. The visitor must wear the Visitor’s Nametag at all times during the day and the student host must stay with the visitor at all times. Remember that students are responsible for their visitors’ conduct in school. Any unannounced visitor will not be allowed to stay on the Laboratory Schools property.

**Restricted Areas**
Students are not permitted to go on the roofs of any buildings, fire escapes (unless there is an active fire or alarm), or to any other areas which are designated as "off limits” (i.e. basement facilities and storage spaces). In addition, students should not tamper with the physical plant of the Laboratory Schools including removing screens, tampering with locks to gain access, exiting from secured alarmed doors, entering/exiting a building via a window, or manipulating any electrical, fire, computing, or phone system, etc. Immediate disciplinary action will result for a student found in any restricted area or altering the physical plant.

**School Grounds**
For the safety and protection of others who use the same space, students should use common sense when engaging in active games in Kenwood Mall, Scammons Garden, and the Courtyard (between Blaine and University High School).

**Emergency Situations and Drill Procedures**
The safety of all the members of the school community is a primary concern. To that end the school is required by law to conduct a number of fire, tornado and lockdown drills during each school year. Cooperation during these drills is essential. Students must follow any direction provided by faculty, administrators, staff, or safety personnel during any of these situations.

**Fire**
When the fire alarm is activated, (a loud continuous buzzer), students must respond immediately. When in class, students follow the teacher's instructions for exit. These instructions also are posted in each classroom. If the buzzer sounds between classes or during an unscheduled period, students should proceed through the nearest exit.
STUDENTS MUST NOT STOP AT LOCKER FOR ANY REASON. Students need to remain silent during this time in order to hear further instructions. Students will continue to move away from the building and assemble in the prearranged location for their classroom. Once at that prearranged location, attendance will be taken. If students cannot find their teacher, they need to communicate to the closest adult so they can notify the appropriate adult and remain with that adult. STUDENTS MUST NOT WALK AROUND TRYING TO LOCATE THEIR CLASS OR TEACHER.

Tornado
Tornadoes will be announced by teachers and/or administrators over the emergency public address system. Please follow directions, moving quickly and quietly to the hallway or area assigned and stay away from windows. When students reach the assigned position, they are to remain seated silently with their heads protected until told to return to class. If this occurs between classes or during an unscheduled period, please follow the instructions of the nearest adult.

Lockdown
If the necessity for a lockdown occurs, an announcement repeating “Lockdown” will be broadcast over the emergency public address system. Teachers and administrators will direct any students who are in halls or public areas into a room with an adult present.

When the announcement is made, teachers will gather students and guide them to locations in their specific rooms away from doors and windows. Students will remain calm and absolutely quiet while the teacher directs students to the safest location within the room. While students are moving in the room to a safe location, the teacher will check the immediate hallway for any students before closing and locking the door, and turning off the lights. Students will remain quiet and listen for any additional directions from the teacher who must stay with their students at all times.

During a drill, administration and/or staff members will check the halls and gather students from areas outside the classrooms. In the event of an actual lockdown, this will not occur. Students not in a classroom when the announcement is made, need to go immediately to the nearest classroom or room with an adult member present.

DO NOT STOP AT A LOCKER FOR ANY REASON. After the room has been secured, if a student knocks on a classroom door and asks to come in, the teacher is instructed not to allow that student to enter the room. If students are outside for PE classes, their teacher will move them into another University building such as the International House, Ida Noyes Hall, the Booth Business School, or another nearby facility.

An announcement will be made to advise students and faculty when it is safe to resume normal activities.

Student Identification Cards
When at school, students are required to wear their student ID on the school issued lanyard. All 6th Grade students and students new to the Laboratory Schools will receive a picture ID card at the beginning of the school year that will be valid throughout their time in Middle School. If requested, students are required to give their ID card to any faculty, administrator, or staff member who requests it. The student ID card also serves as a student’s cafe card. The Laboratory Schools ID enables students to ride the University-sponsored bus/shuttle routes for which University students are eligible.
Any student who arrives at school without their ID will need to check in at the security desk and will be issued a visitor tag to wear for the day. Please be aware that this can take time and students will not be excused if they arrive late to advisory or class because they forgot their ID.

Students are responsible for the safekeeping of their ID and lanyard for the three years of middle school. If a student loses his/her ID, the loss should be reported immediately by emailing LostID@ucls.uchicago.edu and include the student’s first and last name (no nicknames) and whether a new lanyard is needed. This will allow building access and any meal plan funds to be suspended and will submit a request for a new ID card. Students will typically receive a new ID card within 24 hours. There is a $23 fee to replace the card and lanyard that will be billed to the family’s FACTS account.

Pets
We know most family pets are sweet and loving, but many children are frightened by or allergic to dogs, in particular. For this and other reasons related to keeping our school environment safe and friendly for all, dogs and other family pets are not allowed at school, whether or not they are leashed. If a dog or family pet on campus, leashed or not, is noticed please inform the nearest Public Safety Coordinator. It is our intention to keep the pet and our campus safe.

ADDITIONAL STUDENT RESPONSIBILITIES

Attire and Appearance
Attire and grooming are matters of personal taste, within reasonable limits. Clothing should not offend others, nor should it distract. Students who dress outside of these guidelines will be spoken to and asked to change into their PE clothes. If a student continues to come to school inappropriately dressed, then his or her family will be contacted to assist in helping to change the student’s behavior.

The following types of clothing should not be worn to school: halter tops, tops with spaghetti straps, or tops that do not fully cover the midsection, shorts/skirts/dresses which are not mid-thigh length, clothing that does not cover underwear, and clothing with offensive messages including references to the use of drugs, alcohol, and firearms. This list is not meant to be all-inclusive; rather, it should help students and families make appropriate decisions when selecting school clothes. Students are required to wear shoes at all times. Students may be required to change into their gym uniform if their clothes are determined to be inappropriate for school.

Cellular Devices, Mobile Phones, and Other Electronic Devices
Cell phones are not to be used during the school day. Cell phones, mobile devices, including smart watches, and other electronic devices should be turned off and stored in the student’s locker by 7:55 am. Students may use the phone located in the Middle School Office during breaks or with a teacher’s permission.

Smart watches may be used as a watch, however other uses during the school day are prohibited. Students may be allowed to use their phone or another type of electronic device during class as a learning tool if granted permission
and used in the presence of that specific teacher. The Schools’ Computer Use Agreement is enforced in conjunction with this specific use.

Teachers and administrators have the right to confiscate any device that violates this policy and turn it over to the Dean of Students. If more than two offenses are recorded by the Dean of Students during a single semester, the student’s permission to bring or use the device may be revoked.

The school will not be responsible for the loss, theft, or damage of any player.

Classrooms
Students are not to be in a classroom without an adult present and are expected to wait in the hallway for their teachers to arrive before entering empty classroom. If a teacher has not arrived within five (5) minutes of the start of class, students should proceed immediately to the Middle School office. Any student found in an unsupervised classroom may incur consequences.

Food
We have a responsibility to keep our spaces clean and safe. Food may be eaten only in the cafeteria or in classrooms with a teacher’s permission. Students carrying food and beverages from the cafeteria must keep the food sealed in its container. If students are found to have food outside of these areas, they will be asked to throw it away.

Homework
The Middle School academic program is meant to develop good study habits, positive work attitudes, reinforce skills learned in school, facilitate discussions, and advance the curriculum. We believe that homework is a valuable, age appropriate component of the Laboratory Schools’ education.

Homework is a regular part of each day. Teachers and parents/guardians need to work together to help children develop a routine that meets the demands of assignments. Parents/guardians must use care so as not to interfere with the essential purpose of homework when they correct or directly assist in its completion. Parents/guardians must allow their children’s homework to inform a teacher accurately.

The Middle School academic program is meant to develop good study habits, positive work attitudes, reinforce skills learned in school, facilitate discussions, and advance the curriculum. We believe that homework is a valuable, age appropriate component of the Laboratory Schools’ education.

The Middle School faculty actively communicates at weekly grade level planning meetings to help ensure reasonable expectations and workload for their students. The range of time that Middle School students spend on daily homework assignments varies. This variation speaks to the wide range of cognitive and social maturity that defines the middle school years. However, no student should have more than two tests, quizzes, or major assignments (or any combination) due on the same day. If this situation should arise, students should take the initiative and talk with their teachers to develop a plan to address the concern.

Lab ID
A student’s Lab ID and password will allow them to log into their school email address, Schoology account, PowerSchool and the school file server. When students set up their Lab Google account, we encourage them to use the same Lab ID password. It is important to keep this information private and not share passwords with anyone. If students forget their username or password, they need to speak with either a computer science teacher, Dean of Students, or the Assistant Principal to reset their LabID password. Google account passwords can only be reset by clicking on the “Need Help” link located under the password box on the login screen.

Lockers, Backpacks, and Bags

Students are assigned the use of an individual and a gym locker each year. It is a student’s responsibility to keep these lockers clean and in good working condition. Please remember to keep the lockers locked and do not share the combinations. If a student’s locker is not working properly, please report it to the Middle School Office.

Backpacks take up space and can bump or trip other students creating unsafe hallways, staircases, and classrooms. For this reason, all backpacks and bags need to be kept in a locker. If any item does not fit in a locker, students should speak with their advisor. Students should not store any materials in another person’s locker.

Students may bring their personal laptops to school. Students may not use any laptop for personal correspondence, unapproved website searching, or any type of game playing. The Middle School is not responsible for any loss, theft, or damage of a student's laptop.

To maintain order and security in school, school authorities are authorized to conduct reasonable searches of school property and equipment. All lockers and storage areas, as well as their contents, are subject to inspection at any time based on the reasoned judgment of any school authority. If the inspection reveals the presence of improper objects, the objects will be removed and disciplinary actions may be taken.

Lost and Found

Any items that are found will be taken to the Lost and Found shelving station. Twice a year, after the first semester and at the end of the school year in June, items remaining in the lost and found are given to charities.

**Communication with The Middle School**

Teachers communicate with families about student achievement via interim and semester progress reports. Teachers also communicate with families about areas of concern, as a means to support students both in their individual development and in their growth as members of the school community.

**Daily Bulletin**

This is an important student communication tool that contains information, reminders, and deadlines for various student activities. Every morning during advisory the daily bulletin is read to students. Students who wish to put an announcement into the bulletin need to turn it into the Middle School Office by 1:00 pm for it to be entered for the following day. The bulletin can also be accessed through PowerSchool.

**Email**
The Laboratory Schools uses e-mail as a primary means of communicating with families. Parents/Guardians need to keep their contact information current in PowerSchool. We encourage everyone to remember that teachers may not be able to check their e-mail during the school day. A 48-hour response time is reasonable (excluding weekends and holidays), but depending on the nature, a longer response time might be warranted. Urgent messages and last minute schedule changes should be reported to the Middle School office (773-702-9447), and a message will be delivered to the student.

There are several ways to get in touch with teachers. Many parents/guardians and teachers communicate via e-mail. If a parent/guardian would like to speak to a teacher, they may call the school office and leave a message, which will be placed in the teacher’s mailbox. If the call is an emergency, a message will be taken to the classroom.

All students have a Laboratory School’s email address. This is the email address that students, teachers, and administrators will use to communicate with each other. Teachers and administrators are not able to respond to student emails sent from other accounts. Students who have forgotten their email password need to speak with either a Computer Science teacher, the Dean of Students, or the Assistant Principal to change their password.

Lab E-News
Lab E-News is the newsletter containing information about the Middle School Program, the many activities of the Middle School Parents Council, and the community activities available to Middle School students. Lab E-News is e-mailed to families two times each month and is available online. This is another primary communication tool in the Middle School.

Schoology
The Laboratory Schools use an online learning management system to facilitate communication between students, parents/guardians, and faculty and to provide faculty a tool to provide access to contact information and, if desired, course material. Students are encouraged to check Schoology first for information prior to contacting your teacher. During Parent Night, teachers will describe their mode of communication and how they use Schoology. Any student who has forgotten their password needs to speak with either a Computer Science teacher, the Dean of Students, or the Assistant Principal.

Family-Teacher Conferences
Conferences for students are held in October/November and February. Seventh- and eighth-grade students must attend these conferences. Additional conferences for any students may be requested by families or may be initiated by the Middle School.

Parent Night
Parent Night is an opportunity for teachers to explain their classroom expectations and procedures. Held in the first week of school, parents and guardians can follow their child’s schedule and hear brief presentations by the teachers. This is an evening designed to learn about the school’s program, and not to discuss individual students.

Student Records
It is school policy to communicate openly with parents and guardians regarding the progress of their child. Parents and legal guardians may review the permanent records of their child. To review a student’s record, parents are to
complete a request form, available in the Middle School Office, at least one school day prior to examining the records.

**Progress Reports**
The University of Chicago Laboratory Schools provide narratives and non-traditional letter grades for students in grades six and seven, and traditional letter grades for students in grade eight. In middle school, the grading focuses on our emphasis of the developmental process. We do not calculate cumulative grades, grade point averages, nor do we have an honor roll. In certain cases, when required, we will provide a cumulative assessment.

**Interim Progress Reports**
Detailed interim reports in narrative form are prepared and made available in PowerSchool twice a year at the midpoint of each semester. Families will receive an e-mail indicating that the grades and comments are available for review.

**Semester Progress Reports**
Semester progress reports include a grade and, in some instances, a checklist. Students who have earned a D+ or S- or below, or who have significantly improved or dropped in their academic performance may have a brief comment on their semester progress report. The letter grades below represent the following:

<table>
<thead>
<tr>
<th>6th and 7th Grades:</th>
<th>8th Grade:</th>
</tr>
</thead>
<tbody>
<tr>
<td>E = Excellent</td>
<td>A = 93 - 100</td>
</tr>
<tr>
<td>S+ = High Satisfactory</td>
<td>B+ = 87 - 89</td>
</tr>
<tr>
<td>S = Satisfactory</td>
<td>B = 83 - 86</td>
</tr>
<tr>
<td>S- = Low Satisfactory</td>
<td>B- = 80 - 82</td>
</tr>
<tr>
<td>U = Unsatisfactory</td>
<td>C+ = 77 - 79</td>
</tr>
<tr>
<td></td>
<td>C = 73 - 76</td>
</tr>
<tr>
<td></td>
<td>C- = 70 - 72</td>
</tr>
<tr>
<td></td>
<td>D+ = 67 - 69</td>
</tr>
<tr>
<td></td>
<td>D = 63 - 66</td>
</tr>
<tr>
<td></td>
<td>D- = 60 - 62</td>
</tr>
<tr>
<td></td>
<td>F = 0 - 59</td>
</tr>
</tbody>
</table>

Beginning in eighth grade, the grade reports include letter grades similar to the system used in University High School. The goal of this is to help facilitate the transition between schools.

If a student experiences difficulty in school, the administration and faculty will work with the student and his or her family to develop appropriate plans for academic and emotional support.

**Rotation Class Reports**
Students take a series of four courses called “rotation," one each quarter. Students will receive one final report outlining their progress in the class. These reports contain both a checklist and a narrative description of progress. First and Second Quarter Rotation class reports are made available at the end of the first semester, while Third Quarter Rotation class reports are made available at the interim of the second semester. Finally, the Fourth Quarter Rotation class reports are made available at the end of the second semester. Interim Progress reports for rotation classes are not given.
Probationary Status

Sixth and Seventh Grades
Students whose semester progress reports indicate Low Satisfactory (S-) performance in three (3) or more courses will be placed on academic probation. Academic probation is a warning that is intended to alert a student that a change in effort and/or performance is necessary. It should be noted that for the purposes of academic probation, the Humanities course is weighted as two courses and an Unsatisfactory (U) grade is the equivalent of two Low Satisfactory (S-) grades.

Eighth Grade
Students whose interim and progress reports indicate D (D+, D, D-) or below performance in three (3) or more courses will be placed on academic probation. Academic probation is a warning that is intended to alert a student that a change in effort and/or performance is necessary. It should be noted that for the purposes of academic probation, the Humanities course is weighted as two courses and an F is the equivalent of two D’s (D+, D, D-).

Probationary Letter
If a student is placed on probation the Principal will contact the parent/guardian for a meeting to determine what steps will be taken to help the student improve. These steps may include, meeting with their counselor, seek tutoring or outside testing, enroll in a summer program, pass an academic assessment test, or withdraw from The Laboratory Schools. Students who leave eighth grade on probation may not be recommended for entry into University High School.

Standardized Tests
The Laboratory Schools view standardized testing as only one of many ways to evaluate a student’s progress. Standardized tests are given to 6th and 8th Grade students. Currently, such testing consists of the Comprehensive Testing Program developed by the Educational Testing Service of Princeton, New Jersey. Results of the tests help The Middle School evaluate the performance not only of students individually, but also to examine trends and patterns within The Laboratory Schools over a number of years. The results are available to families through PowerSchool.

STUDENT SUPPORT SERVICES

Learning and Counseling Services

Learning Services
The Middle School Learning Coordinators strive to help all students improve their academic performance. In addition to providing direct service when appropriate, the Learning Coordinators work with students and their families, counselors, faculty and administrators in The Schools to facilitate appropriate support. The Learning Coordinators may also make referrals to independent professionals and organizations that provide services, which support the work of the Laboratory Schools. Such services may include diagnostic testing, remediation of specific learning disabilities, consultation with medical professionals and other therapists, and tutor referrals.

Counseling Services

Group Support:
Students can sometimes help each other by working in small groups that are led by a counselor. Group support gives students the opportunity to share ideas and to help one another use these ideas to resolve their concerns.

**Individual Support:**
Individual counseling is provided for students who have a variety of educational and personal concerns in such areas as interpersonal relationships, family issues, academic issues, substance use, and loss and grief.

**Community Support:**
Counselors are available to the Middle School community as a resource for consultation and referral.

**Requests for Diagnostic Information**
When a therapist, doctor, or diagnostician does work with a student, a request is often made to gather written information or rating scales from the child’s teachers. It is the policy of The Middle School that all rating scales and written requests for information as part of an evaluation for learning issues be processed through The Director of Student Services and the Learning Consultants. The Learning Consultants will distribute the materials and then submit the completed documents directly to the requesting evaluator(s).

**Health and Nurse Services**

**School Nurse**
A nurse is located on the first floor of Blaine Hall (S112) with office hours from 7:45 a.m. to 5:30 p.m. daily.

If a student needs to leave during a class, he or she should get a pass from the teacher before going to see the nurse, so that the teacher is aware of the student’s location. No student should go to the Nurse’s Office without a pass from a teacher, even during a 10-minute break, passing periods, or lunch. Students are expected to sign in and out of the Nurse’s Office. The nurse will record the time/duration of the visit in PowerSchool to explain a tardy arrival or absence, or note that the student has left school.

If a child becomes ill at school, the family will be contacted and asked to pick up the child as quickly as possible. If the parents or guardians cannot be reached, the family’s designated emergency contact person will be called. **No child should come to school with any contagious disease, an unexplained rash, a temperature of 100 degrees or above, or vomiting.** Students need to stay at home until they are symptom-free for 24 hours.

**Returning to School**
Children who have been severely ill need to bring a clearance note from their doctor to give to the school nurse. The school nurse issues all excuses from Physical Education classes. If a student is diagnosed as having a communicable disease such as chicken pox, measles, etc., it is important to notify the nurse at once, and she will decide whether to inform other families.

**Extended Illness**
If an illness or hospitalization results in missing school for five (5) consecutive school days, a note from the treating physician must be submitted to the Dean of Students. This note is to be on the physician’s letterhead, dated within the past five days. It must provide information regarding the reason(s) the student has been unable to attend
classes, and include clearance to return to school. In addition, the student and their parents will need to have a meeting with the Dean of Students prior to their return in order to ensure a successful transition back to school.

**Chronic Medical Conditions**
For chronic medical conditions requiring frequent doctor’s visits, a student’s family must provide medical documentation from the treating physician during the first two weeks of each school year. It must outline the following on the physician’s letterhead, dated within 30 days of the beginning of the school year:

1. Student’s chronic medical condition
2. Recommended treatment plan
3. If school will be missed as a result of condition, doctor's appointments or treatment, which days and times/what frequency
4. Duration of treatment

It is likely that a meeting between the student, the parents, counselor, the school nurse, the Dean of Students, and the Assistant Principal will be scheduled to discuss the impact the chronic medical condition may have on the student’s attendance and overall success at school.

**Concussion**

Parents of any student who experiences a concussion, whether during or outside of school activities, are asked to contact the school nurse (773-702-9452) the next school day. The school nurse will engage with the appropriate individuals to work with the family and the treating physician to address the student’s needs while at school.

**Student Access to Elevators**
Only students who have an elevator key for an approved medical reason are allowed to use the elevators. Students, who by reason of injury or disability would have difficulty using the stairs, may check out an elevator key from the Middle School office for the duration of their injury, or for their disability. Students are required to complete an Elevator Key form and submit it with a $25 refundable deposit in order to receive the elevator key. When the elevator key is returned, the $25 deposit will be refunded.

In the event a key is not returned by the deadline noted on the student’s form, or is lost, the deposit will be forfeited.

**Student Use of Medication During the School Day**
To comply with state guidelines regarding the dispensing of medication at the Laboratory Schools it is necessary for the school to control the location and administering of all prescription and non-prescription medicines, and to restrict the use of these medicines to the appropriately authorized students. While in school, medications are to be administered by a school nurse. In addition, this policy allows the nurse to be aware of students that are not feeling well, monitor their pain, support them, ensure there is not a larger health problem, and communicate with parents as necessary.
Student medication, except emergency medications such as Epi-Pens and rescue inhalers, will be kept in the nurse’s office. The nurse’s office must have appropriate written authorization from the prescribing physician and the parent/guardian on file. For over the counter pain medication such as, Ibuprofen or Acetaminophen, this is done through PowerSchool. State guidelines require that the medicine be sent in the original pharmacy container or, in the case of non-prescription drugs, the original manufacturer’s container labeled with the ingredients and the student’s name.

**Food Allergy Management**


**Dining:**
1. Tables in the cafeteria will be cleaned by the custodial staff with spray cleaner and paper towels prior to Middle School lunch. There are no tables or areas identified as food-restricted, and students are responsible for choosing their seating.

2. Disposable, non-latex gloves will be available for any students to use when assigned the responsibility of cleaning up the cafeteria tables.

**Classrooms:**
1) Cleaning supplies are provided for each room and tables cleaned where students with allergies choose to sit.

2) There will be no monitoring of food for individual student consumption therefore, responsibility is placed on the student with the allergy to monitor the area where they are eating or sitting.

3) Food-sharing events should be planned in advance, with several days’ advance communication.

4) There is no monitoring of food eaten in common areas including hallways, lockers, lobbies, or shared classrooms.

**School/Parent communication**

Families will discuss the individual student allergy plans with the student’s advisor. Advisors will then inform all parents in that advisory of food restrictions.

**Camp**

1) Sixth grade: YMCA camp is peanut and tree nut restricted. Suggested menus will be provided a week in advance. Students may bring their own food if there are food allergy concerns.

2) Seventh grade: Suggested menus are to be provided a week in advance. Students may bring their own food that will be stored separately from other supplies.

3) Eighth grade: Students may provide their own food. Students on the eighth grade trip eat in various restaurants and need to be able to choose appropriate meals independently.
Bake Sales:
Student groups must request permission to hold bake sale from the Assistant Principal/Dean of Students. Students will be encouraged to sell items that do not contain peanuts or tree nuts and, if they do, to label any items containing peanuts or tree nuts. However, the primary responsibility to determine an item’s ingredients rests with the student who is purchasing the food.

Emergency Action Plans for Allergies:
All students identified as having a serious allergy to foods or environmental agents (i.e., bee sting allergy, latex allergy, exercise induced anaphylaxis) will have an Emergency Action Plan on file at school and a copy will accompany all emergency medications.

If emergency medications are part of the Emergency Action Plan, at least one set is to be stored in the Nurse’s Office, Blaine S112, unlocked, labeled and readily available with the Emergency Action Plan.

- Epinephrine will be available unlocked at the nurse’s office for use in any case of life threatening allergic reactions.
- Students may also carry a set of emergency medications with their Emergency Action Plan in their backpack or sports bag if a parent requests.
- Middle school students who require emergency medications at part of their Emergency Action Plan should carry a set in their backpack, along with a set at the nurse’s office.
- In the case of day trips or field trips, medications from storage at the nurse’s office should accompany the student, along with the student’s Emergency Action Plan.

Faculty and Staff Education:
Allergies are noted in PowerSchool. All faculty and staff are trained in food allergies management at school and receive annual EpiPen training.

Post Reaction Review
A debrief with parent, faculty, administration, nurses, and/or other faculty and staff involved in the care of a student who has experienced a reaction will take place, ideally before the student returns to school. Parents may choose to have their child in attendance.

Transportation
Students travel to Hyde Park from many locations in a variety of ways. Here are some recommended options:

Bicycles
Bicycle racks are located outside Judd Hall and UH High entrances. Students need to lock their bicycle securely (U-locks work best); bicycles may not be brought into the school building for storage. Students should register their bicycles with the University of Chicago Police by visiting the dispatch center at 6054 S. Drexel Avenue.

Car Pool
Parents may search for neighbors in PowerSchool. Log into PowerSchool and use the Family Directory to locate families by name, zip code, or other variable.
Cars
Due to limited parking, please follow all parking restrictions around campus. There are a few limited Visitor Parking spaces, marked in orange, located along Kimbark Avenue in front of Judd Hall. Cars that are parked here need to display the Visitor’s Parking pass that can be obtained from the Judd Hall Security Desk. Parking restrictions on campus are strictly enforced. Do not park south of the chain barrier in Kenwood Mall or in the small Scammons Garden lot. Vehicles will be ticketed and/or towed at owners expense.

CTA
The CTA provides general bus service to members of the University community living in the Hyde Park area. University High School students may ride the three dedicated campus/Hyde Park routes (170, 171 and 172) at no charge by displaying their Laboratory Schools ID card.

All students are eligible for CTA Student Ventra Cards for riding other CTA transportation. Students can purchase Ventra Cards from Mrs. Carol Arrington in the High School Office, C 129.

Student Bus Service
The Laboratory Schools’ Student Bus Service is a safe, convenient, and green transportation option for families. It reduces traffic at arrival and dismissal times, and plays an increasingly important role in the Schools’ awareness of green and sustainable environment. Four routes are served: Ravenswood/Lakeview, Lincoln Park/DePaul, Gold Coast/South Loop, and Logan Square/Bucktown. For questions, please contact Colleen Coyle at 773-702-2116. Information and registration for this service are available at http://ucls.uchicago.edu/bus.

Skateboards, Scooters, and Roller Blades
Students who use these items as transportation to and from school need to leave them in their lockers during the day. If a student uses any of these items during the day, it/they will be confiscated and returned to the student at the end of the school day. Flagrant or repeated incidents will be reported to the Dean of Students for disciplinary action. The use of skateboards is not permitted on campus or on adjacent streets/property.

For any questions or concerns about transportation around campus, please contact Craig Nance, Director of The Laboratory Schools Security.

**The Laboratory Schools Standards of Behavior**

The Middle School is a part of The University of Chicago Laboratory Schools and is governed by a Board of Directors. Members of the Board are concerned that an atmosphere conducive to learning exists throughout the Schools. To that end, the Board has adopted the following statement to govern the day-to-day life of our community.

As members of The Laboratory Schools’ community, we believe that the standards governing our participation and behavior within The Schools should be clearly stated, reasonable and just. The philosophical framework governing our standards reflects the consensus of the Board of Directors, students, faculty, administration, staff, and parents. *These standards are based on the expectation that members of The Laboratory Schools will:*
· Respect and show concern for one another and oneself
· Respect and show concern for shared spaces and materials
· Respect and show concern for the academic, social, and moral life of the schools

**Relationship to Code of Conduct**

As students mature and move from more supervision and structure in the lower grades to greater freedom in the middle and high schools, it is also recognized that greater responsibility accompanies such freedom. The Code of Conduct, which follows these standards, specifies behavior that is inappropriate and details the penalties for engaging in such behavior.

The Code of Conduct implements the following general standards of behavior, which have been approved by The Board of the Laboratory Schools, for the entire Laboratory Schools community.

*Members of The Laboratory Schools community shall not:*

1. Violate the law, such as the law pertaining to illegal substances.
2. Harm or degrade any individual or group by action, threat or malicious language.
3. Cheat or otherwise act dishonorably in academic work.
4. Infringe upon the property of others.
5. Disrupt by word or action an atmosphere conducive to learning in the classroom.
6. Violate the published rules and requirements for use of school facilities.
7. Infringe upon the use of shared spaces and materials by:
   a. Making excessive noise in and around classrooms (including lounges and landings) and the library.
   b. Interrupting the safe and orderly flow in hallways, stairways, on playgrounds, and on sidewalks.
   c. Creating public disruptions.
   d. Defacing, destroying or otherwise damaging buildings, equipment or books.

*Members of The Laboratory Schools community agree to abide by the above rules when representing The Laboratory Schools elsewhere.*

**Consequences for Violation**

*These consequences shall include one or more of the following:*

1. Modifying behavior appropriately.
2. Discussing the violation with others involved, especially those hurt or offended by it; apologizing where appropriate.
3. Notifying the Dean, Principal and parent of the behavior and, if necessary, the Director of the Schools.
4. Restoring or making restitution for damaged or stolen property.
5. Performing a prescribed service for the School.
6. Temporary or permanent exclusion from activity(ies) or class(es).
7. Suspension from school.
8. Expulsion from school.
9. Notifying authorities and/or legal action.

Our code of conduct applies whenever students are at school or whenever they are participating in school-sponsored activities such as athletic events, contests, field trips, camps, co-curricular activities, dances, and any time when they are acting as, or when others will see them as, a representative of our school.

Our school must be a place where everyone can learn, feel safe, and be respected. We’ve written our procedures and policies to make the school run more smoothly, to help students make appropriate choices in guiding their behavior, and to make our school conducive to all students’ health and safety.

Reporting violations can be difficult, but leaving them unreported may put the good of the larger community in jeopardy. As part of the Middle School community, students should know when they have broken rules, and are expected to voluntarily report and apologize to those offended. This will only help when determining consequences. Conversely, choosing to cover up your misconduct will compound the consequences, and those felt within our community.

The teachers and administrators responsible for enforcing the code of conduct will use reasoned judgment and act within the rules. When determining the appropriate consequences, a number of variables will be considered, including the context of the offense, the age of the student involved, as well as the student’s past behavior. Sometimes the student’s behavior is such that an appropriate medical or psychological evaluation will be required before the student is allowed back on campus.

Violations may result in suspension from school and will include all co-curricular activities. A student who is suspended also may not receive credit for any work missed. Teachers are not required to give extra instruction due to suspension.

SCHOOL POLICIES

Students are expected to act in ways that demonstrate respect for themselves, the community, and the learning process. The following is a list of some choices that can lead to adverse consequences. This list is not exhaustive, and the school maintains an obligation to act on all forms of misconduct that cause disruptions.

**Academic Dishonesty**

Cheating is a form of dishonesty and occurs whenever someone gives or receives information that creates an unfair advantage. Plagiarism is a special kind of academic dishonesty. “Plagiarism is the use of the distinctive ideas or words belonging to another person without adequate acknowledgment of that person’s contribution. To use as one’s own the ideas or words of another is dishonest…” (Acknowledgment is gratefully made to the following publications: *Plagiarism*, University of Virginia and *Pamphlet on Plagiarism*, Princeton University.)

If a student(s) are involved in academic dishonesty, the teacher will notify the parents or guardians and the Dean of Students. Consequences include but are not limited to:

- Retaking the assignment or test
- Receiving a zero on the assignment or test
If there are further incidences of dishonesty, more severe consequences will be handed out.

Some examples of academic dishonesty:
- Providing assignments for others to copy
- Copying another student’s assignments
- Using software or other media to complete an assignment without permission from a teacher
- Discussing or providing test questions to another student
- Bringing unauthorized information to a test
- Forgery or misrepresentation

Fighting
Violence and threats of violence are forbidden. This prohibition includes any “pretend fighting” or any behaviors that may appear to others as fighting or other acts of violence.

Gambling and Betting
Gambling is playing any game of chance for money or other stakes. Gambling is not permitted. Card playing or any game of chance without monetary wager or personal gain is allowed. Students may not use school technology resources, wifi or computers, for online gambling.

Insubordination
Insubordination occurs when a student shows disrespect to an adult responsible for them in school. Some examples of insubordination include talking back, ignoring a request, lying, walking/running away, or refusing to turn over an item that is in violation of a school rule.

Language
Abusive, foul or offensive language is not acceptable in our school community. This includes but is not limited to hallways, locker rooms, buses, on sports fields or courts, classrooms, or at any other school-sponsored activity.

Making or Giving False Reports
Pulling false alarms is forbidden and will be reported to authorities. Making false claims damages a student’s credibility. If a student is found to have given a false report, the consequences may increase.

Malicious Publications
Just as the school protects itself against malicious attacks, it must also protect students and all members of the school community from such attacks. For this reason, we consider publications that hurt others to be malicious in intent. This includes online postings. (See the Care of Computing Resources Section on page 35.)

Misusing Computers
During the school day, all activities using technology must be for educational purposes. This includes personal computers and devices, as well as school issued devices. (See the Computing Policy Sections beginning on page 35.)

Stealing
If a student harms or takes something that doesn’t belong to them, the student will have to make restitution. Some examples include taking the pencil case found in the hallway, the textbook that is left in the cafeteria, taking food from Café Lab, or taking an item out of the lost and found.

Noise and Disruption
Disruptive behavior such as shouting, screaming, or running within the buildings are counterproductive to an atmosphere in which learning is the priority. If a voice can be heard through a closed door, it is too loud.
Public Displays of Affection
Public displays of affection are unacceptable when they embarrass or make others uncomfortable. Examples of such behaviors include, but are not limited to, kissing, extended hugging, lying or sitting together inappropriately, and placing hands on each other in inappropriate ways. Adults in the school community will remind students, if necessary, of appropriate behavior. Flagrant or repeated incidents will be reported to the Dean of Students.

Substance Abuse Prevention Policy and Procedures
A fundamental role of the Laboratory Schools is to provide its student body with academic and social skills necessary to become healthy, productive citizens who will contribute positively to the school and community. Substance abuse is inconsistent with the needs of healthy, growing and developing individuals. We believe it is the responsibility of the Schools to take steps to promote, enhance and maintain a drug free environment. The Laboratory Schools prohibits the illegal use or sharing of controlled substances. The school will intervene with and provide assistance to any student displaying signs of risk.

1. No student shall purchase or possess any illegal drug, chemical, alcohol, or controlled substance.
2. No student shall deliver, transfer, sell or possess with intent to transfer an illegal drug, chemical, alcohol, or controlled substance.
3. No student shall use or be under the influence of an illegal drug, chemical, alcohol.
4. No student shall possess or have under his control any drug paraphernalia.
5. No student shall sell or distribute any drug paraphernalia.

This policy is designed to deter student possession, use and distribution of alcohol, any illegal drug, or the inappropriate use of prescription drugs. The Dean of Students and Assistant Principal will evaluate each case based on relevant known information and will notify the student’s family. A meeting with parents may be requested if a student violates this policy and has a controlled substance in their possession. Please refer to the handbook’s “Student Use of Medication During the School Day” policy. When deciding on appropriate consequences, the primary focus will be on individual student safety and the safety of the school community.

Violation of any rule stated in this policy is a severe offense and will result in a suspension or the possibility of expulsion. In some instances, multiple actions may be taken depending on the severity of the violation. In situations where the school has a reasonable basis to believe that a crime has been committed, the school will contact law enforcement.

Vandalism
Any student that defaces or destroys private or public property in school, on school grounds, or at a school-sponsored activity, will have to make restitution and other consequences may apply.

Weapons Possession
In order to ensure safety, weapons are not allowed. This includes any object that is or may be seen as a weapon. Examples are, but not limited to, water guns, toy guns, matches, cigarette lighters, flares, fireworks, lighter fluid, knives, and swords.
Statement on Non-Discrimination, and Policies on Bullying, Hazing, 
Unlawful Discrimination and Harassment (including sexual harassment) and other Sexual Misconduct

Caveat
It is important for students and parents to realize that some degree of friction and even conflict is inherent in all social structures, including those that exist among Laboratory School students. In this regard, it is important to recognize that all social conflict is not bullying or unlawful harassment per se, although it might be inappropriate behavior that would be addressed by the school. In addition, bullying and unlawful harassment can be difficult to detect, and it is unrealistic to believe that all bullying and unlawful harassment can be entirely stopped in any school environment, no matter how diligent the school is. It is essential that victims, bystanders, parents, staff and teachers report to the Dean of Students bullying and unlawful harassment directly and clearly and in a timely fashion to give the administration an opportunity to address concerns. All teachers must intervene in any conduct they witness that approaches bullying and harassment and report significant instances of misbehavior to the Dean of Students.

Confidentiality
The Laboratory School will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information related to bullying, hazing, discrimination and unlawful harassment, and sexual misconduct within the parameters imposed by law.

The confidentiality of disciplinary proceedings deserves special mention. Honoring the confidentiality of disciplinary proceedings and their determinations is the responsibility of the accused, the victim, the institution, and all others participating in or privy to those proceedings (i.e. parents/guardians).

Every member of the Laboratory Schools community (including parents) should recognize that confidentiality breaches erode the community's trust in this process, impair its effectiveness, and may have the purpose or effect (unintended or intended) of retaliating against those who participate in the process and/or harming the reputation of those involved. Fidelity to confidentiality is more likely to encourage parties and witnesses to participate in the process and share all information they possess, which is necessary for achieving fair outcomes. If parties or witnesses fear that their participation and the information they share will be revealed, then concerns about reputation, peer pressure, and retaliation may deter them and others from participating or even bringing forward complaints in the first instance.

A cautionary note is in order. There may be serious and personal legal consequences for those who breach the requirement of confidentiality. Facts surrounding allegations of matters that fall within this policy are often deeply disputed and thus breaches of confidentiality have the potential to seriously affect the reputations of the individuals involved. Statements made outside of the Laboratory School's investigation and disciplinary process could lead to a legal claim by a person who believes that the statements are false, identify him or her to others, or have harmed his or her reputation. We encourage all persons involved in matters under this policy, especially adults, to take into account the developmental stages of the students involved, as well as the fundamental educational mission of the Laboratory Schools, when communicating about the matter with third parties.
Laboratory Schools Diversity Statement

Diversity is integral to the educational mission of the University of Chicago Laboratory Schools. Ideally, in the course of learning, our students will encounter a rich profusion of diversity. Diversity at the Laboratory Schools includes the thoughts and worldviews, identities and affiliations, aptitudes and aspirations, races and cultures, genders and sexualities, and experiences and economic status of our students, families, faculty, administrators, and staff. Through their engagement with diversity, students will gain the preparation they need to live and lead in a complex world, with an inherent sense of inclusiveness and justice. (The complete Diversity Statement can be found here: http://bit.ly/1RUJGom)

As a result, all of us within the Lab Middle School community—students, faculty, administrators, staff, and parents/guardians—expect that we will consistently be treated by others with dignity and respect. We are entitled to freedom from any kind of personal or unlawful harassment.

University of Chicago Nondiscrimination Statement

As a part of the University of Chicago community, we follow the University’s Non-Discrimination Statement: In keeping with its long-standing traditions and policies, the University of Chicago considers students, employees, applicants for admission or employment, and those seeking access to University programs on the basis of individual merit. The University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes under the law (including Title IX of the Education Amendments of 1972). For additional information regarding the University of Chicago’s Policy on Harassment, Discrimination, and Sexual Misconduct, please see: http://harassmentpolicy.uchicago.edu/page/policy.

The University official responsible for coordinating compliance with this Notice of Nondiscrimination is Sarah Wake, Assistant Provost and Director of the Office for Equal Opportunity Programs. Ms. Wake also serves as the University’s Title IX Coordinator, Affirmative Action Officer, and Section 504/ADA Coordinator. You may contact Ms. Wake by emailing swake@uchicago.edu, by calling 773.702.5671, or by writing to Sarah Wake, Office of the Provost, The University of Chicago, 5801 S. Ellis Ave., Suite 510, Chicago, IL 60637.

Policies on Complaints of Bullying, Hazing, Unlawful Discrimination and Harassment (including sexual harassment)

DEFINITIONS

“Bullying” is prohibited and includes any severe physical or verbal act or conduct, including communications made orally, in writing, or electronically, directed toward a student or students that has or can be reasonably predicted to have the purpose or effect of
1. placing the student in reasonable fear of harm to the student’s person or property;
2. causing a substantially detrimental effect on the student’s physical or mental health;
3. substantially interfering with the student’s academic performance; or
4. substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.
Bullying often involves a pattern of negative behavior over time, and usually is intentional harm-doing. Bullying and similar prohibited conduct may include, without limitation, threats, intimidation, sexual harassment, stalking, physical violence, theft, public humiliation, teasing that is relentless, social exclusion or social aggression/control, destruction of property, or retaliation for asserting or alleging an act of bullying. In addition:

- Name-calling, racist remarks, put-downs, hazing, or extortion may be considered bullying.
- Spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, taking, hiding, or destroying other’s possessions, may be considered bullying.
- E-mail, blogs, other computer transmission, signs, and graffiti may be considered bullying.
- Cyber bullying may include, without limitation, some of the above behaviors by electronic means (such as rumor spreading) but might also include photo altering, flaming, trolling, impersonation, sexting, and other conduct.
- Extreme or subtle relationship manipulation, reputation attacking, and using demeaning gestures may be considered bullying.

“Hazing” is prohibited and consists of the knowing requirement a Lab student or other person at Lab to perform any act, on or off Laboratory Schools property, for the purpose of induction, admission, or membership into any group, team, organization, or society associated with or connected to Lab if the act is not sanctioned or authorized by Lab and results in harm to any person or could reasonably be foreseen to result in such harm. A person’s willingness to participate in an act of hazing does not justify or excuse the act, or fall outside of this prohibition. Examples of hazing are included below. These examples are intended to be illustrative and not all-inclusive: (i) the creation of physical or mental exhaustion or fatigue; (ii) forced consumption of alcohol or other intoxicants; (iii) physical and mental shocks; (iv) paddling; (v) physically or psychologically dangerous or risky activities; (vi) coercive, degrading, or humiliating games and activities; (vii) forced appropriation of public or private property; (viii) physical harm; or (ix) pressuring or coercing any person to participate in activities that are inconsistent with Lab’s community standards, policies or with applicable law.

“Sexual harassment” is an unwanted and unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature. Sexual harassment typically includes, but is not limited to, sexual flirtations, advances or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her gender, appearance, or sexual orientation; sex-oriented verbal kidding, teasing, or joking; displays of sexually suggestive objects or pictures; demands for sexual favors; subtle pressure for sexual activity; and physical contact such as patting, pinching, touching, or brushing against another’s body. With sexual harassment, behavior often persists and is repetitive despite objection by the person toward whom the conduct is directed.

Examples of behaviors that are prohibited in the school’s educational environment and that may constitute sexual harassment, in addition to the above behaviors, include but are not limited to

1. expressing sexual slurs, epithets, e-mail, or blogs that are sexually degrading or abusive, threats, verbal abuse, derogatory comments, sexually degrading descriptions, or inappropriate sexual propositions;
2. engaging in graphic verbal comments about an individual’s body, or overly personal conversation;
3. using sexual jokes, stories, drawings, pictures, e-mails, blogs, or gestures;
4. displaying sexually suggestive objects, software programs, or computer graphics;
5. spreading sexual rumors;
6. stalking a person—in person, by written or graphic means, or by Internet or phone;
7. displaying sexually suggestive objects in the educational environment;
8. rating or ranking people according to attractiveness or body parts.

“Unlawful Discrimination and Harassment”

The Laboratory Schools do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes as required by law. Such discrimination is unlawful. Unlawful harassment as a form of unlawful discrimination means verbal conduct, physical conduct, or conduct using technology such as social media that is based on a protected class and is so severe or pervasive that it has the purpose or effect of unreasonably interfering with an individual’s work performance or educational program participation, or that creates an intimidating, hostile, or offensive work or educational environment.

A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must be objectively unreasonable. Expression occurring in an academic, educational or research context is considered a special case and is broadly protected by academic freedom. Such expression will not constitute harassment unless (in addition to satisfying the above definition) it is targeted at a specific person or persons, is abusive, and serves no bona fide academic purpose.

Harassment includes same-sex harassment and peer harassment among students, staff, faculty members, program participants, volunteers, and anyone on whom the Lab Schools formally confer a title, regardless of employment status. Harassment by a faculty member or a coach of a student over whom the individual has authority, or by a supervisor of a subordinate, is particularly serious.

REPORTING Bullying, Hazing, Unlawful Discrimination or Harassment, including sexual harassment

For bullying, hazing, unlawful discrimination or harassment, or sexual harassment to be addressed, it is crucial that witnesses and bystanders take action. It is your responsibility as a member of this community to step forward and share your concerns and observations with the Dean of Students. Please do not assume that the administration already knows, or that someone else will share the information.

Student bystanders in a bullying, hazing, unlawful discrimination or harassment, or sexual harassment situation are asked to refrain from joining in, to tell the bully to stop his or her behavior, and to promptly report the incident to the Dean of Students, or their school/college counselor or advisor. Any teacher who sees inappropriate conduct must, on the spot, stop it, identify it, and remind students of the school’s expectations. If the inappropriate conduct is bullying, hazing, unlawful discrimination or harassment, or sexual harassment, the teacher must immediately report the incident to the Dean of Students.

The Laboratory Schools prohibits retaliation against any person who exercises any rights or responsibilities under this policy. The school will protect students against retaliation for reporting incidents of bullying, hazing, unlawful discrimination or harassment, and sexual harassment and will take disciplinary action against any student who participates in such conduct.

Students who believe they are victims of bullying, hazing, unlawful discrimination or harassment, or sexual harassment are expected to discuss the matter with a school/college counselor, or administrator right away. Students may choose to report to a person of the student’s same sex, and students may be accompanied by a parent/guardian, school/college counselor, or advisor in making such a report.
The jurisdiction of the school in bullying, hazing, unlawful discrimination or harassment, or sexual harassment is the same as for other discipline incidents. That is, typically the school becomes involved in external behavior of bullying, hazing, unlawful discrimination or harassment, or sexual harassment when it interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function.

The school representative taking the report, typically the Dean of Students, will ensure that the reported incident(s) are documented and investigated in a prompt, thorough, and impartial matter. In the case of severe verbal or physical harassment that is founded, the school will require a mental health evaluation of the harasser to ensure he/she is no longer a danger to others (or themselves) before considering whether he/she is allowed to return to school.

**COMPLAINT RESOLUTION Bullying, Hazing, Unlawful Discrimination or Harassment, including sexual harassment**

If you feel that you have been the target of any form of bullying, hazing, unlawful discrimination or harassment, or sexual harassment, bring the matter to the immediate attention of the Dean of Students, your school/college counselor, or advisor. Using reasoned judgment, the Dean of Students, or designated investigator, will conduct a prompt, thorough, and impartial investigation and may choose to talk to students and/or faculty individually and directly about their knowledge of the situation or complaint. If deemed necessary, parents of those students will be contacted afterwards to share with them the conversation that took place. As practicable, families of all students directly involved in a report of bullying, hazing, unlawful discrimination or harassment or sexual harassment will be notified that such a complaint has been reported and of the general outcomes of the incident (specific outcomes pertaining to students that are not their own will not be shared in order to protect the privacy of the other students involved).

Any investigation generally includes the steps below:

1. The Dean of Students will interview any/all witnessing community members, students and teachers, and otherwise gather facts. Depending on the circumstances, the Dean of Students may be joined by another school adult for these interviews.
2. During the investigation, the students directly involved in the incident will be required to attend a meeting, separately, with the Dean of Students to discuss the allegations and allow each student the opportunity to share their knowledge regarding the incident. Depending on the circumstances, the Dean of Students may be joined by another school adult at this meeting. Depending on the severity of the situation, in his or her discretion, the Dean also may request that the students’ parent(s)/guardian(s) attend this meeting.
3. Upon completion of the investigation, the Dean of Students, and another school adult, if applicable, will review the facts and recommend consequences and outcomes to the Principal.
4. The Dean of Students will meet with any student found to be responsible to share the outcomes/consequences. Depending on the severity of the situation, in his or her discretion, the Dean may request that the students’ parent(s)/guardian(s) attend this meeting. The Dean of Students may be joined by another school administrator at this meeting.

*Sexual Abuse, Sexual Assault, Dating Violence, Domestic Violence, and Stalking*
At all times, the Laboratory Schools will seek to use the University’s policy statement on sexual misconduct as a touchstone to guide matters involving sexual misconduct, with the understanding that the University’s policy statement may need to be modified or supplemented to take into account the ages and developmental phases of Laboratory Schools’ students.

**DEFINITIONS**

In compliance with the Violence Against Women Reauthorization Act of 2013 ("VAWA") and the Clery Act, the University uses the State of Illinois Criminal Code's definitions of sexual assault and sexual abuse. The University incorporates the State's definitions of several other important terms, including domestic violence, dating violence, and stalking and recognizes that sexual assault, domestic violence, dating violence, and stalking are not gender-specific crimes. To aid searches, definitions are provided in alphabetical order.

"Accused" means a person accused of conduct prohibited by this policy and does not imply pre-judgment.

“Consent” means voluntary, active and clear agreement, communicated by words or actions, to participate in specific sexual activity. Consensual sexual activity happens when each participant willingly chooses to participate. It is the responsibility of the person who wants to engage in a sexual activity to obtain the consent of the other person for that sexual activity. Consent may also be withdrawn or modified at any time by the use of clearly understandable words or actions.

Consent is best obtained through direct communication about the decision to engage in specific sexual activity. Consent need not be verbal, but verbal communication is the most reliable and effective way to seek, assess, and obtain consent. Non-verbal communication often is ambiguous. For example, heavy breathing can be a sign of arousal, but it also can be a sign of distress. To be sure, talking with sexual partners about desires, intentions, boundaries and limits can be uncomfortable, but it serves as the best foundation for respectful, healthy, positive and safe intimate relationships.

The lack of explicit consent does not imply consent and likewise, the lack of verbal or physical resistance does not constitute consent. Thus, silence, passivity, submission, and/or the lack of resistance (including the absence of the word “no”) do not—in and of themselves—constitute consent. An act will be deemed non-consensual if a person engages in sexual activity with an individual who is incapacitated (i.e. drugs or alcohol), and who the person knows or reasonably should know is incapacitated.

In cases where a victim asserts that sexual activity occurred without consent, the standard is whether a sober, reasonable person in the same circumstances as the accused should have known that the victim did not or could not consent to the sexual activity in question.

In Illinois, the legal age of consent is 17 but rises to 18 if the accused holds a position of trust, authority, or supervision in relation to the victim. This means that there can be no consent when one participant in the sexual activity is under the legal age of consent and any other participant is at or over the legal age of consent.

“Dating violence” means the use or threat of use of physical, mental or emotional abuse, or sexual violence by a person who is in a social relationship of a romantic or intimate nature with the victim.

"Force or threat of force" means the use of force or violence, or the threat of force or violence, including but not limited to (1) when the accused threatens to use force or violence on the victim or on any other person, and the victim under the circumstances reasonably believes that the accused has the ability to execute that threat or (2) when the accused has overcome the victim by use of superior strength or size, physical restraint or physical confinement.
“Interim measures” are steps taken to ensure the safety of the complainant and/or the Laboratory Schools community before the final outcome of any investigation. Such measures may include changes or adjustments to academic and extra-curricular activities, and a no-contact directive.

“Responsible employee” means any faculty member or staff employee who would reasonably be expected to have the authority or duty to report or take action to redress reports of gender-based discrimination, sexual harassment, sexual abuse, sexual assault, dating violence, domestic violence, and stalking. A responsible employee is obligated to promptly report allegations of such behavior to the Dean of Students or Title IX Coordinator for the University.

“Retaliation” means any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a party bringing a complaint, or assisting in providing information relevant to a claim of harassment is a serious violation of Laboratory Schools policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Dean of Students or the Title IX Coordinator for the University and will be promptly investigated.

“Sexual abuse” means an act of sexual conduct:
- By the use of force or threat of force; or
- When the accused knew that the victim was unable to understand the nature of the act or was unable to give knowing consent; or
- Where the accused is under 17 years of age and the victim was at least 9 years of age but under 17 years of age when the act was committed; or
- In which the accused delivered (by injection, inhalation, ingestion, transfer of possession, or any other means) to the victim without his or her consent, or by threat or deception, and for other than medical purposes, any controlled substance.

“Sexual assault” means an act of sexual penetration:
- By the use of force or threat of force, including threatening or endangering the life of the victim or any other person; or
- Where the accused knew that the victim was unable to understand the nature of the act or was unable to give knowing consent; or
- With a victim who was under age 17 when the act was committed, or with a victim who was under age 18 when the act was committed and the accused was age 17 or more and held a position of trust, authority, or supervision in relation to the victim; or
- In which the accused delivered (by injection, inhalation, ingestion, transfer of possession, or any other means) to the victim without his or her consent, or by threat or deception, and for other than medical purposes, any controlled substance.

"Sexual conduct" means any intentional or knowing touching or fondling by the victim or the accused, either directly or through clothing, of the sex organs, anus, or breast of the victim or the accused, or any part of the body of a child under 13 years of age, or any transfer or transmission of semen by the accused upon any part of the
clothed or unclothed body of the victim, for the purpose of sexual gratification or arousal of the victim or the accused.

“Stalking” means a course of conduct (two or more acts) directed at a specific person that would cause a reasonable person to fear for her or his safety or the safety of a third person, or to suffer emotional distress. Stalking behavior includes, but is not limited to: following a person; appearing at a person's home, work, or school; making unwanted phone calls; sending unwanted emails or text messages; leaving objects for a person; vandalizing a person's property; injuring a person's pet; and monitoring or placing a person under surveillance.

"Victim" is a person alleging to have been subjected to conduct prohibited by this policy and does not imply pre-judgment. The term “victim” is used interchangeably with the term “complainant” here.

**REPORTING & INSTITUTIONAL OBLIGATION TO RESPOND** to reports of Sexual Abuse, Sexual Assault, Dating Violence, Domestic Violence, or Stalking

Under Title IX, the Laboratory Schools has an obligation to respond to all allegations of sexual abuse, sexual assault, domestic violence, dating violence, and stalking, about which a “responsible employee” knows or should have known. As stated above, “responsible employee” means any faculty member or staff employee who would reasonably be expected to have the authority or duty to report or take action to redress reports of gender-based discrimination, sexual harassment, sexual abuse, sexual assault, dating violence, domestic violence, and stalking. A responsible employee is obligated to promptly report allegations of such behavior to the Dean of Students or Title IX Coordinator for the University.

If a known complainant discloses an incident or incidents of sexual abuse, sexual assault, dating violence, domestic violence, or stalking to the Laboratory Schools and asks to remain anonymous during the investigation and/or asks that the Laboratory Schools refrain from investigating, the Dean of Students, in consultation with the Title IX -35Coordinator for the University, will consider how to proceed, taking into account the complainant’s wishes, the Laboratory Schools’ obligation to provide a safe and non-discriminatory environment, and the respondent’s right to have specific notice of the allegations and an opportunity to be heard if the Laboratory Schools were to take action that affects him or her. In such circumstances, the Dean of Students, the Title IX Coordinator for the University, or his or her designee may arrange for limited fact-finding to better understand the context of the complaint and explore viable options for investigation, adjudication, and remediation.

Because sexual assault is a serious crime that may threaten the community as a whole, in some instances the Laboratory Schools may be obliged to address an alleged incident of sexual abuse, sexual assault, dating violence, domestic violence, or stalking through internal disciplinary procedures without the cooperation of the individual alleging the incident. Always in such instances, the Laboratory Schools will respect the parties’ privacy to the extent possible consistent with its legal obligations, and will inform the individual of its obligation to address a community safety issue.

Before and during an investigation, Laboratory Schools may impose “interim measures” to minimize contact between the complainant and the respondent or otherwise ensure the complainant’s ability to participate in the educational program. “Interim measures” may include changes to academic and extra-curricular activities and/or adjustments to transportation, after-school, and dining arrangements. In addition, before and during an investigation, the Laboratory Schools often will exercise its authority to issue a no-contact directive pursuant to
which the students notified are forbidden from having contact, directly or indirectly, personally or through others, and through any medium (including but not limited to social media), with the other student(s) specified in the directive. Violation of a no-contact directive may result in a disciplinary proceeding and the imposition of sanctions. Depending on the circumstances, interim measures may be modified, supplemented or withdrawn before, during or after the final outcome of any investigation.

**Leniency for Other Policy Violations**

To encourage reports of sexual misconduct, the Laboratory Schools normally will offer leniency to a student who reports an alleged violation of this policy in good faith with respect to other student conduct violations that come to light as a result of such reports. For example, the Laboratory Schools ordinarily will not pursue disciplinary action related to underage drinking by the reporting person if that policy violation comes to light as the result of a sexual assault complaint. The Laboratory Schools will not discipline a reporting student for such conduct violations unless the Laboratory Schools determine that the violation was egregious, including without limitation an action that places the health or safety of any other person at risk.

**RESOLUTION OF COMPLAINTS of Sexual Abuse, Sexual Assault, Dating Violence, Domestic Violence, or Stalking**

The appropriate Laboratory Schools investigatory and disciplinary avenue is determined by the status of the person accused of sexual abuse, sexual assault, domestic violence, dating violence, or stalking. If the person accused of such behavior is a student, a complaint should be addressed to the Dean of Students in University High School or the Title IX Coordinator for the University. Anyone may choose to bring forward a complaint within the Laboratory Schools instead of, or in addition to, seeking redress outside the institution in the legal system. Someone with a complaint of sexual abuse, sexual assault, domestic violence, dating violence or stalking may also opt to pursue his or her case via the legal system without engaging the Laboratory School's disciplinary process, although, in the interest of community safety, the Laboratory School may be obliged to pursue an alleged sexual assault through internal disciplinary procedures. Unlike the State of Illinois, the Laboratory Schools does not impose a time limit after which it will not consider formal complaints of sexual abuse, sexual assault, domestic violence, dating violence, or stalking. However, timely disciplinary processes take advantage of the most recent recollections and evidence and can facilitate more prompt resolution to what is often a traumatic and painful situation for the victim.

The Laboratory Schools is committed to providing a prompt, impartial, and thorough investigation and resolution. Such an investigation may occur alongside, rather than in lieu of, an independent law enforcement investigation. Laboratory Schools officials participating in disciplinary proceedings involving sexual abuse, sexual assault, domestic violence, dating violence, and stalking receive ongoing training on issues related to these offenses, as well as training on how to conduct an investigation and hearing. In such proceedings, a preponderance of the evidence standard is used. This standard means that the Laboratory Schools official responsible for conducting the investigation will determine whether, after assessing all of the credible evidence, it is more likely than not that sexual abuse, sexual assault, dating violence, domestic violence, or stalking occurred.

Normally, the Dean of Students or the Title IX Coordinator for the University will conduct the investigation, although he or she may delegate the responsibility to another Laboratory Schools official. Generally, the process for this kind of investigation consists of: (a) written notification to the accused student of the misconduct he or she is alleged to have engaged in after a preliminary conversation with the investigator; (b) documenting in writing the
statements by the complainant and respondent and providing an opportunity for the complainant and respondent to see each other’s statements; (c) interviews of the complainant, respondent, and other germane witnesses; (d) gathering any additional, germane information.

The complainant and accused are entitled to have a support person of their choice attend all phases of the investigation that involve direct communication with the students on any material issue (e.g., the investigatory interview). That person’s role is strictly limited to providing support, not acting as an advocate or participant. If the support person violates the limitations regarding their role or engages in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or an individual resolving the complaint, the support person will be asked to leave.

If the support person is an attorney, then reasonable, advance notice is required so the Laboratory Schools can make arrangements for a University attorney also to be present. Lastly, the complainant and accused will be simultaneously informed, in writing, of the determination of the proceedings and the procedures for seeking review of the decision.

No later than 15 days after the outcome of the proceeding is communicated, the complainant or the respondent may request a review of the decision by the Principal (or his/her designee). The person seeking review must put the request in writing and at the same time supply all supporting materials. Extensions of time will not be granted, and additional submissions of materials will not be permitted. The only legitimate grounds for review are: (i) that prescribed procedures were not followed, (ii) that new and material information unavailable to the Dean of Students or designated investigator would more likely than not substantially change the outcome of the proceeding; (iii) the sanction is disproportionate with the violation.

The Principal (or his or her designee) will maintain an open mind and exercise independent judgment. The review does not consist of a new investigation and normally does not include interviews or additional fact gathering. The Principal (or his or her designee), acting on the basis of the entire record, may sustain or strike the outcome and may sustain, reduce, modify or strike the sanctions. If the Principal (or his or her designee) concludes that new and material information not available to the Dean of Students or designated investigator more likely than not would have resulted in a different decision, he or she may require the Dean of Students to re-open the investigation and consider the new information in making findings and rendering a decision.

The Discipline Review Board will not hear appeals related to sexual abuse, sexual assault, domestic violence, dating violence or stalking in order to maintain utmost confidentiality for the students involved in this matter. The Principal’s decision is final and unreviewable within the Laboratory Schools and the University.

Finally, a mediated resolution of any matter involving sexual abuse, sexual assault, dating violence, domestic violence, or stalking is never appropriate.

**SUPPORT SERVICES AND SUPPORT for those who have Experienced Sexual Abuse, Sexual Assault, Dating Violence, Domestic Violence, or Stalking**

The needs of someone who has experienced sexual abuse, sexual assault, domestic violence, dating violence, or stalking vary from person to person and may vary over time.

The Laboratory Schools urges anyone who has experienced sexual abuse, sexual assault, domestic violence, dating violence, or stalking to seek support as soon as possible to minimize and treat physical harm, assist with processing the unique and complex emotional aftermath, and help preserve and understand options for pressing charges. Individuals have many options with regard to reporting sexual abuse, sexual assault, domestic violence, dating violence, and stalking, including reporting to the University of Chicago Police Department, the Chicago Police Department, and to Laboratory School administration. Additionally, victims have recourse through the civil and criminal court systems, by being able to seek orders of protection, no contact orders and other similar court orders. Victims also have the option to decline to notify such authorities.
Even for someone who does not wish to report the event to the police or pursue disciplinary action, seeking medical attention as soon as possible is important. Victims should be aware of the importance of preserving evidence, which may be necessary to the proof of criminal sexual assault, domestic violence, dating violence, or stalking, or to obtain an order of protection.

The University official responsible for coordinating compliance with these policies is Sarah Wake, Associate Provost and Director of the Office for Equal Opportunity Programs. Ms. Wake also serves as the University’s Title IX Coordinator, Affirmative Action Officer, and Section 504/ADA Coordinator. You may contact Ms. Wake by emailing swake@uchicago.edu, by calling 773.702.5671, or by writing to Sarah Wake, Office of the Provost, The University of Chicago, 5801 S. Ellis Ave., Suite 510, Chicago, IL 60637.

**Consequences of Bullying, Hazing, Unlawful Discrimination and Harassment, including sexual harassment, Sexual Abuse, Sexual Assault, Dating Violence, Domestic Violence, and Stalking**

Consequences for engaging in bullying, hazing, unlawful discrimination or harassment, including sexual harassment, sexual abuse, sexual assault, dating violence, domestic violence or stalking can be severe. Depending upon the nature of the conduct, circumstances, history, and other contextual factors, consequences including, but not limited to, verbal or written reprimand, denial of privileges, educational outcomes, social suspension or removal from groups and activities, and other academic, social or extra-curricular penalties may be assigned; suspension; expulsion. Parents/guardians will be notified of outcomes pertaining to their student, and an intervention plan governing future behavior and interaction will be created. If, after a Laboratory Schools degree is awarded, the Dean of Students is informed of misconduct that occurred before the degree was awarded, disciplinary proceedings may be initiated. If the misconduct is substantiated, the Laboratory Schools may revoke the degree or impose other sanctions (e.g., prohibition from participating in alumni events or from Laboratory School property).

**Substance Use/Abuse**

Philosophy:
We are committed to providing you with a learning environment that fosters physical and mental health so that you may become healthy, productive citizens who contribute positively to the school and the community. Use of alcohol and other drugs is illegal and is also inconsistent with your healthy growth and development. We therefore have developed policies that we believe will promote, enhance and maintain a drug-free school.

We are naturally concerned with the health and welfare of any student who may distribute, possess and/or use alcohol and/or drugs and will make every effort to provide assistance to you and your family if you need it, while also addressing your conduct via the disciplinary process.

In keeping with our concern for your welfare and the welfare of every member of the school community, if you are involved with a substance-abuse-related incident outside of school for which legal or medical intervention is required, you and your family are encouraged to notify your counselor. Having this information will enable us to best help, support, and protect you within the school environment. The counselor will respect the student’s privacy and maintain confidentiality.
We are also committed to preventing substance abuse through a variety of discussions and activities in school. We continue to work on informative and open programs that address the questions and problems of substance use/abuse among your age group.

Substance-Specific Policies:

Alcohol
As a reminder, it is illegal for persons under the age of 21 to purchase, possess, or drink alcohol, and thus use, possession, or distribution of alcohol on campus and at school-sponsored events is prohibited. Likewise, students may not be under the influence of alcohol while on campus or at school-sponsored events. Your parents will be notified if, on campus or at any school-sponsored event, (i) you are found to be under the influence of alcohol; or (ii) you are found consuming, distributing or to be in possession of alcohol, and the police may be contacted.

Illegal Drugs
The possession, use, or distribution (selling or sharing) of illegal drugs or drug paraphernalia is prohibited. Asking another student for illegal drugs is also prohibited. If you are found to be in possession of illegal drugs or drug paraphernalia, they will be confiscated, your parents will be notified, and the police may be contacted.

Prescription Drugs
The distribution (selling or sharing), possession or use of prescription drugs by someone other than the person for whom the drug was prescribed is prohibited. Asking another student to use their prescription drugs, or using someone else’s prescription drugs, is also prohibited. All violations of this policy will be reported to your parents.

Tobacco
As a reminder, it is illegal for persons under the age of 21 to purchase or use tobacco cigarettes, electronic cigarettes, and alternative nicotine products in the city of Chicago and thus possession, distribution (selling or sharing) or use of these items is prohibited on campus or at any school-sponsored event. Even if you are 18 years old these items, and other related products like rolling papers, pipes, lighters, and matches are prohibited on campus or at any school-sponsored event. If you are found to be in possession of them, they will be confiscated and your parents will be notified. In addition, you may not smoke at any time on the University campus where it is prohibited.

Consequences:
This Substance Use/Abuse policy is designed to deter student possession, use and distribution of alcohol or any other illegal drug, or the inappropriate use of prescription drugs. The Dean of Students and Principal will evaluate each case based on relevant known information. When deciding on appropriate consequences the primary focus will be on individual student safety and the safety of the school community. The appropriate consequence(s) will begin at a higher level for serious offenses like these, including the possibility of suspension or expulsion. In some instances, there may be multiple sanctions, depending on the circumstances and severity of the violation. In situations where the school has a reasonable basis to believe that a crime has been committed, the school may contact law enforcement and then cooperate with a criminal investigation. In every drug or alcohol situation, parents will be notified.
COMPUTING POLICY

This University of Chicago Laboratory Schools Acceptable Use Policy was last updated on April 23, 2014.

The University of Chicago owns and operates the Laboratory Schools' data and voice network. In addition to the Schools' Acceptable Use policy, network users are also expected to comply with the University's Eligibility and Acceptable Use Policies.

The Laboratory Schools reserves the right to amend this statement at any time with or without notice.

Computers and computing resources are important tools for furthering the Laboratory Schools' educational mission. Using these resources is a privilege, not a right. This policy outlines the Schools' expectations for exercising this privilege responsibly and applies to adults and students alike.

In general, computer users are responsible for:

· reporting policy violations promptly to Laboratory School administrators
· cooperating with school staff members when policy violations are suspected or confirmed
· behaving courteously, ethically, and legally

Consequences follow when these responsibilities are not met. They may include suspension or termination of computer privileges, disciplinary steps prescribed in student handbooks or employee contracts, or legal action.

Care of Computing Resources

Users are expected to protect the Schools' investment in computing resources. Theft, vandalism, tampering, destruction, or disregard for the physical condition of computers and other equipment are not acceptable.
What this means to you:
· You may not steal, destroy, deface, or otherwise cause harm to school computing resources.
· You may not tamper or interfere with computer settings in any way that creates a nuisance for other computer users or technical support staff.
· You are expected to report others' abuse of computers to school administrators.

Using Networked Resources

Content
Communications that would be improper or illegal on any other medium in a school environment are equally so in an electronic format. Capturing, transmitting, viewing, or publishing electronic content deemed by school administrators to be obscene, offensive, threatening, abusive, harassing, unethical, illegal, or otherwise disruptive to the Schools' learning environment is prohibited, regardless of the manner in which it is captured or shared. Exercise caution when using social media. Under no circumstances post or share content that refers negatively to members of the Lab community by name or inference. If school administrators determine that an AUP violation poses a material disruption to the Schools’ learning environment, they may take disciplinary action even if such violations take place off the Schools’ campuses and/or without using school or University owned technology resources.

Security
Appropriate security precautions must be taken when using school resources to share content online. “Appropriate security precautions” vary with the age of the student, how the information is shared, and the dynamic nature of online tools. The Schools’ current interpretation of such precautions can be found in the Web Posting Policy. In general, it is rarely necessary or advisable to identify students on world-readable pages in school-related publications by matching a face with a name or enabling others to locate a student in space and time. The current interpretation reflects the input of school stakeholder groups, not just the Information Systems Group. Proposed changes to this interpretation must be vetted by these stakeholder groups prior to adoption.

The Laboratory Schools cannot be responsible for the security or accessibility of content stored on Internet servers not managed by the Schools. School community members who choose to use remotely hosted services for school-related purposes may do so, but with the following conditions:

1. They do not represent in any way that these are school-owned or managed resources
2. The posted content conforms to Laboratory School and University of Chicago Acceptable Use Policies and other published school guidelines for appropriate conduct, including all current Web Posting Guidelines
3. For school employees, the Terms of Use and Privacy Policy, or, in the case of paid resources, the User Agreement or contract for services, is submitted to and cleared by the Director of Information Technology prior to purchase or use.

4. No interaction with advertising is forced, nor is mandatory demographic data entry required to access site content.

Identity Management
Anonymous or pseudonymous electronic communications are inappropriate when used to dissociate yourself from responsibility for your actions. Publishing anonymously or with an invented name for malicious purposes is prohibited.

Anonymous or pseudonymous electronic communication may be appropriate when used to maintain appropriate online security when publishing school-related online content to an audience beyond the school community. It is never appropriate to pose as another real person online.

What this means to you:

- You may not capture, transmit, view, or publish material inappropriate for or disruptive to a school environment
- You may be held accountable for actions taken off campus and/or not involving the use of school our University technology resources
- You understand and will comply with Laboratory Schools conditions for storing school-related data on remote servers
- You must take appropriate security precautions when posting online content
- You may not send or post messages anonymously or pose as another person to mask inappropriate behavior
- You may post school-related messages anonymously or with an invented name to remain appropriately secure online

Intellectual Property Rights

Copyright Infringement
The Laboratory Schools' computing facilities may not be used to steal content owned or copyrighted by others. Fair use laws regarding copyright apply; in general, a single copy made for personal uses falls within fair use laws, while
multiple copies do not. Guides to Fair Use can be found in Blaine and Rowley libraries and in each computer lab. In cases where the law is unclear, users should assume that anything published on the Internet is copyrighted.

The University's IT Services group actively monitors network activity and investigates when it appears that illegal file sharing may be taking place. The Laboratory Schools cooperates fully with UC IT Services in addressing copyright violations involving University and/or Laboratory Schools accounts and the students and/or employees responsible for those accounts.

**Software and Licensing**
Software piracy occurs when one installs and/or uses software for which proper payment has not been made. Protected software may not be copied into, from, or by any Laboratory Schools' facility or system, except by license. Copying software among computers within the school is prohibited. So is copying software between school and home computers.

The Schools enter into a variety of software licensing agreements, some of whose terms are complex. Users authorized to install software are expected to consult Information Systems or Computer Science staff when considering purchasing or installing software to certify that doing so will comply with vendor licensing agreements.

The Director of Information Technology is responsible for ensuring that the Laboratory Schools' computers are fully compliant with vendor licensing agreements. All school owned software licenses acquired by donations, departmental or grade level purchases, or promotional programs must be registered with the Director of Information Technology so they can be inventoried and a legal backup copy made. Information Systems staff will remove unregistered software from school computers until proper licensing can be verified. Personally owned software may not be installed on school computers. Similarly, school owned software may not be copied to personally owned computers.

**Legal Documents**
Computers and associated peripherals such as printers and scanners may not be used to create fraudulent or counterfeit documents, such as IDs, currency, tickets, legal documents, etc.

**What this means to you:**
- You may not copy or share others' files without their permission
You may not quote extensively from any source without proper attribution and permission
You may not use school computing equipment to create or alter IDs, currency, or other legal documents
You may not make or share copies of copyrighted songs or albums, digital images, movies, or other artistic works unless explicitly permitted by fair use provisions of copyright law
You may not use or install on school computers any software not licensed by the School
You may not take any licensed software from school to use at home or elsewhere
When software has been licensed by the Schools, you may not assume it is legal to make copies of it to install and/or use on other school computers
You may not provide access codes to online services purchased by the Schools to unauthorized users
Only authorized personnel may install software; all software installed on school computers must be owned by the Schools and registered with the Director of Information Technology

Commercial Activity
The Laboratory Schools’ networks are not to be used for commercial purposes, such as marketing, reselling bandwidth, or business transactions between commercial organizations. Commercial advertising is forbidden. Software written using the Laboratory Schools’ computing facilities may fall under the University of Chicago’s policy on inventions, discoveries and software, and may belong to the University. All questions regarding this policy should be directed to the Director of Special Projects in the Office of the Vice-President for Research.

What this means to you:
You may not use the network for commercial activity. If you are unsure of the definition of commercial activity, consult Laboratory School administrators.
If you are going to write software using Laboratory Schools' computers, file a disclosure with the University of Chicago first.

Recreational/Personal Computing
Access to school computing resources is granted for educational and professional purposes. Using school technology resources for recreational or personal pursuits can deprive others from using them for educationally legitimate purposes. Doing so can also incur unauthorized direct and indirect operational costs the Schools are unwilling to assume.

For Laboratory Schools students, specific rules and policies about recreational computing vary by division and department. It is your responsibility to be familiar with these rules and conduct your activities accordingly. In
general, you are expected to refrain from personal blogging, printing, instant messaging, on-line shopping or gaming, and other recreational activities (as determined by school personnel) unless teachers or administrators have given you express permission to do so.

What this means to you:

· Use the Schools' computers and/or network for educational and professional pursuits related to school activities.

· Be aware of specific restrictions on permissible recreational computing that may apply to you.

Using Shared Resources
The Laboratory Schools owns all data stored on school-owned equipment, including but not limited to the data network, computers, mobile data storage devices and all connected peripherals.

Individuals using these resources are subject to having their activities monitored and recorded by the System Administrator in conjunction with school administrators. Anyone using this system expressly consents to such monitoring. When monitoring reveals possible Acceptable Use Policy violations (Laboratory Schools or University of Chicago), system personnel may provide this data to school and/or University administrators.

The Laboratory Schools maintains the right to monitor school-owned technology resources electronically to ensure that system performance, management and maintenance functions, policy compliance, and system security are intact and that problems can be diagnosed and resolved quickly when disruptions to normal service occur.

When school-owned devices are believed to be lost or stolen, the Laboratory Schools also maintains the right to enable remote use of image capture hardware and software on those devices. Only the Schools’ System Administrator and/or the Assistant System Administrator, following a written directive from the Schools’ Director or his/her designee and approval from the University of Chicago’s Office of Legal Counsel, may initiate this action. When authorized, the System Administrator or Assistant System Administrator employs a utility for that specific purpose and delivers it to the device using remote management software already in place for tech support operations.

Remotely captured data relevant to school and/or law enforcement investigations into lost or stolen computers will be saved to a physically and electronically secure server accessible only to authorized school staff. Remote data gathering will be discontinued as soon as data of sufficient probative value has been captured. Such data will also be deleted in a secure fashion by authorized school staff when it is no longer relevant to recovery efforts or to disciplinary or legal actions in which the Schools are involved.
The Laboratory Schools may share data gathered through remote image capture with law enforcement officials as required or compelled by law. The Laboratory Schools also may use data gathered through remote image capture in any internal proceeding, e.g., a student disciplinary hearing. Shared resources on the Laboratory Schools network include file servers, other computers on which users' work is stored, University servers and devices containing Lab Schools’ information, and hosted online services with whom the Schools have contracted to provide services. To protect private information, mechanisms exist to prevent unauthorized examination by others. Attempts to circumvent these mechanisms are prohibited.

Searching through directories and folders to find unprotected information is also prohibited. Information you have not been invited to use is not yours to access. Even if a user's files are unprotected, it is improper for another user to read them unless the owner has given permission. Any attempt to access another user's files by any means constitutes a violation of this policy.

Users are expected to safeguard their data, authorization codes, and passwords by choosing passwords difficult to guess and changing these passwords frequently. You may not attempt to bypass password security features in any manner.

It is inappropriate and inadvisable to use school-owned computers for conducting sensitive or confidential personal business or storing such data. Users are advised that all data on school computers belongs to the Schools; technical support personnel at the Laboratory Schools may access others’ files when necessary for the maintenance of computer systems. When performing this maintenance, every effort is made to ensure the privacy of a user's files. However, users cannot reasonably expect the same level of privacy as they would on a computer they own.

The Laboratory Schools reserve the right to monitor any files kept in disk areas it provides to you and to take action if software designed to breach security measures, crack or capture passwords, or break encryption protocols is found. Any attempt to deliberately degrade or disrupt system performance or to interfere with the work of others is a breach of this policy.

Limits may be set on certain computing resources such as disk storage space, printing access, bandwidth priority for specific applications, computer login time, etc. Users may not attempt to bypass these limitations.

Users may not use any other networking software or hardware on the Laboratory Schools' network other than that provided by the Schools.

**What this means to you:**

- You may not read, modify, or otherwise use another user's files without specific permission.
- You may not attempt to evade, disable or crack password or other security provisions put in place to protect other users' work.
- Anyone using the computer network, computers, hard drives and all connected peripherals located at the Laboratory Schools expressly consents to having their activities monitored.
· You may not attempt to bypass limits set on computing resources such as disk space, printing limits, or other resource allocation parameters.

· You may use only the networking software and hardware provided by the Laboratory Schools.

**Computer Accounts**

The Laboratory Schools provides computer accounts only to the Laboratory Schools community. These accounts may only be used by the individual to whom the account is assigned. Accounts provided to you by the University of Chicago are restricted in the same way. Users may not authorize anyone, including family members, to use their account(s) or log in information for any reason, including LabID and CNET IDs. Users are responsible for all activity on accounts assigned to them and must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of their accounts by unauthorized persons.

**What this means to you:**

· You may not let anyone else (including family members) use your account. Sharing LabID and CNET IDs or other passwords with peers is a violation subject to disciplinary or corrective action by the Laboratory Schools and/or the University of Chicago.

· You may not use anyone else’s account anywhere on the Laboratory Schools or University of Chicago network (including accounts belonging to family members).

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1 Exceptions to this policy include instances in which the Microsoft Campus Agreement provides software licenses for home, work-related use. Similarly, some software licensing agreements permit teachers to install copies of software on personally-owned computers for work-related tasks. Users should consult the Director of Information Technology to determine which software programs are eligible for home installation. It is permissible for faculty and staff laptop users to install drivers and syncing software for at-home peripheral devices they own, including printers, handheld devices, cameras, scanners, and other such devices.
PROCEDURES FOR ADDRESSING STUDENT CONCERNS

When students have any questions or concerns, there are many people available to help. Students should talk to their advisor, teachers, a counselor, or any trusted adult. To help guide students with specific questions, the following list outlines who to talk with regarding certain topics:

**General Topics for Mr. Allen, Dean of Students:**
- Anything related to clubs or activities
- Anything related to social conflicts
- Locker problems
- Having friends visit the school
- Academic issues
- Problems with your Lab ID
- Lost Lab ID or other items
- Questions about athletics

**General Topics for Mrs. Jones, Assistant Principal:**
- Anything related to the schedule
- Locker problems
- Academic issues
- Problems with your Lab ID

**General Topics for Ms. Bixby, Principal**
- Academic issues
- Parent communication
- Anything related to the schedule
- Locker problems

PROCEDURES FOR ADDRESSING PARENT/GUARDIAN CONCERNS

We hope parents and guardians will actively participate in Middle School activities. Parental involvement may become a bit more complicated during the middle school years, though, as students are discovering their own independence. Hopefully, these guidelines will help parents and guardians address any concerns they may have:

1. When a parent/guardian has concerns about a teacher’s work with his/her child, the parent should contact the teacher in question to resolve the concerns. If the concerns are not satisfactorily addressed, the parent/guardian or teacher may wish to invite the appropriate administrator to discuss the matter together.
2. The Schools recognize that some concerns may be shared first with a school administrator; however, the vast majority of concerns are best resolved directly with a teacher. In most cases, the parent/guardian will be asked to speak with the teacher directly, before an administrator is involved.

3. If a parent/guardian is not comfortable addressing concerns directly to a teacher, the administrator will set up a meeting at which the parent/guardian and the teacher discuss the matter and seek a resolution.

4. In rare cases where it is inappropriate for a parent/guardian to speak with a teacher about the concerns, the administrator will handle the matter directly. If appropriate, the administrator will report the resolution to the concerned parent/guardian.

5. A parent/guardian who comes forward in good faith with concerns about a teacher’s work with his/her child, shall not be, nor shall their child be, subject to reprisal or retaliation for expressing such concerns. Any parent/guardian who believes he or she or the child is being retaliated against should immediately bring it to the Principal's attention.