

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

October 18, 2024

Dr. Leon R. Tarver, II
Cultural and Heritage Center
Baton Rouge, LA.
9:00 a.m.

Mission Statement

Through shared governance, leadership, and a diverse system of unique institutions, the mission of the Southern University and A&M College System is to deliver affordable world-class education, a trained workforce, state-of-the-art research, creative scholarship, and transformational public service to the State of Louisiana, the Nation, and the World.

SPECIAL RECOGNITION COMMITTEE

October 18, 2024

Board of Supervisors' Meeting Room
J. S. Clark Administration Bldg. 2nd Floor
Baton Rouge, LA.

AGENDA

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Special Presentation(s)
 - A. Moguls in the Making Contest Winners from Southern University and A&M College.
4. Above and Beyond
 - A. Student
 - B. Faculty/Staff
5. Adjournment

MEMBERS

Mr. Myron K. Lawson – Chairman, Dr. Rani Whitfield – Vice Chair, Dr. Leon Tarver, II,
Ms. Ann Smith Atty. Domoine Rutledge, Mr. Sam Gilliam, Rev. Dr. Samuel Tolbert, Atty. Tony Clayton,
Atty. Edwin Shorty and Dr. Arlanda Williams
Mr. Myron K. Lawson – Ex Officio



Office of the Chancellor

J.S. Clark Administration Building
Post Office Box 9820
Baton Rouge, Louisiana 70813
Office: 225 771-2360

October 8, 2024

Dennis J. Shields, President
Southern University System
4th Floor, J. S. Clark Administration Building
Baton Rouge, Louisiana 70813

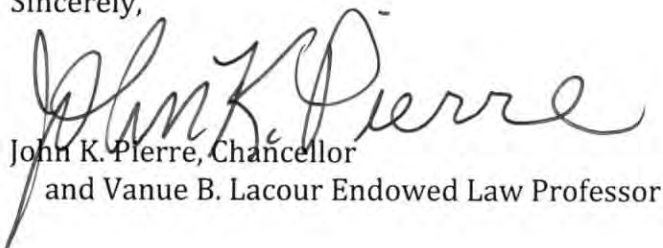
Re: Moguls in the Making Contest Winners from Southern University and A&M College

Dear President Shields,

A group of five students from Southern University and A&M College took the initiative to form a team and apply as contestants in the "Moguls in the Making" competition sponsored by the Thurgood Marshall College Fund and Ally Bank. The students competed against several Thurgood Marshall institutions in Detroit, Michigan and were declared the winners in the case competition. The total amount awarded to the team as prize money from Ally Bank was \$100,000. Each student was awarded \$20,000.

This is a significant achievement; therefore, I request that these students be recognized at the October 18, 2024 meeting of the Southern University Board of Supervisors. If you have any questions, please feel free to contact me.

Sincerely,



John K. Pierre, Chancellor
and Vanue B. Lacour Endowed Law Professor

Mission Statement

Through shared governance, leadership, and a diverse system of unique institutions, the mission of the Southern University and A&M College System is to deliver affordable world-class education, a trained workforce, state-of-the-art research, creative scholarship, and transformational public service to the State of Louisiana, the Nation, and the World.

ACADEMIC AFFAIRS COMMITTEE (Following Special Recognition Committee)

October 18, 2024

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
 - A. Request approval of the Southern University Lab School Student Rights and Responsibilities Handbook. (SULS)
 - B. 2024 – 2025 Pupil Progression Plan (SULS)
 - C. Request approval to appoint Dr. Karen Jackson as Interim Vice Chancellor for Student Success. (SUBR)
 - D. Consideration of Appeal for Revocation of Tenure – Dr. Elhag Shaban (SUBR) ¹
6. Informational Item(s)
 - A. Medical School/Allied Health Committee Update
 - B. Discuss Admission Criteria (SUBR)
7. Other Business
8. Adjournment

MEMBERS

Dr. Leon Tarver, II - Chairman, Mr. Sam Gilliam –Vice-Chair, Atty Tony Clayton, Mrs. Maple-Gaines, Mrs. Ann Smith, and Dr. Arlanda Williams
Mr. Myron K. Lawson – Ex Officio

¹ Pursuant to Louisiana Revised Statute 42:17, executive session may be required.



SOUTHERN LAB
SOUTHERN UNIVERSITY
LABORATORY SCHOOL

Date: September 26, 2024

To: Luria Young, Ph.D
Vice Chancellor for Academic Affairs
3rd Floor, J.S. Clark Administration Building
Baton Rouge, LA 70813

Re: SULLS 2024-2025 Student Rights & Responsibilities Handbook

Please accept this correspondence as a request to approve the SULLS Handbook for students and parents. The SULLS handbook will provide administrative guidance for attendance, discipline, grading, and extracurricular activities. The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education at SULLS.

Students and parents/guardians will have access to the handbook via hard copy (if requested)/digitally. Parents should be aware that this document is revised annually since policy and procedure adoption is an ongoing process. The most recently adopted policy or procedure will always prevail. The handbook may be amended at any time and those changes will be communicated by the administration to the staff, students and parents/guardians.

It is important for the SULLS student handbook to be coherent with Southern University policies and procedures. Please advise if any changes and/or additional information is needed. Thank you in advance for your leadership and support.

Respectfully

Herman R. Brister
Director

Luria Young, Ph.D.
Vice Chancellor for Academic Affairs

John Pierre
Chancellor-SUBR

Dennis Shields
President

Myron K. Lawson
Chairman-SUS Board of Supervisors

Southern University Laboratory School



Parent/Student Handbook

Revised 8/2024



Southern University Laboratory School

129 Swan Street

Baton Rouge, Louisiana 70813

Main Office: 225-771-3490

Main Fax: 225-771-2782

Guidance: 225-771-2353

Cafeteria: 225-771-3982

THIS HANDBOOK IS THE PROPERTY OF:

NAME:

ADDRESS:

GRADE:

HOMEROOM:



Southern University Laboratory School

Signature Page

Please complete this page front and back, remove and return to your child's school so the school will have a record that you have received and reviewed this Handbook. Notwithstanding, ignorance of this Handbook or its contents shall not constitute a defense or excuse.

Thank You!

This is to certify that I have received and read a copy of the "STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK AND DISCIPLINE POLICY." Also, I confirm that I have read and understand the "Notification of Rights Under FERPA and Student Privacy and Education Records under LA. R.S. 17:3914".

Parent's Signature _____

Names of other children attending Southern University Laboratory School and grades of each:

Name: _____ Grade: _____ Signature _____

Name: _____ Grade: _____ Signature _____

Name: _____ Grade: _____ Signature _____

Name: _____ Grade: _____ Signature _____

If you have any questions, please contact the school.

Internet Use

It is imperative that all Southern University Laboratory School students, parents, and employees read the Guidelines for Network and Internet Access Policy. Students and staff will be granted rights to use the network on their signing an Acceptable Use Policy (AUP), AUP receipt sheet, or this waiver. If any parent/guardian does not agree to the use of school technology instructional resources by the student, please express any objections, in writing, in a separate letter to the director.



Southern University Laboratory School

Television Taping and Broadcast

From time to time, student's pictures/video will be taken at school or at school activities. These pictures may be broadcast or used in print/TV media for public viewing. If any parent/guardian does not agree to the use of their child's pictures in this manner, please express any objections, in writing, in a separate letter to the director.

Parental Consent Form

THIS FORM GIVES PARENTAL CONSENT FOR ATHLETIC PROGRAMS, AWARD PUBLICITY, HONOR ROLL LISTS, ONLINE RESOURCES, TOPS, COLLEGE SCHOLARSHIPS, NCAA, GRANTS, AID PROGRAMS, COLLEGE/UNIVERSITY ADMISSIONS, AND OTHER USES OF STUDENT INFORMATION

Some of your child's information may be shared with the Louisiana Office of Student Financial Assistance (LOSFA), Louisiana High School Athletic Association (LHSAA), various clubs and organizations that your child will join (BETA, FCA, FHA, etc.), local news media (Athletics, honor roll, events, and awards), event programs (football and other sporting events, music and theatrical performances, graduation and award ceremonies, etc.), yearbooks, online resources and educational tools (digital library resources, homework help, etc.), any postsecondary education institution(s) to which your child applies, school photography providers, and some others as detailed in this Handbook.

To allow your child to appear in event programs, be recognized for awards and achievements, take pictures for ID badges, take advantage of online resources, and to insure eligibility for TOPS, you must sign to provide your consent.

SULS will follow all local, state, and federal data security rules and only share the data that is required for the purpose stated or allowed by Directory Information Notice on page 67.

PLEASE SIGN BELOW AND RETURN TO SCHOOL!

I CONSENT to my child's school collecting my child's personal information and disclosing the personal information collected to:

LOSFA and postsecondary education institution(s) (Cumulative records required)
University Transcript Requests for Scholarship and Admissions
LHSAA, NCAA and sports programs
Programs for Graduations, Performances, and Award Programs
Clubs and Organizations
Online Resources and Educational Tools
Louisiana Department of Education

I understand and acknowledge that the consent provided herein shall be valid for my child's cumulative transcript records as of the date of signature and shall remain valid and in effect for the 2023-2024 school year.

Signature of Parent/Legal Guardian _____ Date: _____

Signature of Parent/Legal Guardian _____ Date: _____

Student's Full Name _____ Grade: _____

If any parent/guardian does not agree to any specific use as described here for the student, please express any objections, in writing, in a separate letter to the director.



Southern University Laboratory School

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Disclaimer Notice

Please be aware that the Student Handbook is updated yearly, while policy adoptions and revisions may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through the school's website, app, or other communications. Administration reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revisions or modifications will be given as is reasonably practicable under the circumstances.

Although the Student Handbook may refer to rights established through law or board policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the school. If you or your child has questions about any of the material in this handbook, please contact the campus director (designee).



Southern University Laboratory School

Notice of Non-Discrimination

Title IX is a federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Title IX prohibits use of federal money to support sex discrimination in education programs and provides individuals protection against such practices.

In compliance with federal law and USDOE federal guidance, including provisions of Title VII of the Civil Rights Act of 1964 (Title VII), Title IX of the Education Amendments of 1972 (Title IX), Section 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, the Age Discrimination in Employment Act of 1967 (ADEA), Executive Order 11246, Executive Order 13988, the Vietnam Era Veterans Readjustment Assistance Act of 1974 as amended by the Jobs for Veterans Act, the Uniformed Services Employment and Reemployment Rights Act, as amended, and the Genetic Information Nondiscrimination Act of 2008, an institution of the Southern University System shall not discriminate against individuals on the basis of their race, sex, sexual orientation, gender identity, gender expression, religion, color, nation or ethnic origin, age, disability, military service, covered veteran's status, or genetic information in its administration of education policies, programs, or activities; admission policies; scholarship and loan programs; athletic or other institution-administered programs; or employment.

As part of their commitment to maintaining a community free of discrimination, and in compliance with Title IX's mandate, institutions of the Southern University System shall address allegations of power-based violence and sexual misconduct, including sexual harassment and sexual assault, in a timely and effective manner. Further, institutions of the Southern University System will provide resources as needed for affected persons (Reporters, Complainants, Respondents, and third parties within the institution's community) and will not tolerate retaliation against any person who reports or participates in the investigation of alleged power-based violence or sex/gender discrimination.

Title IX Coordinator

Kayla A. Dixon, Esq.
(P) 225-771-2424,
subrtitleix@sus.edu

In accordance with the requirement of Title II of the Americans with Disabilities Act of 1990 and its Amending Act of 2008 (collectively "ADA"), the Southern University System (System) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The System does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA. The System will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the System's programs, services, and activities, including qualified sign language interpreters, assistive listening devices, documents in Braille, and other ways of making communications accessible to people who have speech, hearing, or vision impairments. The System will make reasonable modifications to policies, procedures, and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the System, should contact the ADA Coordinator. The ADA does not require the System to take any action that would fundamentally alter the nature of its programs or services or impose



Southern University Laboratory School

an undue financial or administrative burden. Complaints that a program, service, or activity of the System is not accessible to persons with disabilities should be directed to the ADA Coordinator.

ADA Coordinator

Debra M. Lawson, B.S., M.Ed.

(P) 225-771-5921

subrada@sus.edu

Inquiries regarding federal laws may be directed to:

Office for Civil Rights,
Dallas Office
U.S. Department of Education
Office for Civil Rights
Renaissance Tower
1201 Elm St., Suite 1000
Dallas, TX 75270
Telephone: (214) 661-9600
Facsimile: (214) 661-9587
Email: OCR.Dallas@ed.gov

Parent Cooperative Statement

Part of the philosophy of Southern University Laboratory School is the belief that the school assists the parents in carrying out their primary responsibility of providing rigorous college preparatory education for their children. Hence, SULLS expects the parents to be involved as much as possible in the education of their children. This means not only supporting the school and participating in its activities, but also providing instruction and role modeling at home and in public in support of our mission. While Southern University recognizes that there may be legitimate disputes concerning educational matters, SULLS is ultimately responsible for the orderly operation of the school in the best interest of all its students. Parents/guardians may respectfully express their concerns about the operation of the school in written or spoken word including the use of social media; however, they may not do so in a manner that is discourteous, disruptive, or threatening. Therefore, the school reserves the right to terminate its relationship with a student if his/her parents fail to provide the support, assistance, and example necessary for helping the school accomplish its role in the child's education. Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent may result in the student's removal from the school at the discretion of the administration.



Southern University Laboratory School

Vision Statement

THE VISION OF SOUTHERN UNIVERSITY LABORATORY SCHOOL IS BASED ON THE FOUNDATION OF THE FOUR PILLARS WHICH ARE:

Scholarship - Students are committed to excellence in the academic pursuit of receiving a nationally competitive college-preparatory education.

Legacy - Embedded by our founders, students and teachers are committed to preserving excellence that transcends generations.

Family - Families are valued collaborative partners in promoting student success in a positive, respectful, and nurturing environment.

Spirit - We embrace challenges with intensity, unity, and pride which makes them fierce competitors in any academic or athletic setting.

Mission Statement

SOUTHERN UNIVERSITY LABORATORY SCHOOL IS COMMITTED TO:

- ❖ Providing a nationally-competitive college preparatory education to each of its students.
- ❖ Serving as a state-of-the-art institution for educational innovation and for the development of superior educators as a department within the Southern University System.

Statement of Beliefs

The school's fundamental convictions and values are expressed in the STATEMENT OF BELIEFS listed below:

- ❖ All students can learn.
- ❖ Education is a shared responsibility of family, school and community.
- ❖ High expectations for student learning support high achievements.
- ❖ Lifelong learning enables an individual to be responsible for problem-solving and decision- making.
- ❖ Continual assessment and measurable outcomes improve program implementation.
- ❖ Dignity and respect are the rights of individuals.
- ❖ The educational program includes activities that balance creativity, physical development, academic development, and emotional well-being.
- ❖ The school environment must be safe, orderly, and nurturing for learning to occur.
- ❖ Professional and knowledgeable teachers stimulate effective learning.
- ❖ Effective, compelling, and engaging learning is supported by instructional technologies



Southern University Laboratory School

The Laboratory School History

“A Rich History”

The Southern University Laboratory School began operating in September, 1922. The founding of a university based school was the realization of Dr. J.S. Clark’s dream that a strong training school should be established to provide a training ground for university students enrolled in the teacher preparation program. The earliest school was called the Southern University Training School. In the early 1930’s, the name was changed to Southern University Demonstration School. A few years later, the school was renamed Southern University Laboratory School. The Laboratory School was first accredited by the Southern Association of Colleges and Schools in 1936.

From its beginning in 1922 until the present time, a major objective of the Laboratory School has been to participate in the preparation of teachers, while providing a good elementary and secondary education for college bound students. During its eighty years of existence, the Laboratory School has graduated more than 5,000 students, a substantial number of whom have been trailblazers in their chosen professions. Its graduates are found in the ranks of doctors, dentists, psychologists, psychiatrists, lawyers, engineers, artists, architects, athletes, university administrators, military officers, business people, teachers and other professionals.

The Laboratory School is currently organized into three tiers – an Elementary Department with grades pre-kindergarten through fifth, a Middle School Department with grades sixth through eighth, and a High School Department with grades ninth through twelfth.



Southern University Laboratory School

SULS School Calendar

Southern University Laboratory School | 2024-2025 Calendar

<p>4 Independence Day</p> <p>*12 Month Staff modified work week ends 7/26</p> <p>*7/30 Regular Work Hours Resume M-F 7:30 AM-4:30 PM</p>	<p>JULY 2024</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	29	30	31					<p>JANUARY 2025</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>1 New Year's Day 1-3 Winter Break 6 Employee Inservice 7 Students Return to School 20 M.L. King Day</p> <p>*12 Month Staff Return 1/3</p>														
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Southern University Laboratory School

Instructional Day/Bell Schedule

Bell Schedule

ELEMENTARY
7:4 a.m. - 3:10 p.m.
Students are tardy at 7:50 am

MIDDLE SCHOOL	HIGH SCHOOL
A/ B Day	7:45 - 7:50 Entry/ Locker
7:45 - 7:50 Entry/ Locker	7:50 - 8:46 1st Period
7:50 - 9:32 1st period	8:49 - 9:45 2nd Period
9:35 - 11:07 2nd Period	9:48 -10:44 3rd Period
11:10 - 11:50 3rd Period	10:47- 11:43 4th Period
11:50 - 12:25 Lunch	11:46 - 12:42 5th Period
12:28 - 1:30 3rd period	12:42 - 1:12 Lunch
1:33-3:10 4th Period	1:15 - 2:11 6th Period
*3rd Period is split due to lunch.	2:14 - 3:10 7th Period

Students may not arrive on campus until 7:30 a.m.

Cold/Inclimate Weather Schedule – Before School

All Middle and High School students report to the gym with the duty teachers.

Cold/Inclimate Weather Schedule-During Lunch

Middle school students should stay in the Lunchroom

Note: Students may not arrive on campus until 7:30 a.m. There is no supervision of students prior to this time.

CARPOOL FOR ELEMENTARY STUDENTS BOTH MORNING AND AFTERNOON IS IN THE REAR OF THE SCHOOL AND FOR ALL MIDDLE AND HIGH SCHOOL STUDENTS IS ON THE SIDE OF THE SCHOOL. ALL STUDENTS SHOULD BE PICKED UP BY 3:30PM.



Southern University Laboratory School

Arrival and Dismissal Policies

To ensure the safety of our students, they may not be dropped off before 7:30 AM and must be picked up by 3:30 PM in the appropriate assigned carpool areas of the school (Elementary-rear parking lot; Middle and High-side parking lot). Parents must make appropriate before and after school child care arrangements to accommodate required arrival and dismissal times. Exceptions to this are not permitted. Students may not be dropped off at any points other than the specified carpool drop off areas. Students who require early drop off and/or late pick up should be enrolled in before/after care services.

School Jurisdiction

Once a student arrives on the school campus he/she is under the jurisdiction of the school and is to remain within the Laboratory School boundaries from the time he/she arrives until he/she is properly dismissed and departs from the campus (inclusive of extra-curricular activities and/or sporting events).

Traffic/Vehicle Policies

Parking Lot:

Students who drive a vehicle to school must exit the parking area immediately after arriving at school. **All parking lots are off-limits to students during the school day.** Any student returning to the parking lot during the school day without written permission from an administrator is subject to disciplinary action.

The School Day: The official student school day begins at 7:45 a.m. and ends at 3:10 p.m. for all students.

The school building is locked until 7:30 a.m. Therefore, students should not arrive prior to 7:30 a.m. The only exception is students who are participating in extended day or middle or high school students assigned by a faculty member for detention, study hall, tutoring, test make-up, etc. Middle and High School students arriving prior to 7:30 a.m. for detention/study hall/tutoring/test makeup must enter the school through the hallway doors closest to the Middle School Commons Area (designated area) and report directly to the designated area and remain there until 7:30 a.m. or until a faculty member picks them up. In addition, unless a student is involved in a supervised school activity, she/he should depart from the campus by 3:30 p.m. The school building is locked daily at 3:30 p.m.

When students have finished their school day or are not in school for special reasons, they are to leave the school or school vicinity immediately. Students are not allowed to remain on campus unsupervised after dismissal times. Every student, unless directly sponsored by a teacher or staff member, is to be off school property by 3:30 p.m. The school will not have adult supervision



Southern University Laboratory School

after school hours. Loitering in or around the school or the surrounding school property is prohibited and may result in disciplinary consequences if students are in violation.

Student Transportation and Parking

Students driving private motor vehicles to school are required to properly register the vehicle with the University Campus Police and comply with campus police regulations. Students are not permitted to remain in automobiles or drive them from the parking area between the hours of 7:30 a.m. and 3:10 p.m. without permission from the office. Students must park their cars in the side parking area and will need parental approval to drive their cars during school hours. Student passengers in student cars must also have parental permission. Students may not enter their cars during the school day without permission from the Dean or Administrator. Designated school personnel have the authority to search any vehicle on campus.

Parking is available in the lot behind the elementary building and in the parking lot on the side of the school. **Parking in the front of the school is reserved parking.**

Parking Rules

- A student must park his/her car only in the designated student parking areas. Once a student arrives at school, he/she must have permission from an Administrator/Dean of Students to return to the car and/or leave campus. Loitering in cars or in the parking areas is strictly prohibited. Students must be escorted to their cars and provided with a pass to return to class.
- Violations of parking regulations or the careless operation of vehicles may result in the temporary or permanent suspension of a student's driving privileges to school and parking privileges at school.
- The gates to the last parking lot where teachers and students park will be locked each morning immediately following the beginning of the first hour. These gates will remain locked until the last hour of the day, at which time they will be unlocked for dismissal. This measure is instituted to ensure the safety of parked cars and the unlawful trespassing of persons not enrolled at SULLS. Provisions will be made for the entry of vendors who must make deliveries to the school.

Student Vehicle Registration

Southern University Laboratory School students who park on campus are required to purchase a parking tag. They must comply with all Southern University Traffic and Parking Regulations any time they bring a vehicle on campus. It is assumed that any student who drives a car on campus has read and understands the SU Traffic and Parking Regulations.

In general, any vehicle brought on campus – even a temporary one – must display a parking permit (hang tag) issued by the SU Traffic Office. Vehicles can be parked only in those



Southern University Laboratory School

authorized spaces designated by the type of parking permit displayed. Note: **THE VEHICLE IS NOT REGISTERED UNLESS THE PARKING PERMIT IS PROPERLY DISPLAYED.**

The costs of parking permits are \$45 per vehicle. Students should bring proper payment for parking permits (cash, money order, credit card or check)

Visitors to the Campus

All visitors (including parents) must report to the office, log into the school check in system, and secure a visitor's pass. No visitors will be allowed to interrupt a class to speak to a student and/or teacher. In case of an emergency, office staff will contact the student. Students/faculty must report any unauthorized visitors to the classroom or school grounds immediately. Students not in attendance at the Laboratory School are not allowed to attend classes.

- Southern University Laboratory School should be advised of **all** visits by any above listed member to ensure they are professionally greeted and to facilitate any necessary clearance and approval processes associated with the visit.
- No visitors will be allowed to interrupt a class to speak to a student. Students/faculty must report immediately any unauthorized visitors to the classroom or school ground.
- ALL approved visitors will have a visitor's pass upon admittance into the Laboratory School.

Code of Conduct for Parents & Visitors

The Code of Conduct for Parents and Visitors is based on the premise that teachers have the right to instruct and students have the right to learn. The purpose of the Code is to maintain an orderly, respectful and secure educational environment for the students and staff of the Southern University Laboratory School, and to limit the amount of disruption to instructional time. It is essential that all parents and visitors are aware of their responsibilities, and adhere to the policies and procedures outlined in this Code. The content contained herein is mandatory and will be strictly enforced. We strongly encourage positive parental involvement that has a positive impact on student learning and enhances the overall school environment.

- Schools are a place of work and learning. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The Director of the School or his designee is responsible for all persons in the building and on the grounds. The Director of the School or his designee reserves the right to have an individual removed if deemed necessary to protect the school environment.
- Safety measures require that all parents and visitors to the school must report to the front office upon arrival at the school. Entrance into the school is through the main, front doors (no visitor should enter through the side doors or back entrances). Visitors will be required to sign the visitor's register and will be issued a visitor's badge, which must be worn at all



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times while on the school grounds. The visitor must return the badge to the main office and sign out before leaving the school. Visitors attending school functions that are open to the public, such as parent-teacher meetings, awards programs, and other functions, are not required to register.

- To ensure the safety of all students and school personnel, all parents must remain in their vehicles during drop off and pick up times. Students will be escorted from the vehicle by an adult during drop off times and escorted to the vehicle by an adult during pick up times. If students arrive after the tardy bell rings, the student must report to the main office through the front entrance of the school. If students are not picked up by 3:30pm, parents must pick up their child from after-care and fees will be assessed accordingly.
- Parent-teacher conferences must be scheduled through the guidance office. Parents reserve the right to request a parent-teacher conference. Teachers reserve the right to have 24-48 hours to prepare for the parent-teacher conference, with the exception of extreme circumstances.
- Parents or visitors who wish to observe a classroom while school is in session are required to arrange such visits with the classroom teacher and approved by the Director (designee), so that class disruptions are kept to a minimum. Teachers are not expected to take class time to discuss individual matters with parents and visitors. If approved an administrator must be present in the observation. The approval will consist of date and duration of visit. The Director reserves the right to terminate and/or deny the request if he/she deems that the visit will jeopardize the safety and/or learning environment.
- Parents are expected to know the school and classroom rules as outlined in the Parent/Student Handbook and the specific rules of the teacher. It is the responsibility of the parents to help their child understand them. Teachers must give a copy of classroom rules to parents.
- Parents are expected to convey to their child a supportive attitude toward their administrators, teachers, the school and education in general. Parents are expected to build good relationships with administrators, teachers and other parents.
- Parents should ensure that their child is dressed and groomed in a manner that is consistent with the school's dress code.

Failure to adhere to the policies and procedures described above will result in any of the following actions:

- Verbal Warning and/or Written Letter of the Violation
- Meeting with the School's Administration for Proposed Solution
- Child's Dismissal from the School



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**** If a parent/guardian (family representative) jeopardizes the safety of students, faculty, and/or staff, the child(ren) will not be allowed to attend Southern University Laboratory School (school, extracurricular events, sporting events, or any school related function). Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent may result in the student's immediate removal from the school. ****

Attendance Guidelines (State Law)

In order to be successful academically, students must attend school regularly, be on time for classes, and be present for a full instructional day. There is a direct correlation between student achievement and consistent attendance at school. **According to the Compulsory Attendance Law:** "In accordance with state policy, **elementary students** shall be in attendance a minimum of 167 days a school year. **Middle and high school students** shall be in attendance a minimum of 81 days per semester or 162 days a school year, **or the equivalent**, for schools not operating on a semester basis." As per state guidelines:

- Students shall attend school between kindergarten and 17 years of age. Students between 16 and 17 years of age may withdraw prior to graduation with written consent of parent, tutor or legal guardian. (State of LA, Bulletin 741)
- Elementary and Middle students (grades 1 – 8): Any student with 19 or more unexcused absences in a class that spans the length of a full school year will fail.
- High School: Any student with 5 or more unexcused absences per class (Carnegie unit) in a semester will fail.
- An absence may be excused (by State Law) if the student has a doctor/dentist excuse, documentation of a court appearance, or documentation confirming a death in the immediate family.
- An out-of-school suspension is considered an unexcused absence.
- Any student who is absent from school MAY NOT be on campus for any reason without officially checking into school in the attendance office. He/She will be considered trespassing and SU police may be called.
- A student will be marked absent and unexcused if he/she misses more than half of a class period. This often occurs when a student is late to school or checks out early. However, if the student is on campus and misses 10 minutes (unexcused) or more of the class period, he/she will be written up for skipping/cutting class.
- Students who are found skipping/cutting class will be issued a zero for any assignment or tests given that day he/she skipped.
- The responsibility for a child attending school lies with the parents or the legal guardian. If the child is chronically absent from school, parents and/or child may be referred to appropriate state authorities. Attendance recording begins the day school opens for students.
- A student is considered to be in attendance when he or she is (1) physically present at a school site or is participating in an authorized school activity and (2) under the supervision of authorized personnel. All absences whether excused or unexcused shall be counted as an absence for reporting to the State Department of Education.
- A student is considered to be in attendance a half day when he or she is (1) physically



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present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 25% but not more than (26% - 50%) of the student's instructional day.

- A student is considered to be in attendance for a whole day when he or she (1) is physically present at a school site or is participating in an authorized activity and (2) is under the supervision of authorized personnel for more than 50% (50% - 100%) of the student's instructional day.

Note: Students who are not physically present or who are participating for 25% or less of the school day shall be deemed absent for attendance reporting purposes

Grading/Attendance

If a student is absent on the day that an assignment is due, the teacher will enter the score of "0" in the place of a grade. The "0" will remain in the roll book until the assignment is turned in. If the assignment is not turned in accordance with the attendance guidelines listed above, the "0" will remain in the roll book.

Excused Absence Policy

All students may be excused for whole or partial day absences for the following reasons:

- Personal illnesses (Doctor's Note)
- Serious illness in the student's immediate family
- Death in the student's immediate family (not to exceed one week)
- Recognized religious holidays of the student's own faith
- Natural catastrophe and/or disasters

*****Students are expected to turn in their excuse on the first day of their return to school.*****

Students granted excused absences for the above reasons should be allowed to make up any schoolwork that was missed.

- Students shall request makeup work for days missed due to excused absences or extenuating circumstances. He/she will have the number of excused days missed to make up the work. (For example if the student misses 3 days that are excused, he/she will have 3 days to make up the work.)
- Students shall be allowed to complete missed assessments after they have completed the make-up work as mentioned above and had the opportunity to receive instruction within the amount of days missed with an excused absence.

Chronic Absences

Elementary/Middle Chronic Absence

Attendance letters are sent to the parents/guardians of those students who approach



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noncompliance at 9 and 16 days absent. **If the student accumulates over 19 days absent, except for extenuating circumstances approved by the school Director(designee), elementary and middle school students will not progress to the next grade and be referred to their FAPE School.**

High School Chronic Absence

Attendance letters are sent to the parents/guardians of those students who approach noncompliance at 2 days and 4 days absence (per semester). **If the student accumulates over 5 days absent (per class/per semester), except for extenuating circumstances approved by the school Director (designee), elementary and middle school students will not progress to the next grade and high school students will not receive Carnegie unit credit for course(s).**

By law, the Southern University Laboratory School is required to report attendance noncompliance to local truancy officers if a student's promotion to the next grade is in jeopardy as a result of absences.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:221; R.S. 17:226; R.S. 17:233.

Medication at School

Children will not be allowed to have any medications in their possession at school. If any type of medication is found on ANY child, they will be suspended in accordance with the policy.

Medication shall not be given at school unless it is certified in writing by the attending physician and parent. Possible exceptions to the general policy follow:

- Medication for behavior modifications (Adderall, Concerta, Etc.)
- Insect sting allergy
- Anticonvulsant medications (Dilantin, Phenobarbital, etc.)
- Medication for asthmatic conditions

Anytime there is a change in the medication, a new form must accompany the new prescription. The prescription bottle should be labeled with the name of the student, name of the drug, dosage, and the specific time the medication is to be given while at school. This medication should be accompanied by a signed doctor and parent permission form, which includes the child's name, prescription number, name of medication, and the specific hour and amount is to be administered (forms on file at the school). The medication book is monitored by the attendance clerk/secretary.

Tardies

Note: The first hour bell rings at 7:45 AM and the tardy bell rings at 7:50 AM. Breakfast ends at 7:45 AM. Students must be in class and accounted for at 7:50 AM. After 1st period, if a middle or high school student is more than 10 minutes late for a class, that student will be marked "absent" (and unexcused) for that period and it could be marked as



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skipping/cutting class.

Consequences for unexcused tardies are as follows:

- 3 tardies - After a student has 3 tardies, the student's tardy record is submitted to the Director/Principal (or Designee) and a parent conference will be scheduled. Student Assigned to TOR (if available) and parent phone call.
- 4 tardies - Parent Suspension Conference (The student can not return to school without a parent or guardian).
- 5 tardies – Students will be given short term suspension of not less than one (1) day and not more than three (3) days.
- After the 5th tardy, the consequences will restart at the 3rd tardy consequence. Also, additional days will be added to the suspension at the 5th consequence.

Note: All tardies will count toward the student's total number unless the tardy is accompanied by a doctor's excuse. If a student reports tardy to school with a parental excuse, that student will be allowed to make up missed work, however, the tardy will still count toward the student's total number. After 4 suspensions, on the 5th suspension, the student will be recommended for expulsion.

Student Check In/Check Out

All students arriving at school after 7:50 AM or departing from school before 2:30 PM must **check in or check out in the main office. No check outs after 2:30 PM.** The check in/out log is the official record of student arrival or departure from the campus during the official school day. **All elementary students who arrive after 7:50 AM must be escorted into the main office to be checked in by a parent.**

High School students who drive to school and need to check out early must provide a written notice from the parent/guardian. The notice should include the day and time the student is to be checked out and indicate if any siblings are to be checked out along with the high school student. The notice should be submitted to the office at the beginning of the school day. Once the notice is received the parent/guardian will be contacted to verify that the student has permission to leave the campus at the time indicated on the notice.

Medical or dental appointments during school hours are strongly discouraged and should be extremely rare.

Students who must leave school early for personal or family emergencies must adhere to the following procedures:

1. Submit a written request from parents with a telephone number for verification at the beginning of the day. The note should include the reason for the check-out and the time



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- the student is to leave school or request of a parent appearing in person.
2. Secure and complete check-out form at the beginning of the day or at time of request.
3. Submit to teachers any assignments due for that day or the next day. No class may be interrupted by the student.
4. The office will notify the appropriate teacher of the official check-out.

*****Please Note*****

Students will not be permitted to call home to get permission to leave school early unless they become ill or injured at school, in which case the office will make the call.

Academic Misconduct

High standards of academic integrity are crucial for SULLS to fulfill its educational mission. To uphold these standards, procedures have been established to address academic misconduct. Lab School students who are participating in the Dual Enrollment or AP Programs will also be held to the policies and procedures of the respective programs.

“Academic Misconduct” includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and any act designed to give an unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructors, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment), or the attempt to commit such an act. Other specific examples of academic misconduct include:

1. Copying from another student's test paper or assignment;
2. Allowing another student to copy from a test paper or assignment;
3. During a quiz/test, using the course textbook or other materials such as a notebook normally brought to a class meeting but not authorized for use during a quiz/test by the person giving the quiz/test. Having such forbidden material open and in sight of the student will be considered prima facie evidence of use;
4. Failing to thoroughly follow requirements related to the preparation and presentation of work, including group projects, submitted for credit in a manner that results in submitting as one's own the work of another or misleading an instructor as to the conditions under which the work was prepared;
5. Collaborating during a test or any other assignment with any other person by giving, receiving or otherwise sharing information without prior approval of the instructor. Speaking to another person without the consent of the person proctoring the exam may be considered prima facie evidence of collaboration;
6. Using specially prepared materials (e.g., notes, formula lists, notes written on student's clothing or body) during a test. Bringing such forbidden material to a test will be considered prima facie evidence of use or attempted use;
7. Stealing, buying, or otherwise obtaining through unauthorized access, all or part, including answers, of a test;
8. Seeing or giving away all or part of a test, including answers to the test;



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9. Bribing any other person to obtain a test or information about the test;
10. Substituting for another student, or permitting any other person to substitute for oneself, to take a test;
11. Submitting as one's own, in fulfillment of academic requirements, any work (such as, but not limited to, a theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work) prepared totally or in part by another;
12. Selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements any theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work;
13. Entering a building or office for the purpose of changing a grade in a grade book/computer, on a test paper, or on other work for which a grade is given;
14. Changing, altering, or being an accessory to changing and/or altering a grade in a grade book/computer, on a test paper, on other work for which a grade is given, on a "drop slip," or on any other academic record of the Laboratory School (or the University for concurrent enrollment);
15. Entering into an arrangement with an instructor to receive a grade of "F" or any other reduced grade in a course, on a test, or any other assigned work in lieu of being charged with academic misconduct under the Code of Student Conduct;
16. Committing Plagiarism. "Plagiarism" is defined as the unacknowledged inclusion of someone else's words, structure, ideas, or data. When a student submits work as his/her own that includes the words, structure, ideas, or data of others, the source of this information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks as well. Failure to identify any source (including interviews, surveys, etc.), published in any medium (including on the Internet) or unpublished, from which words, structure, ideas, or data have been taken, constitutes plagiarism;
17. Attempting to commit, or assisting someone in the commission or attempted commission of an offense listed above.

If a student is caught committing such acts, he/she will receive a zero on the assignment and will be suspended for 1 day. **NO EXCEPTIONS**

Homework policy

The purpose of homework assignments is to provide students with a review of present skills, enrichment, reinforcement, independent studies, research, creative thinking, self-discipline and responsibility. Parents can help by arranging a quiet and comfortable place for students to work. Parents should review the homework, sign it and assume the responsibility to see that all homework is completed and put in the student's backpack for the next day. Teachers have routines to collect homework, and it is your child's responsibility to hand in all projects and homework on time. A student who turns in late homework/projects may not receive 100% credit or in some cases no credit at all for work that is turned in after the designated time.



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Homework is a very important and vital practice for the learning process to continue. Parents and students should check Google Classroom or any other computer-based technology system set up by the teachers.

We encourage students to turn in all work by the assigned due date. Late work will be accepted with the following conditions:

- Work turned in 1 school day after the due date will receive a 10% reduction in the final grade
- Work turned in 2 school days after the due date will receive a 20% reduction in the final grade
- Work turned in 3 school days after the due date will receive a 30% reduction in the final grade
- Any late work received after the 3rd day, will receive a zero and cannot be made up.

Uniform Policy

The uniform policy will be strictly enforced. Students will be checked by duty teachers prior to entering the building. Students found in violation of the dress code will be assigned to TOR for the duration of the day or until the appropriate attire is secured.

Dress Uniform - TO BE WORN EVERY MONDAY

(Dress Uniforms will also be worn during special events: academic competitions, field trips, athletic gameday, SUS board meetings, etc.)

GIRLS

Pre-K thru 6 th	Plaid jumper, plaid skirt or plaid skort White middy broadcloth with Peter Pan collar with school logo White oxford blouse with school logo Plaid criss cross tie or ladies tab tie
7 th thru 12 th	Plaid Skirt with white or yellow (Seniors Only) oxford blouse with school logo Plaid criss cross tie or ladies tab tie

NOTE: Skirts and shorts should be no shorter than 3 inches above the knee. No tight fitting clothing. All jeggings are prohibited.

Shoes	Solid Black leather or Solid Dark Brown leather (NO TENNIS SHOES EVEN IF BROWN/BLACK LEATHER) No tan shoes or fabric. (No Heels or Boots)
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BOYS

- Pre-K thru 12th** Navy pants (double pockets, cell phone pockets are **prohibited**)
White or yellow (Seniors Only) oxford shirt with school logo Plaid or multi-striped tie (bow tie)
- Shoes** Solid Black leather or Solid Dark Brown leather (**NO TENNIS SHOES EVEN IF BROWN/BLACK LEATHER**) No tan shoes or fabric.
- Outerwear** Navy blue or forest green sweater vest, cardigan, V-neck sweater, blazer, or sweatshirt. (Students will not be allowed to wear hoods on any type of jacket or outerwear.)

Casual Uniform - to be worn Tuesday thru Friday.

GIRLS

- Pre-K thru 12th** Plaid jumper, plaid skirt, plaid skort, navy pants or plaid walking shorts
White, Kelly Green, Gold and Grey (Seniors Only) knit shirt with school logo

BOYS

- Pre-K thru 12th** Navy pants or shorts (double pockets, cell phone pockets are **prohibited**)
White, Kelly Green, Gold and Grey (Seniors Only) knit shirt with school logo
- Shoes** Traditional athletic shoes of white, black, blue or gray or a combination of these colors may be worn. All shoes must have a closed toe and heel.
Boots and/or Uggs are prohibited.
- Socks** Girls – Black, Navy, Hunter Green, or White; white opaque leotards or flesh tone stockings (must be visible above the ankle)

Solid color (Black or Navy) leggings are acceptable under uniform skirt, jumper, or skort.

Boys – Black, Navy, Hunter Green, or white (must be visible above the ankle)
- Belt** Dark Brown, Navy or Black Leather

Required Outerwear with school logo for all students

Dark green or navy blazer with school logo

Dark green or navy long-sleeve sweatshirt with plaid logo



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Dark green or navy long – sleeve V-neck sweater with school

logo Dark green or navy cardigan sweater with school logo

Dark green or navy sleeveless vest with school logo

Dark green or navy windbreaker with school logo

SU Lab Letterman jackets are acceptable

Green White Track Jacket with Logo

Green or Gold SULLS Sweatshirt

Navy Sweatshirt with round school logo

School approved hoodies are acceptable.

Non SULLS Outerwear denoting club and/or sport team membership or other extra-curricular activities as well as apparel denoting other schools, sororities, fraternities, etc. are prohibited.

Dress and Grooming

A. Rights

Students have the right to a safe and orderly environment. Uniforms have been shown to contribute to a safe and orderly environment for learning.

B. Responsibilities

All students have a responsibility to dress and appear on school campus according to standards of safety and health set forth by the Southern University Laboratory School.

C. All students are prohibited from wearing t-shirts or other articles of clothing which display violence, profane or obscene language, gestures or inferences of profanity or advertisement of tobacco, alcohol, drugs or illegal substances. Students wearing such clothing may be asked to remove the offensive article.

D. All students shall be required to wear a belt with pants that have loops. Pants shall be worn at natural waist level and shall not be baggy, sagging, or tight fitting.



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Prohibited Attire & Personal Grooming Reminders

Girls

1. Solid color (Navy, White, Black, Green, Gold) thermal long sleeve shirts are acceptable underneath the approved uniform shirt.
2. Female students are not allowed to wear earrings larger than a quarter, longer than one (1) inch, chandelier earrings, or earrings that drop below the cheekbone.
3. Hats, caps, combs, or headscarves may not be worn by students inside any school building or while attending a school-sponsored activity.
4. Curlers, hair wrap scarves, or head scarves worn in hair by female students are unacceptable.
4. Sunglasses are prohibited during school.
5. Slippers, swim shoes, shoe thongs, slip-on shoes, Birkenstock or crocs are prohibited during school hours.
6. All students are prohibited from wearing t-shirts or other articles of clothing which display violence, profane or obscene language, gestures or inferences of profanity or advertisement of tobacco, alcohol, drugs or illegal substances. Students wearing such clothing will be asked to remove the offensive article, turn it inside out or in extreme cases be sent home.
7. Pants must be sized appropriately to the waist-size of your child (particularly males). All pants must have belt loops and fit in the waist area of the torso. No student may wear pants around the hips or below.
8. Pants must be hemmed. Side slits are prohibited.
9. All students must wear dark brown, navy or black leather belt.
10. Belts and the waistline of pants must be visible at all times and pants must be at the waistline.
11. Solid (Navy, White, Black, Green, Gold) color Lacefront headbands are acceptable.

Boys

1. Solid color (Navy, White, Black, Green, Gold) thermal long sleeve shirts are acceptable underneath the approved uniform shirt.
2. Earrings of any type worn by male students are not allowed.
3. Hats, caps, scarves, or combs may not be worn by students inside any school building or while attending a school-sponsored activity.
4. Sunglasses are prohibited during school.
5. Slippers, swim shoes, shoe thongs, slip-on shoes, Birkenstock or crocs are prohibited during school hours.
6. All students are prohibited from wearing t-shirts or other articles of clothing which display violence, profane or obscene language, gestures or inferences of profanity or



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advertisement of tobacco, alcohol, drugs or illegal substances. Students wearing such clothing will be asked to remove the offensive article, turn it inside out or in extreme cases be sent home.

7. Pants must be sized appropriately to the waist-size of your child (particularly males). All pants must have belt loops and fit in the waist area of the torso. No student may wear pants around the hips or below.
8. Pants must be hemmed. Side slits are prohibited.
9. All students must wear dark brown, blue or black leather belts.

All Students

Shirts/blouses without school logo are prohibited

Parents – please do not purchase pants sizes large enough to be worn hanging below the waistline.

*****Administration reserves the right to modify the uniform policy when needed.*****

Dress Code Violations

Student dress will be checked at all entry points at the beginning of the school day by duty teachers. Students found to be in violation of the dress code policy will be assigned to the Time Out Room or consequence deemed necessary by the Director (Designee) for the duration of the day or until the appropriate articles of clothing are provided. The school is not responsible for confiscated inappropriate clothing.

Student ID Cards

All student IDs will be issued and accessible on the school app. Students must have ID Cards for lunch and to enter all athletic events. A fee will be assessed on misplaced school IDs. The School ID is part of the school's dress code.

Physical Education Uniform (Required)

Students are required to dress out for physical education classes (grades 6-12). Failure to dress out will result in the student receiving zero points in the physical education class for the day. Students must wear a t-shirt and shorts no shorter than 2 inches above the knee.



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Student Rights and Responsibilities

<p><u>EDUCATION</u></p> <p>Rights Students have the right to pursue, through study and application, a quality education and to attain personal goals through participation in the entire school program and academic experience.</p>	<p>Responsibilities Students have the responsibility to be on time and to attend all classes daily, along with completing each class assignment. Students must obey school rules, district rules and all school employees.</p>
<p><u>LEARNING ENVIRONMENT</u></p> <p>Rights Students have the right to an orderly school and classroom environment, which promotes learning for all students.</p>	<p>Responsibilities Students have the responsibility to ensure that their actions do not disrupt the classroom environment or school activities.</p>
<p><u>SAFETY</u></p> <p>Rights Students have the right to expect that school will be a safe place to obtain an education.</p>	<p>Responsibilities In order to ensure the safety of others, students must follow established rules and regulations and conduct themselves in accordance with the rules.</p> <p>The parent/guardian is responsible to provide the student's school current working telephone numbers and any change in status concerning family information.</p> <p>Students have a responsibility to alert the teachers and school administrators about any hostile attempts made to a student, as well as, any information about possible violations of the Disciplinary Policy especially matters involving drugs and weapons.</p>
<p><u>ATTENDANCE</u></p> <p>Rights All students have the right to attend school until graduation.</p> <p>Students may be excused for the whole or part of a day's absence for the following reasons: Personal illness; Serious illness in the student's immediate family; Death in the student's immediate family not to exceed one week; Recognized religious holidays of the student's own faith; or Natural catastrophe and/or disasters; Visit with parent prior to parent's military overseas deployment to a combat zone or combat support posting or during parent's leave, not to exceed five school days.</p> <p>Students granted excused absences for the above reasons shall be allowed to make up any school work which was missed.</p>	<p>Responsibilities Regular attendance in school as provided by law is required of all students.</p> <p>Written statements from a parent, legal guardian or physician stating a reason for absence shall be given to proper school personnel within 24 hours after the student returns to school.</p> <p>Students shall request makeup work for days missed due to excused absences.</p> <p>Tardiness is related to a student's attendance in school and will be addressed by the school's tardy plan.</p> <p>Unexcused check-ins are considered incidents of tardiness and absences in the classes missed.</p> <p>To be eligible to receive grades/credits for coursework, elementary students shall be in attendance a minimum of <u>167</u> days a school year. Middle school and Secondary Students shall be present <u>81</u> days per semester.</p> <p>The responsibility for a student attending school lies with the parents or the legal guardian. If the student is chronically absent or chronically late (tardy) for school, the parent will be contacted.</p>



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Official Information

A. Rights

1. Parents or guardians have the right to review with a counselor or other designated school system personnel all official files and data which pertain to the student personally. Students 18 years of age or older may make the same request. The school administration shall respond to reasonable requests for an explanation and interpretation of the student's records.
2. No official record, file or data pertaining to any individual student that is personally identifiable to the student shall be released to anyone other than the student and/or parent except as authorized by law unless the student and/or parent has executed a written release of such information to a particular person or agency.

B. Responsibilities

1. Parents must provide the school with information of any illness, medication or medical condition that may affect the student's behavior and/or academic performance.
2. Parents are required to inform the school of any address or telephone number changes during the school year.

The buildings, grounds area, desks, locks and other equipment at SULLS belong to Southern University and, although assigned to particular students to use, may be entered and searched by any teacher, director or the administration with reasonable belief that such weapon, alcohol or illegal drug or any other material or object may be in violation of school regulations. Any student who locks his/her locker shall open it upon the request of the teacher or other school official.

- No actions taken pursuant to this policy by any teacher, director, or administrator, shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student. Whenever any search is conducted pursuant to this policy, a written record shall be made thereof by the person conducting the search and shall include the name or names of persons involved, and the circumstances leading to the search and the results of the same. This record shall be filed and maintained in the Director's office and the copy forwarded to the parents of the students involved.



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Search and Seizure

- Any director, administrator, or school resource officer with probable cause may search any student believed to have in his possession or public school property, a dangerous weapon, alcohol, illegal drugs or any other material or object in violation of school regulations.
- Students who put their belongings in other student vehicles or lockers may receive the same discipline as the owner(s) of the vehicle or locker.

Discipline Policies & Procedures

General Statement

Although the ultimate responsibility for student conduct rests with the student and the parents/legal guardian, it is the daily responsibility of school personnel to see that no single person interferes with the total-learning environment of other students. The school demonstrates concern for the group and its welfare by preserving the proper atmosphere for teaching and learning.

Disciplinary measures may include assignment to the Time Out Room (TOR), Saturday School, short-term suspension, long-term suspension, or expulsion.

*If a student is suspended or expelled, he/she is not allowed to return to the SU Lab campus for the duration of the suspension/expulsion, including weekends and holidays. In addition, he/she is not allowed to participate in any school activity, whether held on or off-campus, for the duration of the suspension/expulsion. School activities include programs such as graduation, athletic events, pep rallies, assemblies, dances, etc.

It is the final authority of the Director or a designee to maintain discipline during the school day and at any school function.

The Time Out Room is a self-contained program that is a limited extension of the regular classroom while providing an in-house suspension environment while incorporating discipline coupled with encouragement. It serves as an alternative to suspension whereby a student who has committed a minor infraction at school will be given the opportunity to remain in school and modify his/her behavior through discipline activities, counseling, classwork assignments, encouragement and parental/guardian contacts.

The assignment of a student to the Time Out Room is under the authority of the Dean(s) of Students and/or Director(s). The procedures for referral to the Time Out Room shall be consistent with the discipline policies set forth in the Southern University Laboratory School Parent/Student Handbook. Assignment to the Time Out Room is both punitive and hopefully



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reformative.

Time Out Room Procedures

- The Dean(s) of Students and/or Director(s) will assign students to the Time Out Room.
- Students assigned to TOR should receive written notification of their assignment. The student signs the written notification to document his/her receipt of the form. The notice must be signed by a parent/guardian to be admitted to TOR. **OR**
- Students assigned to TOR should receive written notification of their assignment. The parent/guardian should be contacted via telephone by the Dean(s) of Students. The contact should be documented on the form. The notice must be signed by a parent/guardian to be admitted to TOR.
- The Time Out Room Moderator will request assignments from the teachers for those students assigned to TOR.
- The TOR Moderator will check the roll and verify attendance.
- Students should turn in their signed TOR notification to the TOR Moderator upon entering TOR.
- Students must be actively engaged in a learning activity for the duration of their assignment to TOR.
- Students who fail to follow the rules and regulations will be disciplined for willful disobedience and disrespect for authority.
- The time out room Moderator will return assignments to the teachers of the students assigned to TOR.
- The Time Out Room Moderator will provide the office with a list of the students who attended TOR. The list will be provided hourly, if students are assigned to TOR on an hourly basis.
- The written notification signed by the parent/guardian should be kept for documentation.
- If a student is removed from TOR he/she will be suspended from school for two days.

Short- Term Suspension

Students who are assigned short-term suspension are not allowed on SU Lab campus for the duration of the suspension. Short-term suspension can range from 1- 3 academic school calendar days. **Students should be allowed to make up the work within the number of days of the suspension.**

Short Term Suspension Procedures

1. The Director or his/her designee must make every reasonable effort to investigate all aspects of a discipline problem. If the Director or his/her designee finds the offense is of the nature that demands suspension, the student should be suspended.
2. Prior to any suspension, the Director or her designee shall advise the pupil in question of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the pupil shall be given an opportunity at that time to explain his/her



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version of the facts to the Director or his/her designee.

3. The Director or his/her designee shall make every effort to contact the student's parents or guardians by telephone, if possible, notifying them of the suspension.
4. The Director or his/her designee will mail a report of the suspension to the parent or guardian, preferably on the day of the suspension, if possible, but no later than the following day. In addition, the director or assistant director shall keep a copy on file.

If a parent or guardian of the suspended student wishes to contest the suspension within five school days after receipt of written notification of the suspension, he/she must submit a written request to the director or his/her designee and he/she shall schedule a hearing at his/her earliest convenience to be held in accordance with the hearing procedure.

Long-Term Suspension

Students who are assigned a long-term suspension are not allowed on campus for the duration of the suspension. Long-term suspension can range from 4-10 academic school calendar days. Students should be allowed to make up any work missed within the amount of days he/she was suspended.

Long Term Suspension Procedures

1. The Director or his/her designee must make every reasonable effort to investigate all aspects of a discipline problem. The Director or his/her designee must have a reasonable cause to believe that the student is guilty of an offense which would constitute grounds for disciplinary action and that the situation warrants severe disciplinary action before recommending to the Dean that the student be placed on long-term suspension. For long-term suspension, the student has the right to appeal to the Discipline Committee.
2. The Director or his/her designee shall make every effort to contact the student's parents or guardians by telephone, if possible, notifying them of the impending suspension.
3. Serious disruptions may cause the student to be removed from the premises immediately in the custody of his/her parents, guardian or police.
4. Official notification of suspension shall be made to the parent or guardian no later than two days following the incident.

If a parent or guardian of the suspended student wishes to contest the suspension within five school days after receipt of written notification of the suspension, he/she must submit a written request to the director or his/her designee and he/she shall schedule a hearing at his/her earliest convenience to be held in accordance with the hearing procedure.

Expulsion

Expulsion is the removal or banning of a student from school for an extensive period of time due to a student habitually violating rules, or for a single offense of appropriate severity in extreme cases.



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Expulsion Procedures

1. The Director or his/her designee shall initiate proceedings for an expulsion when a student has received one long-term suspension in one school year, or three short-term suspensions, or a combination of two types. An explanation may also be recommended for major discipline offense where the expulsion is deemed the appropriate course of action.
2. After the Director or his/her designee has made every reasonable effort to investigate all aspects of the discipline problem and is satisfied that the nature and seriousness of the offense warrants the ultimate form of disciplinary action, he/she shall recommend to the Dean that the student be expelled from the school.
3. The Director or his/her designee shall make every effort to contact the student's parent(s) or guardian(s) by telephone, if possible, notifying them of the proposed expulsion.
4. The Director or his/her designee will provide a copy report of the proposed expulsion after a thorough investigation is conducted. At the same time, the Director or his/her designee shall notify the parent or guardian of the time, date, and place of the hearing. (If mailed) This report will be sent by certified mail, return receipt requested. The hearing shall be held as soon as possible, but no later than ten (10) school days after the student's removal from the school, unless an alternate date is agreed upon by all parties.
5. Pending the hearing by the Director or his/her designee, the student shall be denied attendance privileges.
6. At the hearing, the reason concerning the cause for the proposed expulsion is to be presented by the Director or his/her designee in support of his recommendation. The student's prior performance, behavior record, and attendance may also be discussed. The student may present the evidence or whatever is appropriate on his/her behalf. Due process shall include that the student be advised by the Director or a designee of misconduct of the regulation which has been violated and the detailed reasons for such accusation. **The student must be asked to explain his or her version of the facts to the school Director or a designee.** A student accused of committing battery on any school employee shall be suspended by the Director or designee from school immediately, and the student shall be removed immediately from the school premises with the necessary notifications and other procedures to follow as soon as possible.
7. For a recommended expulsion there may be an appeal to the Dean. The student and his/her parents are entitled to representation by another person of their choosing, including legal counsel. Such representation shall have the rights of full participation in the hearing as in the long-term suspension procedure. School personnel are afforded the same opportunity. This is not the right to cross-examine students or other witnesses who have given statements only and who are not present in the hearing.
8. After hearing the case, the Disciplinary Committee shall find whether the student is guilty of the Director's or his/her designee charges.

There are some instances in which the Director has no discretion. Penalties that are mandated under Louisiana Revised Statute 17:416 (Drugs and Weapons) and other provisions of Louisiana law are not optional and must be imposed by the Director.



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If the findings and disposition of the expulsion hearing are made at the conclusion of the hearing, the Director or his/her designee shall inform the parents and the student of the findings and disposition of the case. In any event, the Director or his/her designee shall mail (certified mail, return receipt requested), or hand to the parents no later than five days after the hearing, a written notification of the findings and what action will be taken. In the event the student is expelled, the parent or guardian or the expelled student may appeal to the Dean. The appeal must be requested by certified mail.

Senior Conduct

Any senior committing a serious major offense (alcohol/drugs/ indecent behavior, etc.) after his/her last regular class period will be excluded from year-end activities, including participation in graduation exercises. This includes school vandalism or defacing school property. Diplomas will be given or mailed to the student at the end of the school year.

PreK-11th Grade Conduct During the last 10 days of School

Any recommendation for suspension and/or expulsion may be extended to the next school year for students who commit offenses during the last 10 days of school.

Electronic Devices

No student shall possess, on his person, a cell phone or electronic device during the instructional day. If a student brings an electronic telecommunication device to school, the electronic device shall be turned off and properly stowed away for the duration of the instructional day. Cell phone and electronic devices may not be turned on or used during the instructional day while at school. *See La. R.S. 17:239(A). 16*

This provision is not applicable to a student whose Section 504 Plan or Individualized Health Plan requires the student's use of an electronic telecommunication device. Additionally, this rule does not apply to other school-issued electronic devices that are authorized for student use.

Any student found with an electronic device on campus will be subject to suspension.

Parents -- Do not call or text your student during class. If you have an emergency, please call the main office.

Harassment, Intimidation and Bullying/Cyberbullying Policy

Southern University Laboratory School directs students, employees and school volunteers to report any incidents of harassment, intimidation, or bullying of a student by another student. For



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purposes of this policy the terms “harassment”, “intimidation” or “bullying” shall mean any intentional gesture or written, verbal or physical act that:

1. Under these circumstances, a reasonable person should know the effects of harming a student, threatening his/her life, placing a student in reasonable fear of harm to his/her person or damaging his/her property; and
2. Is so severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or employee.

Bullying & Harassment

Southern University Laboratory School will not tolerate any harassment, intimidation or bullying of students on school property or while going to or returning from school. The school administration shall investigate any reported incident of harassment, intimidation or bullying. Should the investigation determine that an incident has occurred; the students involved shall be disciplined in accordance with this policy.

1. Students have the right to expect respect from all fellow students and to be free from any form of bullying by another student.
2. Engaging in bullying may result in suspension or expulsion including possible criminal consequences and loss of driver’s license as provided in La. R.S. 17:416.1.
3. Any student that believes he/she is the subject of bullying, shall report the incident to his/her teacher and/or to the Director’s office as soon as possible and cooperate in an investigation of any such incident.
4. Any student, or any parent or guardian, who witnesses bullying of a student or students or has good reason to believe bullying is taking place, may report the situation to the Director. A student or parent/guardian, A student or parent/guardian may also report concerns regarding bullying to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity. A report of bullying shall remain confidential.
5. Any teacher, counselor, other school employee and any parent chaperoning or supervising a school function or activity: (1) who witnesses bullying of a student by a student or (2) who learns of bullying from a student shall report the incident to the Director or designee. A verbal report shall be submitted on the same day as witnessed. A written report shall be filed no later than two days thereafter. La. R.S. 17:416.13(D)(2)(c).
6. The Director or designee shall investigate any report of bullying in accordance with La. R.S. 17:416.13 and Bulletin 741, Section 1303 – Bullying or any report on dating violence and as required by applicable policies or regulations provided by SULLS or the Louisiana Department of Education. An investigation shall include an interview of the reporter, the victim, the alleged bully and any witnesses and shall include obtaining copies or photographs of any audio-visual evidence. Before any student under the age of eighteen is interviewed, his/her parents or legal guardians shall be notified by the Director or designee of the allegations made and shall have the opportunity to attend any interviews with their



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child conducted as part of the investigation. In the event, after three documented attempts in a 48-hour period, the parents or legal guardians for a student involved in a bullying incident cannot be reached or do not respond, then the student may be interviewed without a parent or guardian present.

7. The Director or designee shall begin an investigation of any complaint that is properly reported and that alleges conduct prohibited in this section the next business day during which school is in session after the report is received by the school official. The investigation shall be completed no later than ten school days after the date the written report of the incident is submitted to the appropriate school official. If additional information is received after the end of the ten-day period, the school Director (designee) shall amend all documents and reports required by this Section to reflect such information. At the conclusion of the investigation, the Director or designee shall compose a written document containing the findings, including input from the students' parents or legal guardians, and the decision by the Director or designee.
8. The Director shall file any and all reports as required by the Louisiana Department of Education. If the Director or designee determines an act of bullying, the Director (designee) shall take prompt and appropriate disciplinary action to address bullying behavior and any effect it has on others, including bystanders, pursuant to La. R.S. 17:416 and 17:416.13. Appropriate disciplinary action may include, but is not limited to, the following:
 - a. oral or written reprimands;
 - b. referral for a counseling session which shall include but shall not be limited to conflict resolution, social responsibility, family responsibility, peer mediation, and stress management;
 - c. Written notification to parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal;
 - d. Other disciplinary measures approved by the Director (designee) and faculty of the school and in compliance with board policy.

If appropriate, the conduct shall also be reported to law enforcement. The Director (designee) should review La. R.S. 17:416.13 for all requirements. In case of dating violence, counseling may be required.

Incidents involving other forms of harassment or dating violence

Any student complaint about another student engaging in sexual harassment, sexual discrimination, disability harassment, or dating violence reported to a teacher or counselor shall be immediately reported to the principal. The Director (designee) is responsible for investigating all such complaints. The right to confidentiality, both of the complaining student and of the accused student, will be respected. The Director (designee) may request assistance of the Title IX Coordinator in investigating student sexual discrimination or harassment. If the act or acts involve possible criminal conduct, the appropriate police authorities should be notified. A substantiated charge of sexual discrimination or harassment or dating violence against a student



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may subject that student to disciplinary action, including suspension or expulsion, consistent with the provisions of The Student Rights and Responsibilities Handbook and Discipline Policy. Student complaints about an employee shall be handled as provided in the SULLS policy.

Policy Against Harassment

Purpose and Philosophy Harassment is abusive and illegal behavior that harms victims and has a negative impact on the school culture by creating an environment of fear, distrust, and intolerance. Because SULLS is committed to providing a safe, healthy environment that promotes respect, dignity, and equality for all students, faculty, and staff, it is the purpose of this policy to create and preserve an educational environment free from harassment and discrimination.

Policy

The school prohibits all forms of harassment on school grounds, and at all school sponsored activities, programs, and events.

It shall be a violation of this policy for any student, employee, or school visitor to harass any student, employee, or any person associated with the school based on race, color, religion, gender, or national origin. The school encourages all victims of harassment to report the harassment immediately. All complainants have the right to be free from retaliation of any kind.

The school will promptly investigate all formal and informal complaints of harassment and will take prompt action to end the harassment.

Bullying is considered a form of harassment. Tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting others in a pattern is considered bullying.

Cyber bullying is a pattern of tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting others using the internet, interactive and digital technologies or mobile phones and will not be tolerated. Disciplinary action may be taken for students who violate the Code of Conduct through the use of technology.

Complaint Procedures

Harassment victims should report the harassment to a teacher or administrator as soon as possible. They should also provide as much documentation as possible, including details about date, time, and witnesses. In cases involving allegations of harassment by an administrator, the report should be made to the Title IX Coordinator for the Southern University System. If a complaint contains evidence of criminal activity, school authorities will notify the appropriate child protection agency or law enforcement agency.



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Child Abuse

School authorities will report all harassment complaints containing evidence of child abuse in accordance with Louisiana child abuse reporting laws.

Confidentiality

To the maximum extent possible, school authorities will attempt to protect the anonymity and privacy of all parties and witnesses to a harassment complaint. However, the school must balance privacy considerations with the need to cooperate with law enforcement authorities, provide Due Process to the accused, and conduct a thorough investigation. The school reserves the right to disclose the identity of parties and witnesses in appropriate circumstances.

Investigation and Resolution Procedures

Upon receiving a harassment complaint, the Director (designee)(or Title IX coordinator in cases involving sexual harassment) will conduct an investigation that may include interviewing the complainant and witnesses, reviewing documents, and interviewing the alleged harassed. Except in cases of criminal or severe conduct, school investigators will make every effort to resolve complaints informally at the school level.

Parent Involvement

Parents of both the victim and the accused shall be notified immediately of any harassment allegations that are serious or involve repeated conduct. Parents of victims or alleged harassed may participate in the investigation or resolution process.

In cases of severe or pervasive harassment, the school Director (designee)or SUS Title IX Coordinator may conduct a harassment investigation. In addition, a complainant, parent of the complainant, or any person who is dissatisfied with the school-level investigation and resolution of a harassment complaint may contact the Title IX Coordinator and request further investigation. Investigation requests made to the Title IX Coordinator should be in writing and should include all pertinent information, including names, dates, witnesses, and facts.

The Title IX Coordinator or designee shall attempt to conclude the investigation within 30 days. The Title IX Coordinator will notify the complainant and alleged harassed in writing of the outcome of the investigation.



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Other Legal Rights

In addition to the complaint procedures outlined in this policy, harassment complainants may file a complaint with the U. S. Department of Education's Office of Civil Rights.

Discipline

Students who violate the school's harassment policy are subject to discipline. In severe cases, a student may be removed from SULS for harassing behavior.

Retaliation

Retaliation against a person who makes a harassment complaint, opposes harassment, or participates in a harassment investigation is illegal and prohibited.

Any person who retaliates against a student or other individual who reports harassment is subject to disciplinary action. Retaliation includes threats, intimidation, ridicule, harassing phone calls, stalking, or any other harassment.

Title IX Coordinator

Kayla A. Dixon, Esq.

(P) 225-771-2424

subrtileix@sus.edu

Website: www.subr.edu/titleix

Policy Against Hazing

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school and are prohibited at all times.

General Statement of Policy

1. No student, teacher, parent, administrator, coach, volunteer, contractor or other employee of the school shall plan, direct, encourage, aid or engage in hazing.
2. No student, teacher, parent, administrator, coach, volunteer, contractor or other employee of the school shall permit, condone or tolerate hazing.
3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. This policy applies to behavior that occurs on or off school property and during and after school hours.
5. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
6. The school will act to investigate all complaints of hazing and will discipline or take



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appropriate action against any student, teacher, administrator, coach, volunteer, contractor or other employee of the school district who is found to have violated this policy.

Definition: Hazing means committing an act against a student or employee or coercing a student into committing an act that creates a substantial risk of harm or safety or affects the mental or physical health of the student, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or place a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student.
3. Any activity involving the consumption of alcoholic beverage, drug, tobacco product or any other food, liquid or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, which adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or school district policies or regulations.
6. Student organization means a group, club or organization having students as its primary member or participants. Included are grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.



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Disciplinary Infractions and Consequences

Academic Dishonesty or Cheating	1 st Offense-Time Out Room (TOR) and zero points for assignment grade Subsequent Offenses- Short-term suspension or Long Term Suspension and zero points for assignment
Alcohol: Possession/Use	Long-Term suspension or recommended expulsion
Alcohol: Distribution/Possession with Intent to Distribute	Recommended expulsion
Arson	Long-Term suspension or recommended expulsion AND reimbursement for damages
Assault and Battery on Faculty or School Personnel	Recommended expulsion
Assault and Battery on a Student	Short or Long-Term suspension, or recommended expulsion
Breaking and Entering School Property/Private Property	Short or Long-Term Suspension until reimbursement for damages is made, or recommended expulsion
Bullying/ Cyberbullying/ Intimidation, Harassment & Hazing	Short or Long-Term suspension, or recommended expulsion
Cell Phones or Other Electronic Device	NOTE: Refusal to relinquish phone will result in automatic three (3) day suspension. Short or Long-Term suspension, or recommended expulsion See Page 37
Commits Any Other Serious Offense	Long-Term Suspension or recommended expulsion
Conduct or Habits Injurious to Others	1 st Offense- Time Out Room (TOR) Subsequent Offenses- Short- term suspension
Criminal Damage to Property	Law enforcement contacted and Recommended Expulsion
Cutting/Skipping Class	1 st Offense offense-Short Term Suspension
Leaving the campus without permission	**Any student who leaves campus without permission will be subject to short-term suspension
Disrespect for Authority/ Cursing Faculty or School Officials	Parent teacher suspension letter, Short-Term or Long Term Suspension, or recommended expulsion depending on the severity of offense and accumulation of offenses



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Disobedience	Parent teacher Conference, TOR, Short-Term or Long Term Suspension, or recommended expulsion depending on the severity of offense and accumulation of offenses
Disturbance: Classroom or campus	Minor disturbance- Parent teacher conference, TOR, or Short/Long-Term Suspension Major Disturbance-Long-Term Suspension or recommended expulsion *Any student who deliberately refuses to obey the request or directive of a teacher or school administrator during disruptions will be suspended.
Drugs: Distribution or Possession with Intent to Distribute Any Drug	Law enforcement contacted and Recommended Expulsion
Drugs: Possession of Any Illegal Drug	Law enforcement contacted and Recommended Expulsion
Drugs: Possession of Medications (Prescription and/or Non Prescription)	Non-Prescription medications-Short-term or long-term suspension Prescriptions- Recommended Expulsion
Drugs: Possession of Tobacco Products or Drug Paraphernalia	Short-Term or Long-Term Suspension
Drugs: Under the Influence of Any Drug or Alcohol Product	Notify Parents and the School Resource Officer short-Long Term suspension
Extortion	Long-Term suspension or recommended expulsion
Fighting	Zero tolerance Short-Term or Long-Term Suspension
Forgery of Administrator's, Teacher's, Doctor's, or Parent's Name to a School Document or Note	Short-Term Suspension, Long-Term Suspension, or recommended expulsion
Gambling	1 st Offense-Time Out Room (TOR) Subsequent Offenses- Short-term or Long- term suspension
Immoral or Vicious Practice	Short- term suspension or Long Term suspension and parent conference
Indecent Exposure or Behavior/ Public Display of Affection	Parent teacher conference, Short-Term or Long Term Suspension, or recommended expulsion depending on the severity of the offense and accumulation of offenses
Kidnapping	Law enforcement contacted and Recommended Expulsion
Possession of Body Armor	Long-Term Suspension or recommended Expulsion



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Possession or Use of a Dangerous Weapon or Firearm	Law enforcement contacted and Recommended Expulsion
Possession or Use of Fireworks or Ammunition	Long-Term Suspension or recommended Expulsion
Profane or Obscene Language; Verbal or Written	Short-Term or Long-Term Suspension
Rape/Sexual Battery	Law enforcement contacted and Recommended Expulsion
Stealing/Theft	Reimbursement with Long-Term Suspension or recommended expulsion
Throws Missiles Liable to Injure	Short-Term or Long-Term Suspension
Trespassing	Short-Term or Long-Term Suspension
Vandalism	Reimbursement with Long-Term Suspension or recommended expulsion
Violates Traffic and Safety Regulations	1 st Offense- Parent Contacted Second Offense- Loss of privileges to drive to school/long term or short term suspension

***In the event that Time Out Room (TOR) is not available the student(s) will serve his/her TOR at home.**

Incidents of student misconduct may result in a referral to the Director (designee). The disciplinary response depends on, in part, the offense, previous actions, and the seriousness of the misbehavior. Acts of misconduct include those student actions that interfere with the orderly educational process in the classroom, at the school, or at a school-sponsored function. A teacher or staff member who observes a student engaged in misconduct prohibited by General Discipline Regulations will timely complete and submit a discipline/referral form to the Director or other appropriate school administrator. Examples of misconduct for which a Director (designee) may suspend a student from school and/or recommend an expulsion include the behaviors described below:

The following list is not exclusive and only provides examples of misconduct:

1. Willfully disobeying school employees.
2. Repeatedly violating classroom or transportation rules.
3. Behaving in a disrespectful manner by using foul or abusive language or gestures directed at a teacher in the classroom.
4. Threatening a student, teacher, or other school staff at school or a school function.
5. Preventing orderly instruction of other students, when a student violates the school's code of conduct or when a student exhibits other disruptive, dangerous, or unruly behavior, including inappropriate physical contact, inappropriate verbal conduct, sexual or other harassment, bullying, throwing objects, inciting other students to misbehave, or destroying property.
6. Posing an immediate threat to the safety or physical well-being of any student or teacher.



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7. Intentionally disrespecting a staff member, teacher, principal, director, or employee of the Southern University System.
8. Making an unfounded charge against a staff member, teacher, principal, director, or employee of the Southern University System.
9. Using unchaste or profane language.
10. Leaving the classroom, detention, time out room, or school grounds without the permission of school personnel.
11. Possessing matches, lighters, or other flammable materials.
12. Displaying inappropriate affection, i.e. hugging, kissing, holding hands.
13. Harassing, intimidating, or bullying of others, including but not limited to slurs, name-calling, or derogatory statements to another person because of that person's race, color, religion, national origin, disability, physical/personal appearance, or sexual orientation.
14. Engaging in conduct that involves immoral or vicious practices or conduct or habits injurious to other students.
15. Smoking, using or possessing cigarettes or tobacco products in any form. This shall include any electronic cigarettes, personal vaporizers, and electronic nicotine delivery systems or any other device of instrument, whatever kind in nature that simulates the feeling or act of smoking.
16. Disturbing the school and/or habitually violating any school rule.
17. Posting or distributing unauthorized materials on school grounds.
18. Failing to abide by the rules and regulations at extracurricular activities or at co-curricular activities such as field trips.
19. Loitering in unauthorized areas.
20. Changing school records or documents or signing a parent's name on school documents.
21. Displaying, using, ringing, texting, using as a camera, or operating any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone service, intercom or electro-mechanical paging system, such as beepers or cellular telephones is prohibited during the instructional day, without the specific authorization of the school Director or designee. During system wide testing such as statewide assessment, which includes end-of-year Literacy Screener and LEAP2025, students may not have or possess in the school building any such device. Cellular telephones and similar devices are to be left in vehicles, a dedicated locker with a lock or other secured place with the telephone or device in the off position. The unauthorized operation of paging devices or cell phones will result in suspension. **The Director (designee) may impose additional disciplinary measures if he/she deems appropriate. Bringing to school a cell phone or similar device is solely at the student's risk. The school shall not be liable for any lost, stolen, or damaged device including any confiscated device.** The use and operation of any electronic telecommunication device in the event of an emergency of an actual or imminent threat to public health or safety which may result in loss of life, injury or property damage is not prohibited.
22. Cutting, defacing, or injuring any part of a Southern University building, any property belonging to SULS, or any school vehicle, whether owned by or contracted for use by the university



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23. Displaying any profane or obscene pictures or other inappropriate graphic representations in or on any school (university) material or any school (university) property or any school premises, or on any fence, pole, sidewalk, or any school bus
24. Throwing missiles or objects liable to injure other persons on school grounds or on any school bus
25. Fighting
26. Provoking a fight either physically or verbally
27. Violating traffic and/or safety regulations of the school/university
28. Habitually being tardy or absent
29. Engaging in a cafeteria disturbance.
30. Violating a school's mandatory school-uniform policy.(Habitual offenses)
31. Engaging in disruptive behavior on a school bus/school van
32. Engaging in disorderly demonstrations, sit-ins, lock-ins, or damage to school grounds, school plants or school records
33. Accessing materials and sites on the Internet that are deemed to be inappropriate
34. Sending or forwarding inappropriate e-mail, including email containing offensive language, untruthful statements, junk e-mail, chain letters, or jokes
35. Gambling
36. Stealing/theft of school property, including computers and related equipment
37. Possessing a knife with a blade less than 2 inches in length, such as a utility knife or other instrument with razor blades.(La. R.S. 17:416(B)(1)(b)(ii)(aa) and (c)(1).
38. Failing to comply with reasonable requests of school personnel and/or defiance of the authority of school personnel
39. Failing to adhere to terms of behavior contracts
40. Making indecent/unsolicited sexual proposals or overtures and sexual harassment
41. Selling or soliciting for sale any merchandise, material or substances on school campus without the authorization of the building principal
42. Displaying disrespect toward school personnel or campus visitors
43. Participating in activities by groups such as gangs and cults
44. Wearing dress or attire signifying gang affiliations, obscene language and graphics, or suggesting any form of harassment or discrimination
45. Possessing or displaying laser pens or laser pointers
46. Using ethnic or racial slurs
47. Engaging in threats or other acts of intimidation that interfere with another student's desire or willingness to participate in the educational process
48. Engaging in misdemeanor criminal mischief (i.e., vandalism) resulting in the destruction or defacing of any property, including computers and related equipment. This includes rendering computers or related equipment inoperable or damaging them by erasing data with magnets; intentionally introducing viruses, worms, or trojans; or tampering with programs or other data without authority.
49. Using school computers, facsimile equipment, or other electronic devices to transmit, receive, view, or display obscene, vulgar, sexually explicit, or racist media; or to display information that advocates unlawful activities or provides guidance on the construction or production of weapons, illegal devices, or controlled substances



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50. Using the school computer network with the intent to incite violence or aggressive and/or disruptive action on the part of the student body, use of slanderous language, or use of language that promotes racial disorder or sexual harassment and is disruptive to the school environment
51. Using the school computer network for soliciting or purchasing commercial materials and/or services of any kind
52. Logging onto a computer, sending email, or accessing the Internet or school system's intranet using a name or password other than the student's own
53. Posting unauthorized Web pages, graphic images, or offensive language or comments on a school/university server, Web page, or guest book
54. Using the school computer network to engage in participation in hate groups
55. Engaging in extortion, which is defined as obtaining money or information from another by coercion or intimidation
56. Possessing or using any prescription or nonprescription drug, medicine, vitamins, or other chemical in violation of the Guidelines for Dispensing Medications at School
57. Refusing to cooperate in, or interfering with, a random metal-detector safety search
58. Hazing
59. Assisting (directly or indirectly) with the promotion of any behavior prohibited by this Code of Student Conduct
60. Possessing drug paraphernalia
61. Being under the influence of alcoholic beverages or drugs
62. Committing a serious act or offense while under the influence of alcoholic beverages
63. Engaging in conduct that contains elements of the offense of public lewdness or indecent exposure
64. Burglarizing a School/University facility.
65. Trespassing
66. Threatening student(s)
67. Engaging in retaliation against any Southern University System employee, whether on or off campus or at a school function, such as intentionally or knowingly threatening to harm another by an unlawful act in retaliation for that person's performance of his or her official duties
68. Participating in an illegal organization such as a fraternity, sorority, secret society, gang, cult, or other criminal combination prohibited by law that is defined as an organization composed at least in part of students and that seeks to perpetuate itself by recruiting members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims or mission of the organization.
69. Committing an act of arson.
70. Any other act or conduct which disrupts the educational process such as a minor disturbance.
71. Using any Internet or social networking websites to threaten or bully others or making statements that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing or terrorizing that negatively affect any student or employee of the school system or that may result in disrupting the school and teaching environment, a school function, or an extracurricular/non curricular school activity



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72. Posting on any Internet website indecent, vulgar, lewd or slanderous photographs or video taken on the grounds of SULLS or other property owned or operated by or on behalf of Southern University System or in any vehicle owned or operated by or on behalf of SUS and which photographs or video may result in a substantial disruption of a school or are a threat to someone at school
73. Cyberbullying
74. Tampering with fire alarms or causing a false alarm of fire

Public Display of Affection (PDA)

Student to student contact is prohibited.

The following types of PDA during normal school activities (during the day and after school activities-games, class meetings, field trips, etc.) are not permitted. This is not an inclusive list but provides clear descriptions and examples.

1. Kissing of any kind or for any length of time
2. Having a student's arm/hands around another student's waist or any other body part (head, neck, etc.)
3. Body bouncing (when a student bounces their body against another student's body).
4. Sitting between the legs of another student.
5. Rubbing up against another student from the front, side, or back, or in any manner.

Students who violate the PDA guidelines will be subject to disciplinary actions for noncompliance and/or disruptions as the case warrants.

General Disciplinary Options/Responses:

The possible options or responses include the following:

1. Advising the student of the particular misconduct of which he/she is accused, as well as, the basis for such an accusation and allowing the student an opportunity to explain his/her version of the facts;
2. Contacting the parent by phone and written notification to parent or guardian;
3. Requiring administrator/student/parental conference;
4. Detention - classroom and/or recess;
5. Excluding from extra-curricular activities, such as field trips, athletic events, and commencement exercises/award ceremonies;
6. "Behavior," "behavioral," and/or "conduct" contracts;
7. Removing by teacher of the student from the classroom (following procedures as outlined below);
8. Assigning to Time-out-Room (if available);
9. Require completion of all assigned school and homework which was assigned during a period of suspension; or



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10. Any other appropriate disciplinary actions determined by the administration with the concurrence of the teacher or building level committee.
11. For any bullying, investigate and report as required by La. R.S. 17:416.13.

General Discipline Procedures

1. Referral to administrator by way of written report using approved form.
2. Administrator must confer with the student and give the student an opportunity to explain the student's version of the facts and may confer with the teacher to establish appropriate action.
3. **For a student removed from the classroom by a teacher for misconduct involving items in this handbook, the Director or designee shall give the student time to explain his/her conduct and shall conduct a counseling session with the student, as appropriate. A student in kindergarten through Grade 5 shall not be permitted to return to the classroom for at least 30 minutes unless agreed to by the teacher. A student in Grade 6 through Grade 12 shall not be permitted to return to the classroom during the same class period unless agreed to by the teacher.** In addition, prior to readmission of the student to the classroom, the administrator shall implement one of the following disciplinary measures:
 - A. Time-out-room (if available);
 - B. Detention-after school (if available);
 - C. Any other disciplinary measure authorized by the Director (designee)with the concurrence of the teacher or the building level committee;
 - D. Teacher may require a conference with the parent, tutor, or guardian in the presence of the Director or designee before the student is readmitted, subject to applicable law;
 - E. Upon the third removal from the same classroom, a conference between the parent, tutor, or legal guardian shall be required prior to readmission, subject to applicable law;
 - F. If disruptive behavior persists, the teacher may request that the student be transferred into another setting;
 - G. Suspension, if appropriate;
 - H. Require completion of all assigned school and homework which was assigned during a period of suspension.*
 - I. The Director or designee shall provide oral or written notification to parent or legal guardian of any student removed from a classroom. The notification shall include a description of any disciplinary action taken.
 - J. Investigate and report regarding incidents of bullying as required by La. R.S. 17:416.13.
4. Discipline Referral Form is retained by the Director or designee.
5. Administrator is to complete applicable Louisiana Department of Education reporting forms, as appropriate and obtain, if applicable, the student's signature and the parent/guardian's signature on the form. The administrator is to provide copies of the completed form as identified on the applicable form.



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6. General Discipline Regulations behavior violations and Discipline Options/Responses are not limited to those stated.

Recommended Expulsion Hearing Option

A recommendation for expulsion may include any conduct stated in the previous sections for which the Director or designee may suspend the student, place the student into on-campus suspension, or recommend expulsion if the conduct is serious or persistent. The Director or other appropriate administrator makes the disciplinary determination on the basis of the severity of the misconduct and the previous record of behavior.

For students in Pre-K through fifth grade, after being suspended on three (3) occasions for committing any of the infractions enumerated in this Handbook (tardies or dress code violations do not count) during the same school year shall be recommended for expulsion. A student in grades six through twelve who is suspended a third time within the same school year for any offense, excluding those related to dress codes or tardiness, shall be immediately recommended for expulsion. See La. R.S. 17:416(C)(2)(c).

If a student is expelled from SULS he/she will not be able to attend any public school in the state of Louisiana until the beginning of the next regular school year or at least for one complete school semester. The Discipline Committee may determine that a long-term suspension is appropriate instead of an expulsion. Suspensions within the school year may be considered regardless of school (charter, other district) attended during the school year.

Required Recommended Expulsion Hearing

The following conduct requires the Director or designee to immediately suspend the student and to recommend expulsion. Upon conclusion of a hearing and upon finding that a student is guilty of conduct warranting expulsion of any of the offenses, the Discipline Committee shall determine whether such student shall be expelled from the school or if other corrective or disciplinary action shall be taken. La. R.S. 17:416(C)(1).

1. Battery, assault, or making statements threatening physical harm to a school teacher, instructor, administrator, staff person or employee of the school system. The student shall be immediately removed from the school premises. The student shall not be readmitted to the school of the assaulted or battered or threatened employee until all hearings and appeals have been exhausted. If found guilty of violating La. R.S. 14:34.3 or 38.2 or both by competent Court or as a result of an expulsion hearing of committing a battery or an assault on any school employee or a threat to harm any school employee, the student shall not be assigned to attend or attend the school to which the assaulted, battered or threatened employee is assigned, unless the school system has no other school of suitable grade level



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for the pupil to attend or if the assaulted, battered or threatened employee agrees to allow the student to return to the same school.

2. Two (2) or more on one (1) fight or battery
3. Communicating false information of planned arson or bomb threats.
4. Inciting or participating in a major disturbance on campus.
5. Possession of alcoholic beverages.
6. Possession and/or distribution of counterfeit money.
7. Use of any object as a dangerous weapon.
8. Possession or use of an object as a weapon, such as mace, pepper spray, or a box cutter.
9. Possession or use of explosive devices/fireworks, and/or ammunition or look-alike devices, such as replicas of guns similar in appearance to a real gun.
10. Tampering or destroying school records, roll books, or school property.
11. Terrorizing.
12. Engaging in conduct that contains the elements of an offense relating to sniffing glue or spray paint, including possession, use, delivery to a minor, or possession of paraphernalia used with abusable glue or spray paint.
13. Engaging in conduct that contains the elements of an offense relating to use, possession, delivery to a minor, or possession of paraphernalia used with volatile chemicals.
14. The Director or designee shall immediately suspend a student who is found carrying or possessing a knife the blade of which equals or exceeds two and one-half inches in length. The Director (designee) shall immediately recommend the student's expulsion except, in the case of a student less than eleven years of age in pre-kindergarten through grade five who is found carrying or possessing a knife which exceeds two and one-half inches in length, the Director or designee may, but shall not be required to recommend the student's expulsion. La. R.S.17:416(B)(1)(b)(ii)(cc).
15. Sexual battery
16. "Hacking" or other use of computers to gain unauthorized access to the School System or other databases, including student, faculty, or district data files, without permission. In addition to any criminal penalties, students may have their computer privileges suspended.
17. Oral sex or any act of sodomy or sexual intercourse.
18. Making a "threat of violence". See La. R.S. 17:409.2(2).
19. Making a "threat of terrorism.". See La. R.S. 17:409.2(3).
20. Hacking online or accessing online learning environments not assigned to the student.
21. Possessing or displaying laser pens, pointers or other laser devices.
22. Students grades 6-12 suspended for a third time within the same school year for any offense, excluding those related to dress code or tardy violations.

Required Expulsion

If found guilty by a **Disciplinary Hearing Officer (Committee)**, the **Disciplinary Hearing Officer** may not assign a lesser punishment for the following offenses:



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1. Any student, 16 years of age or older, found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school sponsored event pursuant to following a hearing shall be expelled from school for a minimum of a period of four complete school semesters. La. R.S. 17:416(C)(2)(ab)(ii). Under the above circumstances, students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart 1 – Regulations for Students with Disabilities, Section 530-537 or Section 504 of the Rehabilitation Act of 1973.
2. Any student who is under 16 years of age and in grades six through twelve and who is found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus or at a school sponsored event pursuant to following a hearing shall be expelled from school for a minimum of a period of two complete school semesters. La. R.S. 17:416(C)(2)(b)(ii). Under the above circumstances, students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart 1 – Regulations for Students with Disabilities, Section 530-537 or Section 504 of the Rehabilitation Act of 1973.
3. Any student in kindergarten through grade five who is found guilty by a Disciplinary Hearing Officer of possession of or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug or other controlled substance on school property, or at a school sponsored event following a hearing shall be referred to the Disciplinary Committee through a recommendation for action by the Director. La. R.S. 17:416(C)(2)(c)(ii). Under the above circumstances, students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941, et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart 1 – Regulations for Students with Disabilities, Sections 530-537 or Section 504 of the Rehabilitation Act of 1973.
4. Any student who is sixteen years of age or older and who is found guilty pursuant to a hearing of being in possession of a firearm on school property, or in actual possession at a school sponsored event shall be expelled from school for a minimum period of four complete school semesters. The student shall be referred to the district attorney for appropriate action. La. R.S. 17:416(C)(2)(a) and 20 U.S.C. Subsection 7151. Under the above circumstances, the students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart 1 – Regulations for Students with Disabilities, Sections 530-537 or Section 504 of the Rehabilitation Act of 1973.
5. Any student who is under the age sixteen years and in grades six through twelve and who is found guilty pursuant to a hearing of being in possession of a firearm on school property, or in actual possession at a school sponsored event, shall be expelled from school for a minimum period of four complete school semesters. The student shall be referred to the district attorney for appropriate action. La. R.S. 17:416(C)(2)(a)(I) and (b)(i) and 20 U.S.C. Subsection 7151. Under the above circumstances, the students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with



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Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart 1 –38 Regulations for Students with Disabilities, Sections 530-537 or Section 504 of the Rehabilitation Act of 1973.

6. Any student in kindergarten through grade five who is found guilty pursuant to a hearing of being in possession of a firearm on school property, on a school bus, or in actual possession at a school sponsored event, shall be expelled for a minimum period of two complete school semesters and shall be referred to the district attorney for appropriate action. La. R.S. 17:4169(C)(2)(c)(i). Under the above circumstances, students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart 1 – Regulations for Students with Disabilities, Sections 530-537 or Section 504 of the Rehabilitation Act of 1973.

Conviction of a Felony

1. The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, which had it been committed by an adult would have constituted a felony, may be cause for expulsion of the student for a period of time as determined by the board. Further, the expulsion shall not be for a period of time longer than the student's period of adjudication as determined by the applicable court presiding over the student's criminal matter, and shall run concurrent to the student's period of disposition. If the student was serving an expulsion period when the student was incarcerated for a separate offense and the student completes the period of incarceration with time left in the expulsion period, the director or his designee may require the student to serve the time left in the expulsion period. See La. R.S. 17:416(D)(1). Under the above circumstances, students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart 1 – Regulations for Students with Disabilities, Sections 530-537 or Section 504 of the Rehabilitation Act of 1973.
2. The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, whether said act is committed in this state or outside this state, which had it been committed by an adult would have constituted a felony in this state, may be sufficient cause for any public school system superintendent to refuse admission of said student to any school except upon review and approval. La. R.S. 17:416(D)(2). Students with disabilities have certain rights under federal and state law which may affect determinations in these situations.



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Administrative Matters

Cafeteria

All students are expected to eat in the school's cafeteria. Students will not be permitted to leave the school grounds during the lunch period. **Special provisions, when possible, will be made for students who have dietary problems, by submitting information to the cafeteria manager.** Requests for this special provision MUST be accompanied by medical documentation. Upon leaving the cafeteria, the remaining part of the scheduled lunch period may be used for relaxation or study. The following rules are expected to be observed in the cafeteria:

1. Walk, do not run
2. No gum chewing
3. Stand in an orderly line
4. No students are to "cut" into lines; on occasion, adult personnel are to be extended this courtesy.
5. There are no reserved seats. If you wish to sit with friends, you must enter with them.
6. Do not sit or lean on the tables.
7. Keep the tables and floors tidy. Trash must be placed in wastebaskets.
8. Trays are not to be left on the tables. Return them to the area provided for soiled utensils.
9. Food and food trays are not allowed outside of the cafeteria.
10. If you leave the cafeteria, you must get in the back of the lunch line to re-enter.
11. Keep noise level at a minimum. Speak in conversational tones. Do not yell or shout at schoolmates across the room
12. Parents are not permitted to bring lunch to school for students. Any special meals must have the approval of the Director/Cafeteria Manager.

Deliveries (Outside Food)

*Commercial deliveries are not allowed except for deliveries by vendors for the purpose of school meetings approved ahead of time by administration. Students coming to school in the morning and students returning to school after temporary absences **may not** bring any food or drink into the school buildings. We are fortunate to have a rapidly growing student body, so we are unable to accommodate deliveries from parents to students throughout the school day. We appreciate your understanding of this situation.*



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Selling of Food on Campus

Students are not allowed to sell food or beverages on school premises. This includes homemade and store-bought prepackaged items. If a student is found to be selling items, the school has the right to discard such items and enforce disciplinary actions as deemed necessary.

Textbook/Student Equipment/School Property

Students are responsible for the care of textbooks, Chromebooks, and equipment issued to them. Lost and/or damaged books, chromebooks, and equipment must be paid for before report cards are issued. A textbook cannot be replaced during the year unless it is paid for. SU Lab also requires students to pay for any other school property damaged as a result of student misconduct.

Lost and Found

The lost and found items are located in the main office. Found articles should be turned in to the Front Office. Articles may be claimed by the owner upon proper identification. Students are requested to properly label articles so that ownership may be easily determined. Items not claimed will be disposed of at the end of the semester. Names should be written in all uniform apparel for easy identification.

Academic Matters

JCAMPUS Parent Access

Students and parents should access important student information online through JCampus Parent Access. Please visit the school website www.sulabschool.com, click on the Student Progress icon, and follow the log-in instructions. Once logged in, parents can see their child's grades in each class as well as attendance and discipline history. Parents and students are strongly encouraged to utilize this resource on a regular basis to help ensure success for all students.

Schedule Changes

Student schedules are prepared based upon pre-registration requests for courses and/or particular needs to meet minimum standards for education. In a few instances, courses offered during



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preregistration will not be included in the current schedule due to insufficient numbers of requests for those courses.

A student's schedule of courses must be for the entire year. Changes will be made **ONLY** in instances that merit changes. All changes to a student's schedule are approved by the administration and changed by the Guidance Counselor. **Students must follow their original schedule until they are sent for by the Guidance Counselor's office.**

To request a schedule change, follow the procedures as outlined below:

1. Complete the information on the specified google form.
2. Follow your original schedule until called to the Guidance Counselor's Office.
3. No class can be changed or dropped after 10 school days.

Grading

Grades will be calculated at nine-week intervals based on an accrual of points earned during a semester according to the following scale:

The grading policy of the Southern University Laboratory School is based on a 4.0 system:

- A - 4 quality points
- B - 3 quality points
- C - 2 quality points
- D - 1 quality point
- F - 0 quality points

Each semester is independent of the other.

- **Honors (Advanced Placement/Dual Enrollment) classes are weighted and receive an additional quality point through C status.**

The quality point values are for courses of one unit when computing final or session grades. Otherwise, letter Grades earned for ½ unit credit courses are computed as a corresponding half-credit point value.

-----Uniform Grading Scale -----		
A	90% - 100%	A - 4
B	80% - 89%	B - 3
C	70% - 79%	C - 2
D	60% - 69%	D - 1
F	Below 60%	F - 0



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-----Grading Scale - AP/DE-----

A	90% - 100%	A - 5
B	80% - 89%	B - 4
C	70% - 79%	C - 3
D	60% - 69%	D - 1
F	Below 60%	F - 0

Honors classes are offered in English I, English II, English III, Algebra I, Algebra II, and Geometry. Honors courses will follow the regular grading scale and the scale that is weighted with an additional quality point through a C status. Students must obtain a parent and teacher signature on the course request form that is completed in the spring for the next year's registration.

Additionally, the teacher recommends students for these classes based on the following criteria:

- The current year's class performance
- Standardized test results
- Student interests and work ethics
- Ability to work independently and above regular grade level assignments
- Parental consent

The point system is used in computing report cards for students enrolled in grades first through twelfth. All assignments, tests, recitations, and activities are assigned a specific number of points.

When a course is repeated, the grade earned will become a part of the student's transcript; however, the failing grade remains a part of the permanent transcript. This shall apply to courses repeated at the Laboratory School, approved summer school, or by correspondence or an online course.

Grade Point Average

Cumulative grade point averages will be compiled utilizing all course grades, including those that have been repeated. The total number of quality points earned will be divided by the total number of units attempted.

Change of Grade

Students desirous of a CHANGE OF GRADE that has become a part of the permanent record, must petition the instructor who assigned the initial grade, who will then initiate, the "Change of Grade" procedure. Should a teacher wish to change the grade that has been placed on the student's permanent record, the teacher must do the following within **fourteen (14) days** of the marking period in which the initial grade was assigned:



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1. Obtain and complete a “Change of Grade” request form.
2. State reason(s) for which the grade change is being requested.
3. Attach documentation and/or justification.
4. Submit a signed request form to the Director or Assistant Principal.

The change of grade report and documentation must then be reviewed. If the change is not approved, the initial grade remains on the permanent record. All documentation as well as the requested grade change becomes a permanent part of the record.

Note: If a Change of Grade Request is made to remove probationary or academic expulsion status, that status remains effective until the requested change receives final approval. Students under academic expulsion cannot be re-admitted until the change of grade request procedures are completed with approval for official change of grades. Questions about calculating six weeks, semester or cumulative grade-point averages should be directed to the Guidance Counselor and/or administration.

Academic Integrity

Students are expected to exhibit academic integrity at all times. If students are suspected of showing academic dishonesty(cheating), an investigation will be conducted. Consequences of academic dishonesty will result in the student receiving a “0” for the assignment or test and the parents will be contacted. Habitual offenses could result in suspension and/or expulsion.

Examples of academic dishonesty:

- Plagiarism
- Missing class in order to avoid turning in an assignment or taking a test
- Sharing answers to assignments, quizzes, tests, etc.
- Turning in someone else’s work as your own
- Using forbidden materials while completing an assignment and/or test

Incomplete Grade Assignments (Extenuating Circumstances)

An unexcused absence does not excuse a student from making up missed work. It is the student’s primary responsibility to make the necessary arrangements with his teacher to make up missed work. Assignments received prior to the absence are to be brought in the day the student returns. If a teacher assigns a grade of “I” (Incomplete) for a nine weeks grading period, the teacher must:

1. Submit in writing (Incomplete Grade Form) to the Director the reason(s) why a legitimate grade cannot be assessed at that time.
2. Inform the student and parent in writing as to the conditions that must be met in order that the “I” be removed.



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3. Requirement for the removal of the grade of "I" must be completed within a (10) day period (school days).
4. Submit in writing, the assigned grade to the Director when the deficiency has been removed. This grade **MUST** be submitted within two weeks (school days) of the grading period, or the grade of "I" becomes "F".

Students will be assigned the grade of "I" only under the following adverse conditions:

1. Absence due to long term illness (i.e. communicable diseases, surgery, etc.)
2. Disabilities (i.e. physical or psychological, due to accident, surgery, etc.)
3. Catastrophic family conditions or emergencies (i.e., severe weather, death, etc.)

*The above must have appropriate written documentation (i.e. doctor's statement on letterhead).

Classification of Student

Grade placement is to be determined only at the beginning of the school year for grades 9, 10, 11 and Grade placement for seniors can be determined at any time.

Grade 10 – by having earned no less than 5 credits

Grade 11 – by having earned no less than 12 credits

Grade 12 – by having scheduled sufficient units during the regular year to complete graduation requirements at the end of the school year.

Transfer Credit

Any student who transfers to the Laboratory School and has been enrolled in a subject which is not offered at the SU Lab school, will be given ½ unit of credit if he or she has successfully completed twelve weeks of work in any subject or provides a complete transcript from the previous school. All 9-12 entering students must provide an official copy of their transcript from their previous school.

Pre-Kindergarten Readiness

SULS Pre-kindergarten class is designed to prepare students for Kindergarten. To ensure all students receive the benefits of this preparation and have a positive experience, each Pre-Kindergarten student must be ready to function in a school setting. (We realize students may need the first few weeks to transition into school and we take this into consideration.) A child is ready to attend SULS Pre-Kindergarten if he/she can:



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- Follow verbal directions
- Sit for 10 minutes for 3-year olds or for 15 minutes for 4-year olds
- Participate cooperatively in group activities
- Control their emotions, i.e doesn't have tantrums or act aggressively
- Is fully potty trained. Students enrolled in SULS must be fully potty trained by the start of school in August. Accidents will occur occasionally. Accidents by definition are unusual incidents and should only happen infrequently. Fully potty-trained students:
 - No longer wear diapers (disposable or cloth) or disposable underwear (pull-up)
 - Can tell the teacher when they need to go to the bathroom
 - Can attend to their own hygiene
 - Has less than two accidents in a two-week period.

Consequences:

- If adjustment problems are evident, the parent will be contacted.
- A formal conference will be held between the parents, teacher, and principal. If parents Do Not respond to attending the conference, the child can be dismissed.
- At the end of a six {6} weeks period, if intervention techniques have proved unsuccessful, the child may be dismissed from the program.

Pupil Progression Plan

Below is the link to the school's 2024-2025 Pupil Progression Plan. This plan spells out the criteria used for promotions in grades K-12, and explains promotions that are conditional according to circumstances. The school will follow all policies outlined in the progression plan. The Pupil Progression plan is updated yearly.

[Pupil Progression Plan](#)

Transfer from Homeschool Procedures

Students of all grade levels who have been on state approved home schooling programs and wish to enroll in SULAB must:

- Present a copy of the approved application for each year that the student has been in the home study program.
- Present a report that provided information about the program of studies pursued by the student while in home study.
- Students who took and failed English or mathematics in the spring or summer prior to 5th or 9th



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grade shall not be placed in 5th or 9th grade if they enter SULAB

- Students will not be placed higher than one additional grade per year since the previous placement of the student in a state approved school.
- To determine elementary placement for homeschool students, the SULAB shall evaluate the student's instructional level using diagnostic and achievement instruments normally used in the school for new students.

These tests include tests similar to LEAP 2025 in reading and mathematics, end of the book tests and similar components of the adopted textbooks series, grade level materials and norm-referenced data. The interpretation of the results of the test given will be based on the student's re-entry date. The Director (designee) shall be responsible for administering the test. If the student's placement is in question, the Director (designee) will convene the SBLC.

Students in grades 5 and 9 transferring to the SULAB system from any in state nonpublic school (state approved and unapproved), any out-of-state school or home schooling program shall be required to pass the English/ Language Arts and mathematics portions of the state-developed placement test. Out-of-state residents do not have to take the placement test if they were promoted to the fifth or ninth grade.

Middle School Placement for Home Study Students

It is recommended that the students re-enter at the beginning of a semester. Students re-entering during the semester must successfully complete all required course work from point of entry. The student shall be placed using the following data:

- Evaluations from norm referenced tests
- Tests similar to LEAP2025 in reading and mathematics and/or LEAP2025 results
- Recommendations by the School Building Level Committee and other pertinent data

High School placement for homeschooling students

The home schooling student should enter at the beginning of the school year. High school placement is determined by the number of Carnegie units as evidenced by the results of proficiency exams administered at the school. These tests are to be taken within 10 days after placement into the school system. Proficiency exams for academic subjects shall be administered at the school. A passing score of 67% is required for all tests.

- List the placement test(s) administered to the above-mentioned transfer students, if applicable.
These tests include tests similar to LEAP2025 in reading and mathematics, end of the book



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tests and similar components of the adopted textbooks series, grade level materials and norm-referenced data. The interpretation of the results of the test given will be based on the student's re-entry date. The school counselor shall be responsible for administering the test. If the student's placement is in question, the Director (designee) will convene the SBLC.

School Building Level Committee

For the purpose of review of promotion criteria, the Director (designee) will coordinate the decision-making process of the SBLC.

Composition

- Classroom teacher directly involved with instruction of student
- School Administrators
- Counselor or classroom teacher not directly involved with instruction of student
- Teacher of any special program in which student is involved
- Parent of student
- Student (when appropriate)

Function

- To review the data from all available sources on each individual student relative to a promotion or retention appeal, waiver, or extenuating circumstance, on a semester or annual basis when applicable
- To make recommendations for remediation and/or placement

To serve as a review committee to investigate complaints initiated by parents or guardians at the local level. (A parent or guardian may initiate an individual review of student placement and/or promotion by notifying in writing the school building level principal).

If current local data is not available, selection and administration of appropriate tests shall be determined by the SBLC. Such tests shall be administered within ten (10) school days to provide documentation of the student's current level of mastery of state grade appropriate standards. The SBLC shall communicate its determination of educational placement for the student in writing to the parent(s) or legal guardian(s).

Rights

Parents or guardians have the right to review with the counselor all official files and data which pertain to the student personally. Students 18 years of age and older may make the same request. Parents have a right to challenge the accuracy of the data through a formal hearing. The school must **produce** such **records** for examination **within 30 days of a written request**. The school shall respond to reasonable requests for explanation and interpretation of a student's records.

No official record, file or data pertaining to any individual student that is personally identifiable to the student shall be released to anyone other than the student and/or parent except as authorized by law unless the student and/or parent has executed a written release of such information to a person or agency.



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Grade Placement/Promotion in Elementary and Middle School (grades K-8)

Promotional status for all elementary students will be based on the requirements as stated in the Southern University Laboratory School's Pupil Progression Plan.

Grade Placement/Promotion from 8th grade to 9th grade

A student must meet state assessment required standards. If an 8th grade student does not meet state assessment requirements he/she:

- MUST attend summer remediation
- Is not eligible for promotion without a grade 8 waiver, the student is not eligible for promotion at the Lab School and must return to his/her free and appropriate public education (FAPE) school district. The student may re-apply for Lab school admission consideration after all new applicants have been considered.

Grade Placement/Promotion in High School

Unit requirements for grades 9 – 12 at SULS are:

1. Grade 9 – by having successfully completed 11 of 14 semester credits of the eighth grade curriculum
2. Grade 10 – by having earned no less than 5 units of credit
3. Grade 11 – by having earned no less than 12 units of credit
4. Grade 12 – by having scheduled sufficient units during the regular year to complete graduation requirements at the end of the school year and has scored Approaching basic or Above on the LEAP2025 in either Algebra I/Algebra II, English II/English III, and Biology/U.S. History/ Civics.

Report Cards and Progress Reports

Report cards are mailed at the end of each semester (second and fourth nine weeks) and sent home by students at the end of each nine weeks (first and third nine weeks). Parents are encouraged to use the online parent portal to monitor student progress.

Honor Roll Status

On each level – elementary grades K – 5, middle and high school 6 – 12, an Honor Roll will be compiled and displayed each grading period. A student must have straight A's or A's, B's, & C's excluding letter grades D, and F to receive Honor Roll recognition. Elementary students with reading placement below grade level CANNOT be considered for Honor Roll status. The grade



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point average earned for each individual grading period will be used to calculate Honor Roll status for the nine weeks and/or semester. Additionally, students will be recognized each nine weeks/semester for their academic accomplishments. Honor Roll certificates will be issued. However, to receive nine week/semester Honor Roll recognition, students must have maintained Honor Roll status each nine weeks of the semester.

Honors Lists will be compiled and displayed at the end of each semester. President's List 4.00 and above; Provost's List - 3.5 to 3.99; Dean's List - 3.0 to 3.4.99

Parent – Teacher Conferences

Parents may request conferences during the teacher's conference period. Parents are discouraged from stopping teachers in the morning on the ramp or the parking lot. This is not a proper conference time or place in that teachers have responsibilities in the morning and are preparing for the day's activities. **Contact the Guidance Department to schedule a conference. In the event that a conference is needed with multiple teachers, conferences will be scheduled through the guidance counselors as well.**

Additional Fees (Kindergarten, 5th, 8th, Junior, Senior & Graduation)

Additional fees for Kindergarten, 5th and 8th Grade students will be assessed at the beginning of the 4th nine weeks for recognition programs.

All seniors will conduct themselves in a manner commensurate with their status as leaders of the school. A detailed listing of graduation requirements will be disseminated in the spring along with several mandatory activities. The Senior Fee will be assessed to all seniors to help defray expenses related to senior activities such as graduation, senior banquet/breakfast. An itemized list and the deadline for payment will be listed in the Fall communication to seniors and their parents.

There is a separate fee for invitations, memorabilia, cap and gowns, etc. with Herff Jones. Again this fee is a part from the school fee and will be managed by Herff Jones employees. More information on ordering these supplies and the exact amount will be given in the Spring.

Juniors will have a class fee that will cover expenses for prom. Class rings are ordered through Herff Jones and that fee is separate from the class fees.

Class Rank

Class rank for graduating seniors is determined by computing the cumulative grade point average of final grades of all courses taken in grades 9 – 12. The senior with the highest grade point



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average is named Valedictorian; the senior with the second highest grade point average is named Salutatorian. If two or more students have identical averages (carried to two decimal places) for the first and second place honors, Co-Valedictorians or Co-Salutorians will be named.

To be named valedictorian or salutatorian of the Laboratory School graduating class, a senior MUST have attended the Laboratory School in grades 10-12 consecutively (6 semesters). To be eligible for distinction at graduation, candidates with a 3.00 – 3.49 grade-point average will be designated Honor Graduates; Cum Laude will be awarded to candidates whose grade-point average is 3.50 – 3.69. Magna Cum Laude will be awarded to candidates whose grade-point average is 3.7 – 3.89. Summa Cum Laude will be awarded to candidates whose grade-point average is 3.90 or higher. This academic recognition becomes a part of the official record and will be noted on the transcript, diploma and Commencement Program. Honor students also wear special stoles or ropes at graduation.

Seniors and their parents should periodically review their academic status during the senior year with the counselor. Make certain all summer school, correspondence grades, etc. are properly posted.



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High School Graduation Requirements for Laboratory School Students

English	4 Units
English I, II, III, and IV	
Mathematics	4 Units
Algebra I (1 unit) Geometry Algebra II The remaining unit shall come from the following: Advanced Mathematics I, Pre-Calculus, Calculus	
Science	4 Units
1 unit of Biology 1 unit of Chemistry 1 unit of advanced science from the following courses: Biology II, Chemistry II, Physics 1 additional science unit	
Social Studies	4 Units
½ unit of Civics or AP American Government and Politics ½ unit of Free Enterprise 1 unit of American History 1 unit from the following: World History, World Geography 1 unit from the following: World History, World Geography, Economics, Law Studies, Psychology, Sociology, or African American Studies.	
Health Education	½ Unit
Physical Education	1½ Unit
Foreign Language	2 Units
Shall be 2 units in the same foreign language	
Arts	1 Unit
1 unit Fine Arts Survey or 1 unit of Art (2333), Dance (2337), Music (2355), Theatre Arts (2333), or Applied Arts.	
Financial Literacy (Beginning 2024-2025 Freshman Class)	1 Unit
Electives	2 Units
TOTAL	24 units

Students must meet all academic requirements to participate in commencement exercises.



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Eligibility for Extracurricular Activities

To be eligible to participate in organized extracurricular activity programs, a student must:

- A. Have passed a minimum of five (5) courses during the previous semester with at least a 2.0 grade-point average. If the student is a Junior or Senior and is taking less than six hours of coursework, s/he must pass all courses to be eligible to participate. If the student is a Junior or Senior and is taking more than six hours of coursework, s/he must pass at least six classes to be eligible to participate.
- B. Have attended four classes on the day the extracurricular activity occurs. If the activity occurs on the weekend, the student must have attended (4) classes on Friday.
- C. Not be on academic or disciplinary probation with the school as outlined in the student handbook.
- D. (for interscholastic athletics only) live in the Scotlandville Magnet High school attendance area (as defined by the EBRP School Board) or have attended Southern University Laboratory School for at least one calendar year, and
- E. Be in compliance with the school's attendance policy.
- F. Be in financial good standing with the institution

NCAA Initial Eligibility Rules

Student athletes who desire to participate in college athletics should check specific rules and the application process at www.ncaaclearinghouse.net or www.eligibilitycenter.org. The Louisiana High School Athletic Association recommends that all student athletes and their families view their recruiting webinar which is on the LHSAA homepage: www.lhsaa.org. (Students who qualify for an ACT fee waiver should see the senior counselor for a NCAA fee waiver.)

Sporting Events

The Southern University Laboratory School student finds in the many sports activities available, an opportunity to exhibit his/her great loyalty to his/her alma mater. Sports activities in which the Laboratory School participates on an inter-school competitive basis are football, basketball, volleyball, baseball, and track (or any additional sports offered at SULS). All athletes and spectators must abide by the rules of Louisiana High School Athletic Association.

Athletes and schools who are disqualified (due to inappropriate player/spectator behavior two times during a season) will not be permitted to participate in athletic competition for the remainder of the school year.

When leaving the campus to attend games, whether in or out of the city, all students will dress in a manner, which will favorably reflect upon the school and team and their families. Athletes will be properly dressed in the school uniform when they leave the campus. The coach will determine which part(s) of the uniform to wear.



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Spectator Sportsmanship Code

APPLAUD OR CHEER WHEN:

- The opposing team takes the field.
- A player is leaving the field or court and is being replaced.
- An injured player seems to need encouragement.
- When the home team has made a good play.
- When an opponent has done exceptionally well.

REFRAIN FROM TAUNTING/CHEERING WHEN:

- The home team is penalized.
- The opposing team is penalized.
- You are tempted to be sarcastic, abusive or use profane language.
- You are inclined to try rattling the opponent.

Security Statement

To ensure the safety of students and staff, the Southern University Laboratory School maintains and enforces a heightened state of security. Be aware that all measures allowed by law are now in effect to protect the rights and lives of the entire staff and student body.

Accidents and School

Student safety is a primary consideration in all school-related activities; however, accidents are a “fact of life” and do occur.

If an accident does occur, the supervising teacher(s) must complete and file an “Accident Report” with the office. Parents/guardians will be notified immediately and sent a copy of this report. Please review the report so that you may see what information was taken regarding the accident. Public schools are not financially responsible for, nor held liable for accidents that occur during the day.

Insurance

Parents are urged to purchase school insurance on their children, unless children are covered through parents’ employment or otherwise. All athletes, managers, band members, cheerleaders, majorettes, and other groups affiliated with the sports/band program must show proof of insurance that provides primary coverage for injuries incurred when engaged in school



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sponsored activities. *The school's insurance on these special teams/groups is secondary. Parents' insurance must pay first.*

Van and/or Bus Regulations (School Travel)

- Students shall: cooperate with the driver since their safety depends on it; be on time because the van will not wait; cross the road cautiously when waiting for and leaving the bus; follow the driver's instructions when loading and unloading; remain quiet enough not to distract the driver; have written permission from a parent or guardian and be authorized by the Director or his designee to get off at a stop other than their own; be courteous and safety-conscious in order to protect and enjoy their riding privilege and be authorized to travel with the group.
- Students shall not: stand when a seat is available and the van/bus is in motion; extend arms, head or objects out of windows or doors; throw objects in the van or out of windows or doors; eat or drink on the van; damage the van in any way; use the following items on the van: tobacco, matches, cigarette lighters, obscene material; fight on the van; leave the van without permission; show disrespect to the driver; commit an immoral or vicious act; refuse to occupy an assigned seat; use profane language; show willful disobedience; or carry objects or implements which can be used as weapons.
- The following items are not allowed on the van/bus; alcohol, drugs, tobacco, matches, cigarette lighters; pets (cats, dogs, etc.); glass objects (except eyeglasses); weapons (including knives or objects or implements which may be used as weapons; object too large to be held in laps or placed under seats; or use or possession of any item which is inappropriate at school shall not be allowed on the van.

Co-Curricular Activities

Steps in the Election Process

The elections of SGA officers, Miss Southern High and her court (9th – 12th grade attendants) will take place during the Spring Semester.

State of SGA officers and qualifications are:

(GPA's are cumulative for ALL officers; GPA's are determined at the end of the 1st Semester as certified by the student's official transcript)

- President (Senior 3.0 GPA)
- Vice President (Senior or Junior, 3.0 GPA)
- Corresponding Secretary (Any level, 3.0 GPA)
- Recording Secretary (Any Level, 3.0 GPA)
- Parliamentarian (Any level, 3.0 GPA)
- Chaplain (Any level, 3.0 GPA)



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In addition to the above qualifications, as defined here, those running for office must have a clear record regarding **major** disciplinary infractions the same year of the election, be dependable and honest, have the ability to work with others and perform well the duties required of the specific office.

Qualifications for Miss Southern High

- Must be a senior with at least a **3.0 cumulative** average certified by student transcript as of the current Fall semester.
- Must have a clear record regarding **major** disciplinary infractions the same year of the election
- Must have charm, poise and grace
- Must have been a student of the Lab School from 9th – 12th grade, uninterrupted.
- Must agree to be guided by a faculty committee in the selection of attire and public appearances/speeches
- Must not incur any disciplinary actions to maintain title. Otherwise, the title will be forfeited.
- Must be current in all fees. (Class fee and Tuition)

Qualifications for 9th – 12th grade Attendants (Miss Southern High Court)

- Must have a 3.0 cumulative GPA certified by student transcript as of the current Fall semester.
- Must have a clear record regarding **major** disciplinary infractions the same year of the election
- Must have charm, poise and grace
- Must agree to be guided by a faculty committee in selection of attire and public appearances/speeches
- Must not incur any disciplinary actions to maintain title. Otherwise, the title will be forfeited
- Full year of enrollment uninterrupted
- Must be current in all fees. (Class fee and Tuition)

Qualifications for 6th - 8th Grade Attendants (Middle School Court)

- Must have a 3.0 cumulative GPA as of the current Fall semester.
- Must have a clear record regarding **major** disciplinary infractions the same year of the election
- Must have charm, poise and grace
- Must agree to be guided by a faculty committee in selection of attire and public appearances/speeches
- Must not incur any disciplinary actions to maintain title. Otherwise, the title will be



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- forfeited
- Full year of enrollment uninterrupted
- Must be current in all fees. (Class fee and Tuition)

Qualifications for 6th – 12th Grade Class Officers:

- Elections will take place during the spring semester.
- Students must have a 3.0 cumulative GPA as of the current Fall semester.
- Must have a clear record (grades 6 – 12) regarding **major** disciplinary infractions the same year of the election
- Voting will be by secret ballot in a special called class meeting.
- Must be current in all fees. (Class fee and Tuition)

Qualifications for 3rd – 5th Grade Attendants

- Students must have a 3.0 cumulative GPA as of the current Fall semester.
- Voting will be by secret ballot in a special called class meeting.
- Winners can not serve in consecutive years.
- Must have a clear record regarding **major** disciplinary infractions the same year of the election
- Full year of enrollment uninterrupted
- Must be current in all fees. (Class fee and Tuition)

Qualifications for K – 2nd Grade Attendants

- Selection will be according to an impartial process supervised by the SGA.
- Grade-level attendants will be chosen by random selection with parental permission.
- Students must have a 3.0 cumulative GPA as of the current Fall semester.
- Winners can not serve in consecutive years.
- Must have a clear record regarding **major** disciplinary infractions the same year of the election
- Full year of enrollment uninterrupted
- Must be current in all fees. (Class fee and Tuition)

Qualifications for Pre-K Attendants

- Selection will be according to an impartial process supervised by the SGA.
- Grade-level attendants will be chosen by random selection with parental permission.
- Must be current in all fees. (Class fee and Tuition)

***** ALL ELECTED POSITIONS AND PARTICIPANTS MUST MAINTAIN A CLEAN DISCIPLINE RECORD. OTHERWISE, TITLES WILL BE FORFEITED. *****

***** ESCORTS WILL FOLLOW THE SAME GUIDELINES/QUALIFICATIONS AS THE ATTENDANTS. *****



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Elections Process

Steps in campaigning and election process:

- SGA officers and candidates for Miss Southern High and her court will complete a qualification form verifying GPA and disciplinary record. Two letters of recommendation, one from a core subject (Math, Social Studies, English, Science) and an employee associated with Southern Lab must accompany the qualification form. Letters of recommendation can not be written by members of the Southern Lab Administration.
- Campaigning shall consist of:
 - No more than 4 posters size 18x24
 - Unlimited social media
- Music, tables, food, beverages, and campaign favors are prohibited.
- There shall be a “Meet the Candidate” forum for Miss Southern High and SGA officers.
- Campaigning will not be permitted on Election Day.
- The candidates receiving the majority of the votes as determined by computer calculations will be deemed the winner.
- Winners will be announced at the end of the Voting Day.

Section 504

Section 504 of the Rehabilitation Act of 1973, as amended, is a civil rights law that prohibits discrimination on the basis of disability. This law applies to public elementary and secondary schools, among other entities.

Determining Eligibility

To consider a student for eligibility under Section 504 the following question must be answered:

“Does the student have a physical or mental impairment that substantially limits a major life activity or major bodily function?”

Under Section 504, a person is considered to have a disability if that person (29 U.S.C. Sec. 706 (8):

1. has a physical or mental impairment which substantially limits one or more such person’s major life activities or bodily functions
2. has a record of such impairment, or
3. is regarded as having such an impairment



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Physical or Mental Impairment

(a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitor-urinary; hemic and lymphatic; skin and endocrine; or

(b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities

Major Life Activities

Caring for one's self, performing manual tasks, walking, breathing, seeing, hearing, speaking, learning, working, reading, concentrating, thinking, sleeping, eating, lifting, bending and communicating

Major Bodily Functions

The immune system, normal cell growth, digestive, bowel, and bladder functions, respiratory function, circulatory function, endocrine function, reproductive function, brain and neurological function

Developing Accommodation Plans for Qualifying Students

To be considered for classroom accommodations in addition to sound instructional practices already provided for all students, a full Psychoeducational Evaluation or a Psychological Evaluation with an IQ component (Woodcock Johnson or Wechsler) must be submitted to your child's Director or his/her designee. In order for a student to receive accommodations, it must be determined that he/she has a "physical or mental impairment which substantially limits one or more major life activities". "Major life activities include caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning." (For instructional purposes, to determine if the impairment substantially limits the student's learning or his/her social interaction with others in the classroom or in the general school setting.)

Once received, evaluations are filed in the student's cumulative folder for teacher review as needed. A new evaluation is needed every three years in order for accommodations to continue to be considered for the student. After the evaluation is submitted, the following steps are followed:

To determine if the impairment is "substantially limiting", school personnel considers the student's assessed intellectual functioning level and compares that to the student's performance in the classroom



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- If the student is performing at or above his/her assessed intellectual functioning level, the impairment is not “substantially limiting” the student’s learning.
- If the student is performing below the assessed intellectual functioning level, additional data is gathered including but not limited to grades, standardized test results, the number of missing and/or late assignments, teacher and parent input regarding classroom engagement, engagement when completing assignments at home, and attendance to determine the cause of the underperformance
- If the data supports that the underperformance is a result of behavioral issues such as failure to turn in assignments, attendance, etc, a behavior/attendance plan is created for the student. Once behavioral issues are resolved, if classroom performance is still not indicative of the student’s assessed intellectual functioning level, the process begins again.
- If the data supports the underperformance is the result of the diagnosed impairment, the School Building Level Committee (SBLC) uses the input gathered to create a draft of a 504 plan outlining what accommodations are necessary to “level the playing field” and provide the opportunity for the student to perform at the appropriate intellectual level. The recommendations listed on the evaluation and parent and teacher input are used as guides. The SBLC consists of an administrator (or the administrator’s representative), at least one teacher and the student’s guidance counselor. While parent participation is not mandatory at an SBLC meeting, we always welcome parents to participate.
- Once a draft of a plan is written, the SBLC meets to review the drafted plan. The plan is finalized and all parties in attendance are invited to sign the document. (While parent attendance is not required, in community spirit, it is a courtesy that is always extended). Failure to sign does not prohibit the plan from being enforced.

Laws and Regulatory Bulletins

The following federal and state laws or regulations guarantee that a student with a disability has a full educational opportunity to benefit from a free appropriate public education (FAPE). State published regulatory bulletins are available to you through the local education agency and the Louisiana Department of Education (LDOE).

Federal Laws

- Individuals with Disabilities Education Act (IDEA), 20 U.S.C. Chapter 33, amended by P.L. 105-1734 Code of Federal Regulations-Parts 300 and 301
- Section 504 of the Rehabilitation Act of 1973
- Family Education Rights and Privacy Act (FERPA)
- Americans with Disabilities Act of 1990 (ADA)

State Law

- R.S. 17:1941, et seq. (R.S. 17:1944.B (8, 11, & 20)



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BESE Regulations and Bulletins

- Bulletin 1706: Regulations for Implementation of the Children with Exceptionalities Act
- Bulletin 1508: The Pupil Appraisal Handbook
- Bulletin 1573: Complaint Management Procedures

You can access these bulletins on the BESE website under the [Policies/Bulletins](#) tab.

Prior Written Notice

LEA= Southern University Laboratory School

General Information

Prior written notice must be given to you whenever the LEA proposes or refuses to initiate or change the identification, evaluation, or educational placement of your child or the provision of a free appropriate public education (FAPE).

The prior notice must include the following information:

1. Description of the action that your LEA proposes or refuses to take;
2. Explanation of why your LEA proposes or refuses to take the action;
3. Description of the evaluation procedure, assessment, record or report your LEA used as a basis for the proposed or refused action;
4. Description of any other choices that your child's IEP team considered and the reasons why those choices were rejected;
5. Description of other reasons why your LEA proposed or refused the action;
6. Statement explaining that you have protections under the procedural safeguards provisions; and
7. Identification of the employee or employees of your LEA who you may contact for assistance.

Notice in Understandable Language

Regarding the prior written notice language:

1. It must be written in language understandable to the general public and provided in the native language or other mode of communication you use most often, unless it is clearly not feasible to do so.
2. If your native language or other mode of communication is not a written language, your LEA shall take steps to ensure that:
 - a. The notice is translated for you orally or by other means in your native language or other mode of communication;
 - b. You understand the content of the notice; and
 - c. There is written evidence that these requirements have been met.



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Native Language

Native language, when used with an individual who has limited English proficiency, means the following:

1. language normally used by the person, or, in the case of a student, the language normally used by the student's parents; and
2. In all direct contact with a student (including evaluation of the student), the language normally used by the student in the home or learning environment.

For a person with deafness or blindness, or for a person with no written language, the mode of communication is what the person normally uses (such as sign language, Braille, or oral communication).

Electronic Mail (E-Mail)

If your child's LEA offers you the choice of receiving documents by e-mail, you may choose to receive the following by email:

1. Prior written notice;
2. Procedural safeguards notice; and
3. Notices related to a due process complaint.

Parental Consent

General Information

Parental consent means:

1. You have been fully informed in your native language or other method of communication of all information about the action for which you are giving consent;
2. You understand and agree in writing to that action, and the consent describes that action and lists the records (if any) that will be released and to whom; and
3. You understand that the consent is voluntary on your part and you may withdraw your consent at any time. Your withdrawal of consent does not negate an action that occurred after you gave your consent and before you withdrew it.

Parental Consent for Initial Evaluation

Your LEA cannot conduct an initial evaluation of your child to determine whether your child is eligible to receive special education and related services without first providing you with prior written notice of the proposed action and without obtaining your consent.

Your LEA must make reasonable efforts to obtain your informed consent for an initial



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evaluation to decide whether your child is a student with a disability.

Your consent for initial evaluation does not mean that you have also given your consent for the LEA to start providing special education and related services to your child.

If you refuse to provide consent or fail to respond to a request to provide consent for an initial evaluation, your LEA may, but is not required to, seek to conduct an initial evaluation of your child by utilizing the mediation or due process complaint, resolution meeting, and impartial due process hearing procedures. Your LEA will not violate its obligations to locate, identify and evaluate your child if it does not pursue an evaluation of your child in these circumstances.

Special Consent Rules for Initial Evaluation of Wards of the State

Ward of the State means a child who, as determined by the state where the child lives, is:

1. A foster child;
2. Considered a ward of the state under Louisiana state law; or
3. In the custody of a public child welfare agency.

Ward of the state does not include a foster child who has a foster parent who meets the definition of a parent.

If a student is a ward of the state and is not living with his or her parent, the LEA does not need consent from the parent for an initial evaluation to determine if the student is a student with a disability if:

1. Despite reasonable efforts to do so, the LEA cannot find the student's parent(s);
2. The rights of the parents have been terminated in accordance with the state law; or
3. A judge assigned the right to make educational decisions and to consent for an initial evaluation to an individual other than the parent.

Parental Consent for Services

Your LEA must obtain your informed consent before providing special education and related services to your child for the first time. Your LEA shall make reasonable efforts to obtain your informed consent.

If you do not respond to a request to provide consent for your child to receive services for the first time, or if you refuse to give such consent, your LEA may not use the procedural safeguards (i.e., mediation, due process complaint, resolution meeting, or an impartial due process hearing) in order to obtain agreement or a ruling that the special education and related services (recommended by your child's IEP team) may be provided to your child without your consent.

If you refuse to give consent for your child to receive special education and related services for



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the first time, or if you do not respond to a request to provide such consent and the LEA does not provide your child with the special education and related services for which it sought your consent, your LEA:

1. Is not in violation of the requirement to make a FAPE available to your child; and
2. Is not required to have an IEP meeting or develop an IEP for your child.

Parental Consent for Reevaluations

Your LEA must obtain your informed consent before it reevaluates your child, unless your LEA can demonstrate that:

1. It took reasonable steps to obtain your consent for your child's reevaluation; and
2. You did not respond.

If you refuse to consent to your child's reevaluation, the LEA may, but is not required to, pursue your child's reevaluation. As with initial evaluations, your LEA does not violate its obligations under the IDEA if it declines to pursue the reevaluation.

Other Consent Requirements

Your consent is NOT required before your LEA may:

1. Review existing data as part of your child's evaluation or a reevaluation; or
2. Give your child a test or other evaluation that is given to all students unless, before the test or evaluation, consent is required from all parents of all students.

Your LEA may not use your refusal to consent to one service or activity to deny you or your child any other service, benefit, or activity.

If you have enrolled your child in a private school at your own expense or if you are home schooling your child, and you do not provide your consent for your child's initial evaluation or your child's reevaluation, or you fail to respond to a request to provide your consent, the LEA may not use measures such as mediation or due process hearing procedures and is not required to consider your child as eligible to receive equitable services.

Revocation of Parental Consent

If, at any time subsequent to the initial provision of special education and related services, you revoke consent in writing for the continued provision of special education and related services, the LEA may not continue to provide these services to the student, but must provide prior written notice before ceasing the services. The LEA may not use mediation or due process hearing procedures in order to obtain agreement or a ruling that the services may be provided to the student.



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If you revoke your consent for the continued provision of special education and related services to your child, the LEA:

1. Will not be considered to be in violation of the requirement to make a FAPE available for its failure to provide the student with further special education and related services to your child; and
2. Is not required to convene an IEP team meeting or develop an IEP for the student for further provision of special education and related services.

If you revoke consent in writing for your child's receipt of special education services after the student is initially provided special education and related services, the LEA is not required to amend your child's education records to remove any references to the student's receipt of special education and related services because of the revocation of consent.

Transfer of Parental Rights

When a student with a disability reaches the age of majority, which is age eighteen in Louisiana (except for a student with a disability who has been determined, under applicable state laws, to lack the capacity to make educational decisions), the LEA must:

1. Provide any notice required to both you and your child;
2. Transfer all other rights accorded to you to your child; and
3. Transfer all rights accorded to you to your child who may be incarcerated in an adult or juvenile, state, or local correctional institution.

Independent Educational Evaluation (IEE)

General Information

You have the right to obtain an independent educational evaluation (IEE) for your child if you disagree with the evaluation of your child that was obtained by your LEA. If you request an IEE, the LEA must provide you with information about where you may obtain an IEE and about the LEA's criteria that apply to IEEs.

Definitions

1. Independent Educational Evaluation (IEE) means an evaluation conducted by a qualified examiner who is not employed by the LEA responsible for the education of your child.
2. Public Expense means that the LEA either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to you.



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Parental Right to Evaluation at Public Expense

You have the right to an IEE of your child at public expense if you disagree with an evaluation of your child obtained by your LEA, subject to the following conditions:

1. If you request an IEE of your child at public expense, your LEA must, without unnecessary delay, either:
 - a. File a due process complaint to request a hearing to show that its evaluation of your child is appropriate; or
 - b. Provide an IEE at public expense, unless the LEA demonstrates in a hearing that the evaluation of your child that you obtained did not meet the LEA criteria.
2. If your LEA requests a due process hearing and the final decision is that your LEA's evaluation of your child is appropriate, you still have the right to an IEE, but not at public expense.
3. If you request an IEE of your child, the LEA may ask why you object to its evaluation. However, your LEA may not require an explanation and may not unreasonably delay either providing the IEE of your child at public expense or filing a due process complaint to request a due process hearing to defend the LEA's evaluation of your child.
4. You are entitled to only one IEE at public expense each time the LEA conducts an evaluation with which you disagree.

Parent-Initiated Evaluations

If you obtain an IEE of your child at public expense or you share with the LEA an evaluation of your child that you obtained at private expense:

1. Your LEA must consider the results of the evaluation of your child, if the IEE meets the LEA's criteria for IEEs, in any decision made with respect to the provision of a FAPE to your child; and
2. You or your LEA may present the evaluation as evidence at a due process hearing regarding your child.

Requests for Evaluations by Hearing Officers

If a hearing officer requests an IEE of your child as part of a due process hearing, the cost of the evaluation must be at public expense.

Local Education Agency Criteria

If an IEE is at public expense, the criteria under which the evaluation is obtained, including the location of the evaluation and the qualifications of the examiner, must be the same as the criteria that the LEA uses when it initiates an evaluation (to the extent those criteria are consistent with your right to an IEE).



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Except for the criteria described above, the LEA may not impose conditions or timelines related to obtaining an IEE at public expense.

Confidentiality of Information

General Information

Policies and procedures are in effect to ensure that the LEA complies with protecting your child's personally identifiable information.

Definitions

1. Destruction means physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.
2. Education records means the type of records covered under the definition of "education records" in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
3. Participating agency means any LEA, agency or institution that collects, maintains, or uses personally identifiable information, or from which information is obtained.
4. Personally identifiable means information that has:
 - a. Your child's name, your name as the parent, or the name of another family member;
 - b. Your child's address;
 - c. A personal identifier, such as your child's social security number or student number;
or
 - d. A list of personal characteristics or other information that would make it possible to identify your child with reasonable certainty.

Notice to Parents

The LDOE must give adequate notice to fully inform you about confidentiality of personally identifiable information, including:

1. A description of the extent to which the notice is given in the native languages of the various population groups in the state;
2. A description of the students on whom personally identifiable information is maintained, the types of information sought, the methods the state intends to use in gathering the information (including the sources from whom information is gathered), and the uses to be made of the information;
3. A summary of the policies and procedures that participating agencies must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information; and
4. A description of all the rights of parents and students regarding this information, including



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the rights under FERPA and its implementing regulations.

Before any major identification, location, or evaluation activity (also known as “child find”), the notice must be published or announced in newspapers or other media or both, with circulation adequate to notify parents throughout the state of the activity to locate, identify, and evaluate children in need of special education and related services.

Access Rights

Each LEA must permit you to inspect and review any educational records collected, maintained, or used by your LEA relating to your child with respect to identification, evaluation, educational placement, and the provision of a FAPE. The LEA must comply with your request without unnecessary delay and before any meeting regarding an IEP, or any impartial due process hearing, and in no case more than 45 days after the request has been made.

The right to inspect and review educational records under this section includes your right to:

1. A response from the LEA to your reasonable requests for explanations and interpretations of the records;
2. Have your representative inspect and review the records; and
3. Request that the LEA provide copies of the records if you cannot effectively inspect and review the records unless you receive those copies.

The LEA may presume that you have the authority to inspect and review records relating to your child unless the LEA has been advised that you do not have the authority under applicable state law governing such matters as guardianship, separation and divorce.

Record of Access

Each LEA must keep a record of parties obtaining access to education records collected, maintained, or used (except access by parents and authorized employees of the LEA), including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

Records on More than One Child

If any educational record includes information on more than one student, the parent(s) of those students have the right to inspect and review only the information relating to their child or to be informed of that specific information.

Types and Location of Information

On request, each LEA must provide you with a list of the types and locations of education



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records collected, maintained, or used by the LEA.

Fees

Each LEA may charge a fee for copies of records, which are made for you if the fee does not effectively prevent you from exercising your right to inspect and review those records. Each LEA may not charge a fee to search for or to retrieve information.

Amendment of Records at Parent's Request

If you believe that information in the education records collected, maintained, or used is inaccurate, misleading or violates the privacy or other rights of your child, you may request the LEA that maintains the information to change the information.

The LEA must decide whether to change the information in accordance with the request within a reasonable period of time of receipt of this request.

If the LEA refuses to change the information in accordance with your request, it must inform you of the refusal and advise you of your right to a hearing as set forth under IDEA and FERPA.

Consent

Your consent must be obtained before personally identifiable information is disclosed to parties other than officials of the LEA unless the information is contained in education records and the disclosure is authorized without parental consent under FERPA.

Your consent is not required before personally identifiable information is released to officials of your LEA for purposes of meeting a requirement of the IDEA.

Your consent, or the consent of an eligible child who has reached the age of majority under state law, must be obtained before personally identifiable information is released to officials of the LEA providing or paying for transition services.

If your child is in, or is going to go to a private school that is not located in the same LEA you reside in, your consent must be obtained before any personally identifiable information about your child is released between officials in the LEA where the private school is located and officials in the LEA where you reside.

Safeguards

Each LEA must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages.

One official at each LEA must assume responsibility for ensuring the confidentiality of any personally identifiable information.



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All persons collecting or using personally identifiable information must receive training or instruction regarding the state's policies and procedures concerning confidentiality under the IDEA and FERPA.

Each LEA must maintain, for public inspection, a current listing of the names and positions of those employees within the agency that may have access to personally identifiable information.

Destruction of Information

Your LEA must inform you when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child.

The information shall be destroyed at your request; however, a permanent record of your child's name, address, and telephone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

Hearing Procedures

The LEA must, on request, provide you with the opportunity for a hearing to challenge information in the educational records regarding your child to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of your child.

A hearing to challenge information in education records must be conducted according to the procedures for such hearings under FERPA.

Result of Hearing

If, as a result of the hearing, the educational agency or institution decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the record accordingly and inform you of the amendment in writing.

If, as a result of the hearing, the LEA decides that the information is not inaccurate, is misleading, or otherwise in violation of the privacy or other rights of your child, it must inform you of your right to place in your child's records a statement commenting on the information or providing any reasons you disagree with the decisions of the LEA.

Such an explanation placed in the records of your child:

1. Must be maintained by the LEA as part of the records of your child as long as the record or contested portion is maintained by the LEA; and
2. If the LEA discloses the challenged portion of your child's records to any party, the explanation must also be disclosed to that party.



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Complaint and Dispute Resolution

General Information

Sometimes you may disagree with the LEA about your child's special education. The LDOE has developed dispute resolution processes for resolving the disagreement about your child's disability identification or eligibility, evaluation, the level of services or placement, the provision of FAPE, or payment for services that you have obtained. (See page 26 for the LDOE Dispute Resolution Comparison Chart.)

IEP Facilitation

IEP meeting facilitation is a non-adversarial dispute resolution method offered by the LDOE. This option is available to you and LEAs when they both agree that it would be valuable to have a neutral person – an IEP Facilitator – present at an IEP meeting to assist in discussing issues regarding your child's IEP. Typically, an IEP Facilitator is brought in when parents and local education agencies' staff are having difficulties communicating with one another regarding the needs of the student.

The IEP Facilitator assists in creating an atmosphere for fair communication and aids in the successful drafting of an IEP for the student. An IEP Facilitator does not make decisions; instead, he or she facilitates discussion and decision-making.

Either the parent or the LEA may request IEP facilitation. However, since the process is voluntary, both sides must agree to participate in a facilitated IEP meeting. The process can be initiated by making a request to the LDOE's Legal Division. The service is provided at no cost to you or the LEA. You may choose to use the form located on the department's website to request IEP facilitation.

Mediation

Mediation is available to resolve a disagreement between you and the LEA regarding the identification, evaluation, placement, services, or the provision of a FAPE to your child. Mediation is a way to discuss and resolve disagreements between you and the LEA with the help of an impartial third person who has been trained in effective dispute resolution techniques. Mediation is a voluntary process, and both you and the LEA must agree to participate in order for the mediation session to occur. The mediation sessions are scheduled in a timely manner and held in a location that is convenient to the parties in the dispute.

A mediator does not make decisions; instead, he/she facilitates discussion and decision-making. The discussions in a mediation session are confidential and may not be used as evidence in



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subsequent due process hearings or civil court proceedings. If the mediation process results in full or partial agreement, the mediator and the parties will prepare a written agreement to be signed by both you and the LEA's representative. In addition to describing the things you have agreed to, the mediation agreement will state that all discussions that occurred during the mediation are confidential and may not be used as evidence in a due process hearing or other civil court proceeding. The signed agreement is legally binding on both you and the LEA and is enforceable in court.

You may request mediation before, at the same time, or after requesting a due process hearing or complaint investigation. Requesting mediation will not prevent or delay a due process hearing or complaint investigation, nor will mediation impair any of your other rights under the IDEA or related state laws.

Requesting Mediation

In order to initiate the mediation process, you must make a request for mediation to the Legal Division. You may request mediation by calling (225) 342-3572; by sending written notice by fax to (225) 342-1197; or, by mailing written notice to the LDOE, P.O. Box 94064, Baton Rouge, Louisiana 70804-9064, Attention: Legal Division. A mediation request form can also be found on the department's website www.louisianabelieves.com.

The Legal Division will assign a mediator who will contact both you and the LEA to schedule a meeting at a convenient location. The Legal Division maintains a list of mediators who are trained, qualified, and knowledgeable about the laws and regulations relating to the provision of special education and related services. Mediators are assigned on a rotational basis.

No employee of the LDOE, LEA, or other public agency providing special education services is eligible to be a mediator. A mediator is not considered to be an employee solely because he/she is paid to provide this service. A mediator must not have any personal or professional conflict of interest. The LDOE bears the cost of the mediation process.

The LEA may establish procedures to offer you the opportunity to meet at a convenient time and location with someone from a parent training center or alternative dispute resolution entity to discuss the benefits of the mediation process when you have opted not to participate in mediation with the LEA. However, the procedures cannot be used to delay or deny your right to pursue other dispute resolution options if you decline to participate in such a meeting. The LDOE pays for the cost of these meetings.

Informal Complaints

It is the policy of the LDOE to encourage and support prompt and effective resolution of any complaint in the least adversarial manner possible. The implementation of the Early Resolution Process (ERP) by each school district draws on the traditional model of parents and school



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districts working cooperatively in the educational interest of your child to achieve their shared goals of meeting the educational needs of students with disabilities.

The informal complaint process is an opportunity for attempting to resolve disputes prior to the exercise of the LDOE's supervisory jurisdiction in addressing allegations that the LEA is violating a requirement of the IDEA.

Informal complaints must be addressed by the LEA within 15 days of receipt of the complaint. Informal complaints may be made directly with the LEA ERP representative either in-person or by telephone, mail, facsimile, e-mail or Telecommunications for the Deaf (TDD).

After participating in the informal complaint process, you and the LEA may sign a resolution agreement or an agreement to extend the resolution period. If no agreement is reached and no extension is requested, the LEA's ERP representative shall provide you with the LDOE's explanation of dispute resolution options. At any time during the ERP process, you may pursue the other dispute resolution options provided by the LDOE.

Formal Complaints

Formal administrative complaints are procedures developed under the supervisory jurisdiction of the LDOE to address allegations that a LEA is violating a requirement of the IDEA. A parent, adult student, individual, or organization may file a signed written complaint by U.S. mail, facsimile, email, or TDD with the LDOE.

The party filing the complaint shall forward a copy of the complaint to the LEA or public agency serving the student at the same time the party files the complaint with the LDOE. Formal complaints must be written and signed and must allege a violation that occurred not more than one year prior to the date that the complaint is received.

Unless the parties have already attempted informal resolution on the same issues, the LEA shall offer the complainant an opportunity to participate in local resolution efforts prior to the LDOE's investigation of the complaint allegations. Upon expiration of the ERP, the complaint is reviewed, and the LEA is notified and asked to provide specific information.

The LDOE will provide the LEA an opportunity to dispute the allegations made in the complaint or to offer a proposal to resolve the complaint. The party filing the complaint will also be given an opportunity to provide additional information during the investigation. Depending upon the nature of the complaint, an on-site visit may be made to the LEA by the LDOE. All relevant information is reviewed, and a determination is made as to whether the LEA has violated a requirement of applicable federal or state statutes, regulations, or standards.

The LDOE has 60 days from receipt of the complaint or 45 days from the end of the ERP to issue a written decision to all parties on each of the allegations of the complaint. The timeline for completion of the investigation and issuance of a written decision may be extended for extenuating circumstances or, with the consent of both parties, to allow additional time for the parties to participate in mediation or other local resolution efforts.



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The LDOE has developed forms to help you file complaints. These forms are located on the LDOE's website www.louisianabelieves.com. You may choose not to use these forms to file a complaint; however, requests for complaint investigations must include all of the information required by law.

Due Process Hearings

A due process hearing is a formal, court-like proceeding in which evidence is presented to an independent hearing officer in order to resolve a dispute between you and the LEA regarding your child's disability identification, evaluation, eligibility, placement, services, or reimbursement of services you have obtained privately. Only you, your attorney representing your child, or the LEA may request a due process hearing regarding a student with a disability.

Due Process Hearing Request Procedures

To request a due process hearing, you must send a signed, written request with the required information to the LDOE, Attention: Legal Division, P.O. Box 94064, Baton Rouge, Louisiana 70804-9064, and to the LEA. The written request must include your name, address, and telephone number; the student's name and address (if different); the name of the LEA you are making allegations against and, if different, the LEA the student attends; a statement of the reason for the hearing request, including a description of the LEA problem and a statement of the facts relating to the problem; and a proposal for resolution to the problem, to the extent known to you. You may choose to use the Due Process Hearing Request form located on the LDOE's website. You will not be able to have a due process hearing unless your written request for a hearing conforms to all of the requirements listed above.

A request for a due process hearing must be made within one year of the date you knew or should have known about the alleged action forming the basis of your dispute with the LEA. This one-year limit does not apply if you were prevented from requesting the hearing because the LEA specifically misrepresented that it had resolved the problem you complained about or if the LEA withheld pertinent information from you that it was required to provide you under the IDEA.

Legal Services

Upon your request, the agency must provide you with information on free or low-cost legal and other relevant services in your area if you or the LEA files a request for a due process hearing.



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Sufficiency of Due Process Hearing Request

If the LEA believes your letter requesting a due process hearing does not contain all of the required information listed above, it may send a letter to you and the hearing officer indicating that your request does not comply with the requirements. If the LEA is going to send this letter, it must do so within 15 days of receiving your request for a due process hearing. The hearing officer then has five (5) days to determine if your request is sufficient and will immediately inform both you and the LEA in writing of the decision. If the hearing officer agrees with the LEA, you must resubmit the request for a due process hearing that meets all of the requirements. If the LEA does not challenge the contents of your request for a due process hearing, it is considered to meet all of the requirements.

Local Educational Agency Response to a Due Process Hearing Request

The LEA must abide by certain requirements within specific time periods after it receives your request for a due process hearing. Within 10 days of receiving your request for a due process hearing, the LEA must do two things:

1. Send you written notice regarding the subject matter of your request for a due process hearing including:
 - a. An explanation of why the LEA proposed or refused to take the action that is the subject of the due process hearing;
 - b. A description of the options the IEP team considered and the reasons they were rejected;
 - c. A description of each evaluation procedure, assessment, record, or report the LEA used as the basis for its decision; and
 - d. A description of the factors the LEA believes is relevant to its proposal or refusal.
2. Send you a written response that specifically addresses the issues you raise in your request for a due process hearing.

NOTE: The LEA is not required to send you this written notice after it received your request for a due process hearing if the LEA previously sent you prior written notice on the same matter.

Resolution Process

Within 15 days of receipt of a request for a due process hearing, the LEA shall convene a meeting called a "resolution meeting." The meeting must include a representative from the LEA with decision-making authority and relevant members of the IEP team, as determined by the parent and the LEA, who have information about the facts alleged in the hearing request. Unless you bring your attorney to this meeting, the LEA may not have an attorney at the meeting. In this meeting you will discuss the facts that formed the basis of your request and give the LEA an opportunity to resolve the issues you raised in your request. You can agree with the LEA to



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use an alternative means to hold the resolution meeting (e.g., via video conference or conference telephone call).

The resolution period ends 30 days after the filing of the due process hearing request if the parties have failed to reach an agreement. The resolution period may end sooner if:

1. The parties fail to reach agreement and inform the hearing officer that they are no longer interested in pursuing a settlement agreement; or
2. One of the parties fails to participate in a resolution meeting within 15 days of the filing of the due process hearing request and the other party requests that the hearing officer move forward with the hearing timeline.

Written Settlement Agreement

If a resolution to the dispute is reached at the resolution meeting, you and the LEA must enter into a legally binding agreement that is:

1. Signed by you and a representative of the LEA who has the authority to bind the agency; and
2. Enforceable in any state court of competent jurisdiction (a state court that has authority to hear this type of case) or in a district court of the United States.

Agreement Review Period

If you and the LEA enter into an agreement as a result of a resolution meeting, either party may void the agreement within three (3) business days of the time that both you and the LEA signed the agreement.

Independent Hearing Officer

An independent hearing officer conducts the due process hearing. The LDOE maintains a list of individuals who serve as independent hearing officers, along with a list of each individual's qualifications. Individuals who serve as independent hearing officers cannot be employees of the LDOE or the LEA that is involved in the student's care or education, and they cannot have any professional or personal interest that would conflict with his or her objectivity in conducting the hearing. In addition, the hearing officer must possess knowledge of the federal statutes and regulations governing special education services, as well as "legal interpretations" made by federal and state courts; possess the knowledge and ability to conduct hearings in accordance with standard legal practice; and be able to render and write decisions in accordance with standard legal practice. An individual who otherwise qualifies to conduct a hearing is not an employee of the LEA or state agency solely because he or she is paid by the state agency to serve as the independent hearing officer.

Before the hearing occurs, the independent hearing officer will contact you and the LEA to make arrangements for a pre-hearing conference. One of the things you will decide at the pre-hearing conference is when the hearing will occur. The hearing will be held at a time and place reasonably convenient to you and the LEA. The independent hearing officer will send you written notice concerning the time and the place of the hearing and other procedural matters.



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Subject Matter of the Due Process Hearing

You will not be able to raise issues at the hearing that did not include in your hearing request, unless the LEA agrees otherwise.

Due Process Hearing Rights

You and the LEA have the right to:

1. Be accompanied and advised by legal counsel and by individuals with knowledge and training with respect to special education or the problems of students with disabilities;
2. Present evidence, confront, cross-examine, and compel the attendance of any witnesses;
3. Prohibit the introduction of any evidence at the hearing that has not been disclosed at least five (5) business days prior to the hearing; separate the witnesses so that they do not hear other witnesses' testimony; and
4. Be provided with an interpreter, if appropriate.

As a parent, you also have the right to:

1. Decide whether your child (who is the subject of the hearing) will attend the hearing;
2. Have the hearing opened or closed to the public; and
3. Obtain a written or an electronic verbatim transcript of the proceedings and a written or electronic copy of the independent hearing officer's written decision, including findings of fact, conclusions, and orders without cost to you.

Additional Disclosure of Information

Before the hearing, you are entitled to a copy of your child's educational record, including all tests and reports upon which the school's proposed or refused action is based. At least five (5) business days before the date of the hearing, you and the LEA must disclose to each other the evaluations each intends to use in the hearing, and copies of all evaluations and recommendations based on those evaluations must be exchanged by that deadline. If either party fails to make these disclosures on time, the hearing officer may bar the evidence from the hearing. If an evaluation is underway and has not been completed, it is necessary to inform each other and the independent hearing officer.

Student's Placement during Due Process Proceedings

Except when your child has violated a LEA rule or has done something that presents a risk of harm to your child or others as described in the section entitled Procedures when Disciplining Children with Disabilities, your child shall remain in the current educational placement during any due process or court proceedings unless you and the LEA agree to another placement. If the hearing involves an application for initial admission to the LEA, your child, with your consent, must be placed in public school until the proceedings are finished.



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Due Process Hearing Timeline

The independent hearing officer must conduct the hearing and mail you and the LEA a written decision within 45 calendar days of the expiration of the resolution period as discussed above. A hearing officer may grant specific extensions of time beyond the 45 calendar day time period at the request of either party.

Hearing Decisions

The decision of the hearing officer is made on substantive grounds based on a determination of whether the school provided your child with a free appropriate public education (FAPE). If your request for a hearing includes or is based on alleged procedural violations, the hearing officer may find that your child did not receive a FAPE only if he or she finds that the procedural violations occurred and that those procedural violations:

1. Impeded your child's right to a FAPE;
2. Significantly impeded your opportunity to participate in the decision-making process regarding the provision of FAPE; or
3. Deprived your child of educational benefits.

As part of his or her decision and order, the hearing officer may order the LEA to comply with the procedural requirements.

Civil Action

If you disagree with the hearing officer's written decision, you have the right to bring civil action in state or federal court. You may be entitled to file a lawsuit under other state or federal laws. However, if you are seeking a remedy that is also available under the IDEA, you must pursue your claims through a due process hearing before bringing a civil action.

In any civil action, the court:

1. Receives the records of the administrative proceedings;
2. Hears additional evidence at your request or at the LEA's request; and
3. Bases its decision on the preponderance of the evidence and grants the relief that the court determines to be appropriate.

The district courts of the United States have authority to rule on actions brought under Part B of the IDEA without regard to the amount in dispute.

Nothing in the IDEA restricts or limits the rights, procedures, and remedies available under the U.S. Constitution, the Americans with Disabilities Act of 1990, Title V of the Rehabilitation Act of 1973 (Section 504), or other Federal laws protecting the rights of students with disabilities, except that before the filing of a civil action under these laws seeking relief that is also available under the IDEA, the due process procedures described above must be exhausted to the same extent as would be required if the party filed the action under the IDEA. This means



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that you may have remedies available under other laws that overlap with those available under the IDEA, but in general, to obtain relief under those other laws; you must first use the available administrative remedies under the IDEA (i.e., the due process complaint, resolution meeting, and impartial due process hearing procedures) before going directly into court.

Attorney's Fees

You may be eligible for an award of reasonable attorney's fees if an attorney represents you during a due process hearing (including an appeal and subsequent civil action) and you ultimately prevail. The LEA may negotiate with you or your attorney regarding the amount of reimbursement and, if necessary, about who prevailed.

The LEA may seek attorney's fees against you if you request a hearing or file a subsequent cause of action that is frivolous, unreasonable, or without foundation or if you continued to litigate after the litigation was obviously frivolous, unreasonable, or without foundation. The LEA or the LDOE may also seek attorney's fees from you if your hearing request was presented for any improper purpose, such as to harass, to unnecessarily delay, or to needlessly increase cost of litigation.

Mediation is not available to resolve a disagreement on attorney's fees. An action for attorney fees must be filed in the appropriate state or federal court within 30 calendar days of a final decision that is not appealed. Any fees awarded must be based on rates prevailing in the community in which the action or proceeding arose for the kind and quality of services furnished. No bonus or multiplier may be used in calculating the fees awarded under the IDEA of state law.

Procedures When Disciplining Children with Disabilities

General Information

School personnel may remove a student with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, or suspension, for not more than 10 consecutive school days (to the extent those alternatives are applied to students without disabilities), and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change of placement).

If a student with a disability has been removed from his or her current placement for a total of 10 cumulative school days in the same school year, then the LEA shall provide services to the extent required during any subsequent days of removal.

Case-by-Case Determination

School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change of placement, consistent with requirements related to discipline, is appropriate for a student with a disability who violates the code of student conduct.



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Additional Authority

For disciplinary changes in placement that would exceed 10 consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the student's disability, school personnel may apply the same disciplinary procedures to students with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities provided that all required educational and related services continue. The student's IEP team determines the interim alternative educational setting for such services.

Services

The services that shall be provided to a student with a disability who has been removed from the student's current placement may be provided in an interim alternative educational setting.

The LEA is only required to provide services to a student with a disability who has been removed from his or her current placement for 10 consecutive school days or less in that school year if it provides services to a student without disabilities who has been similarly removed.

After a student with a disability has been removed from his or her placement for 10 consecutive school days in that same school year, and if the current removal is for 10 consecutive school days or less, and if the removal is not a change of placement, then school personnel, in consultation with at least one of the student's teachers, shall determine the extent to which services are needed to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP.

If the removal is a change of placement, the student's IEP team determines the appropriate services to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP.

Manifestation Determination

Within 10 school days of any decision to change the placement of a student with a disability because of a violation of the code of student conduct, the LEA, you, and relevant members of the IEP team shall review all relevant information in the student's file to determine:

1. If the conduct in question was caused by, or had a direct and substantial relationship to the student's disability; or
2. If the conduct in question was the direct result of the LEA's failure to implement the student's IEP.

If the LEA, you, and relevant members of the student's IEP team determine that either of those conditions was met, the conduct must be determined to be a manifestation of the student's



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disability.

If the LEA, you, and relevant members of your child's IEP team determine that the conduct in question was the direct result of the LEA's failure to implement the IEP, the LEA shall take immediate steps to remedy those deficiencies.

Determination that Behavior was a Manifestation of the Child's Disability

If it is determined that the conduct was a manifestation of the student's disability, the IEP team shall:

1. Conduct a functional behavioral assessment (FBA), unless the LEA had conducted an FBA before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan (BIP) for the student; or
2. If a BIP already has been developed, review the BIP, and modify it, as necessary, to address the behavior.

Except as described below under Special Circumstances, the LEA must return the student to the placement from which he or she was removed, unless you and the LEA agree to a change of placement as part of the modification of the BIP.

Special Circumstances

School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student:

1. Carries or possesses a weapon at school, on school premises, or at a school function under the jurisdiction of the LDOE or the LEA;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the LDOE or a LEA; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the LDOE or a LEA.

Definitions

1. *Controlled Substance* means a drug or other substance identified under schedules I, II, III, IV, or V of the Controlled Substances Act.
2. *Illegal Drug* means a controlled substance, but does not include a substance that is legally possessed, or used, under the supervision of a licensed health-care professional, or that is legally possessed or used under any other authority under that Act or under any other provision of federal law.
3. *Serious Bodily Injury* means a bodily injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or faculty.
4. *Weapon* has the meaning given the term "dangerous weapon" in Section 930 of Title 18,



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United States Code.

Notification

On the date on which the decision is made to make a removal that constitutes a change of placement of a student with a disability because of a violation of a code of student conduct, the LEA shall notify you of that decision and provide you with the procedural safeguards notice.

Referral to and Action by Law Enforcement and Judicial Authorities

Nothing in these regulations prohibits the LEA from reporting a crime committed by a student with a disability to appropriate authorities or prevents state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state laws to crimes committed by a student with a disability.

Transmittal of Records

If the LEA reports a crime committed by a student with a disability, the LEA shall ensure that copies of the student's special education and disciplinary records are transmitted for consideration by the authorities to whom the agency reports the crime only to the extent permitted by FERPA.

Change of Placement Due to Disciplinary Removals

A removal of a student with a disability from his or her current educational placement is a change of placement if:

1. The removal is for more than 10 consecutive school days; or
2. The student has been subjected to a series of removals that constitute a pattern because:
 - a. The series of removals total more than 10 consecutive school days in a school year;
 - b. The student's behavior is substantially similar to behavior in previous incidents that resulted in the series of removals; and
3. Of such additional factors as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another.

Whether a pattern of removals constitutes a change of placement is determined on a case-by-case basis by the LEA, and, if challenged, is subject to review through due process and judicial proceedings.

Appeals

If you disagree with any decision regarding placement or the manifestation determination, you may appeal the decision by requesting a due process hearing.

Authority of State Due Process Hearing Officer

A state due process hearing officer that meets the requirements shall conduct the due process hearing and make a determination. The hearing officer may:



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1. Return the student with a disability to the placement from which he or she was removed if the hearing officer determines that the removal was a violation of the requirements or that the student's behavior was a manifestation of his or her disability; or
2. Order a change of placement for the student to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement is substantially likely to result in injury to the student or to others.

These hearing procedures may be repeated and additional 45 day assignments may be made if the LEA believes that returning the student to the original placement is substantially likely to result in injury to the student or to others.

Whenever a hearing is requested, you, or the LEA involved in the dispute, shall have an opportunity for an impartial due process hearing consistent with the requirements under the Due Process Complaint and Dispute Resolution Procedures except as follows:

1. The LDOE or LEA shall arrange for the expedited due process hearing, which shall occur within 20 school days of the date the request for due process hearing is filed. The hearing officer shall make a determination within 10 school days after the hearing.
2. Unless you and the LEA agree in writing to waive the meeting, or agree to use mediation, a resolution meeting shall occur within seven (7) days of receiving the notice of the request for due process hearing. The due process hearing may proceed unless the matter has been resolved to the satisfaction of both parties within 15 days of receipt of the request for due process hearing.
3. The LDOE requires the exclusion of evidence not disclosed to the other party three (3) business days before the hearing, unless the parties agree otherwise.

Placement during Appeals

When an expedited hearing has been requested by either you or the LEA, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period specified whichever occurs first, unless you and the LDOE or LEA agrees otherwise.

Protections for Children not yet Eligible for Special Education and Related Services

If a student has not been determined eligible for special education and related services and violates a code of student conduct, but the LEA had knowledge (as determined below) before the behavior that brought about the disciplinary action that the student was a student with a disability, then the student may assert any of the protections described in this notice.

Basis of Knowledge of Disciplinary Matters

The LEA must be deemed to have knowledge that a student is a student with a disability if, before the behavior that brought about the disciplinary action occurred:

1. You expressed concern in writing that your child is in need of special education and



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- related services to supervisory or administrative personnel of the appropriate educational agency, or to the child's teacher;
2. You requested an evaluation related to eligibility for special education and related services under the IDEA; or
 3. Your child's teacher or other LEA personnel expressed specific concerns about a pattern of behavior demonstrated by the child directly to the LEA's director of special education or to other supervisory personnel of the LEA.

Exception

The LEA would not be deemed to have such knowledge if:

1. You did not allow an evaluation of your child or refused special education services; or signed off on an official revocation of consent form; or
2. Your child has been evaluated and determined not to be a student with a disability under the IDEA.

Conditions that apply if there is No Basis of Knowledge

If prior to taking disciplinary measures against a student, the LEA does not have knowledge that the student is a student with a disability, the student may be subjected to the disciplinary measures that are applied to students without disabilities who engaged in comparable behaviors.

However, if a request is made for an evaluation of the student during the time period in which the student is subjected to disciplinary measures, the evaluation must be conducted in an expedited manner.

Until the evaluation is completed, the student remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services. If the student is determined to be a student with a disability, taking into consideration information from the evaluation conducted by the LEA and information provided by you, the LEA shall provide special education and related services in accordance with the IDEA.



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APPENDIX A

Student Internet Access

Southern University Laboratory School is making Internet access available to students to prepare them to participate productively in the information society of the 21st Century. Internet access will give the students the opportunity to inquire, study, communicate, and gain new understandings about our global society.

1. Students have the right to use the educational network as a tool to enhance learning, as it becomes available at their location.
2. Students have the responsibility to learn and follow the guidelines that are deemed appropriate in using our educational network. All access to the Internet will be teacher-directed and will conform to the following:
 - Use World Wide Web search engines and/or other Internet tools only under the direction and supervision of teachers.
 - DO NOT access objectionable or inappropriate material over the Internet.
 - DO NOT post any e-mail or other messages or materials that are derogatory, abusive, obscene, profane, sexually oriented, threatening, offensive, dangerous, or illegal. Do not use any language online that is not permitted in the classroom.
 - DO NOT post personal information (last names, addresses, or telephone number) about anyone. Personal mail will not be forwarded without permission.
 - DO NOT abuse or waste network resources through frivolous and non-educational use or send chain letters or annoying or unnecessary letters.
 - DO observe the copyright law. Do not plagiarize or otherwise use copyrighted material without permission. Properly cite the source of information accessed over the Internet.
 - DO NOT make any purchase on the Internet while using school equipment or Internet services.

Consequences for failing to follow these standards may range from loss of Internet privileges to expulsion from school, depending upon the nature and severity of the act.

All school rules apply to the Internet as they do in the classroom or elsewhere on school grounds. Network administrators and school personnel may review student e-mail messages at any time or track student navigation of the World Wide Web. Any activity that may be in violation of local, state or federal laws will be reported to the appropriate law enforcement agency.

Any parent or guardian who has questions or concerns about his/her child's Internet Access is encouraged to discuss these concerns with the school Director. Parents or guardians are also encouraged to discuss family values with their children to guide their activities on the Internet.



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APPENDIX B Virtual Learning

Attendance:

Attendance will be determined using a combination of time logged in, daily attendance and any assignments, tests, and/or activities completed for the day. It is required that students log on and participate in every class. In the event a student is absent due to an illness, a doctor's appointment or an emergency, he/she is expected to watch the recording of the missed lesson and submit the completed lesson on the next required day of attendance. If the student is absent one or more days he/she is granted one extra day for each day of absence to submit their make-up lessons. All doctor's notes should be sent to Ms. Augustus so it can be placed on file.

Dress Code:

All students are required to wear a school uniform shirt during virtual learning. Students may be asked to share his/her screen through video, or to engage in discussion. Any violation will result in disciplinary action.

Netiquette:

Be on time when logging on.

Be polite and respectful of others and their opinions and/or answers.

Do not badmouth others or degrade any comment or answer they may give.

Before posting a question, check to see if anyone else has asked it already and received a reply.

Stay on topic and do not post random information that is not on topic.

Do not post in all caps; it is offensive and it looks like you are screaming.

Be forgiving if someone makes a mistake or typo.

Check spelling and grammar before posting on the discussion board. No texting abbreviations.

Do not post anything that could be angry or sarcastic in tone.

Do not dominate the discussion. Give others a chance to give input and discuss.



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APPENDIX C

Technology Acceptable Use Policy

Email – School email accounts are to be used to communicate with teachers and peers about school-related materials only. The school reserves the right to view all email accounts accessed on the school laptop.

Internet – The school has a content filtering system that follows laptops on and off campus. The school reserves the right to monitor the Internet usage of all students. Chromebooks are connected to the SULAB-CB Wi-Fi only.

Games/Smart Devices – Disciplinary action will be taken for students who play games during academic class time.

Passwords – Students are responsible for protecting the confidentiality of all passwords. If there is an issue with a password, visit the technology coordinator. For security reasons, do not store passwords on a visible sticky note.

Social Networking – Students are not allowed to access social networking sites on school campus via a laptop or cell phone.

Copyright/cheating – Plagiarism is unacceptable. Refer to the Student Handbook for more information. Cheating using technology is a violation of rules in the Student Handbook and will be handled appropriately.

Video Productions/Sharing – Students are only allowed to film appropriate material. Using video applications during class without the teacher's permission is a violation of this agreement.

Sharing Chromebooks – Laptops should remain with the assigned student unless otherwise directed by a teacher. Students are prohibited from accessing faculty computers at all times.

Stickers – Stickers are not allowed on the Chromebooks. Damages from any stickers will be charged a \$15 cleaning fee.

Storage of Chromebooks – It is the responsibility of the student to secure the Chromebook before, during, and after school. Chromebooks should be in the student's possession, zipped within a schoolbag or in a locker at all times, especially at lunch and gym.

Carrying Chromebooks – It is not safe to carry Chromebooks by the screen. Over time, the screen components will crack resulting in a \$250 charge to replace.

Insurance – Students are to notify the Dean of students immediately if a Chromebook is discovered missing. Students will have to provide a police report if the Chromebook is stolen or lost --- otherwise, the students will have to pay the full value of the Chromebook. If you are having



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a problem with Chromebook, let the technology coordinator know so a proper diagnosis can be made. If the Chromebook will need to be repaired due to accidental damage, students are responsible for a \$150 repair charge. DO NOT bring the Chromebook to a computer shop for repairs. Intentional damage will result in the student being charged the complete value of the Chromebook. After two insurance claims in one year, students will not be allowed to take the Chromebook home.

Drinks/Food – Drinks and food should not be near the Chromebook.

Cyberbullying – Tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting others using the internet, interactive and digital technologies, apps, or mobile phones will not be tolerated.

Battery – Students need to charge the Chromebook each night. When students arrive at school, the Chromebook should be fully charged. See the technology coordinator if the Chromebook appears to have battery issues.

Cleaning the Chromebook – Clean the screen and exterior with a soft, dry, lint-free cloth. Never spray liquid directly onto the laptop.

Virtual Testing Procedures – Students are expected to take all virtual (assessments) tests on a school issued chromebook only, and cameras should be on the entire duration of the test. In the event students go on forbidden websites, share answers with others, and/or Google answers without permission during the test, he/she will receive a Zero on that test (assessment) and will not be allowed to make that test (assessment) up. Habitual offenses could result in suspension and/or expulsion.

Personal Laptops/Chromebooks – Students are prohibited from using personal laptops or Chromebooks in the classroom to complete in-class assignments. Personal devices will be confiscated if found being used in class to complete in-class assignments.

Charges associated with the Chromebooks:

Sticker Removal Fee: \$15.00

Repair Fee: \$150.00

Replacement Fee: \$250.00

Charger Fee: \$50.00

The student is responsible for their school-issued Chromebook at all times.

*****Parents should not use their children's accounts as a way of communicating with their children's classmates, teachers, or other members of the school community.***



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APPENDIX D

Teacher's Bill of Rights

Source: LSA-R.S. 17:416.18 Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students are fully informed of the various rights conferred upon teachers pursuant to this Section, which are:

1. A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5, and 416.11, for actions taken in the performance of duties of the teacher's employment.
2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and 416 through 416.16 and any city, parish, or other local public school board regulation.
3. A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the Director (designee) or his designee pursuant to R.S. 17:416(A)(1)(c).
4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S. 17:416(A)(1)(c).
5. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.16.
6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.
9. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.
10. A teacher has the right to be afforded time during the school day or week to collaborate



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with other teachers.

B. No city, parish, or other local public school board shall establish policies that prevent teachers from exercising the rights provided in this Section or in any other provision included in R.S. 17:416 through 416.16.

C. The provisions of this Section shall not be construed to supersede any other state law, State Board of Elementary and Secondary Education policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students.

D. Each city, parish, or other local public school board shall provide a copy of this Section to all teachers at the beginning of each school year. Each such school board also shall post a copy of the rights provided in this Section in a prominent place in every school and administrative building it operates and provide such a copy to parents or legal guardians of all children attending such schools in a form and manner approved by the school board. Each city, parish, or other local public school board and every school under its jurisdiction that maintains an Internet website shall post on such website a copy of the Teacher Bill of Rights required by this Section. Acts 2003, No. 1252, §1, eff. July 7, 2003; Acts 2008, No. 155, §1, eff. June 12, 2008; Acts 2013, No. 329, §1.



SOUTHERN LAB
SOUTHERN UNIVERSITY
LABORATORY SCHOOL

Date: September 27, 2024

To: Luria Young, Ph.D
Vice Chancellor for Academic Affairs
3rd Floor, J.S. Clark Administration Building
Baton Rouge, LA 70813

Re: Request for Approval for the SULS 2024-2025 Pupil Progression Plan

We are requesting approval to submit the 2024/2025 Pupil Progression Plan to the Louisiana State Department of Education (LDOE) for Approval. According to Bulletin 1566, the Pupil Progression Plan is a comprehensive plan developed and adopted by each parish or city school board; it shall be based on student performance on the Louisiana Educational Assessment Program with goals and objectives that are compatible with the Louisiana Competency-Based Education Programs and that supplement standards approved by the State Board of Elementary and Secondary Education (BESE).

Please review the attached document, as it represents the Pupil Progression Plan for Southern University Laboratory School. The last page of the document requires the signature of the Superintendent and Board President.

Respectfully,

Herman R. Brister
Director

Luria Young, Ph.D.
Vice Chancellor for Academic Affairs

John Pierre
Chancellor-SUBR

Dennis Shields
President

Myron K. Lawson
Chairman-SUS Board of Supervisors

2024-2025 Pupil Progression Plan

Local Education Agency:

Southern University Laboratory School



Background and Purpose

Louisiana state law (R.S. 17:24.4) requires local education agencies (LEAs) to establish a comprehensive Pupil Progression Plan (PPP) based on student performance on the Louisiana Educational Assessment Program (LEAP) with goals and objectives that are compatible with the Louisiana Competency-Based Education Program and which supplements the minimum standards approved by the State Board of Elementary and Secondary Education (BESE). **The plan shall address student placement and promotion** and shall require the student's mastery of grade-appropriate skills before he or she can be recommended for promotion.

The law states that "particular emphasis shall be placed upon the student's proficiency in grade-appropriate skills which may be considered in promotion and placement; however, each local school board shall establish a policy regarding student promotion and placement." The law goes on to require the Louisiana Department of Education (LDOE) to establish, subject to the approval of BESE, the level of achievement on the fourth and eighth grade LEAP test in mathematics, English language arts, science, and social studies needed for students to advance to grades five and nine. BESE must also determine the nature and application of various intervention options to be used when students fail to meet their [minimum academic standards](#) approved by the board.

The purpose of this document is to assist LEAs in developing their required PPP in accordance with applicable laws and regulations and to codify LEA policies and procedures related to student placement and promotion. In each section of this document, language that conforms to applicable laws and regulations has been pre-populated. Space is provided for LEAs to add any additional local policies and procedures that fulfill the mandate of the law and support students in acquiring proficiency in grade-appropriate skills. Once completed, submitted to LDOE, and published locally, teachers shall determine the promotion or placement of each student on an individual basis. LEAs may review promotion and placement decisions in order to ensure compliance with their established policy, and reviews may be initiated by a school's governing body, the local superintendent, or a student's parent or legal custodian.

Questions about this document should be directed to PPP@La.Gov

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I. Placement of students in kindergarten and grade 1

Kindergarten

The parent or legal guardian of a child who resides in Louisiana and who is age five by September thirtieth of the calendar year in which the school year begins through eighteen shall send their child to a public or nonpublic school, as defined by R.S. 17:236 unless the child's parent or legal guardian opted to defer enrollment of his child in kindergarten pursuant to R.S. 17:151.3 (D) or the child graduates from high school prior to his eighteenth birthday. A child below the age of five who legally enrolls in school shall also be subject to the provisions of this Subpart.

Grade 1

Any child admitted to kindergarten pursuant R.S. 17:151.3 (D) shall be eligible to enter first grade upon successful completion of kindergarten and shall have satisfactorily passed an academic readiness screening, provided all other applicable entrance requirements have been fulfilled.

The age at which a child may enter the first grade of any public school at the beginning of the public school session shall be six years on or before September thirtieth of the calendar year in which the school year begins.

Any child transferring into the first grade of a public school from another state and not meeting the requirements herein regarding kindergarten attendance shall be required to pass an academic readiness screening administered by the LEA prior to the time of enrollment for the first grade.

In the space below, please describe any additional placement considerations or policies required by the LEA. Include the names of any required assessments and explain how results will be used.

Southern University Laboratory School does not provide early entrance into kindergarten.

Southern University Laboratory School does not consider first-grade enrollment for students who have not attended a full-day public or private kindergarten program for a full academic year.

Southern University Laboratory School uses a foundational readiness test, Dynamic Indicators of Basic Early Literacy Skills, to assess the readiness of a child transferring into the first grade of a public school from out-of-state and not meeting the requirements herein for kindergarten. Attendance shall be required to satisfactorily pass an academic readiness screening administered by the LEA prior to the time of enrollment for the first grade.

II. Promotion and retention of students in grades K, 1, 2, 3, 4, 5, 6, and 7

Promotion for students in kindergarten and grades K, 1, 2, 4, and 5

Teachers shall, on an individual basis, determine the promotion of each student according to the local PPP. Particular emphasis shall be placed upon the student's proficiency in grade-appropriate skills. Students who have not met the acceptable level of performance may be retained or promoted, but in either case, shall be provided with an expanded academic support plan that adheres to requirements in [Section V. Support for Students](#).

In the space below, please describe any local policies or additional considerations used to determine promotion of students at the end of grades K, 1, 2, 4 and 5.

Southern University Laboratory School Promotion Policy for grades K, 1, 2, 4, and 5.

- Meet letter grade requirements (D or above) in ELA and Math and one additional core subject.
- To satisfy promotion requirements, students must meet state attendance requirements by attending a minimum of 167 days.

Students who do not score Basic or above in ELA and Math shall be provided with an individualized academic improvement plan (IAIP).

Promotion via SBLC and/ or Retention

A meeting of the SBLC shall occur when it is determined that a child is in jeopardy of not meeting the promotion requirements for the present grades. The role of the SBLC shall be to assist the classroom teacher in designing intervention strategies that could further ensure meeting the requirements for promotion. This should be done as early in the school year as possible. A parent-teacher conference must be held, and documentation of interventions provided before an SBLC conference. The SBLC Committee will include the guidance counselor, elementary teacher(s) or at least two core subject middle school teachers, and the parent/guardian. Once any member of the team has requested the SBLC, it shall be the responsibility of the SBLC Coordinator to notify the parent, teacher, and others in writing of the meeting by sending a letter home to parents or placing a telephone call to the parents. No later than the beginning of the last day of **February** for any given school year, parents shall be notified in writing that their elementary or middle school child's promotion is in jeopardy. The number of times a student may be retained in each grade or level is as follows:

- A student should not be retained more than one time for failure to meet academic requirements in grades K-5. The SBLC will meet to determine if additional requirements are necessary for promotion consideration.

Promotion and mandatory retention of students in grade 3

Except for mandatory retention consideration as described below, teachers shall, on an individual basis, determine the promotion of each student according to the local PPP. Particular emphasis shall be placed upon the student's proficiency in grade-appropriate skills.

Retention will be considered for a student scoring at the lowest achievement level on the state end-of-year literacy screener (DIBELS 8.0) as follows:

- The student shall be provided two additional opportunities to score a higher achievement level on the literacy screener prior to the beginning of the subsequent academic year.
- Any student still scoring at the lowest achievement level after three attempts shall be screened for dyslexia.
- Such a student shall be retained in the third grade unless he or she is found to meet at least one of the good cause exemptions in *Bulletin 1566 – Pupil Progression Policies and Procedures*, §701.
- Promotion on the basis of good cause exemption is subject to the consent of the parent, principal, and superintendent.
- The Student Information System (SIS) must reflect the promotion and the good cause exemption under which promotion was determined.
- Students promoted for good cause shall be provided an expanded academic support plan (see [Section V. Support for Students](#)).
- Students retained in third grade pursuant to this requirement shall be provided an expanded academic support plan, 90 minutes of daily reading instruction, and 30 minutes of daily reading intervention.

LDOE will provide to each LEA a roster of third grade students who have been identified for the purposes of this section, assisting the LEA in making final determinations relative to students' required plans.

- The decision to retain a student as a result of his/her failure to achieve the standard on the LEAP shall be made by the LEA in accordance with this PPP.
- The expanded academic support plan shall continue to be in effect until such time as the student achieves a score of "Mastery" in each of the core academic subjects that initially led to the development of the student's individual plan.

In the space below, please describe any local policies or additional considerations used to determine promotion of students at the end of grade 3.

Third-grade students must meet the academic criteria outlined in the previous section (Kindergarten and Grades 1, 2, 4, and 5 to be considered for promotion.

For academically struggling students, promotion decisions will be made according to a preponderance of evidence including but not limited to any of the following:

- Coursework from throughout the school year
- Previous state-mandated test scores state academic achievement
- Participation in spring/summer remediation and evidence of student work upon completion of the program
- Student attendance during the regular school year, school year remediation, and summer remediation
- Portfolio of LEAP-like student work in the areas where the student failed to meet the promotion criteria such as district benchmark assessments and other progress monitoring measures

For 3rd-grade students who have not met the acceptable level of performance on statewide assessments, the SBLC of that school shall make the final retention or promotion decisions based on the above criteria and shall initiate an individual academic improvement plan.

Promotion of students in grades 6 and 7

Teachers shall, on an individual basis, determine the promotion of each student according to the local PPP. Particular emphasis shall be placed upon the student's proficiency in grade-appropriate skills.

In the space below, please describe any local policies or additional considerations used to determine promotion of students at the end of grades 6 and 7.

Southern University Laboratory School Promotion Policy for grades 6 and 7.

- Meet letter grade requirements (D or above) in ELA and Math and one additional core subject.
- To satisfy promotion requirements, students must meet state attendance requirements by attending a minimum of 167 days.

Students who do not score Basic or above in ELA and Math shall be provided an individualized academic improvement plan (IAIP).

Promotion via SBLC and/ or Retention

A meeting of the SBLC shall occur when it is determined that a child is in jeopardy of not meeting the promotion requirements for the present grades. The role of the SBLC shall be to assist the classroom teacher in designing intervention strategies that could further ensure meeting the requirements for promotion. This should be done as early in the school year as possible. A parent-teacher conference must be held, and documentation of interventions provided before an SBLC conference. The SBLC Committee will include the guidance counselor, elementary teacher(s) or at least two core subject middle school teachers, and the parent/guardian. Once any member of the team has requested the SBLC, it shall be the responsibility of the SBLC Coordinator to notify the parent, teacher, and others in writing of the meeting by sending a letter home to parents or placing a telephone call to the parents. No later than the beginning of the last day of **February** for any given school year, parents shall be notified in writing that their elementary or middle school child's promotion is in jeopardy. The number of times a student may be retained in each grade or level is as follows:

- A student should not be retained more than one time for failure to meet academic requirements in grades K-5. The SBLC will meet to determine if additional requirements are necessary for promotion consideration.
- A student should not be retained more than one time for failure to meet academic requirements in grades 6-8. The SBLC will meet to determine if additional requirements are necessary for promotion consideration.

III. Promotion and support of students in grade 8 and high school considerations

Regular Grade 8 Promotion

Eighth grade students shall score at least at the “Basic” achievement level in either English language arts or mathematics and “Approaching Basic” in the other subject in order to be promoted to the ninth grade. Students who do not meet the promotion standard after taking the eighth grade state assessments may be placed on a high school campus in the transitional ninth grade. For any student who recently completed the eighth grade and is transferring into the LEA from another state or country, the LEA shall review the student’s academic record to determine appropriate placement in ninth grade or transitional ninth grade. Such placement shall occur no later than October 1 of each school year.

Grade 8 Promotion Waivers

An LEA, through its superintendent, may grant a waiver on behalf of individual students who are unable to participate in LEAP testing or unable to attend LEAP summer remediation, including summer remediation required for placement in transitional ninth grade, because of one or more of the following extenuating circumstances as verified through appropriate documentation:

- *Physical Illness*—appropriate documentation must include verification that the student is under the medical care of a licensed physician for illness, injury, or a chronic physical condition that is acute or catastrophic in nature. Documentation must include a statement verifying that the illness, injury, or chronic physical condition exists to the extent that the student is unable to participate in remediation.
- *Custody Issues*—certified copies of the court-ordered custody agreements must be submitted to the LEA at least ten school days prior to summer remediation.

Transitional 9th Grade

Any first-time eighth grade student who does not meet the passing standard set forth in BESE *Bulletin 1566*, §703, and any student not eligible for any waiver pursuant to §707 of the bulletin, after completing summer remediation, may be placed on a high school campus in transitional ninth grade.

LEAs shall follow the guidelines set forth in §703 to determine, based on evidence of student learning, whether eighth grade students may be promoted to the ninth grade or placed on a high school campus in transitional ninth grade. The percentage of an LEA’s eighth graders placed in transitional ninth grade is expected to remain stable over time. In the event that the percentage of an LEA’s eighth graders placed in transitional ninth grade exceeds the percentage of eighth graders in that LEA eligible for transitional ninth grade at the conclusion of the prior school year, the local superintendent of that LEA shall provide a written justification to the state superintendent.

The initial decision to place a student in the transitional ninth grade or to retain a student in the eighth grade shall be made by the school in which the student is enrolled in the eighth grade, in consultation with the student’s parents.

The LEA shall admit transitional ninth grade students, subject to any admissions requirements approved by the school’s governing authority or charter authorizer.

For any student who recently completed the eighth grade from another state or country and is transferring into the LEA after summer remediation has taken place, the LEA shall review the student's academic record to determine appropriate placement in ninth grade or transitional ninth grade. Students placed in the transitional ninth grade shall complete the remediation program offered by the LEA. Such placement shall occur no later than October 1 of each school year.

After one full year of transitional ninth grade, students shall be included in the ninth grade graduation cohort for high school accountability purposes.

Students enrolled in transitional ninth grade shall receive appropriate academic support in any subjects in which they did not score at or above proficient, as determined by BESE. A plan outlining such academic support shall be included in the student's individual graduation plan (IGP). Progress pursuant to such specified academic support shall be reviewed at least once throughout the school year in order to determine effectiveness and any needed adjustments.

High school promotion and transition considerations

Instructional Minutes: When awarding credit based on instructional time, LEAs shall provide a minimum of 7,965 instructional minutes for one Carnegie credit, and students shall be in attendance for a minimum of 7,515 minutes. In order to grant one-half Carnegie credit, LEAs shall provide a minimum of 3,983 instructional minutes, and students shall be in attendance for a minimum of 3,758 minutes.

Individual Graduation Planning: By the end of the eighth grade, every student (with the assistance of his parent or other legal custodian and school guidance personnel, counselor) or IEP team (when applicable) shall begin to develop an [IGP](#). An IGP guides the next academic year's coursework, assisting students in exploring educational and career possibilities and in making appropriate secondary and postsecondary education decisions as part of an overall career/post secondary plan.

Financial Aid Planning: The [linked memorandum](#) outlines the updated Free Application for Federal Student Aid (FAFSA) policy BESE approved at its March 2024 meeting, a repeal of the policy requiring graduating seniors to complete steps related to the FAFSA application. This policy change will be effective starting with the graduation cohort of 2024-2025 and does not remove the requirement of LEAs to provide students and their parents or guardians with information regarding financial aid programs to support postsecondary education and training. LEAs must ensure that each student receives adequate support in completing and submitting an application for financial aid. However, a student action related to FAFSA completion will not be required. An updated parent and student financial aid planning toolkit will be made available to school systems. Please contact ldefinancialaid@la.gov with questions.

Early Graduation: Each LEA shall develop an early graduation program allowing students to accelerate their academic progress, complete all state graduation requirements, and receive a high school diploma in less than four years.

- The early graduation program may include distance education (§2326), dual enrollment (§2327), and Carnegie credit and credit flexibility (§2314).

- LEAs shall not have any policies or requirements that would prevent students from graduating in less than four years.

Credit Recovery Courses and Units

1. Beginning in 2020-2021, the LEA credit recovery program and policy will be included in the local PPP submitted to LDOE.
2. Students may earn a maximum of seven credit recovery units that may be applied towards diploma graduation requirements and no more than two Carnegie units annually. The school system must annually report to LDOE the rationale for any student:
 - i. receiving more than two credit recovery credits annually; and/or
 - ii. applying more than seven total credit recovery Carnegie units towards graduation requirements.
3. Students earning Carnegie credits in a credit recovery course must have previously taken and failed the field. Previously attempted coursework is considered an academic record and must be recorded on the official transcript.
4. Completed credit recovery courses must be recorded and clearly labeled on the official transcript.
5. Students enrolled in credit recovery courses are not required to meet the instructional minute requirements found in §333.A of this Part.
6. Credit recovery courses must be aligned with state content standards and include a standards aligned pre-assessment to identify unfinished learning and a standards aligned post-assessment to demonstrate course proficiency for content identified as non-proficient.
7. Credit recovery courses taught in a classroom setting using online courses designed for credit recovery must have an assigned certified Louisiana teacher of record or certified teacher of record recognized through a state reciprocity agreement facilitating the instruction.
8. The end-of-course exam weight in a student's final grade determined by the LEA must be the same for a traditional course and a credit recovery course. Students who have previously passed the end-of-course exam, but have failed the course, may choose to retain the previous end-of-course exam score in lieu of participating in an additional administration of the exam.

NCAA Update

Nontraditional courses are taught online or through distance learning, hybrid/blended, independent study, individualized instruction, correspondence or similar means.

Generally, for a nontraditional course to count as an NCAA-approved core course, it must meet all of the following requirements:

- The course must meet all [requirements for an NCAA-approved core course](#).
- All students in the course must have regular instructor-led interaction for the purpose of instruction, evaluation and assistance for the duration of the course. This may include, for example, exchanging emails between the student and teacher, online chats, phone calls,

feedback on assignments and the opportunity for the teacher to engage the student in individual or group instruction.

- The course must have a defined time period for completion. For example, it should be clear how long students are required to be enrolled and working in the course and how long a school would permit a student to work on a single nontraditional course.
- Student work (e.g., exams, papers, assignments) must be available for evaluation and validation.
- The course should be clearly identified as nontraditional on the student's official high school transcript.

A nontraditional course may not be approved for any of the following reasons:

- Does not have teacher-based instruction.
- Does not require regular and ongoing instructor-led interaction between the student and teacher.
- Does not require students to complete the entire course.
- Does not prepare students for four-year college class work.
- Does not have official student grade records.
- Does not meet NCAA core-course requirements.

Note: See Nontraditional Courses (NCAA Bylaw 14.3.1.2.2) for a [complete list of requirements](#).

If a nontraditional course or program at your school/district has not yet been reviewed by the NCAA, please contact [Eligibility Center](#) Customer Service staff at 877-622-2321.

Credit recovery programs

Many high schools offer credit recovery or credit retrieval programs, which allow students to receive credit for a course they previously failed.

These courses are also reviewed by the High School Review staff. For a credit recovery program to be approved, the courses must meet the following requirements:

1. The courses must meet NCAA core-course requirements and, in some instances, nontraditional course requirements.
2. The high school must follow its credit recovery policies regardless of whether the student is an athlete. The Eligibility Center may request the high school's policy if necessary.
3. Repeated courses must be substantially comparable, qualitatively and quantitatively, to the previously attempted course.

In the space below, please describe any local policies or additional considerations used to ensure that online classes meet NCAA requirements.

LEA Carnegie unit requirements and promotion requirements by grade level for grades 9-12 are as follows:

Grade placement is to be determined only at the beginning of the school year for grades 9, 10, and 11. Grade placement for seniors may be determined at any time. All students entering high school for the first time shall be classified as 9th grade.

In Grades 9 through 12, units of credit are earned based on semester grades. An "A" through "D" or "P" will earn whatever units are possible for the course. An "F" will not earn any units. There is no limit to the number of Carnegie units a student may earn in any given year. Students meeting the requirements for Carnegie credit based on proficiency shall have the course title, the year proficiency was demonstrated, P (pass), and the unit of credit earned entered on their transcript as per Bulletin 741. Courses taken through outside agencies (i.e. universities, colleges, DukeTip, homeschool) must be pre-approved by an SBLC prior to enrollment in the course. Credit will be applied to the transcript as a Pass/Fail elective from completed courses based on assigned grade. (100-60% Pass- 59%-0% Fail)

IV. Placement of transfer students

- The local school board shall establish written policies for the placement of students transferring from all other systems and home schooling programs (public, nonpublic, both in and out-of-state, and foreign countries).
- Students in grades 5 and 9 transferring to a public school from any in-state nonpublic school (state-approved and not seeking state approval), any approved home study program, or Louisiana resident transferring from any out-of-state school, shall be administered the English language arts and mathematics portions of the LEAP placement test. Students who have scored below the "basic" achievement level shall have placement and individual academic support addressed in the same manner as non-transfer students in accordance with §701 and §703.
- Any child transferring into the first grade of a public school from out of state and not meeting the requirements for kindergarten attendance shall be required to pass an academic readiness screening administered by the school system prior to the time of enrollment for the first grade, in accordance with the state law.

In the space below, please describe any additional considerations or local policies related to placement of transfer students.

Before Southern University Lab School admission is granted to a transfer student:

Students that transfer to Southern University Laboratory School from an approved school within the state (public/nonpublic), an approved school out-of-state (public/nonpublic), or from a Home Study Program or unapproved school (public/nonpublic) must meet the promotion requirements from the transferring school. Once the student completes the enrollment application, the admissions committee, administrator, or administrative designee will review the records to determine if Southern University Laboratory School will be able to provide appropriate placement. Records review includes but is not limited to immunization, attendance, behavior, teacher recommendations, certified transcripts, report

cards, state or nationally-recognized assessment results, and diagnostics assessment performance results.

Information derived from the certified transcript and report card received from the previous school through an official record request will determine the number of Carnegie units awarded and grade placement. Previous credits are accepted only from accredited schools if grade-level and/or course descriptions provided by the previous school match those of Southern University Laboratory School.

The student’s performance results on the LEAP 2025 assessments, and state or nationally recognized assessments are reviewed to ensure the student has met the minimum requirements for admission.

Once a student has been promoted to the next grade from the sending LEA, SULS will honor the grade the student has been promoted to from the previous LEA.

For Kindergarten:

Southern University Laboratory School uses a foundational readiness test, Dynamic Indicators of Basic Early Literacy Skills to assess the readiness of a child transferring into the first grade of a public school from out-of-state and not meeting the requirements herein for kindergarten. Attendance shall be required to satisfactorily pass an academic readiness screening administered by the LEA prior to the time of enrollment for the first grade.

V. Support for students

Uniform grading policy

LEAs shall use the following uniform grading system for students enrolled in all grades K-12 for which letter grades are used.

Grading Scale for Regular Courses	
Grade	Percentage
A	100-90
B	89-80
C	79-70
D	69-60
F	59-0

School year support

Each LEA shall identify students in kindergarten through fifth grade who fail to achieve mastery in reading or math. Such students shall be provided with an expanded academic support plan that adheres to the following requirements:

- For students in kindergarten through third grade, the school shall convene a meeting with the student's parent or legal custodian, teachers of core academic subjects, and specialized support personnel, as needed, to review the student's academic strengths and weaknesses relative to literacy or mathematics, discuss any other relevant challenges, and formulate a plan designed to assist the student in achieving proficiency.
- All participants shall sign the documented plan, using a template provided by LDOE, and shall meet to review progress at least once before the next administration of the LEAP assessment.
- Students not meeting performance expectations in literacy shall be provided with focused literacy interventions and support based on the science of reading designed to improve foundational literacy. Students not meeting performance expectations in mathematics shall be provided with focused mathematics interventions and support designed to improve foundational numeracy or mathematics skills.
- The student shall be identified as requiring an expanded academic support plan in the state SIS.
- The student shall be afforded the opportunity to receive on-grade-level instruction during the summer. For students not meeting performance expectations in literacy, summer instruction must include focused literacy interventions based on the science of reading.
- A plan for a student may include the following specific student supports according to local policy: high-dosage tutoring, placement with a highly effective teacher, daily targeted small-group interventions, before and after school intervention provided by a teacher or tutor with specialized literacy or numeracy training, and at-home programs that include workshops for the parents and legal guardians of students, web-based or parent-guided home activities, and summer learning opportunities. For students below proficiency not placed with a highly effective teacher, high-dosage tutoring must be included in the plan. The expanded academic support plan may serve as the individual reading improvement plan and individual numeracy improvement plan pursuant to R.S. 17:24.10.
- LDOE may audit a random sampling of students identified as needing an expanded academic support plan in each local education agency each year.

Summer remediation

LEAs shall continue to offer summer remediation pursuant to R.S. 17:401.12 and *Bulletin 1566*. The LEA will provide transportation to and from the assigned remediation summer site(s) from, at a minimum, a common pick-up point. Students with disabilities attending summer remediation will receive special support as needed.

VI. Literacy support standards for grades K-3

- Each local education agency shall identify all students in kindergarten, first, second, and third grade who score below grade level on the literacy assessment.

- The school shall notify the parents or legal custodians of students identified in writing regarding the student's performance within 15 days of identification. Such notification shall:
 - Provide information on activities that can be done at home to support the student's literacy proficiency.
 - Provide information about support and interventions that will be provided by the school to support the student's literacy proficiency.
 - Provide a timeline for updates as a result of progress monitoring that includes a middle-of-year and end-of-year update.
 - Provide information about the importance of being able to read proficiently by the end of the third grade.
- The school shall provide mid-year and end-of-the-year updates to the parent or legal custodian of students identified as scoring below grade level on a beginning-of-year or mid-year administration of the literacy screener.

VII. Promotion and placement of certain student populations

Students with disabilities

- Students with disabilities attending summer remediation shall receive special support as needed.
- IEP teams shall determine promotion to the next grade level for a student with a disability who fails to meet state or local established performance standards for the purposes of promotion. Such determination shall be made only if, in the school year immediately prior to each grade level in which the student would otherwise be required to demonstrate certain proficiency levels in order to advance to the next grade level, the student has not otherwise met the local requirements for promotion or has not scored at or above the basic achievement level on the English language arts or mathematics components of the required state assessment and at or above the approaching basic achievement level on the other (*Bulletin 1530 §403*). IEP determinations regarding promotion to the fourth grade for students must be in accordance with *Bulletin 1566 §701*.

English learners

- The requirements of Title VI of the Civil Rights Act of 1964 are as follows:
 - Establish procedures to identify language minority students.
 - Establish procedures to determine if language minority students are Limited English Proficient.
 - Establish procedures for age-appropriate placement and determine the specialized language services or program the district will use to address the linguistic and cultural needs of the Limited English Proficient student.
- Limited English Proficient (LEP) students shall participate in the statewide assessments pursuant to *Bulletin 118 - Statewide Assessment Standards and Practices*. Increasing the expectations for the academic content that students must master in grades K-12 requires a parallel increase in expectations for English language acquisition.

- Establish procedures to monitor former Limited English Proficient students for two years.
- Ensure that no LEP student shall be retained solely because of limited English proficiency.
- Decisions regarding promotion of English learners to the fourth grade must be in accordance with *Bulletin 1566* §701.

In the space below, please describe any local policies or additional considerations related to the promotion and placement of students with disabilities, English learners, or other student populations.

Southern University Laboratory School will administer the ELPT assessment.

VIII. Alternative education placements

Alternative schools/programs serve students who are not succeeding in the traditional educational setting and offer a venue that aids in preventing these students from dropping out of school. Alternative schools/programs provide educational and other services to students who have a variety of behavioral and other needs that cannot be adequately met in a traditional school setting. (Refer to *Bulletin 741 - Louisiana Handbook for School Administrators*, §2903 and *Bulletin 131 - Alternative Education Schools/Programs Standards*)

In the space below, please describe the LEA's policies for placement of students in an alternative program or school, including any promotion policies that may differ from what was provided above.

Southern University Laboratory School does not offer an alternative educational program; therefore, students in need of an alternative school program must enroll in their FAPE school district.

IX. Due process related to student placement and promotion

In the space below, please describe the LEA's due process procedures related to student placement for regular education students, students with disabilities having an Individualized Education Program plan, and students having an Individual Accommodation/Section 504 plan.

Appeal and Due Process for Student placement and promotion decisions:

- Appeals may only be submitted if the student or parent believes a grading or computational error has been made which has affected the student's placement/promotion.
- In those cases, the student or parent/guardian of the student must submit an appeal letter within 5 days to the Director (designee). The letter must state the specific reason for the appeal.
- After receiving the appeal letter, the Director (designee) will schedule a conference within 5 days. Attendees must include the student's teacher(s) and

the school counselor to review and verify the accuracy of the placement/promotion decision.

- Within 5 days after the meeting, the school counselor will submit a written summary and any relevant attachments to the Director (designee).
- Within 5 days, the Director (designee) will review the case and respond in writing to all parties to grant or deny the appeal.

Appeals for Students with Disabilities

- The same policy listed above applies. Southern University Laboratory School offers accommodations to level the playing field for qualifying students as determined necessary by SBLC input, psychoeducational evaluations, and/or psychological evaluations with an appropriate IQ assessment component. Southern University Laboratory School does not modify student performance expectations or requirements for progression. Students who wish to participate in a modified program must return to their FAPE school district.

Appeals for Section 504 students

- The same policy listed above applies. Southern University Laboratory School offers accommodations for qualifying students as determined necessary by SBLC input, psycho-educational evaluations, and/or psychological evaluations with an appropriate IQ assessment component. Southern University Laboratory School does not modify student performance expectations or requirements for progression. Students who wish to participate in a modified program must return to their FAPE school district.

X. Additional LEA policies related to student placement and promotion

In the space below, please describe any additional LEA policies related to student placement and promotion that have not been addressed in other sections of this document.

- Ex. Determination of Valedictorian
Homework policy
Minimum number of classes for a graduating senior
Summer school credit*

Southern University Laboratory School does not offer a Transitional 9th Grade (T9).

Students who fail a required course in either the first or second semester must attend summer school to be promoted to the next grade. Only students in 12th grade under extenuating circumstances and with prior approval may enroll in any course, summer school or otherwise, while also being concurrently enrolled in the same course at SULLS. Secondary Summer School or Approved Credit Recovery Program must be approved beforehand by the secondary principal or his/her designee. A maximum of two units of summer school credit is accepted.

Eighth-grade students, currently enrolled in high school courses, will have those grades transferred to their high school transcript. In the event they fail a course, they may repeat the course(s).

Homework policy

The purpose of homework assignments is to provide students with a review of present skills, enrichment, reinforcement, independent studies, research, creative thinking, self-discipline, and responsibility. Parents can help by arranging a quiet and comfortable place for students to work. Parents should review the homework, sign it, and assume the responsibility to see that all homework is completed and put in the student's backpack for the next day. Teachers have routines to collect homework, and it is your child's responsibility to hand in all projects and homework on time. A student who turns in late homework/projects may not receive 100% credit or in some cases no credit at all for work that is turned in after the designated time.

Homework is a very important and vital practice for the learning process to continue. Parents and students should check Google Classroom or any other computer-based technology system set up by the teachers.

We encourage students to turn in all work by the assigned due date. Late work will be accepted with the following conditions:

- Work turned in 1 school day after the due date will receive a 10% reduction in the final grade
- Work turned in 2 school days after the due date will receive a 20% reduction in the final grade
- Work turned in 3 school days after the due date will receive a 30% reduction in the final grade
- Any late work received after the 3rd day, will receive a zero and cannot be made up.

Class Rank

Class rank for graduating seniors is determined by computing the cumulative grade point average of final grades of all courses taken in grades 9 – 12. The senior with the highest grade point average is named Valedictorian; the senior with the second highest grade point average is named Salutatorian. If two or more students have identical averages (carried to two decimal

places) for the first and second-place honors, Co-Valedictorians or Co-Salutatorians will be named.

To be named valedictorian or salutatorian of the Southern University Laboratory School graduating class, a senior MUST have attended Southern University Laboratory School in grades 10-12 consecutively (6 semesters). To be eligible for distinction at graduation, candidates with a 3.00 – 3.49 grade-point average will be designated Honor Graduates; Cum Laude will be awarded to candidates whose grade-point average is 3.50 – 3.69. Magna Cum Laude will be awarded to candidates whose grade-point average is 3.7 – 3.89. Summa Cum Laude will be awarded to candidates whose grade-point average is 3.90 or higher. This academic recognition becomes a part of the official record and will be noted on the transcript, diploma, and Commencement Program. Honor students also wear special stoles at graduation.

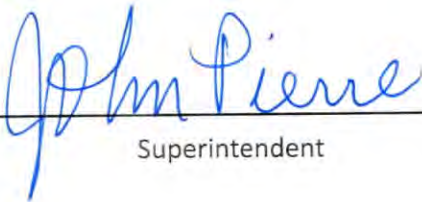
XI. LEA assurances and submission information

Assurance is hereby made to the Louisiana Department of Education that this (insert name of LEA)

Southern University Laboratory School

2024-2025 Pupil Progression Plan has been developed in compliance with all applicable federal and state laws and regulations. If any local policy outlined in this plan conflicts with federal or state laws or regulations, I understand that federal and state laws and regulations shall supersede the local policy.

Date approved by local school board or governing authority: _____



Superintendent

Board President



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

Office of Academic Affairs

J.S. Clark Administration Building
Post Office Box 9820
Baton Rouge, Louisiana 70813
Office: 225 771-2360

October 4, 2024

Chancellor John K. Pierre
Southern University and A&M College
3rd Floor, JS Clark Administration Building
Baton Rouge, LA 70813

RE: Request to Appointment Dr. Karen Jackson
Interim Assistant Vice Chancellor for Student Success

Dear Chancellor Pierre,

The Office of Student Success recently had a change in leadership, and at this time no one is leading this critical area, which includes the Academic Advisors, Tutoring Center, Testing Center, First- and Second-Year Experience, Jaguar Success Academy, and Student Advocacy area. I am writing to request your permission to appoint Dr. Karen Jackson as the Interim Assistant Vice Chancellor for Student Success to lead and management this unit, until such time as a search can be conducted.

Dr. Karen Jackson currently serves as the Executive Director for Stakeholder Engagement in the Office of Academic Affairs. I had the opportunity to assess her performance over the last ten months, and she has consistently demonstrated exceptional leadership and a commitment to our students and their success. Her resume is attached for your review. Given the critical nature of student success now, time is of the essence. We have significant work ahead to quickly implement the Center for Student Success and expand essential programs that directly impact student retention, academic progression, completion, and workforce placement. I respectfully request that my recommendation for this interim appointment an annual salary of \$97,200, effective November 1, 2024, be presented to the Board of Supervisors for consideration and approval at their October 2024 Board of Supervisors' meeting. If you have any questions, please feel free to contact me.

Thank you for your prompt consideration of this request.

Sincerely,

A handwritten signature in blue ink that reads "Luria Young".

Luria Young, Ph.D.
Vice Chancellor for Academic Affairs

Approvals:

A handwritten signature in black ink that reads "John K. Pierre".

Chancellor John K. Pierre

Ms. Desiree Honore Thomas
Associate VP and Sr. Admin. Operations Officer

c: Ms. Dawn Harris, Director of Human Resources

Mission Statement

Through shared governance, leadership, and a diverse system of unique institutions, the mission of the Southern University and A&M College System is to deliver affordable world-class education, a trained workforce, state-of-the-art research, creative scholarship, and transformational public service to the State of Louisiana, the Nation, and the World.

FACILITIES AND PROPERTY COMMITTEE **(Following Academic Affairs Committee)**

October 18, 2024

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
6. Action Item(s)
 - A. FY 2025 – 2026 Capital Outlay (eCORTS) Submissions
7. Informational Item(s)
 - A. Capital Outlay Funded Projects List
8. Other Business
9. Adjournment

MEMBERS

Atty Edwin Shorty - Chairman, Atty Domoine Rutledge – Vice-Chair,
Mr. Paul Matthews, Mrs. Ann Smith, Dr. Leon Tarver, II and Dr. Rani Whitfield
Mr. Myron K. Lawson - Ex Officio



FY 2025-26 Capital Outlay (eCORTS) Submissions

Office of Facilities Planning

September 2024

Priority	Campus	Project Title	Project Cost Estimate	Current Cash Funding	FY 2025-26 Request	FY 27-31 Request
Projects "Shovel Ready" for FY26						
1	SUBR	New STEM Science Complex	\$67,500,000	\$23,000,000	\$36,000,000	\$8,500,000
2	SUBR	School of Business/Professional Accountancy	\$45,500,000	\$13,250,000	\$25,000,000	\$7,250,000
3	SULC	Renovation of and Addition to Existing Law Library	\$11,400,000	\$7,150,000	\$4,250,000	\$0
4	SUSLA	New Health, Physical Education, and Recreation (HPE&R) Complex - New Gymnasium	\$10,445,000	\$1,745,000	\$8,700,000	\$0
5	SUBR	JK Haynes Hall (School of Nursing) Renovation and Addition	\$21,650,000	\$11,350,000	\$10,300,000	\$0
6	SUNO	University Cafeteria	\$10,500,000	\$600,000	\$5,000,000	\$4,900,000
7	SUBR	Chilled Water Loop – Campuswide	\$31,000,000	\$3,000,000	\$10,000,000	\$18,000,000
8	SUAG	Disaster Mega Shelter	\$9,200,000	\$1,450,000	\$9,200,000	\$0
Existing Projects Continuing Design in FY 26						
9	SUBR	New Southern University Laboratory School Complex	\$75,000,000	\$1,800,000	\$2,000,000	\$71,200,000
10	SUSLA	Louis Collier Hall Science Building Renovation	\$16,700,000	\$2,750,000	\$350,000	\$13,600,000
11	SUSLA	New Workforce Training and Technology Center	\$19,176,000	\$1,676,000	\$12,300,000	\$5,200,000

FY 2025-26 Capital Outlay (eCORTS) Submissions

Priority	Campus	Project Title	Project Cost Estimate	Current Cash Funding	FY 2025-26 Request	FY 27-31 Request
12	SUSLA	Domestic Water Loop, Hot Water Loop, and Drainage Improvements	\$8,000,000	\$520,000	\$7,480,000	\$0
13	SUBR	Ravine, Bluff and Riverbank Stabilization	\$32,000,600	\$1,500,000	\$20,000,000	\$10,500,600
14	SUBR	Communication and Digital Film/Media Center	\$31,000,000	\$1,000,000	\$680,000	\$29,320,000
New Project Requests for FY26						
15	SUSLA	New Health, Physical Education, and Recreation (HPE&R) Complex - New Classroom and Office Building	\$10,200,000	\$0	\$650,000	\$9,550,000
16	SUAG	Hi-Tech Meat Processing Facility Expansion	\$3,020,000	\$0	\$200,000	\$2,820,000
17	SUNO	General Classroom Building	\$15,000,000	\$0	\$750,000	\$14,250,000
18	SUNO	Student Success Building	\$23,000,000	\$0	\$1,200,000	\$21,800,000
19	SUAG	New Multi-Institutional Research Teaching Facility	\$8,480,000	\$0	\$435,000	\$8,045,000
Grand Totals			\$448,771,600	\$70,791,000	\$154,495,000	\$224,935,600

Southern University System Active Capital Improvement Project Tracking

Capital Outlay Funded Projects

Legend Planning and Design Bidding and Contracting Construction

Project Title		FY2023-24				FY2024-25				FY2025-26				FY2026-27				FY2027-28																																									
		Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	Jul-27	Aug-27	Sep-27	Oct-27	Nov-27	Dec-27	Jan-28	Feb-28	Mar-28	Apr-28
		1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q																																		
SUBR	Ravine, Bluff and Riverbank Stabilization																																																										
	New STEM Science Complex																																																										
	School of Business/Professional Accountancy																																																										
	JK Haynes Hall (School of Nursing) Renovation and Addition																																																										
	Stewart Hall - Wall Mount HVAC Units, 1st, 2nd, and 3rd floors																																																										
	New Southern University Laboratory Complex																																																										
SUNO	University Cafeteria																																																										
	ADA Compliant Restrooms and Public Accommodations in the Cafeteria, University Center, Health & Physical																																																										
	Campus Exterior Lighting Upgrades																																																										
SUSLA	Gym Complex																																																										
	Louis Collier Hall Science Building Renovation																																																										
	New Workforce Training Center																																																										
SUJC	Renovations and Additions to Existing Law Library																																																										
SUAG	Disaster Relief Mega Shelter																																																										

Southern University System Active Capital Improvement Project Tracking

Self-Funded Projects

Legend Planning and Design Bidding and Contracting Construction

		FY2023-24				FY2024-25				FY2025-26				FY2026-27				FY2027-28			
		Jul-23 Aug-23 Sep-23 Oct-23 Nov-23 Dec-23 Jan-24 Feb-24 Mar-24 Apr-24 May-24 Jun-24	1Q	2Q	3Q	4Q	Jul-24 Aug-24 Sep-24 Oct-24 Nov-24 Dec-24 Jan-25 Feb-25 Mar-25 Apr-25 May-25 Jun-25	1Q	2Q	3Q	4Q	Jul-25 Aug-25 Sep-25 Oct-25 Nov-25 Dec-25 Jan-26 Feb-26 Mar-26 Apr-26 May-26 Jun-26	1Q	2Q	3Q	4Q	Jul-26 Aug-26 Sep-26 Oct-26 Nov-26 Dec-26 Jan-27 Feb-27 Mar-27 Apr-27 May-27 Jun-27	1Q	2Q	3Q	4Q
Project Title		1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
SUBR	Global Innovation and Welcome Center							Bidding and Contracting	Construction												
	Public Safety Building				Bidding and Contracting			Construction													
	TH Harris Learning Lobby							Bidding and Contracting	Construction												
	Outdoor Classroom/Amphitheatre		Planning and Design		Bidding and Contracting			Construction													
	Global Innovation and Welcome Center, Phase II							Planning and Design	Bidding and Contracting	Construction											
SUNO	Nursing and Allied Health Building			Planning and Design				Bidding and Contracting	Construction												
SULC	Law Clinic			Planning and Design				Bidding and Contracting	Construction												
SUAG	Swine and Poultry Structures Repairs			Planning and Design				Bidding and Contracting	Construction												
SUAG	Meat Processing Lab Facility			Planning and Design				Bidding and Contracting	Construction												

Mission Statement

Through shared governance, leadership, and a diverse system of unique institutions, the mission of the Southern University and A&M College System is to deliver affordable world-class education, a trained workforce, state-of-the-art research, creative scholarship, and transformational public service to the State of Louisiana, the Nation, and the World.

FINANCE COMMITTEE **(Following Facilities and Property Committee)**

October 18, 2024

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
 - A. Request approval for FY 2025-2026 Budget Requests and Addenda:
 1. Southern University Board and System Administration (SUS)
 2. Southern University and A&M College (SUBR)
 3. Southern University Law Center (SULC)
 4. Southern University New Orleans (SUNO)
 5. Southern University Shreveport (SUSLA)
 6. Southern University Agricultural, Research, and Extension Center (SUAREC)
6. Informational Item(s)
 - A. Interim Financial Report
7. Other Business
8. Adjournment

MEMBERS

Dr. Arlanda Williams- Chairman, Ms. Ann Smith – Vice-Chair,
Mr. Sam Gilliam, Mrs. Christy Reeves, Atty. Domoine Rutledge, and Dr. Leon Tarver, II
Mr. Myron K. Lawson - Ex Officio

Southern University System
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2025
As of September 30, 2024
Executive Summary

Attached is a summary of the Southern University System fiscal year 2024-2025 general operating budget financial activities for the month ending June 30, 2025. The Southern University System is reporting a \$3,213,512 decrease in self-generated revenue as compared to the approved budget. The expenditures for the campuses has been adjusted to offset the shortfall for the fiscal year.

Southern University Board and System Administration

The System Office is funded from state appropriations and there is no projected shortfall in revenues.

Southern University Baton Rouge Campus

The Baton Rouge Campus has a \$26,312 projected shortfall in self-generated revenue as compared to the approved budget. The Baton Rouge Campus has reduced supplies to balance the operating budget for the fiscal year.

Southern University Law Center

The Law Center has a \$951,096 projected shortfall in self-generated revenue as compared to the approved budget. The Law Center has reduced operating expenditures to balance the operating budget for the fiscal year.

Southern University News Orleans Campus

The New Orleans Campus has an \$1,923,823 projected shortfall in self-generated revenue as compared to the approved budget. The New Orleans Campus has reduced salaries, related benefits, and other charges to balance the operating budget for the fiscal year.

Southern University Shreveport Campus

The Shreveport Campus has a \$312,281 projected shortfall in self-generated revenue as compared to the approved budget. The Shreveport Campus has reduced salaries, and related benefits to balance their operating budget for the fiscal year.

Southern University Agricultural Research and Extension Center

The Agricultural Research and Extension Center is funded from state appropriations and federal funds and there is no projected shortfall in revenues.

Summary

Based on the information above the campuses have made the appropriate adjustments to maintain a balance budget as of September 30, 2024. Revenues and expenditures will be monitored to ensure a balanced operating budget for fiscal year 2024-2025.

Southern University System
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2025
As of September 30, 2024

	FY25 Budget	Actual	Projected	Total FY25	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 68,472,475	\$ 25,677,180	\$ 42,795,295	\$ 68,472,475	\$ -	37.5%
Statutory Dedicated	12,454,156	632,291	11,821,865	12,454,156	-	5.1%
Federal	13,654,209	311,639	13,342,570	13,654,209	-	2.3%
Self Generated						
Tuition - Fall 2024	36,364,566	34,414,517	-	34,414,517	(1,950,050)	94.6%
Tuition - Spring 2025	32,201,023	-	32,050,624	32,050,624	(150,399)	0.0%
Tuition - Summer	6,441,956	2,385,517	4,056,439	6,441,956	-	37.0%
Out-of-State Fees	18,605,668	10,578,910	8,499,979	19,078,889	473,221	56.9%
Other	22,217,887	5,391,243	15,240,360	20,631,602	(1,586,285)	24.3%
Interagency Transfer	4,476,791	363,856	4,112,935	4,476,791	-	8.1%
Total Revenues	\$ 214,888,731	\$ 79,755,153	\$ 131,920,066	\$ 211,675,219	\$ (3,213,512)	37.1%
Expenditures						
Salaries	\$ 93,722,793	\$ 21,318,035	\$ 71,810,163	\$ 93,128,198	\$ (594,595)	22.7%
Other Compensation	345,877	48,528	297,349	345,877	-	14.0%
Related Benefits	37,687,112	7,178,958	30,165,022	37,343,980	(343,132)	19.0%
Total Personal Services	\$ 131,755,782	\$ 28,545,521	\$ 102,272,534	\$ 130,818,055	\$ (937,727)	21.7%
Travel	1,502,109	59,121	1,442,988	1,502,109	-	3.9%
Operating Services	21,284,452	3,568,794	16,764,562	20,333,356	(951,096)	16.8%
Supplies	2,492,527	421,365	2,044,850	2,466,215	(26,312)	16.9%
Total Operating Expenses	\$ 25,279,088	\$ 4,049,280	\$ 20,252,400	\$ 24,301,680	\$ (977,408)	16.0%
Professional Services	2,624,196	173,523	2,691,925	2,865,448	241,252	6.6%
Other Charges	17,419,932	214,756	15,205,176	15,419,932	(2,000,000)	1.2%
Debt Services						
Interagency Transfers	10,067,114	324,278	9,742,836	10,067,114	-	3.2%
Total Other Charges	\$ 30,111,242	\$ 712,556	\$ 27,639,938	\$ 28,352,494	\$ (1,758,748)	2.4%
General Acquisitions	2,201,741	42,803	2,158,938	2,201,741	-	1.9%
Library Acquisitions	487,649	134,503	353,146	487,649	-	27.6%
Major Repairs	11,362,000	19,530	11,342,470	11,362,000	-	0.2%
Total Acquisitions/Major Repairs	\$ 14,051,390	\$ 196,836	\$ 13,854,554	\$ 14,051,390	\$ -	1.4%
Scholarships	13,691,229	9,525,370	4,626,230	14,151,600	460,371	69.6%
Total Expenditures	\$ 214,888,731	\$ 43,029,562	\$ 168,645,657	\$ 211,675,219	\$ (3,213,512)	20.0%

Southern University Board and System Administration
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2025
As of September 30, 2024

	FY25 Budget	Actual	Projected	Total FY25	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 4,163,212	\$ 1,561,204	\$ 2,602,008	\$ 4,163,212	\$ -	37.5%
Statutory Dedicated	-	-	-			
Federal			-			
Self Generated						
Tuition - Fall 2024						
Tuition - Spring 2025						
Tuition - Summer						
Out-of-State Fees						
Other						
Interagency Transfer						
Total Revenues	\$ 4,163,212	\$ 1,561,204	\$ 2,602,008	\$ 4,163,212	\$ -	37.5%
Expenditures						
Salaries	\$ 1,866,962	\$ 434,240	\$ 1,432,722	\$ 1,866,962	\$ -	23.3%
Other Compensation	64,500	12,999	51,501	64,500	-	20.2%
Related Benefits	672,749	131,192	541,557	672,749	-	19.5%
Total Personal Services	\$ 2,604,211	\$ 578,431	\$ 2,025,780	\$ 2,604,211	\$ -	22.2%
Travel	260,000	4,214	255,786	260,000	-	1.6%
Operating Services	281,000	2,919	278,081	281,000	-	1.0%
Supplies	111,000	6,130	104,870	111,000	-	5.5%
Total Operating Expenses	\$ 652,000	\$ 13,263	\$ 638,737	\$ 652,000	\$ -	2.0%
Professional Services	97,000	-	97,000	97,000	-	0.0%
Other Charges	711,876	-	711,876	711,876	-	0.0%
Debt Services		-	-	-		
Interagency Transfers	35,625	-	35,625	35,625	-	0.0%
Total Other Charges	\$ 844,501	\$ -	\$ 844,501	\$ 844,501	\$ -	0.0%
General Acquisitions	62,500	-	62,500	62,500	-	0.0%
Library Acquisitions		-	-			
Major Repairs		-	-			
Total Acquisitions/Major Repairs	\$ 62,500	\$ -	\$ 62,500	\$ 62,500	\$ -	0.0%
Scholarships		-	-			
Total Expenditures	\$ 4,163,212	\$ 591,694	\$ 3,571,518	\$ 4,163,212	\$ -	14.2%

**Southern University Baton Rouge Campus
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2025
As of September 30, 2024**

	FY25 Budget	Actual	Projected	Total FY25	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 28,649,563	\$ 10,743,587	\$ 17,905,976	\$ 28,649,563	\$ -	37.5%
Statutory Dedicated	6,507,266	220,397	6,286,869	6,507,266	-	3.4%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2024	23,284,500	23,258,188	-	23,258,188	(26,312)	99.9%
Tuition - Spring 2025	20,396,500	-	20,396,500	20,396,500	-	0.0%
Tuition - Summer	4,321,800	1,943,133	2,378,667	4,321,800	-	45.0%
Out-of-State Fees	13,041,066	7,559,077	5,481,989	13,041,066	-	58.0%
Other	11,500,000	2,553,668	8,946,332	11,500,000	-	22.2%
Interagency Transfer	4,476,791	363,856	4,112,935	4,476,791	-	8.1%
Total Revenues	\$ 112,177,486	\$ 46,641,906	\$ 65,509,268	\$ 112,151,174	\$ (26,312)	41.6%
Expenditures						
Salaries	\$ 50,052,036	\$ 11,258,391	\$ 38,793,645	\$ 50,052,036	\$ -	22.5%
Other Compensation	201,377	23,029	178,348	201,377	-	11.4%
Related Benefits	20,447,807	3,900,767	16,547,040	20,447,807	-	19.1%
Total Personal Services	\$ 70,701,220	\$ 15,182,187	\$ 55,519,033	\$ 70,701,220	\$ -	21.5%
Travel	325,870	7,710	318,160	325,870	-	2.4%
Operating Services	10,864,049	2,552,065	8,311,984	10,864,049	-	23.5%
Supplies	909,411	186,218	696,881	883,099	(26,312)	20.5%
Total Operating Expenses	\$ 12,099,330	\$ 2,745,993	\$ 9,327,025	\$ 12,073,018	\$ (26,312)	22.7%
Professional Services	1,101,480	12,720	1,088,760	1,101,480	-	1.2%
Other Charges	8,718,829	98,688	8,620,141	8,718,829	-	1.1%
Debt Services	-	-	-	-	-	-
Interagency Transfers	6,953,717	-	6,953,717	6,953,717	-	0.0%
Total Other Charges	\$ 16,774,026	\$ 111,408	\$ 16,662,618	\$ 16,774,026	\$ -	0.7%
General Acquisitions	62,032	-	62,032	62,032	-	0.0%
Library Acquisitions	137,649	17,109	120,540	137,649	-	-
Major Repairs	62,000	-	62,000	62,000	-	0.0%
Total Acquisitions/Major Repairs	\$ 261,681	\$ 17,109	\$ 244,572	\$ 261,681	\$ -	6.5%
Scholarships	12,341,229	8,999,378	3,341,851	12,341,229	-	72.9%
Total Expenditures	\$ 112,177,486	\$ 27,056,075	\$ 85,095,099	\$ 112,151,174	\$ (26,312)	24.1%

**Southern University Law Center
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2025
As of September 30, 2024**

	FY25 Budget	Actual	Projected	Total FY25	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 8,762,093	\$ 3,285,786	\$ 5,476,307	\$ 8,762,093	\$ -	37.5%
Statutory Dedicated	196,051	22,501	173,550	196,051	-	11.5%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2024	5,376,930	4,425,834	-	4,425,834	(951,096)	82.3%
Tuition - Spring 2025	5,035,879	-	5,035,879	5,035,879	-	0.0%
Tuition - Summer	767,123	-	767,123	767,123	-	0.0%
Out-of-State Fees	4,913,227	2,400,000	2,513,227	4,913,227	-	48.8%
Other	4,324,708	1,731,297	2,593,411	4,324,708	-	40.0%
Interagency Transfer	-	-	-	-	-	-
Total Revenues	\$ 29,376,011	\$ 11,865,418	\$ 16,559,497	\$ 28,424,915	\$ (951,096)	40.4%
Expenditures						
Salaries	\$ 13,847,907	\$ 3,153,041	\$ 10,694,866	\$ 13,847,907	\$ -	22.8%
Other Compensation	-	-	-	-	-	-
Related Benefits	5,190,893	950,603	4,240,290	5,190,893	-	18.3%
Total Personal Services	\$ 19,038,800	\$ 4,103,644	\$ 14,935,156	\$ 19,038,800	\$ -	21.6%
Travel	605,000	23,297	581,703	605,000	-	3.9%
Operating Services	3,557,235	295,503	2,310,636	2,606,139	(951,096)	8.3%
Supplies	325,000	60,644	264,356	325,000	-	18.7%
Total Operating Expenses	\$ 4,487,235	\$ 379,444	\$ 3,156,695	\$ 3,536,139	\$ (951,096)	8.5%
Professional Services	750,000	69,447	680,553	750,000	-	9.3%
Other Charges	2,401,585	-	2,401,585	2,401,585	-	0.0%
Debt Services	-	-	-	-	-	-
Interagency Transfers	375,554	-	375,554	375,554	-	0.0%
Total Other Charges	\$ 3,527,139	\$ 69,447	\$ 3,457,692	\$ 3,527,139	\$ -	2.0%
General Acquisitions	722,837	-	722,837	722,837	-	-
Library Acquisitions	300,000	117,394	182,606	300,000	-	39.1%
Major Repairs	300,000	-	300,000	300,000	-	-
Total Acquisitions/Major Repairs	\$ 1,322,837	\$ 117,394	\$ 1,205,443	\$ 1,322,837	\$ -	8.9%
Scholarships	1,000,000	91,766	908,234	1,000,000	-	9.2%
Total Expenditures	\$ 29,376,011	\$ 4,761,695	\$ 23,663,220	\$ 28,424,915	\$ (951,096)	16.2%

Southern University New Orleans Campus
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2025
As of September 30, 2024

	FY25 Budget	Actual	Projected	Total FY25	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 8,170,946	\$ 3,064,105	\$ 5,106,841	\$ 8,170,946	\$ -	37.5%
Statutory Dedicated	3,563,311	61,073	3,502,238	3,563,311	-	1.7%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2024	4,144,256	3,333,497	-	3,333,497	(810,760)	80.4%
Tuition - Spring 2025	3,760,661	-	3,760,661	3,760,661	-	0.0%
Tuition - Summer	815,662	169,221	646,441	815,662	-	20.7%
Out-of-State Fees	366,000	453,633	385,588	839,221	473,221	123.9%
Other	4,498,838	1,059,110	1,853,443	2,912,553	(1,586,285)	23.5%
Interagency Transfer	-	-	-	-	-	-
Total Revenues	\$ 25,319,674	\$ 8,140,640	\$ 15,255,211	\$ 23,395,851	\$ (1,923,823)	32.2%
Expenditures						
Salaries	\$ 11,545,993	\$ 2,834,041	\$ 8,509,958	\$ 11,343,999	\$ (201,994)	24.5%
Other Compensation	-	-	-	-	-	-
Related Benefits	4,650,087	872,884	3,642,540	4,515,424	(134,663)	18.8%
Total Personal Services	\$ 16,196,080	\$ 3,706,925	\$ 12,152,498	\$ 15,859,423	\$ (336,657)	22.9%
Travel	20,000	2,540	17,460	20,000	-	12.7%
Operating Services	3,519,190	396,712	3,122,478	3,519,190	-	11.3%
Supplies	84,000	3,215	80,785	84,000	-	3.8%
Total Operating Expenses	\$ 3,623,190	\$ 402,466	\$ 3,220,724	\$ 3,623,190	\$ -	11.1%
Professional Services	39,916	25,000	14,916	39,916	-	-
Other Charges	3,580,673	116,362	1,464,311	1,580,673	(2,000,000)	3.2%
Debt Services	-	-	-	-	-	-
Interagency Transfers	1,579,815	324,278	1,255,537	1,579,815	-	20.5%
Total Other Charges	\$ 5,200,404	\$ 465,640	\$ 2,734,764	\$ 3,200,404	\$ (2,000,000)	9.0%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	50,000	-	50,000	50,000	-	0.0%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ -	0.0%
Scholarships	250,000	358,289	304,545	662,834	412,834	143.3%
Total Expenditures	\$ 25,319,674	\$ 4,933,320	\$ 18,462,531	\$ 23,395,851	\$ (1,923,823)	19.5%

Southern University Shreveport Campus
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2025
As of September 30, 2024

	FY25 Budget	Actual	Projected	Total FY25	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 6,993,605	\$ 2,622,602	\$ 4,371,003	\$ 6,993,605	\$ -	37.5%
Statutory Dedicated	383,716	222,501	161,215	383,716	-	58.0%
Federal		-	-			
Self Generated						
Tuition - Fall 2024	3,558,880	3,396,998	-	3,396,998	(161,882)	95.5%
Tuition - Spring 2025	3,007,983	-	2,857,584	2,857,584	(150,399)	0.0%
Tuition - Summer	537,371	273,163	264,208	537,371	-	50.8%
Out-of-State Fees	285,375	166,200	119,175	285,375	-	58.2%
Other	1,894,341	47,167	1,847,174	1,894,341	-	2.5%
Interagency Transfer		-	-			
Total Revenues	\$ 16,661,271	\$ 6,728,631	\$ 9,620,359	\$ 16,348,990	\$ (312,281)	40.4%
Expenditures						
Salaries	\$ 9,092,257	\$ 1,956,343	\$ 6,743,313	\$ 8,699,656	\$ (392,601)	21.5%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	3,994,945	769,664	3,016,812	3,786,476	(208,469)	19.3%
Total Personal Services	\$ 13,087,202	\$ 2,726,007	\$ 9,760,125	\$ 12,486,132	\$ (601,070)	20.8%
Travel	43,000	3,762	39,238	43,000	-	8.7%
Operating Services	2,113,863	275,765	1,838,098	2,113,863	-	13.0%
Supplies	179,500	73,114	106,386	179,500	-	40.7%
Total Operating Expenses	\$ 2,336,363	\$ 352,641	\$ 1,983,722	\$ 2,336,363	\$ -	15.1%
Professional Services	-	60,313	180,939	241,252	241,252	#DIV/0!
Other Charges	225,000	-	225,000	225,000	-	0.0%
Debt Services		-	-			
Interagency Transfers	912,706	-	912,706	912,706	-	0.0%
Total Other Charges	\$ 1,137,706	\$ 60,313	\$ 1,318,645	\$ 1,378,958	\$ 241,252	5.3%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	0.0%
Total Acquisitions/Major Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Scholarships	100,000	73,537	74,000	147,537	47,537	73.5%
Total Expenditures	\$ 16,661,271	\$ 3,212,498	\$ 13,136,492	\$ 16,348,990	\$ (312,281)	19.3%

Southern University Agricultural Research and Extension Center
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2025
As of September 30, 2024

	FY25 Budget	Actual	Projected	Total FY25	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 11,733,056	\$ 4,399,896	\$ 7,333,160	\$ 11,733,056	\$ -	37.5%
Statutory Dedicated	1,803,812	105,820	1,697,992	1,803,812	-	5.9%
Federal	13,654,209	311,639	13,342,570	13,654,209	-	2.3%
Self Generated						
Tuition - Fall 2024	-	-	-	-	-	-
Tuition - Spring 2025	-	-	-	-	-	-
Tuition - Summer	-	-	-	-	-	-
Out-of-State Fees	-	-	-	-	-	-
Other	-	-	-	-	-	-
Interagency Transfer	-	-	-	-	-	-
Total Revenues	\$ 27,191,077	\$ 4,817,355	\$ 22,373,722	\$ 27,191,077	\$ -	17.7%
Expenditures						
Salaries	\$ 7,317,638	\$ 1,681,979	\$ 5,635,659	\$ 7,317,638	\$ -	23.0%
Other Compensation	80,000	12,500	67,500	80,000	-	15.6%
Related Benefits	2,730,631	553,848	2,176,783	2,730,631	-	20.3%
Total Personal Services	\$ 10,128,269	\$ 2,248,327	\$ 7,879,942	\$ 10,128,269	\$ -	22.2%
Travel	248,239	17,598	230,641	248,239	-	7.1%
Operating Services	949,115	45,830	903,285	949,115	-	4.8%
Supplies	883,616	92,044	791,572	883,616	-	10.4%
Total Operating Expenses	\$ 2,080,970	\$ 155,472	\$ 1,925,498	\$ 2,080,970	\$ -	7.5%
Professional Services	635,800	6,043	629,757	635,800	-	1.0%
Other Charges	1,781,969	(294)	1,782,263	1,781,969	-	0.0%
Debt Services	-	-	-	-	-	-
Interagency Transfers	209,697	-	209,697	209,697	-	0.0%
Total Other Charges	\$ 2,627,466	\$ 5,748	\$ 2,621,718	\$ 2,627,466	\$ -	0.2%
General Acquisitions	1,354,372	42,803	1,311,569	1,354,372	-	3.2%
Library Acquisitions	-	-	-	-	-	-
Major Repairs	11,000,000	19,530	10,980,470	11,000,000	-	0.2%
Total Acquisitions/Major Repairs	\$ 12,354,372	\$ 62,333	\$ 12,292,039	\$ 12,354,372	\$ -	0.5%
Scholarships	-	2,400	(2,400)	-	-	-
Total Expenditures	\$ 27,191,077	\$ 2,474,281	\$ 24,716,796	\$ 27,191,077	\$ -	9.1%

Mission Statement

Through shared governance, leadership, and a diverse system of unique institutions, the mission of the Southern University and A&M College System is to deliver affordable world-class education, a trained workforce, state-of-the-art research, creative scholarship, and transformational public service to the State of Louisiana, the Nation, and the World.

LEGAL AFFAIRS COMMITTEE (Following Governance Committee)

October 18, 2024

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)

A. Request Approval of Contracts, Amendments, Agreements, Grants, etc...
Equal to or Greater than \$300,000.00

Title	Description	Amount	Campus
Office of the Director of National Intelligence IARPA R&D Contracts	This financial assistance agreement (Grant) is entered into by the Office of the Director of National intelligence Community Centers for Academic Excellence Program. The Recipient shall perform a program in accordance with Article III program description and the technical portion of the proposal entitled Southern University System and Grambling State University.	\$2,500,000	SUBR

6. Other Business
7. Adjournment

MEMBERS

Atty. Tony Clayton– Chair, Atty. Domoine Rutledge – Vice Chair
Atty. Edwin Shorty, Miss Dana Bailey, Ms. Christy O. Reeves, Ms. Maple L. Gaines
Mr. Myron K. Lawson – Ex Officio

**OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE
FEDERAL FINANCIAL ASSISTANCE AGREEMENT**

1A. AWARD NUMBER 2024-24073100008		1B. MOD NUMBER BASE		2. TYPE OF AGREEMENT <input checked="" type="checkbox"/> GRANT <input type="checkbox"/> COOPERATIVE AGREEMENT		3. # of PAGES PAGE 1 of 38			
4. SPONSORING OFFICE (NAME, ADDRESS) Office of the Director of National Intelligence IARPA R&D Contracts Erskine Hall, Rm 3S-301D Washington DC, 20511				5. RECIPIENT (NAME, ADDRESS, TELEPHONE) Southern University and A&M College at Baton Rouge (SUBR), Louisiana Office of Sponsored Programs (OSP) P.O. Box 12596 Baton Rouge, LA 70813-2596					
				UEI #:		County:			
				DUNS #:		Congress. Dist:			
6. ADMINISTRATIVE POINT OF CONTACT (NAME, ADDRESS, TELEPHONE, E-MAIL) Maylily (May) Le / Contracting/Grants Officer (703)-275-2948 IARPA R&D Contracts LX2, 6B-512 maylily.sonle@iarpa.gov				7. PROGRAM OFFICER (NAME, ADDRESS, TELEPHONE, E-MAIL) OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE ODNI IC CAE PROGRAM OFFICE WASHINGTON, DC 20511					
8. REMITTANCE ADDRESS Payments IAW IA52.232-701 – Electronic Submission of Payment Requests Using IPP (JUN 2017)				9A. INITIAL AGREEMENT EFFECTIVE DATE: 09/24/2024		9B. MODIFICATION EFFECTIVE DATE: 09/24/2024			
				10. COMPLETION DATE 09/23/2025					
11. PROGRAM STATUTORY AUTHORITY									
12. FUNDING INFORMATION		RECIPIENT		IC CAE/ODNI		13. REQUISITION NUMBER			
Total Estimated Amount of Agreement				\$2,500,000.00		14A. ACCOUNTING AND APPROPRIATION DATA TIN:			
This Obligation				\$400,000.00					
Previous Obligation				\$0.00					
Total Obligation				\$400,000.00					
14B. SUBMIT PAYMENT REQUESTS TO/ PAYMENT OFFICE See Block 8									
15. PROJECT TITLE AND BRIEF SUMMARY OF PURPOSE AND OBJECTIVES OF PROJECT Grant for the Intelligence Community Centers for Academic Excellence (IC CAE)									
16a. Acceptance of this Assistance Agreement in accordance with the terms and conditions contained herein is hereby made on behalf of the above-named Recipient BY: _____ (Signature of Recipient's Authorized Representative) DATE: _____				17a. Award of this Assistance Agreement in accordance with the terms and conditions contained herein is hereby made on behalf of the United States of America BY: _____ (Signature of ODNI Grants Officer) DATE: _____					
16b. NAME, TITLE, AND TELEPHONE NUMBER OF SIGNER (Type or Print)				17b. NAME OF OFFICER Michelle Crecca, Contracting/Grants Officer, Office of the Director of National Intelligence					

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FEDERAL FINANCIAL ASSISTANCE AGREEMENT BETWEEN
THE OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE,
AND

SOUTHERN UNIVERSITY AND A&M COLLEGE

This financial assistance agreement (Grant) is entered into by Office of the Director of National Intelligence concerning the Intelligence Community Centers for Academic Excellence (IC CAE) Program. The Funding Opportunity Announcement (FOA) for this program was ODNI-FOA-24-01.

ARTICLE I – SCOPE OF THE AGREEMENT

The Recipient shall perform a program in accordance with ARTICLE II Program Description and the technical portion of the proposal entitled, Southern University System and Grambling State University Intelligence Community Center for Academic Excellence (SUS-GSU IC-CAE), attached.

Grant Budget Period/PoP/CLIN 0001/ Base Year	09/24/2024 – 09/23/2025
Recipient's Share	\$0
Total Obligated Budget of Base Year	\$400,000.00
Remaining Balance:	\$0
Grant Budget Period/PoP/CLIN 1001/Option Year 1	09/24/2025 - 09/23/2026
Recipient's Share	\$0
Total Obligated Budget of Option Year 1	\$400,000.00
Remaining Balance:	\$400,000.00
Grant Budget Period/PoP/CLIN 2001/Option Year 2	09/24/2026 - 09/23/2027
Recipient's Share	\$0
Total Obligated Budget of Option Year 2	\$400,000.00
Remaining Balance:	\$400,000.00
Grant Budget Period/PoP/CLIN 3001/Option Year 3	09/24/2027 - 09/23/2028
Recipient's Share	\$0
Total Obligated Budget of Option Year 3	\$400,000.00
Remaining Balance:	\$400,000.00
Grant Budget Period/PoP/CLIN 4001/Option Year 4	09/24/2028 - 09/23/2029
Recipient's Share	\$0
Total Obligated Budget of Option Year 4	\$400,000.00
Remaining Balance:	\$400,000.00

SUSTAINMENT PERIODS

Sustainment Budget Period/PoP/CLIN 5001/Option Year 5	09/24/2029 - 09/23/2030
Recipients Share	\$0
Total Obligated Budget of Option Year 5	\$125,000.00
Remaining Balance:	\$125,000.00
Sustainment Budget Period/PoP/CLIN 6001 / Option Year 6	09/24/2030 - 09/23/2031
Recipients Share	\$0
Total Obligated Budget of Option Year 6	\$125,000.00
Remaining Balance:	\$125,000.00
Sustainment Budget Period/PoP/CLIN 7001 / Option Year 7	09/24/2031 - 09/23/2032
Recipients Share	\$0.00
Total Obligated Budget of Option Year 7	\$125,000.00
Remaining Balance:	\$125,000.00
Sustainment Budget Period/PoP/CLIN 8001 / Option Year 8	09/24/2032 - 09/23/2033
Recipients Share	\$0.00
Total Obligated Budget of Option Year 8	\$125,000.00
Remaining Balance:	\$125,000.00

ARTICLE II – PROGRAM DESCRIPTION

The Office of the Director of National Intelligence (ODNI) serves as the head of the U.S. Intelligence Community (IC), overseeing and directing the implementation of the National Intelligence Program and acting as the principal advisor to the President, the National Security Council, and the Homeland Security Council for intelligence matters related to national security.

ODNI's Office of the Assistant Director of National Intelligence for Human Capital (ADNI/HC) houses the IC Centers for Academic Excellence (CAE) Program Office (IC CAE PO), responsible for issuing the Funding Opportunity Announcement (FOA) for this grant and providing post-award grants program administration.

The IC CAE Program is a statutorily-established program designed to promote the acquisition of competitive talent. The IC CAE Program's purpose is to develop a cadre of qualified intelligence professionals to carry out America's long-term national security initiatives by creating a competitive, knowledgeable, and diverse workforce through the provision of single and multi-year grants to colleges and universities. The program seeks to create, attract, and sustain a robust, knowledgeable, and diverse talent pool in multi-disciplinary areas of interest to the IC.

ARTICLE III – KEY REFERENCES AND ACRONYMS

KEY REFERENCES

Agreement – The articles of this grant, Special Clauses/Terms and Conditions and its attachments apply.

Alaska Native and Native Hawaiian-Serving Institution (ANNHSI): An Alaska Native-serving institution means an eligible institution under 20 U.S.C. 1058(b) and at the time of application has an enrollment of undergraduate students that is at least 20 percent Alaska Native students. A Native Hawaiian-serving institution means an institution of higher education which is an eligible institution under 20 U.S.C. 1058(b) and at the time of application has an enrollment of undergraduate students that is at least 10 percent Native Hawaiian students. (20 U.S.C. 1059(d))

Asian American and Native American Pacific Islander-Serving Institution (AANAPISI): An institution of higher education that is an eligible institution under 20 U.S.C. 1058b; and, at the time of application, has an enrollment of undergraduate students that is not less than 10 percent students who are Asian American or Native American Pacific Islander. (20 U.S.C. 1059g)

Authorized Organization Representative (AOR): The administrative official who is empowered, on behalf of the proposing organization, to make certifications and assurances and can submit applications on behalf of the organization. This person typically resides in the administrative, grants, or contracting offices of an IHE.

Consortium: A school may enter a consortium with another school to carry out activities in accordance with funds during a period of performance. (20 U.S.C. 6314(a)(4)) Consortium of institutions of higher education means a group of institutions of higher education that have entered a cooperative arrangement for the purpose of carrying out a common objective, or a public or private nonprofit agency, organization, or institution designated or created by a group of institutions of higher education for the purpose of carrying out a common objective on their behalf. (34 CFR 655.4(b))

Grant Modification: Any written change in the terms of a grant.

Grant Agreement: A legal instrument of financial assistance between a federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302, 6304:

- Is used to enter into a relationship the principal purpose of which is to transfer anything of value to carry out a public purpose authorized by a law of the United States; and not to acquire property or services for the Federal awarding agency or pass-through entity's direct benefit or use;

- Is distinguished from a cooperative agreement in that it does not provide for substantial involvement of the Federal awarding agency in carrying out the activity contemplated by the federal award. (2 CFR 200.1)

Hispanic-Serving Institution (HSI): An institution of higher education that is an eligible institution and has an enrollment of undergraduate full-time equivalent students that is at least 25 percent Hispanic students at the end of the award year immediately preceding the date of application. (20 U.S.C. 1101a)

Historically Black College or University (HBCU): Any historically Black college or university that was established prior to 1964, whose principal mission was, and is, the education of Black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary of Education to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable process toward accreditation. (20 U.S.C. 1061)

Intelligence Community Centers for Academic Excellence (IC CAE) Scholar: The Intelligence Community Centers for Academic Excellence (IC CAE) Program includes two levels of participation: scholar aspirant and scholar. The following definitions define minimum program requirements to be used by recipient schools.

IC CAE Scholar Aspirant Definition

An IC CAE Scholar Aspirant is a U.S. citizen student in good standing at an active or Legacy IC CAE Institution who participates in at least one IC CAE-focused activity each school year and has an interest in serving within the Intelligence Community.

IC CAE Scholar Definition (Designation Holder)

An IC CAE Scholar is a U.S. citizen student in good standing at an active or Legacy IC CAE Institution, or an individual who has graduated from such an institution, in good standing, who has successfully completed at least two courses in IC CAE study areas, such as Intelligence, National Security, Cybersecurity, STEM, language or other areas of study as determined by the ODNI to meet Intelligence Community needs; participates in or participated in, while matriculated, at least two IC CAE-focused activities each school year; and is interested in a career within the Intelligence Community.

Institutions of Higher Education (IHEs): An educational institution in any State that—

- Admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate, or persons who meet the requirements of 20 USC 1091(d) of this title;
- Is legally authorized within such State to provide a program of education beyond secondary education;

- Provides an educational program for which the institution awards a bachelor's degree or provides no less than a 2-year program that is acceptable for full credit toward such a degree, or awards a degree that is acceptable for admission to a graduate or professional degree program, subject to review and approval by the Secretary of Education;
- Is a public or other nonprofit institution; and
- Is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted pre-accreditation status by such an agency or association that has been recognized by the Secretary for the granting of pre-accreditation status, and the Secretary has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time. (20 U.S.C. 1001(A))

Lead Institution: The applicant IHE, and upon award, the school selected as an IC CAE grant recipient. Upon award, the lead institution shall be bound to all requirements of a non-Federal entity under 2 CFR 200. (2 CFR 200.1)

Less Commonly Taught Languages (LCTL): The less commonly taught languages include all languages other than English and the commonly taught European languages of German, French and Spanish. (Ref. National Council of Less Commonly Taught Languages)

Minority-Serving Institution (MSI): An institution of higher education whose enrollment of a single minority or a combination of minorities (as defined by 20 U.S.C. 1067(k)2) exceeds 50 percent of total enrollment. (20 U.S.C. 1067k (3))

Period of Performance: The total estimated time interval between the start of an initial Federal award and planned end date, which may include one or more funded portions, or budget periods. Identification of the period of performance in the Federal per 2 CFR 200.211 (b)(5) does not commit the awarding agency to fund the award beyond the currently approved budget period. (2 CFR 200.1)

Predominately Black Institutions (PBIs): An institution of higher education as defined by 20 U.S.C. 1001(a) that is an eligible institution with not less than 1,000 undergraduate students; at which not less than 50 percent of the undergraduate students enrolled at the eligible institution are low-income individuals or first-generation college students; and at which not less than 50 percent of the undergraduate students are enrolled in an educational program leading to a bachelor's or associate's degree that the eligible institution is licensed to award by the State in which the eligible institution is located. (20 U.S.C 1059e)

Principal Investigator (PI): The individual(s) designated as having an appropriate level of authority and responsibility for the proper conduct of programmatic intent. When an organization designates more than one PI, it identifies them as individuals who share the

authority and responsibility for leading and directing the program. (Based upon 2 CFR 1108.295)

Participant: The term includes all Recipients, Subrecipients, and Consortium members receiving financial assistance under an Agreement.

Party(ies): The Government, hereinafter ODNI and/or Recipient(s) of this Agreement.

Recipient: The legal entity executing this Agreement with the Government, the purpose of which is for the receipt of direct financial assistance for performance of a project or program.

Subaward: An award of financial assistance in the form of money, or property in lieu of money, made under an award by a Recipient to an eligible Subrecipient or by a Subrecipient to a lower tier Subrecipient. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include the procurement of goods and services which are not an integral part of the research project or program.

Subrecipient: An entity, usually but not limited to non-federal entities that receives a sub-award from a pass-through entity to carry out part of a federal award; but does not include an individual that is a beneficiary of such award. For the purposes of this FOA, subrecipients shall be members of a consortia under a lead institution and comply with 2 CFR 200 requirements for a subrecipient. (2 CFR 200.1)

Underrepresented in Science and Engineering: A minority group whose number of scientists and engineers per 10,000 population of that group is substantially below the comparable figure for scientists and engineers who are white and not of Hispanic origin. (U.S.C. 1067k)

ACRONYMS

AANAPISI – Asian American and Native American Pacific Islander Serving Institution
ADNI/HC – Assistant Director of National Intelligence for Human Capital
ANNHSI – Alaskan Native- or Native Hawaiian-Serving Institution
AOR – Authorized Organizational Representative
CAGE – Commercial and Government Entity
CFR – Code of Federal Regulations
DNI – Director of National Intelligence
D-U-N-S – Dun and Bradstreet Universal Numbering System
F&A – Facilities and Administrative
FAPIS – Federal Awardee Performance and Integrity Information System
FFR – Federal Financial Report
FOA – Funding Opportunity Announcement
GO – Grants Officer

GOTR - Grants Officer's Technical Representative
FSRS – Funding Accountability and Transparency Act Subaward System
HBCU – Historically Black College or University
HPSCI – House Permanent Select Committee on Intelligence
HSI – Hispanic-Serving Institution
IAA – Intelligence Authorization Act
IC – Intelligence Community
IC CAE – Intelligence Community Centers for Academic Excellence
IC CAE PO – IC Centers for Academic Excellence Program Office
IHE – Institutes of Higher Education
KU – Knowledge Unit
LCTL – Less Commonly Taught Languages
MRP – Merit Review Panel
NIU – National Intelligence University
ODC – Other Direct Costs
ODNI – Office of the Director of National Intelligence
OMB – Office of Management and Budget
PBI – Predominately Black Institution
PI – Principal Investigator
PWI – Predominantly White Institution
SAM – System for Award Management
SO – Selection Official
SF – Standard Form
STEM – Science, Technology, Engineering, and Math
TIN – Taxpayer Identification Number
USC – United States Code

ARTICLE IV – AUTHORITY

The design of the IC CAE Program is executed in accordance with the National Security Act, as amended.

ARTICLE V – ADMINISTRATIVE REQUIREMENTS

This Agreement will be administered in accordance with Title 2 Grants and Agreements Part 200 Uniform Guidance. Recipients shall comply with the requirements of, the following, which are incorporated herein by reference:

- Code of Federal Regulations, Subpart B – General Provisions, Sections 200.100 – 200.113.
- Code of Federal Regulations, Subpart C – Pre-Federal Award

Requirements and Contents of Federal Awards, Sections
200.200 – 200.216.

- Code of Federal Regulations, Subpart D – Post Federal Award Requirements, Sections 200.300 – 200.346.
- Code of Federal Regulations, Subpart E – Cost Principles Sections 200.400 – 200.476.
- Code of Federal Regulations, Subpart F – Audit Requirements Section 200.500 – 200.521.
- Incorporated by reference are Appendices I – XII

The following shall be the order of precedence, in descending order, in the event of a conflict:

- The governing directives above
- The articles in this agreement
- The attachments to this agreement

ARTICLE VI – ADMINISTRATIVE RESPONSIBILITIES

ODNI Grants Administrative Office

Grants Officer

Attn: Maylily (May) Le

Address: Office of Director of National Intelligence

LX2, 6B-512

Phone: 703-275-2948

Email: maylily.sonle@iarpa.gov

IC CAE Program Representative

IC CAE Program Manager

Attn: Kisha Winston

Address: Office of Director of National Intelligence

IC CAE Program Office

Room 5S-203

Washington DC 20511

Phone: 301-243-0855

Email: kisha.t.winston@odni.gov

Grants Officer Technical Representative (GOTR)

Attn: Luis Rivera

Address: Office of Director of National Intelligence

IC CAE Program Office

Room 5S-203A
Washington DC 20511
Phone: 301-243-0669
Email: Luis.F.Rivera@odni.gov

ARTICLE VII – SPECIAL CLAUSES/TERMS AND CONDITIONS

1. NATIONAL SECURITY PROTECTIONS FOR INTELLIGENCE COMMUNITY GRANT FUNDING

Consistent with Section 6302 of the National Defense Authorization Act for Fiscal Year 2023 (Public Law 117-263), by signing this agreement, the recipient certifies that it has not received financial or material in-kind support from the People's Republic of China, the Russia Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, or the Republic of Cuba, during the 5-year period prior to the date of application for the grant.

If during the period of this grant, the recipient receives financial or in-kind support from one of the above countries, the recipient will disclose this to the grants officer in the next progress report. Acceptance of financial and/or in-kind support from one of the designated countries may impact participation in the program and funding of grant options.

2. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

(a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

(1) Procure or obtain;
(2) Extend or renew a contract to procure or obtain; or
(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera

Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

3. ENFORCEMENT AND TERMINATION PROCEDURES

Enforcement

- (a) Remedies for noncompliance. If a recipient materially fails to comply with the terms and conditions of an award, whether stated in a Federal statute, regulation, assurance, application, or notice of award, the Federal awarding agency may, take one or more of the following actions, as appropriate in the circumstances.
 - (1) Temporarily withhold cash payments pending correction of the deficiency by the recipient or more severe enforcement action by ODNI.
 - (2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
 - (3) Wholly or partly suspend or terminate the current award.
 - (4) Withhold further awards (option exercise) for the project or program.
 - (5) Take other remedies that may be legally available.
- (b) Hearings and appeals. In taking an enforcement action, ODNI shall provide the recipient an opportunity for hearing, appeal, or other administrative proceeding to which the recipient is entitled under any statute or regulation applicable to the action involved.
- (c) Effects of suspension and termination. Costs of a recipient resulting from obligations incurred by the recipient during a suspension or after termination of an award are not allowable unless the awarding agency expressly authorizes them in the notice of suspension or termination or subsequently. Other recipient costs during suspension or after termination which are necessary and not reasonably avoidable are allowable if paragraphs (1) and (2) of this section apply.

- (1) The costs result from obligations which were properly incurred by the recipient before the effective date of suspension or termination, are not in anticipation of it, and in the case of a termination, are noncancellable.
- (2) The costs would be allowable if the award were not suspended or expired normally at the end of the funding period in which the termination takes effect.
- (d) Relationship to debarment and suspension. The enforcement remedies identified in this section, including suspension and termination, do not preclude a recipient from being subject to debarment and suspension under Executive Orders 12549 and 12689

Termination

- (a) Awards may be terminated in whole or in part if one or more of the following paragraphs apply.
 - (1) By ODNI, if a recipient materially fails to comply with the terms and conditions of an award.
 - (2) By ODNI if an award no longer effectuates the program goals or agency priorities.
 - (3) By either party upon written notice to the other party. Such written notice shall be preceded by consultation between the parties. If the recipient initiates the termination, written notification shall be provided to ODNI at least 30 days prior to the requested effective date. The notification shall state the reasons for the termination, the requested effective date, and, if a partial termination, the portion to be terminated. If ODNI determines, in the case of a partial termination, that the reduced or modified portion of the award will not accomplish the purpose for which the award was made, ODNI may terminate the award in its entirety.
 - (4) If this agreement is incrementally funded, , it may be terminated in the absence of additional government funding as set forth in the article entitled "Fiscal Management".
- (b) The parties will negotiate in good faith an equitable reimbursement for work performed toward accomplishment of program goals. The Government will allow full credit to the recipient for the Government share of the obligations properly incurred by the recipient prior to termination, and those non-cancelable obligations that remain after the termination. The cost principles and procedures described in the article entitled "Fiscal Management" shall govern all costs claimed, agreed to, or determined under this article.

- (c) If costs are allowed under an award, the responsibilities of the recipient referred shall be considered in the termination of the award, and provision shall be made for continuing responsibilities of the recipient after termination, as appropriate.
- (d) In the event of a termination, the Government shall have a paid-up Government purpose license in any subject invention, copyrighted material, and data made or developed under this agreement.

4. IA52.232-701 ELECTRONIC SUBMISSION OF PAYMENT REQUESTS USING IPP (JUN 2021)

(a) *Definitions.* As used in this clause-

- (1) "Invoice payment" has the meaning given in FAR section 32.001.
 - (2) "Electronic form" means using the Invoice Processing Platform (IPP) to transmit information electronically from the Contractor or Grantee to the internal contract management system. ODNI does not consider facsimile, e-mail, and scanned documents to be electronic forms.
 - (3) "Payment request" means any request for contract/grant financing payment or invoice payment submitted by the Contractor or Grantee under a contract or grant.
- (b) The ODNI currently uses the CIA's payment system, therefore, except as provided in paragraphs (t) and (h) of this clause, the Contractor or Grantee shall submit payment requests using the IPP. When accessing IPP, the CIA's name will be the designated organization, not the ODNI. The payment period designated by the Prompt Payment Act will begin on the date a proper and complete invoice is received in the payment office via IPP. The status of submitted invoices is available in IPP. For other invoice or payment questions relating directly to this contract, call the payment office on 703-613-3530.
- (c) The Contract Line Item Numbers (CLINs)*, and associated CLIN descriptions as provided in IPP must be utilized to create invoices. An Invoice Line Item Number must reference the Contract Line Item Number (CLIN) against which the Contractor is billing. An invoice may have multiple Invoice Lines billing against one CLIN, but the Invoice Line Item Descriptions must closely relate to the CLIN descriptions in the contract. For Material Line Item CLINs, the vendor must match the "Unit Price" to the penny on the referenced CLIN or the invoice will be rejected. Do not attach any documents to the invoice submitted in IPP as the attachments will be discarded. Any additional documentation must be submitted to the GOTR/COTR as applicable in a

method mutually agreed to by the Contractor/Grantee and the GOTR/COTR.

*(CLINs may also be included in grants for administrative convenience.)

- (d) In addition to the IPP required data, all payment requests, other than Firm Fixed Price, shall require supporting documentation in order to be considered a proper and complete invoice. Supporting documentation consists of the following:

(1) The following information for CLINs:

- (i) For a cost-reimbursement CLIN: Information separated by major cost elements - Direct costs, e.g., labor categories/hours/rates, direct material, subcontracts, travel, other direct costs, indirect costs, e.g., overhead, G&A, and Fee (if applicable, along with supporting documentation;
- (ii) For a time-and-materials CLIN: Information separated by labor categories, labor hours, fixed hourly rates, materials as defined in FAR 16.601(a), and applicable material handling costs; and
- (iii) For a labor-hour CLIN: Information separated by labor categories, labor hours and fixed hourly rates;

(2) Monthly Contract Status Report (due when IPP Invoice is submitted). *The period and amount reported in the Monthly Contract Status Report shall reflect the same period and amount reported in the invoice submitted to IPP;*

(3) Detailed Invoice (due when IPP Invoice is submitted). *The period and amount reported in the invoice submitted to IPP shall reflect the same period and amount reported in the Monthly Contract Status Report;* and

(4) Any other necessary documentation to provide substantiation of costs invoiced, to include any supporting information related to a discrepancy between the amount invoiced and amount of the Monthly Contract Status Report. (Due no later than 10 days after close of invoicing period).

These documents shall be emailed directly to the Grants Officer, IC CAE PO and/or PM, and GOTR as IPP does not have the capability for attachments.

- (e) The Invoice shall not include any sensitive and/or classified information, nor identify the Sponsor or any of its facilities. Any invoice including sensitive and/or classified information will not be considered a proper invoice in accordance with the Prompt Payment Act and will be rejected. Further, the submission of such an invoice may be considered a security incident and may

be forwarded for investigation as appropriate. Any questions concerning this matter should be directed to the Grants Officer/Contracting Officer.

- (f) If the Contractor or Grantee is unable to submit a payment request in electronic form, or the Agency is unable to receive a payment request in electronic form, the Contractor or Grantee shall submit the payment request using a method mutually agreed to by the Contractor or Grantee, the Grants Officer/Contracting Officer, and the payment office.
- (g) In addition to the requirements of this clause, the Contractor or Grantee shall meet the requirements of the appropriate payment clauses in this contract when submitting payment requests.
- (h) The Contractor or Grantee shall submit the final invoice or voucher for cost reimbursement contracts in accordance with the "Settlement Documentation" clause of this agreement.

**5. IA52.232-702 INVOICE PROCESSING PLATFORM INITIAL
REGISTRATION AND ACCOUNT MAINTENANCE
(JUL 2017)**

- (a) The Invoice Processing Platform (IPP) is a secure, web-based electronic invoicing system (accessible via the Internet) provided by the Department of the Treasury's Financial Management Service (FMS), in partnership with the Federal Reserve Bank of St. Louis. The Contractor shall provide the Contracting Officer with the following information required for IPP registration:
 - (1) Company Name (primary corporate location);
 - (2) Company Tax Identification Number (TIN); and
 - (3) Company designated IPP account administrator, to include: name, position, phone number, e-mail address.

Contractors currently registered with IPP through another Government agency do not need to register again in IPP, but must still register separately through the Agency's Contracting Officer for payments from this Agency.

- (b) Within 1-2 weeks after the contract is signed, the information provided in paragraph (a) will be forwarded to IPP and the company designated IPP account administrator will then receive two e-mails from the Federal Reserve Bank of St. Louis (FRB St. Louis) e-mail address STLS.ipphelpdesk@stls.frb.org.

- (1) From "IPP User Administration" - the Company's IPP User ID, a link to the IPP Application, and the IPP Helpdesk phone number.
 - (2) From "Treasury UPS User Administration" - the Company's IPP password (sent within 24 hours of the first email).
- (c) During registration, one (1) initial administrative user account is created for the company for the submitted TIN, regardless of the number of contracts or locations associated with the TIN. The IPP account administrator is required to set up all other company user accounts, including other administrators. Registration is complete when the IPP account administrator logs into the IPP website with the User ID and password provided by FRB St. Louis and accepts the "rules of behavior".
- (d) The Contractor shall access a first-time login video found on the IPP homepage, which provides step-by-step instructions for logging into IPP for the first time. Other self-help videos, to include creating and submitting invoices, are available only after logging into IPP.
- (e) Passwords in IPP expire every 180 days. Fourteen days prior to the end of the 180-day period, IPP will send an e-mail notification prompting you to change your password. If you do not change your password once during the 180 days, or if you do not change your password when prompted to do so, you must contact the IPP Helpdesk at 1-866-973-3131 to unlock your account and to reset your password.
- (f) IPP requires that all contractors re-certify annually. Failure to recertify will result in their accounts being disabled. Recertification requests are sent by e-mail to the address designated as the IPP account administrator for the contractor. The contractor shall be responsible for ensuring that any information requested by IPP for the purposes of recertification is provided to IPP within the timeframe designated in the correspondence. If the contractor has any questions about the recertification process or if their account becomes disabled, the contractor shall contact the IPP Help Desk at 1-866-973-3131 for assistance.
- (g) When entering invoice description fields into IPP, the contractor shall not use classified and/or sensitive words and phrases in any portions of their submitted invoices. The Agency has sole discretion on what constitutes a classified and/or sensitive word or phrase. Failure to follow this direction will result in the Agency rejecting any invoices containing such words as invalid. The contractor shall consult with the Contracting Officer and the Vendor Service Center for clarifications on questionable words and phrases.
- (h) For application specific questions such as how to create an invoice or how to set up notifications, contact the IPP Helpdesk. For questions related to the contract, contact the Vendor Service Center at 703-613-7400.

6. OPTION TO EXTEND THE TERM OF THE GRANT

- (a) The Government may extend the term of this grant by written notice to the Grantee within 30 days provided that the Government gives the Grantee a preliminary written notice of its intent to extend at least 5 days before the Grant expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended grant shall be considered to include this option clause.
- (c) The total duration of this Grant, including the exercise of any options under this clause, shall not exceed 108 months (9 years).

ODNI will require a funding acknowledgment letter before funding each option. This letter from the recipient acknowledges funding from the intelligence community. ODNI will provide a template of this letter to the recipient.

ARTICLE VIII – STATEMENT OF OBJECTIVES

The recipient Volume I Application and Intent is hereby incorporated as Attachment A hereto, includes the Recipient's approach to meet the goals of the program. All changes must be approved by the and IC CAE PMO and GOTR and included as a modification to this Agreement executed by the Grants Officer. Failure to obtain approval for changes could result in the unallowability of costs and/or termination of the Agreement.

ARTICLE IX – TERM OF AGREEMENT

The term of agreement for this grant consists of a 12-month base period and four (4) 12-month option periods, with an amount not to exceed \$400,000.00 per option period.

The grant will also have an additional four (4) twelve-month optional periods (referred to as "sustainment periods"), not to exceed \$125,000.00 per option period.

Options to include sustainment periods are subject to the availability of funds and government approval of option period activation.

ARTICLE X – KEY PERSONNEL

Key Personnel include the lead institution Principal Investigator and Co-Principal Investigator, subrecipient Co-Co-Principal Investigators, and an administrative or program assistant responsible for conducting lead institution program management

duties in support of the lead institution Principle Investigator if applicable. The Principal Investigator must be employed with the university at the time of award and shall be maintained, to the maximum extent possible, throughout this program. The Principal Investigator is required to be a U.S. citizen.

Name	Role	Organization
Patrick F. Mensah	Principal Investigator (PI)	SUBR
Thomas Miller	Co-Principal Investigator (PI)	SUBR
Kenneth Williams	Sub Principal Investigator (PI)	SUNO
Derrick V. Warren	Sub Principal Investigator (PI)	GSU

If one or more of the key personnel for whatever reason becomes, or is expected to become unavailable for work under this grant for a continuous period exceeding 30-calendar days, or is expected to devote substantially less effort to the work than indicated in the application as initially anticipated, the grantee shall promptly notify the Grants Officer specified in Article VI. Upon concurrence of the Grants Officer or an authorized representative, the grantee contractor shall promptly replace such key personnel with personnel of at least substantially equal ability and qualifications.

All requests for approval of substitutions hereunder must be in writing and provide a detailed explanation of the circumstances necessitating the proposed substitution(s). They must contain a complete resume for the proposed substitute, and any other information requested by the Grants Officer needed to evaluate the proposed substitution. The Grants Officer or an authorized representative will evaluate such requests and promptly notify the awardee of whether the proposed substitution meets the requirements. If the awardee is unable to provide substitute as required, the grant may be subject to termination.

ARTICLE XI – FISCAL MANAGEMENT

Funding for Base Period, Options, and Sustainment Period

The budget shall be no greater than \$400,000 per year (for the base and each of the first four option years). Each option sustainment period shall have a budget no greater than \$125,000 per year. The Government may to request budget adjustments in accordance with the needs of the program and the availability of funds.

The grant will not provide reimbursement for pre-award costs.

In no case shall the Government's financial obligation exceed the amount obligated on this Agreement or by amendment to the Agreement. The Government's share for full assistance of this award is \$2,500,000.00. Of this amount, \$400,000.00 is provided for the base year. All option years and sustainment option period funding will be subject to the availability of funds.

If all funds are expended prior to the end of the term, the parties have no obligation to continue and may elect to cease performance at that point. Articles in this agreement which by their express terms or by necessary implication, apply for periods of time other than as specified in this article shall be given effect, notwithstanding this article.

Grant Period Extension

The Grants Officer is the only authority authorized to approve an extension request meeting all of the following parameters:

- A one-time basis only; and
- For a period not to exceed six (6) months; and
- At the end of grant period with no follow-on budget period and/or period of performance exercised or available to be exercised.

Program Income (2 CFR 200.307)

All program income earned during the project period shall be added to funds committed to the project by the Government and Recipient organization and be used to further eligible program objectives.

Closeout Adjustments (2 CFR 200.345)

The Government may make a downward adjustment to the Government funding amount after completion of the effort under an agreement, when appropriate in accordance with 2 CFR 200.345.

ARTICLE XII – REVISION TO FINANCIAL PLANS

The financial plan, or approved budget, is the financial expression of the effort to be performed under this agreement as approved during the award process (See Attachment B). This agreement and its terms and conditions reflect the approved financial plan. Changes to the plan require prior approval, as described below.

The Grant Officer's written approval is required for actions which change the scope or objective of a project. The recipient must consult with the IC CAE Program Manager and receive written approval from the Grants Officer before deviating from the objectives defined in the technical proposal or any sub-award.

Recipients are required to report deviations from their approved budget, project scope, period of performance/budget period(s), or other major changes to the IC CAE PM, GOTR, and request prior approval from the Grants Officer in accordance with 2 CFR 200.308.

Carryforward or carryover funding may be approved at the discretion of the agency if the grant recipient(s) sends the prior reasonable written request(s) to the IC CAE PM, GOTR and ODNI GO and receive the formal approval from the ODNI GO. See 200.308 (e)(3).

ARTICLE XIII – LIABILITY

The Government shall not be liable for accidents, illnesses or claims arising out of any work supported by an award or for unauthorized use of patented or copyrighted materials. The recipient institution is advised to take such steps as may be deemed necessary to insure or protect itself, its employees, and its property.

ARTICLE XIV – SPONSORSHIP WITHIN THE INTELLIGENCE COMMUNITY

This grant is managed by the Office of the Director of National Intelligence (IC CAE office). To ensure compliance with Executive Order 12333 United States Intelligence Activities (As amended by Executive Orders 13284 (2003), 13355 (2004) and 13470 (2008)), the individual signing this grant on behalf of the academic institution is authorized by that institution to contract with an organization within the Intelligence Community.

ARTICLE XV – INTELLECTUAL PROPERTY, PATENTS AND ROYALTIES AND DATA RIGHTS

Standard Patent Rights Clause

(a) Definitions.

- (1) INVENTION means any invention or discovery which is or may be patentable or otherwise protectable under Title 35 of the USC, to any novel variety of plant which is or may be protected under the Plant Variety Protection Act (7 USC §§2321 et seq.).
- (2) SUBJECT INVENTION means any invention of the grantee conceived or first actually reduced to practice in the performance of work under this grant,

provided that in the case of a variety of plant, the date of determination (as defined in section 41(d)) must also occur during the period of grant performance.

- (3) PRACTICAL APPLICATION means to manufacture in the case of a composition or product, to practice in the case of a process or method, or to operate in the case of a machine or system; and, in each case, under such conditions as to establish that the invention is being utilized and that its benefits are to the extent permitted by law or Government regulations available to the public on reasonable terms.
 - (4) MADE when used in relation to any invention means the conception or first actual reduction to practice of such invention.
 - (5) NON-PROFIT ORGANIZATION means a domestic university or other institution of higher education or an organization of the type described in Section 501(c)(3) of the Internal Revenue Code of 1954 (26 USC §501(c)) and exempt from taxation under Section 501(a) of the Internal Revenue Code (26 USC §501(a)) or any domestic non-profit scientific or educational organization qualified under a State non-profit organization statute.
- (b) Allocation of Principal Rights. The grantee may retain the entire right, title, and interest throughout the world to each subject invention subject to the provisions of this Patent Rights clause and 35 USC §203. With respect to any subject invention in which the grantee retains title, the Federal Government shall have a non-exclusive, nontransferable, irrevocable, paid-up license to practice or have practiced for or on behalf of the U.S. the subject invention through-out the world.
- (c) Invention Disclosure, Election of Title and Filing of Patent Applications by Grantee.
- (1) The grantee will disclose each subject invention to ODNI within two months after the inventor discloses it in writing to grantee personnel responsible for the administration of patent matters. The disclosure to ODNI shall be in the form of a written report and shall identify the grant under which the invention was made and the inventor(s). It shall be sufficiently complete in technical detail to convey a clear understanding of the nature, purpose, operation, and, to the extent known, the physical, chemical, biological or electrical characteristics of the invention. The disclosure shall also identify any publication, on sale or public use of the invention and whether a manuscript describing the invention has been submitted for publication and, if so, whether

it has been accepted for publication at the time of disclosure. In addition, after disclosure to ODNI, the grantee will promptly notify ODNI of the acceptance of any manuscript describing the invention for publication or of any on sale or public use planned by the grantee.

- (2) The grantee will elect in writing whether or not to retain title to any such invention by notifying ODNI within two years of disclosure to ODNI. However, in any case where publication, on sale, or public use has initiated the one-year statutory period wherein valid patent protection can still be obtained in the U.S., the period for election of title may be shortened by ODNI to a date that is no more than 60 days prior to the end of the statutory period.
 - (3) The grantee will file its initial patent application on an invention to which it elects to retain title within one year after election of title or, if earlier, prior to the end of any statutory period wherein valid patent protection can be obtained in the U.S. after a publication, on sale, or public use. The grantee will file patent applications in additional countries or international patent offices within either ten months of the corresponding initial patent application, or six months from the date when permission is granted by the Commissioner of Patents and Trademarks to file foreign patent applications when such filing has been prohibited by a Secrecy Order.
 - (4) Requests for extension of the time for disclosure to ODNI, election, and filing under subparagraphs 1, 2, and 3, may, at the discretion of ODNI, be granted.
- (d) Conditions When the Government May Obtain Title. The grantee will convey to ODNI, upon written request, title to any subject invention:
- (1) If the grantee fails to disclose or elect the subject invention within the times specified in paragraph c. above, or elects not to retain title; provided that ODNI may only request title within 60 days after learning of the failure of the grantee to disclose or elect within the specified times;
 - (2) In those countries in which the grantee fails to file patent applications within the times specified in paragraph c. above, but prior to its receipt of the written request of ODNI, the grantee shall continue to retain title in that country; or
 - (3) In any country in which the grantee decides not to continue the prosecution of any application for, to pay the maintenance fees on, or defend in a reexamination or opposition proceeding on, a patent on a subject invention.

(e) Minimum Rights to Grantee.

- (1) The grantee will retain a non-exclusive royalty-free license throughout the world in each subject invention to which the Government obtains title, except if the grantee fails to disclose the subject invention within the times specified in paragraph c. above. The grantee's license extends to its domestic subsidiaries and affiliates, if any, within the corporate structure of which the grantee is a party and includes the right to grant sublicenses of the same scope to the extent the grantee was legally obligated to do so at the time the grant was awarded. The license is transferable only with the approval of ODNI except when transferred to the successor of that part of the grantee's business to which the invention pertains.
- (2) The grantee's domestic license may be revoked or modified by ODNI to the extent necessary to achieve expeditious practical application of the subject invention pursuant to an application for an exclusive license submitted in accordance with applicable provisions at 37 CFR §404. This license will not be revoked in that field of use or the geographical areas in which the grantee has achieved practical application and continues to make the benefits of the invention reasonably accessible to the public. The license in any foreign country may be revoked or modified at discretion of ODNI to the extent the grantee, its licensees, or its domestic subsidiaries or affiliates have failed to achieve practical application in that foreign country.
- (3) Before revocation or modification of the license, ODNI will furnish the grantee a written notice of its intention to revoke or modify the license, and the grantee will be allowed thirty days (or such other time as may be authorized by ODNI for good cause shown by the grantee) after the notice to show cause why the license should not be revoked or modified. The grantee has the right to appeal, in accordance with applicable regulations in 37 CFR §404 concerning the licensing of Government-owned inventions, any decision concerning the revocation or modification of its license.

(f) Grantee Action to Protect Government's Interest.

- (1) The grantee agrees to execute or to have executed and promptly deliver to ODNI all instruments necessary to: (i) establish or confirm the rights the Government has throughout the world in those subject inventions for which the grantee retains title; and (ii) convey title to ODNI when requested under

paragraph d. above, and to enable the Government to obtain patent protection throughout the world in that subject invention.

- (2) The grantee agrees to require, by written agreement, its employees, other than clerical and non-technical employees, to disclose promptly in writing to personnel identified as responsible for the administration of patent matters and in a format suggested by the grantee each subject invention made under this grant in order that the grantee can comply with the disclosure provisions of paragraph c. above, and to execute all papers necessary to file patent applications on subject inventions and to establish the Government's rights in the subject inventions. The disclosure format should require, as a minimum, the information requested by paragraph c.1. above. The grantee shall instruct such employees through the employee agreements or other suitable educational programs on the importance of reporting inventions in sufficient time to permit the filing of patent applications prior to U.S. or foreign statutory bars.
- (3) The grantee will notify ODNI of any decision not to continue prosecution of a patent application, pay maintenance fees, or defend in a reexamination or opposition proceeding on a patent, in any country, not less than 30 days before the expiration of the response period required by the relevant patent office.
- (4) The grantee agrees to include, within the specification of any U.S. patent application and any patent issuing thereon covering a subject invention, the following statement: "This invention was made with Government support under (identify the grant) awarded by the Office of the Director of National Intelligence. The Government has certain rights in this invention."
- (5) The grantee or its representative will complete, execute and forward to ODNI a confirmation of a License to the U.S. Government and the page of a United States patent application that contains the Federal support clause within two months of filing any domestic or foreign patent application.

(g) Subcontracts

- (1) The grantee will include this Patent Rights clause, suitably modified to identify the parties, in all subcontracts, regardless of tier, for experimental, developmental or research work. The subcontractor will retain all rights provided for the grantee in this Patent Rights clause, and the grantee will not, as part of the consideration for awarding the subcontract, obtain rights in the subcontractors' subject inventions.

- (h) Reporting on Utilization of Subject Inventions. The grantee agrees to submit on request periodic reports no more frequently than annually on the utilization of a subject invention or on efforts at obtaining such utilization that are being made by the grantee or its licensees or assignees. Such reports shall include information regarding the status of development, date of first commercial sale or use, gross royalties received by the grantee and such other data and information as ODNI may reasonably specify. The grantee also agrees to provide additional reports in connection with any march-in proceeding undertaken by ODNI in accordance with paragraph j. of this Patent Rights clause. As required by 35 USC §202(c)(5), ODNI agrees it will not disclose such information to persons outside the Government without the permission of the grantee.
- (i) Preference for United States Industry. Notwithstanding any other provision of this Patent Rights clause, the grantee agrees that neither it nor any assignee will grant to any person the exclusive right to use or sell any subject invention in the U.S. unless such person agrees that any products embodying the subject invention or produced through the use of the subject invention will be manufactured substantially in the U.S. However, in individual cases, the requirement for such an agreement may be waived by ODNI upon a showing by the grantee or its assignee that reasonable but unsuccessful efforts have been made to grant licenses on similar terms to potential licensees that would be likely to manufacture substantially in the U.S. or that under the circumstances domestic manufacture is not commercially feasible.
- (j) March-in Rights. The grantee agrees that with respect to any subject invention in which it has acquired title, ODNI has the right in accordance with procedures at 37 CFR §401.6 to require the grantee, an assignee or exclusive licensee of a subject invention to grant a non-exclusive, partially exclusive, or exclusive license in any field of use to a responsible applicant or applicants, upon terms that are reasonable under the circumstances and if the grantee, assignee, or exclusive licensee refuses such a request, ODNI has the right to grant such a license itself if ODNI determines that:
- (1) Such action is necessary because the grantee or assignee has not taken or is not expected to take within a reasonable time, effective steps to achieve practical application of the subject invention in such field of use;
 - (2) Such action is necessary to alleviate health or safety needs which are not reasonably satisfied by the grantee, assignee, or their licensees;

- (3) Such action is necessary to meet requirements for public use specified by Federal regulations and such requirements are not reasonably satisfied by the grantee, assignee, or licensee; or
 - (4) Such action is necessary because the agreement required by paragraph i. of this Patent Rights clause has not been obtained or waived or because a licensee of the exclusive right to use or sell any subject invention in the U.S. is in breach of such agreement.
- (k) Special Provisions for Grants with Non-profit Organizations. If the grantee is a non-profit organization, it agrees that:
- (1) Rights to a subject invention in the U.S. may not be assigned without the approval of ODNI, except where such assignment is made to an organization which has as one of its primary functions the management of inventions, provided that such assignee will be subject to the same provisions as the grantee;
 - (2) The grantee will share royalties collected on a subject invention with the inventor, including Federal employee co-inventors (when ODNI deems it appropriate) when the subject invention is assigned in accordance with 35 USC §202(e) and 37 CFR §401.10;
 - (3) The balance of any royalties or income earned by the grantee with respect to subject inventions, after payment of expenses (including payments to inventors) incidental to the administration of subject inventions, will be utilized for the support of scientific or engineering research or education; and
 - (4) It will make efforts that are reasonable under the circumstances to attract licensees of subject inventions that are small business firms and that it will give preference to a small business firm if the grantee determines that the small business firm has a plan or proposal for marketing the invention which, if executed, is equally likely to bring the invention to practical application as any plans or proposals from applicants that are not small business firms; provided that the grantee is also satisfied that the small business firm has the capability and resources to carry out its plan or proposal. The decision whether to give a preference in any specific case will be at the discretion of the grantee. However, the grantee agrees that the Secretary of Commerce may review the grantee's licensing program and decisions regarding small business applicants, and the grantee will negotiate changes to its licensing policies, procedures or practices with the Secretary when the Secretary's review

discloses that the grantee could take reasonable steps to implement more effectively the requirements of this paragraph k.4.

- (l) Communications. All communications required by this Patent Rights clause should be sent to:

IC CAE PM, GOTR and ODNI GO

[END OF CLAUSE]

Standard Copyrightable Material Clause

The following copyrightable material clause will be used in funding agreements awarded by ODNI unless a special copyrightable material clause has been negotiated.

COPYRIGHTABLE MATERIAL

- (a) SUBJECT WORK means any material that:

- (1) Is or may be copyrightable under Title 17 of the United States Code; and
- (2) Is produced by the grantee or its employees in the performance of work under this grant.

"Subject work" includes but are not limited to such items as reports, books, journal articles, software, sound recordings, videos, music, and images.

- (b) Copyright Ownership, Government License. Except as otherwise specified in the grant or by this paragraph, the grantee may own or permit others to own copyright in all subject works. The grantee agrees that if it or anyone else does own copyright in a subject work, the Federal government will have a non-exclusive, nontransferable, irrevocable, royalty-free license to exercise or have exercised for or on behalf of the U.S. throughout the world all the exclusive rights provided by copyright. Such license, however, will not include the right to sell copies or photo records of the copyrighted works to the public.
- (c) Grantee Action to Protect Government Interests. The grantee agrees to acquire, through written agreement or an employee relationship, the ability to comply with the requirements of the preceding paragraphs. The grantee further agrees that any transfer of copyright or any other rights to a subject work, by it or anyone whom

it has allowed to own such rights, will be made subject to the requirements of this article.

[END OF CLAUSE]

Special Patent and Copyright Situations - Special Grant Provisions

At the request of the prospective grantee or on recommendation from ODNI staff, a Grants Officer, with the concurrence of the cognizant Program Officer, may negotiate special patent or copyright provisions when he/she determines that exceptional circumstances require restriction or elimination of the right of a prospective grantee to control principal rights to subject inventions or subject works in order to better achieve the objectives of the program, the Intelligence Authorization Act (IAA) for Fiscal Year (FY) 2010 (updated / amended 18 July 2019), or (in the case of inventions) Chapter 18 of Title 35 of the USC. Every special copyright or patent provision will allow the grantee, after an invention has been made or copyrightable material created, to request that it be allowed to retain principal rights to that invention or material, unless doing so would be inconsistent with an obligation imposed on ODNI by statute, international agreement or pact with other participants in, or supporters of, the research.

[END OF PROVISION]

ARTICLE XVI – REPORTS

All reporting requirements in this section shall apply to the grant recipients and subrecipients as per 2 CFR 200.331(a) and 200.332. The lead institution shall ensure subrecipients transmit the information detailed in this section to the lead institution, and the lead institution shall include that information in its report submitted to the Intelligence Community Centers for Academic Excellence Program Office (IC CAE PO) and/or Program Manager and ODNI Grants Officer (GO).

Copies of reports and all referenced documents shall be submitted in soft copy to the ODNI GO and Grants Officer Technical Representative (GOTR).

All submitted reports will be used by the IC CAE PO as a part of an annual grant monitoring process in reviewing the lead institution and subrecipient performance.

1. Interim Performance Progress Reporting

The lead institution shall submit bi-annual reports comparing actual program accomplishments compared with goals and objectives; reasons why goals and objectives were unmet, when appropriate; cumulative metrics on the number of

program participants, internships, and student IC employment through the Government-provided tool; lessons learned and best practices that might be shared with other Schools; upcoming activities and milestones; and necessary adjustments (if any), in accordance with the application. Recipients shall report deviations from budget or program scope or objectives as they arise and request prior approvals from ODNI and the IC CAE PO for budget and program plan revisions. (ref. 2 CFR 200.328 - 200.329)

A completed *Standard Form 298 (SF-298) Report Documentation Page* shall be used as a cover sheet for interim performance progress reporting along with the performance progress report template provided by the IC CAE PO. The IC CAE PO requires SF-298 reporting twice a year: one report covering the summer and fall academic terms, referred to as Block 1, submitted to the IC CAE PO no later than 30 days after the close of the fall semester; and one report covering the winter and spring terms, referred to as Block 2, combined with the annual performance report, submitted to the ODNI GO, GOTR and IC CAE PO no later than 30 days following the end of the period of performance reported as noted below.

- **Block 1: Summer and Fall Academic Terms (June 1st - December 31st)** Due no later than 31 January of the following year
- **Block 2: Winter and Spring Academic Terms (January 1st – May 31st)** Due 31 August of that same year

If the academic terms are not in full alignment with Block 1 and Block 2, performance reporting should still align to the dates provided. Required metrics shall also be reported on this cycle using forms and/or methods provided by the IC CAE PO. Metrics must be reported to Congress and failure to report may have negative affect on option year decisions.

2. Interim Financial Reporting

Financial reports shall be submitted to the ODNI GO, GOTR, IC CAE PO and/or PM quarterly, no later than 30 days after the end of the fiscal quarter, per the OMB requirements. The *Standard Form 425 Federal Financial Report (SF-425)* shall be used for general financial reporting and shall report cumulative values from inception of the grant, not just the budget year.

In addition to general financial reporting, invoicing for reimbursement of allowable expended funds shall occur monthly or quarterly. Invoices should:

- Not exceed approved budget lines from applications (or subsequent modifications) by more than 10% without approval from ODNI GO;
- Be certified by the lead institution's fiscal personnel as true and accurate;
- Include the *SF-270 Request for Advance or Reimbursement* form; and,

- Include sufficient detail as necessary to allow the Government to verify and validate the expense to approved grant expenditures.

The invoices shall be submitted in accordance with IA52.232-700 Billing Cycle (JUL 2013 and IA52.232-701 Electronic Submission of Payment Requests using Invoicing Processing Platform (IPP) (JUN 2017). Attachments are not allowed in IPP. The grantee shall provide the Invoice document SF270, and backup information to the GOTR upon IPP submission.

Required Certifications: To assure expenditures are proper and in accordance with the terms and conditions of the Federal award and approved program budgets, **the annual and final fiscal reports or vouchers requesting payment under the agreements shall include a certification**, signed by a lead institution official authorized to legally bind the non-Federal entity, and reading as follows: *"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."* (18 U.S.C. 1001, 31 U.S.C. 3729-3730 and 3801-3812).

3. Annual Grant Review

Grant monitoring applies to the post-award administrative phase of the grant lifecycle and provides guidance for maintaining compliance with 2 CFR 200 pertaining to monitoring site visits during the administration of federal grants. (2 CFR Part 200, Cost Principles and Audit Requirements for Federal Awards)

The IC CAE Program Office and/or Program Manager may use the submitted SF-298s, Performance Progress Reports, SF-425s and any other necessary documents to evaluate the lead institution and subrecipient performance. Once a year, or as needed and as resources allow, formal grant monitoring site visits will be scheduled. Formal site visits are conducted to allow for a comprehensive review of the recipient and how the program is being managed, and to determine whether subsequent option years will be executed. It includes, but is not limited to, financial review, personnel review, program management review, and property review. This type of site visit requires planning, time, and resources.

A grant monitoring site visit checklist, provided by the IC CAE PO, will be used as a tool in documenting findings during a formal site visit on an annual basis to assist in determining whether future option years will be executed.

4. Final Reports

Performance Report: The lead institution shall submit to the IC CAE PO and/or PM, GOTR and ODNI GO a comprehensive final program performance report, with a

cumulative SF-298 Report Documentation Page as a cover sheet, no later than 90 days after the conclusion of the period of performance (the end of the active grant period). The report shall address the accomplishments for the entire grant period; provide a listing of all key activities, accomplishments, publications, presentations, workshops, and other program related activities; and work products arising from the program. The report shall also include cumulative reports for all subrecipients. The report shall also address updated program, marketing, and sustainment plans intended to carry the program into the legacy sustainment period.

Final SF-425, Federal Financial Report (FFR): The SF-425 shall be completed in its entirety. The SF-425 requires cumulative reporting of obligations and expenditures. Cumulative reporting shall provide a sum of obligations and expenditures for the life of the grant. The lead institution shall submit the final SF-425 to the IC CAE PM, GOTR, and GO no later than 90 days after the end of the grant period.

Required Certifications: To assure expenditures are proper and in accordance with the terms and conditions of the Federal award and approved program budgets, **the annual and final fiscal reports or vouchers requesting payment under the agreements shall include a certification**, signed by a lead institution official authorized to legally bind the non-Federal entity, and reading as follows: *"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."* (18 U.S.C. 1001, 31 U.S.C. 3729-3730 and 3801-3812).

Final Invoice: A final invoice for the grant period shall be submitted no later than 90 days after the conclusion of the period of performance unless extenuating circumstances occur. If extenuating circumstances occur, the recipient shall immediately notify the IC CAE PO and/or PM, GOTR and the ODNI GO of the circumstance and the anticipated final invoice submission date.

All reports and/or deliverables shall be delivered to and approved by the IC CAE PM, GOTR and/or ODNI GO.

5. Reporting Sub-award and Executive Compensation

Reporting of sub-awards: The *Federal Funding Accountability and Transparency Act of 2006 (Transparency Act)*, includes a requirement for awardees of U.S. grants to report information about first-tier sub-awards and executive compensation under Federal assistance awards issued in FY2011 or later. All awardees of applicable ODNI IC CAE grants are required to report to the Federal Sub-Award Reporting System (FSRS) on all sub-awards over \$30,000. (2 CFR 200.331(a), 2 CFR 200.332)

ODNI does not participate in federal electronic initiatives based upon its acquisition authorities under Section 102A(n) of the National Security Act of 1947 (as amended). ODNI thereby deviates from 2 CFR Part requirements to submit information to reporting repositories such as System for Award Management (SAM.gov) and the Contractor Performance Assessment Reporting System (CPARS)

The Federal Procurement Data System (FPDS) is a comprehensive database that collects, processes, and disseminates statistical data on Federal contracting activity. ODNI does not participate in the FPDS. However, ODNI records many of the same elements in the Contract Acquisition System. This system is the ODNI's primary source for contract data for statistical reporting purposes.

Where and when to report:

ODNI will require recipients to submit any 2 CFR Part 200 information that is required to be posted in government-wide repositories to the IC CAE PO and ODNI GO instead. The recipient shall send a manual report for each obligating action to the IC CAE PO and ODNI GO instead of the Federal Funding Accountability and Transparency Act Sub-award System (FSRS) <http://www.fsrs.gov>. Sub-award information shall be reported no later than the end of the month following the month in which the obligation was made.

What to report:

The recipient shall report the information about each obligating action to the IC CAE PO and ODNI GO in accordance with the submission content instructions posted at <http://www.fsrs.gov>.

- Sub-awards, and
- The total compensation of the five most highly compensated executives of any subrecipient.

ARTICLE XVII – TRAVEL REQUIREMENTS AND OTHER ALLOWABLE COSTS

- A. **Travel Costs.** University Performers: Reimbursement for travel-related expenses shall be as stipulated in 2 CFR 220 Cost Principles for Educational Institutions, revised. For travel costs charged against awards under the Agreement, costs incurred must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the Recipient in its regular operations as the result of the Recipient's written travel policy. If the Recipient does not have written travel policies established, the Recipient and its Sub-recipient shall follow the travel policies in the Federal Travel Regulation, and may not be reimbursed for travel costs that exceed the standard rates. All charges for travel must conform to the applicable cost principles. Travel and travel-related expenses, shall be held to the minimum required to meet the objectives of the Grant. All travel shall be authorized and approved in advance, in writing, by the

Grants Officer and shall include traveler's itinerary of United States Flag Air Carriers.

- B. Approval of the Grants Officer shall also be obtained in advance for attendance by personnel at training courses, conferences, seminars, and other meetings not directly related to the grant award if the costs for the courses, seminars, and other meetings are charged to the agreement.
- C. Costs of entertainment, amusement, diversion, and social activities and any costs directly associated with such activities are not allowed. It is expected that the costs of travel, materials/equipment, and other direct costs (ODC) will be necessary and reasonable for the benefit of the program and comply with the Cost Principles contained in the Uniform Guidance as directed under 2 CFR 200.404 – 408.
- D. Meals. Charging meals to a federal grant is only allowable under certain circumstances. Meals for people in travel status associated with grant business are allowable. The cost of meals and refreshments during a conference, seminar or meeting with a formal agenda and participants from different locations may also be allowable. All other meals must receive prior approval by the Federal awarding agency to ensure necessity and reasonableness for the benefit of the program related goal/aim. It is the PI's responsibility to ensure that all meals charged to a federal award are in compliance with federal policies. The institution's Office of Sponsored Programs should review meals submitted via check request, purchase order, interdepartmental invoice, travel report, etc. for compliance and should disallow any meals that do not appear to be reasonable and allowable. The daily rate for meals per person shall not exceed the published per diem rates for the Continental United States and Overseas Continental United States, unless prior approval is given by the IC CAE PO and ODNI GO. The published per diem rates are found at www.gsa.gov/perdiem.
- E. **Materials and Supplies, including costs of computing devices.** All costs incurred for materials, supplies and fabricated parts necessary to carry out a Federal award are allowable. Purchased materials and supplies must be charged at their actual prices, net of applicable credits.

Materials and supplies used for the performance of a Federal award may be charged as direct costs. In the specific case of computing devices, charging as direct costs is allowable for devices that are essential and allocable, but not solely dedicated, to the performance of a Federal award.

Where federally donated or furnished materials are used in performing the Federal award, such materials will be used without charge. (Additional information can be found at 2 CFR 200.453.)

- F. For further information on allowable, allocable, and reasonable costs, see 2 CFR 200 Subpart E - Cost Principles.

ARTICLE XVIII - PRIOR WRITTEN APPROVAL

The references for all required written approvals are described in 2 CFR 200.407 and the Recipient shall follow as instructed. Recipients may make limited budgetary and programmatic changes without prior ODNI approval as outlined in 2 CFR 200.308 and 200.407. Any proposed change requires prior written approval of the ODNI shall be sent to the Grants Officer in writing with a copy to the IC CAE PM (Program Manager) and the GOTR prior to the effective date of the change.

ARTICLE XIX – HUMAN TRAFFICKING

This agreement is subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000 (22 U.S.C. chapter 78) and Executive Order 13,627, *Strengthening Protections Against Trafficking in Persons in Federal Contracts*. If the recipient or any sub awardee (i) engages in severe forms of trafficking in persons or has procured a commercial sex act during the period of time that the agreement is in effect, or (ii) uses forced labor in the performance of the agreement, ODNI shall be authorized to terminate the agreement without penalty.

ARTICLE XX – COMPLIANCE WITH THE CONSTITUTION AND LAWS OF THE UNITED STATES

The recipient must manage this award in compliance with the U.S. Constitution, Federal statutes, and regulations. Nothing in this agreement shall be construed to authorize any activity in violation of the laws of the United States.

ARTICLE XXI – REASONABLE, ALLOCABLE AND ALLOWABLE COSTS

A cost is reasonable if, in its nature and amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when the non-Federal entity is predominantly federally-funded. (See 2 CFR.200.404)

A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable able to that Federal award or cost objective in accordance with relative benefits received (see 2 CFR 200.405)

Cost of Alcoholic beverages are unallowable. (See 2 CFR 200.423)

Costs of scholarships, fellowships, and other programs of student aid at IHEs are allowable only when the purpose of the Federal award is to provide training to selected participants and the charge is approved by ODNI. However, tuition remission and other forms of compensation paid as, or in lieu of, wages to performing necessary work are allowable under specific direction as outlined in 2 CFR 200.466.

Participation support costs are allowable with prior ODNI approval (see 2 CFR 200.456)

Costs incurred for intramural activities, student publications, student clubs, and other student activities, are unallowable. (See 2 CFR 200.469)

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-Federal entity. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the non-Federal-funded activities and in accordance with non-Federal entity's written travel reimbursement policies. (See 2 CFR 200.474)

The Recipient shall assure activities carried on outside the United States are coordinated as necessary with appropriate Government authorities and that appropriate licenses, permits, or approvals are obtained prior to undertaking proposed activities. ODNI does not assume responsibility for Recipient compliance with the laws and regulations of the country in which the activities are to be conducted.

ARTICLE XXII – SYSTEM FOR AWARD MANAGEMENT (SAM) AND UNIVERSAL IDENTIFIER REQUIREMENTS

Recipient and subrecipient shall have a SAM.gov generated and assigned Unique Entity ID (UEI) and maintain current registrations in the SAM.gov database.

ARTICLE XXIII – NON-DISCRIMINATION

By signing this agreement or accepting funds under this agreement, the Recipient assures that it will comply with applicable provisions of the following prohibitions on discrimination:

- On the basis of race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d, et seq.)
- On the basis of sex or blindness, in accordance with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.)

- On the basis of age, in accordance with the Age Discrimination Act of 1975 (42 U.S.C. 6101, et seq.) as implemented by the Department of Health and Human Services regulations at 45 CFR part 90
- On the basis of disability, in accordance with the Americans with Disability Act (42 U.S.C. 12101, et. Seq)

ARTICLE XIV - MODIFICATIONS

- (a) Modifications to this agreement may be proposed by either party. Recipient recommendations for any modifications to this agreement shall be submitted in writing to the IC CAE Program Manager with a copy to the GO and GOTR. The recipient shall detail the technical, chronological, and financial impact of the proposed modification to the program. Changes are effective only after the agreement has been modified in writing by the GO. Only the GO has the authority to act on behalf of the Government to modify this agreement.
- (b) The ODNI GO may unilaterally issue minor or administrative agreement modifications (e.g.; changes in the paying office or appropriation data, changes to Government personnel identified in the agreement, etc.).

ATTACHMENT A - Recipient Technical Volume I
ATTACHMENT B - Recipient Budget Volume III
ATTACHMENT C - SF298 – Performance Progress Report
ATTACHMENT D - SF425 – Federal Financial Report (FFR)
ATTACHMENT D - SF270 – Request for Advance or Reimbursement

Mission Statement

Through shared governance, leadership, and a diverse system of unique institutions, the mission of the Southern University and A&M College System is to deliver affordable world-class education, a trained workforce, state-of-the-art research, creative scholarship, and transformational public service to the State of Louisiana, the Nation, and the World.

PERSONNEL AFFAIRS COMMITTEE (Following Legal Affairs Committee)

October 18, 2024

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)

A. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUBR)

Name	Position/Department	Personnel Action	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Karen Jackson	Interim Vice Chancellor for Student Success	Existing Position	Waived	\$93,000	\$97,200	State
2. Iyanna Lewis	Director First & Second Year Experience/Jaguar Success Academy	Existing Position	Waived Promotion	\$66,000	\$66,000	Federal/State
3. Rachel Walton	Executive Director Intelligence Community Center for Academic Excellence	New Position	Waived	N/A	\$171,000	Federal/State

B. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUNO)

Name	Position/Department	Personnel Action	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Kevin Brown	Interim Director – Master of Social Work Program	Existing Position	Interim Appointment	\$75,894	\$80,000	State

Mission Statement

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C. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUAREC)

Name	Position/Department	Personnel Action	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Heather Bob	Community and Youth Outreach Specialist	New Position	Search	N/A	\$63,000	Federal

6. Informational Item(s):

- A. Update on SUS Human Resource Positions
- B. Status on interim positions and projected timeline for searches (SUS, SUBR, SUNO, SUSLA, SULC, SUAREC)
- C. Present Detailed Organizational Charts (SUS and All Campuses)

7. Other Business

8. Adjournment

MEMBERS

Mr. Sam Gilliam - Chairman, Mrs. Christy Reeves-Vice-Chair,
Atty. Tony Clayton, Ms. Zazell Dudley, Dr. Leon Tarver, II, and Dr. Arlanda Williams,
Mr. Myron K. Lawson - Ex Officio

Mission Statement

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SOUTHERN UNIVERSITY BOARD OF SUPERVISORS **(Following Personnel Affairs Committee)**

October 18, 2024

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Resolutions
6. Action Item(s)
 - A. Request for Approval of Minutes of September 27, 2024, SUS Board of Supervisors Meeting
 - B. Request for Approval of Committee Reports and Recommendations
 - C. Annual Evaluation of the President-Chancellor¹
7. Informational Item(s)
 - A. Marketing and Branding Report (SUS)
 - B. Legislative Update
 - C. Presidential Report
 - D. Chancellor's Reports
8. Other Business
9. Adjournment

¹ Pursuant to Louisiana Revised Statute 42:17, executive session may be required.

SPECIAL RECOGNITION COMMITTEE September 27, 2024

Board of Supervisors' Meeting Room
J. S. Clark Administration Bldg. 2nd Floor
Baton Rouge, LA.

MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Myron K. Lawson.

Board Chair Myron Lawson announced the convening of the Special Recognition Committee.

The invocation was given by the board member. The Pledge of Allegiance was led by Miss Trinitee Thyssen, our reigning Miss Southern High, who is an enthusiastic 12th grade student at Southern University Laboratory School.

AGENDA ITEM 3: SPECIAL PRESENTATIONS

A. Presentation(s) (SUBR)

- a. Woman's Hospital Gynecological Cancer Awareness Luncheon Presentation
Presented by Women's Hospital representatives.
- b. Southern University School of Nursing
Chancellor Pierre introduced Dr. Sandra Brown who introduced the men of the School of Nursing (SUSOM)
- c. The Walls Project Collaboration with Southern University and A&M College
Chancellor Pierre introduced the representative of the Walls Project. Who gave a lengthy presentation,
- d. Novartis Presentation
Biomedical Presentation
- e. NextEra Check Presentation
- f. Bayou Classic Update – Dottie Belletto, NOCCI
Dottie Belletto/Al Harrell gave Bayou Classic Update. Lengthy discussion around the contract and sponsors.
Chairman Lawson recognized special guests in the audience.

B. Above and Beyond

The Student Above and Beyond was presented to *Brianna Fields - Mass Communication / Public Relations*

The Employee Above and Beyond was presented to *Mr. Flandus McClinton - Vice President for Finance and Business Affairs*

AGENDA ITEM 4: ADJOURNMENT

A motion was made by Dr. Rani Whitfield to adjourn the meeting.

ACADEMIC AFFAIRS COMMITTEE

(Following Special Recognition Committee)

Southern University Baton Rouge Campus

Board of Supervisors' Meeting Room

J. S. Clark Administration Bldg. 2nd Floor

Baton Rouge, LA.

AGENDA

Board Chair Myron Lawson announced the convening of the Academic Affairs Committee. Member Dr. Leon Tarver called the committee meeting to order.

Roll Call by President Shields

Present: Dr. Leon Tarver – Chairman, Mr. Sam Gilliam – Vice Chairman, Atty Tony Clayton, Mrs. Maple Gaines, Dr. Arlanda Williams and Mr. Myron K. Lawson - Ex Officio

Absent: Mrs. Ann Smith

AGENDA ITEM 3: ADOPTION OF THE AGENDA

There was a motion by Atty Tony Clayton and the second by Mrs. Ann Smith to adopt the agenda.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEM(s)

Action Item 5A – President Shields introduced Dr. Lealon Martin who give brief information on the Engineering Department.

Motion by Myron K. Lawson and seconded by Maple Gaines to approve Action Item 5A.

Motion passed.

- A. Request to Rename the Department of Electrical Engineering as the Department of Electrical and Computer Engineering with the College of Sciences and Engineering

Action Item 5B – presented by Chancellor McMeans.

Motion by Tony Clayton and seconded by Maple Gaines to approve Action Item 5B.

Motion passed.

- B. Request Approval of Tenure and Promotion Recommendation (SUAREC)

Applicant	Department	Present Rank	Action
Janana Snowden	SUAREC	Assistant Research Professor	Promotion Associate Research Professor

AGENDA ITEM 6: INFORMATIONAL ITEM

A. Update on Academic Programs

The update was provided by Dr. Young (SUBR), Dr. Ammons (SUNO), Dr. Gantt (SUSLA), and Interim Chancellor Washington. The board members asked several questions after their presentation.

AGENDA ITEM 7: OTHER BUSINESS

None

AGENDA ITEM 8: ADJOURNMENT

A motion was made by Sam Gilliam to adjourn the meeting.

FACILITIES AND PROPERTY COMMITTEE

(Following Academic Affairs Committee)
Southern University Baton Rouge Campus
Board of Supervisors' Meeting Room
J. S. Clark Administration Bldg. 2nd Floor
Baton Rouge, LA.

MINUTES

Board Chair Myron Lawson announced the convening of the Facilities and Property Committee. Paul Matthews called the committee meeting to order.

Roll Call by President Shields

Present: Paul Mathews, Dr. Leon Tarver II, Dr. Rani Whitfield, and Mr. Myron K. Lawson, - Ex Officio
Added Arlanda Williams

Absent: Paul Mathews Atty. Edwin Shorty – Chairman, Atty Domoine Rutledge – Vice Chair, Mrs. Ann Smith

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion of Paul Matthews and second by Arlanda Williams the agenda was recommended for adoption. Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

Swati Bharathi – Sodexo Magic

Comments – Opportunity for a RFP Bid process for dining services in response to Aramark's request for an extension with investment

AGENDA ITEM 5: ACTION ITEM(s)

Facilities Update was provided by Mr. Kenneth Dawson. He gave an update on all projects. Chancellor Pierre gave remarks. There were questions from the board members that Mr. Kenneth Dawson addressed.

Motion by Dr. Leon Tarver and seconded by Paul Matthews to approve Action Item 5A. Motion Approved.

A. Facilities Update (SUS)

1. Approval to pursue the EPA Community Change Grant

Southern University and A&M College (SUBR) has an opportunity to collaborate with the Southern University Alumni Federation (SUAF) to pursue the EPA Community Change Grant to secure funding to help build and finance student housing and mixed-use facility on property owned by SUAF on Harding Boulevard. The grant, if secured, will leverage private equity capital public financing via new market tax credits, and debt financing to support the construction of new student housing and a mixed-use community facility.

B. Proposal by Aramark to enhance dining investment and resources for Southern University and A&M College (SUBR)

There were a lot of conversations and questions. Per Chairman Lawson, this item will be tabled until later.

AGENDA ITEM 6: INFORMATIONAL ITEM(S)

1. Louisiana Board of Regents Campus Tours
2. FY 2025-26 Capital Outlay (eCORTS) Submissions.

AGENDA ITEM 7; OTHER BUSINESS

None

AGENDA ITEM 8: ADJOURNMENT

A motion was made by Arlanda Williams to adjourn the meeting.

FINANCE COMMITTEE
(Following Facilities and Property Committee)
Southern University Baton Rouge Campus
Board of Supervisors' Meeting Room
J. S. Clark Administration Bldg. 2nd Floor
Baton Rouge, LA.

MINUTES

Board Chair Myron Lawson announced the convening of the Finance Committee. Dr. Arlanda Williams called the committee meeting to order.

Roll Call by President Shields

Present: Dr. Arlanda Williams- Chairman, Mr. Sam Gilliam, Mrs. Christy Reeves, Dr. Leon Tarver II and Mr. Myron K. Lawson - Ex Officio
Zazell Dudley and Dana Bailey added

Absent: Mrs. Ann Smith -Vice-Chair and Atty. Domoine Rutledge

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Christy Reeves and seconded by Sam Gilliam, the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEM(s):

Motion by Sam Gilliam and seconded by Zazell Dudley to approve Action Item 5A. Motion Approved.

- A. On-Campus Residential Housing Fee Increases for 2025-2026 Academic Year
- B. Southern University New Orleans Student Fee Referendum

Dana Bailey, who is the SGA at SUNO gave brief summary and added verbiage to referendum. Motion by Dr. Tarver and seconded by Dana Bailey.

AGENDA ITEM 6: INFORMATIONAL ITEM

- A. Southern University System General Operating Budget Interim Financial Statement
Mr. McClinton mentioned the financial statements are in the packet. He asked if there were any questions and there were none.

AGENDA ITEM 7: OTHER BUSINESS:

None

AGENDA ITEM 8: ADJOURNMENT

A motion was made by Ms. Christy Reeves to adjourn the meeting.

LEGAL AFFAIRS COMMITTEE

(Following Facilities and Property Committee)

Southern University Baton Rouge Campus

Board of Supervisors’ Meeting Room

J. S. Clark Administration Bldg. 2nd Floor

Baton Rouge, LA.

Minutes

Board Chair Myron Lawson announced the convening of the Legal Affairs Committee. Vice Chair Domoine Rutledge called the committee meeting to order.

Roll Call by President Shields

Present: Atty Tony Clayton - Chairman, Miss Dana Bailey, Mrs. Maple Gaines, Mrs. Christy Reeves, and Mr. Myron K. Lawson - Ex Officio

Absent: Atty. Domoine Rutledge – Vice Chair and Atty Edwin Shorty

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Arlanda Williams and seconded by Maple Gaines the agenda was recommended for adoption.

AGENDA ITEM 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5: ACTION ITEM(S)

There was a motion by Maple Gaines and seconded by Christy Reeves to approve action item 5A(1-2).

There was a motion by Maple Gaines and seconded by Dana Bailey to approve action item 5A(3)

There was a motion by Tony Clayton and seconded by Maple Gaines to approve action item 5A(4)

Action Item 5A(5) was tabled .

Motion approved.

A. Request Approval of Contracts, Amendments, Agreements, Grants, etc... Equal to or Greater than \$300,000.00

Title	Description	Amount	Campus
1. First Amendment Wilcox Academy of Early Learning, LLC Facilities Use and Services Agreement	SUNO and Wilcox entered a certain Facilities Use and Services Agreement regarding certain premises located at 6805 Leon C. Simon Dr, which contains approximately 13,172 rentable square feet together with a parking lot and playground facilities. SUNO desires to open an Early Childhood Development Center and provide practical experiences for its education majors. Wilcox shall provide access to high-quality childhood education to children of parents enrolled at SUNO and the general public, allowing students to complete their course of study.	\$ 300,000.00	SUNO

Board of Supervisors Meeting Minutes September 27, 2024

2. Quality Court Industries, LLC	The contractor shall furnish all labor and materials and perform all the work required to build, construct, and complete in a thorough workmanlike manner NCAA Regulation Tennis Courts.	\$ 760,000.00	SUBR
3. EAB/Navigate 360	Contract Renewal comprehensive student success platform provides early alert system, predictive analytics, and proactive advising tools. Identifies at risk students early and provides timely intervention.	\$765,746.93 \$101,160.00 \$607,817.00	SUBR SUNO SUSLA
4. 2Deep Entertainment, LLC	All-inclusive Homecoming Entertainment. Contractor will provide featured artists, opening acts, lighting, sound, screens, projectors, ground transportation and lodging for artist.	\$495,000.00	SUBR
5. Aramark	Contract amendment to obligate Aramark to make additional proposed multi-million-dollar investments to dining facilities at Southern University and A&M College.	\$3,667,000.99	SUBR

AGENDA ITEM 6: INFORMATIONAL ITEM(s)

None

AGENDA ITEM 7: OTHER BUSINESS:

None

AGENDA ITEM 8: ADJOURNMENT

A motion was made by Maple Gaines to adjourn the meeting.

PERSONNEL AFFAIRS COMMITTEE

(Following Legal Affairs Committee)
 Southern University Baton Rouge Campus
 Board of Supervisors’ Meeting Room
 J. S. Clark Administration Bldg. 2nd Floor
 Baton Rouge, LA.

MINUTES

Board Chair Myron Lawson announced the convening of the Personnel Affairs Committee. Mr. Sam Gilliam – Chairman, called the committee meeting to order.

Roll Call by President Shields

Present: Mr. Sam Gilliam – Chairman, Mrs. Christy Reeves–Vice-Chair, Atty Tony Clayton, Ms. Zazell Dudley, Dr. Leon Tarver, II, Dr. Arlanda Williams and Mr. Myron Lawson - Ex Officio

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion Christy Reeves and seconded by Myron K. Lawson the agenda was recommended for adoption
 Motion passed

AGENDA ITEM 4: PUBLIC COMMENTS

Meiko Thompson – SUNO Faculty Senate
 Comments: Faculty is concerned about the priority of hiring Director of Student leadership and Engagement vs FT Faculty members in areas of high need.

AGENDA ITEM 5: ACTION ITEM(S)

The motion was made by Myron K. Lawson and second by Christy Reeves that Action Item 5(A-B) be approved globally.
 Motion Approved

A. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUBR)

Name	Position/Department	Personnel Action	Waived/Search	Salary Previous Suggested		Funding Source
1. Donna Burks	Intervention Counselor SU Police Department	New Position	Search	N/A	\$72,000	Federal
2. Jethro Hilman	Basketball Coach Dept. of Athletics	Existing Position	Salary Adjustment	\$55,000	\$65,000	State
3. Roniece Lanus	Associate Comptroller for Special Projects Finance & Administration	New Position	Search	N/A	\$62,500	State
4. Avis O’Bryant-Chaney	Program Coordinator Honors College	New Position	Transfer	N/A	\$61,125	State
5. Nadia Seals	Principal SU Lab School	Existing Position	Search	\$95,123	\$110,000	State

Board of Supervisors Meeting Minutes September 27, 2024

6. Vernestine Jiles	Coordinator for Student Success	New Position	Waived	N/A	\$70,000	Federal
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B. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUNO)

Name	Position/Department	Personnel Action	Waived/Search	Salary Previous Suggested		Funding Source
1. Jourdan Hilaire	Dean of Students/Director of Residential Life and Housing	New Position New Appointment	<i>Search</i>	N/A	\$88,000.00	State
2. LeAsha J. Moore	Interim Associate Dean of Students/Director of Student Leadership and Engagement	New Position New Appointment	<i>Search</i>	N/A	\$65,000.00	State/ Federal

The motion was made by Christy Reeves and second by Tony Clayton that Action Item 5C be approved globally.
Motion Approved

C. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUAREC)

Name	Position/Department	Personnel Action	Waived/Search	Salary Previous Suggested		Funding Source
1. Latasha George	Assistant Comptroller <i>Finance</i>	Existing Position New Appointment	<i>Internal Promotion</i>	\$48,000.00	\$65,000.00	State
2. Devender Rapolu	Network Database Admin/ Web Specialist <i>Technology</i>	Salary Adjustment	<i>N/A</i>	\$65,000.00	\$75,000.00	State
3. Katara Williams	VC Institutional Advancement/ External Relations	Salary Adjustment	<i>N/A</i>	\$164,674.00	\$175,000.00	State

AGENDA ITEM 6: OTHER BUSINESS

NONE

AGENDA ITEM 7: ADJOURNMENT

A motion was made by Arlanda Williams to adjourn the meeting.

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following Personnel Committee)

Southern University Baton Rouge Campus

Board of Supervisors' Meeting Room

J. S. Clark Administration Bldg. 2nd Floor

Baton Rouge, LA.

MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Myron Lawson

PRESENT

Miss Dana Bailey, Atty Tony Clayton, Ms. Zazell Dudley, Mr. Raymond Fondel, Jr., Mr. Sam Gilliam, Ms. Maple Gaines, Mr. Myron Lawson, , Mrs. Christy Reeves, Dr. Leon Tarver, II, Rev. Dr. Samuel Tolbert, Dr. Rani Whitfield and Dr. Arlanda Williams

ABSENT

Mr. Paul Matthews, Atty Domoine Rutledge, Atty Edwin Shorty, and Mrs. Ann Smith

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Christy Reeves and seconded by Zazell Dudley the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: RESOLUTIONS

Dr. Allen Vital read resolutions for the following:

Resolutions

- Gregory Jones
- Dennis Snowden Brown
- Willie James Singleton
- Jules Lionel Hurst
- Dan Alexander, Jr
- Clifton Jones

There was a motion by Raymond Fondel to approve the read resolutions and Dana Bailey second the motion.

Motion approved.

AGENDA ITEM 6: ACTION ITEM(S):

There was a motion by Rev. Tolbert and a second by Dr. Leon Tarver to approve action item 6A-6B globally.

Motion passed.

Board of Supervisors Meeting Minutes September 27, 2024

- A. Request for Approval of Minutes of August 16, 2024, SUS Board of Supervisors Meeting
- B. Request for Approval of Committee Reports and Recommendations
- C. Annual Evaluation of President-Chancellor¹

Item will be tabled until next month – Motion by Raymond Fondel and seconded by Tony Clayton.
Motion approved.

AGENDA ITEM 7: INFORMATIONAL ITEM(s)

- A. SU System Branding and marketing (SUS)
Item will be discussed in the October meeting.
- B. Presidential Report
President Shields provided legislative update and president report.
- C. Chancellor’s Reports
All Chancellors gave a report on Enrollment. They reported the community and campus news has been provided in their chancellor report which was provided in the packet.

AGENDA ITEM 8: OTHER BUSINESS

Raymond Fondel requested a report on Medical School in October Meeting.

AGENDA ITEM 9: ADJOURNMENT

A motion was made by Atty Clayton to adjourn the meeting.

Requested Information on
Branding and Marketing



SOUTHERN
UNIVERSITY SYSTEM

Presented to the
Southern University
Board of Supervisors
September 2024



**SOUTHERN
UNIVERSITY SYSTEM**

BATON ROUGE • NEW ORLEANS • SHREVEPORT

**External Affairs and University Relations
Requested Information for the
Southern University Board of Supervisors
September 2024**

#	TOPIC	PAGE
I.	What is the University's branding and marketing process?	3
II.	Copies of current contracts for marketing and branding. a. Collegiate Licensing Company (CLC) contract and addendum b. Getty Images partnership agreement	6 18
III.	What is the amount earned from licensing in the last three years? a. Southern University CLC FY25 Strategic Plan Summary and Report on Earnings from Licensing, 2018 – 2023 b. Southern University CLC Quarterly Royalty Reports (1Q and 2Q 2024)	25 28
IV.	Discussion about the logo design and colors. a. Southern University System Visual Identity and Style Guide	37

I.

What is the University's branding and marketing process

I. What is the University's branding and marketing process

Branding and marketing are different processes that work collaboratively in establishing the University's identity and promoting our mission, value, and experiences to various audiences.

Branding is long-term and focuses on the University's image amongst stakeholders and the broader public. Marketing is generally short-term and focuses on generating an immediate and specific action (i.e., student recruitment, ticket sales for athletic events, etc.)

This report does not address the latter as the Office of External Affairs and University Relations provides support to University departments that directly interface with targeted audiences.

Merchandise is perhaps the largest display of the Southern University brand. With our licensing agreement with Collegiate Licensing Company (CLC), Southern and vendors are able to successfully work together to ensure quality, unique merchandise that bears the official Southern brand.

Here is the process to obtain use of the University's brand for the purposes of licensing:

- Interested licensees can go to **clc.com** for the process and forms.
- Once an application is reviewed by CLC, it comes to our BrandManager portal for review and approval. This comes with a recommendation from CLC on whether or not to approve.

***NOTE:** A license/license renewal may be rejected due to poor quality, oversaturation of product type, bad history with royalty report, etc.



- Once a license is approved, the vendor receives the SU System branding sheet, high-resolution logos and word marks, and other relevant tools from CLC.
- The vendor must upload all proposed merchandise mockups to BrandManager. Once CLC reviews the artwork to ensure that the licensee is compliant, it is sent to our portal for approval.
- Upon approval, the vendor can produce, sell and promote the product.

Additionally:

- At this time, the SU System communications director manages the SU side of the process for all campuses, with campus communications directors and designees acting as ad-hoc approvers for their respective campuses.
- It is important to note that departmental promotional products come through the portal as well when licensed vendors are used. While we do not collect royalties from internal suppliers, it ensures quality and continuity of brand as these vendors have been carefully vetted.
- Potential and current licensees can always contact the SU System communications director for questions or concerns.

II.A

Current Contracts for branding and marketing

COLLEGIATE LICENSING COMPANY (CLC) CONTRACT AND ADDENDUM

AGENCY AGREEMENT

This is an Agreement between the Southern University and A & M College System (a Public University System of the State of Louisiana), having its principal place of business at P.O. Box 2468, Baton Rouge, Louisiana 70821 ("University") and The Collegiate Licensing Company, a corporation of the state of Georgia, having its principal place of business at 290 Interstate North Circle, Suite 200, Atlanta, Georgia 30339 ("CLC").

Whereas, University is the owner of certain designations including designs, trademarks, service marks, logographics, symbols and other Indicia, as hereinafter defined; and

Whereas, CLC desires to act as University's exclusive agent to license the use of one or more of the Indicia, as hereinafter defined, in connection with the marketing of various articles of merchandise and to conduct certain Promotions, as hereinafter defined; and

Whereas, University desires to appoint CLC to act as University's exclusive agent to license the use of the Indicia in such manner as to preserve the integrity, character and dignity of University and maintain the reputation of the Indicia as designating high quality merchandise.

Now, therefore, in consideration of the premises and the mutual promises and covenants herein contained, the parties hereto agree as follows:

1. DEFINITIONS - For the purposes hereof:

(a) "Indicia" means the designs, trademarks, service marks, logographics and symbols which have come to be associated with the University including those set forth in Appendix A hereto.

(b) "Territory" means the United States of America, its territories, and possessions, and the Commonwealth of Puerto Rico, as well as United States military bases abroad.

(c) "Premium" means any article given free or sold at less than the usual selling price, for the purpose of increasing the sale, promoting or publicizing any other product or any service, including incentives for sales force, trade or consumer.

(d) "Promotion" means any activity involving the presentation of Indicia through advertising, publicity, or other means of exposure, in or on merchandise, Premiums, point of purchase displays, print, electronic or any other medium.

(e) "Annual Revenue" means the revenue received by CLC resulting from the use of the Indicia, during the period of July 1st to June 30th of any year of this Agreement.

2. GRANT OF AGENCY - Subject to the limitations of Paragraph 4, University appoints CLC as University's exclusive agent to appoint licensees to use the Indicia on merchandise sold



through retail channels in the Territory and to conduct Promotions in the Territory in the manner, but only in the manner, hereinafter set forth.

3. APPROVALS - CLC agrees that it will permit the use of the Indicia only in connection with merchandise and Promotions approved by the University. CLC acknowledges that if merchandise sold by licensees were of inferior quality in design, material or workmanship, the substantial goodwill that the University possesses in the Indicia may be impaired. Accordingly, CLC undertakes that the marketing will be done in such a way as to preserve the integrity, character and dignity of University and that the items of merchandise shall be of high quality. To assure the implementation of the stated purposes, CLC will:

(a) Inspect a sample of all merchandise types described in Appendix B attached hereto, and shall submit to the University for its approval in accordance with subparagraph 3(c), specification descriptions of the merchandise, photographs thereof, and, if amenable, sample swatches. In addition, when appropriate, on a rotating basis with other universities being represented by CLC with regard to the same merchandise, CLC may submit actual samples to one or more of said other universities. If approved by the University and if CLC believes that the sample is of the quality contemplated by this Agreement, CLC may approve the sample as the prototype of merchandise for production and sale.

(b) Furnish to University free of cost, for its approval, a sample of all merchandise types not described in Appendix B or for which the Indicia to be used thereon depart significantly from the Indicia in Appendix A before it permits the sale or distribution of any such item of merchandise.

(c) Allow University a period of three (3) weeks from the receipt of a sample for approval by a designated representative, to reject said sample, and in the absence of rejection, or upon earlier written acceptance, the sample shall be deemed as accepted to serve as an example of quality for that item. Only items manufactured in accordance with the corresponding samples accepted hereunder, and which have substantially the same relative quality position in the marketplace as do the samples thereof, may be permitted to bear the Indicia. However, CLC may furnish to University a further sample of any item of merchandise for which a change in quality, style and/or appearance is desired, and University shall have three weeks from receipt thereof in which to reject the further sample in writing; failure to reject will be deemed to be approval of the further sample as an example of quality for that item of merchandise.

(d) Submit to University, for its approval, all Promotions developed by CLC.

4. EXCEPTIONS - The grant of Paragraph 2 shall not be exclusive, or shall not apply with respect to any item of merchandise, Indicia, Promotions or promotional materials and/or company listed in Appendix C hereto, and/or to any company doing business in a location listed in Appendix C, in accordance with the indications set forth in Appendix C.



5. PAYMENTS

(a) With regard to Annual Revenue received by CLC resulting from use of the Indicia including, without limitation, royalties, minimum guarantee payments and licensing fees from licensees during the Term, and any extensions and/or renewals, of this Agreement, CLC shall pay to University eighty five percent (85%) of the first twenty five thousand dollars (\$25,000), sixty five percent (65%) of the next seventy five thousand dollars (\$75,000), seventy percent (70%) of the next one hundred fifty thousand dollars (\$150,000) and eighty percent (80%) of all revenue in excess of two hundred fifty thousand dollars (\$250,000). Payments hereunder shall be made to University quarterly within thirty (30) days following each calendar quarter and shall be accompanied by a report setting forth activities resulting in said revenue and any other information as appropriate to enable an independent determination of the amounts due hereunder. CLC shall keep records of operations hereunder for at least four years after the date of payment and shall make such records reasonably available during normal business hours for examination by a representative of University to the extent necessary to verify the payments herein provided.

(b) CLC agrees to allocate one thousand five hundred dollars (\$1,500) from CLC's share of royalties during each year of the Agreement toward a specific marketing fund for University licensing initiatives. The funds will be spent on mutually approved marketing efforts such as local consumer marketing campaigns, retail programs, support for new product development, or other creative marketing initiatives to drive the expansion, exposure, and sell-through of licensed University merchandise. University agrees that the amounts allocated during each year of the Agreement must be used during each particular contract year, and that any amounts not used in each given year will be forfeited.

(c) To the extent permitted by law, particularly the Louisiana Public Records Law, the University agrees that it will not disclose the terms of Paragraph 5 hereof to other colleges and universities without the prior consent of CLC, which consent shall not be unreasonably withheld.

6. MANNER OF PAYMENT - All amounts payable to University shall be paid in United States dollars by check made payable to the Southern University and A & M College System, and sent to Mr. Byron C. Williams J.S. Clark Administration Building, 4th Floor, Baton Rouge, Louisiana 70813.

7. LEGAL

(a) CLC understands and agrees that, except when University and CLC have conflicting interests, University shall have the sole right, in University's discretion, to control the prosecution or defense of any action or lawsuit in which University and CLC are named parties, to decide whether to file and prosecute an action or lawsuit, or to appeal any judgment adverse to University as a joint or individual party, or to compromise or settle any potential or pending action or lawsuit, in any matter against a third party arising out of or related to this Agreement. CLC further understands and agrees that University shall have the sole right, in University's discretion, to select and retain counsel for any of these purposes. University agrees to consult

with CLC, to the extent that it is feasible and not prejudicial to University's interest, before making any final decision in any matter in which University and CLC are aligned against a third party, and University further agrees that it shall not commit CLC to the terms of any compromise or settlement which would make CLC wholly or partly responsible for the payment of money to a third party without the prior written consent of CLC, which shall not be unreasonably withheld.

(b) CLC undertakes and agrees to provide, at reasonable cost to be borne by University, any evidence, documents, and testimony which may be requested by University to assist in the filing, prosecution, settlement, or appeal of any action or lawsuit, or potential action or lawsuit, in any court or in any state or federal agency, against any third party arising out of or related to this Agreement or in the defense by University of any action against University by any third party arising out of or related to this Agreement, and CLC shall join as a party plaintiff or defendant with University at University's request. In the event CLC is joined in any of said actions, either as party plaintiff or party defendant, it is understood that any expenses incurred by CLC in connection therewith, shall be paid by CLC and University shall have no liability for paying said expenses. Such indemnification and cost bearing of expenses shall not apply when CLC itself has acted in a fraudulent or illegal manner or is responsible directly for the action in question.

(c) University shall pay the costs and expenses of any action or lawsuit in any court or in any state or federal agency when University is a party thereto against a third party in any matter arising out of or related to this Agreement. Any award of attorneys' fees in any action in any court or in any state or federal agency shall be paid solely to University, and CLC shall not share therein. Any damages or profits ordered to be paid to University by any third party in any matter arising out of or related to this Agreement will, to the extent that such damages or profits are actually collected by University, be first retained by University to reimburse University fully for all costs and expenses incurred in the action or lawsuit, including compensation for the time spent by University's employees in connection with the action or lawsuit, and any remaining money, to the extent that it is compensation for royalties otherwise payable, will be divided between University and CLC as specified in Paragraph 5 of this Agreement. Such indemnification and cost bearing of expenses shall not apply when CLC itself has acted in a fraudulent or illegal manner or is responsible directly for the action in question.

8. NOTIFICATION OF CLAIMS - In the event that either University or CLC learns or becomes aware that any third party has made or may make a claim against University or CLC for any matter arising out of or related to this Agreement, the party learning or becoming aware of such actual or potential claim shall notify the other by telephone on the same day, and shall follow such telephonic notification with a full written report within 48 hours.

9. INQUIRIES - University agrees that, if any potential licensee of any Indicia directs an inquiry to University, such inquiry will be forwarded to CLC for a response. CLC agrees that, upon receiving any inquiry from a potential licensee, whether from University or directly from such potential licensee, CLC will handle said licensee request in an expeditious manner.

10. RELATIONSHIP OF PARTIES - Nothing herein shall give CLC any right, title, or interest in any Indicia of the University except the limited interest specifically stated in this

Agreement, and all use by any licensee of any of the Indicia shall inure to the benefit of University. Neither CLC nor any licensee is empowered to state or imply, either directly or indirectly, that CLC or any licensee or any activities other than those pursuant to this Agreement and licenses issued pursuant to this Agreement are supported, endorsed or sponsored by University, and upon the direction of University, express disclaimers to that effect will be issued. Nothing herein shall be construed to place the parties in the relationship of partners or joint venturers, nor shall any similar relationship be deemed to exist between them.

11. INDEMNIFICATION - University shall have no liability for any item manufactured or sold by a licensee, and CLC shall require all licensees to indemnify and hold harmless University and officers, employees, servants, and agents thereof from any and all liability caused by or arising from workmanship, material or design of any item manufactured or sold under any Indicia pursuant to a license granted pursuant to this Agreement. CLC shall require of each licensee that it have and maintain liability insurance sufficient to cover all foreseeable product liability claims. University shall not be liable to CLC or to any licensee, as the result of activities by CLC or any licensee hereunder for infringement of any patent, copyright, or trademark belonging to any third party, or for damages or costs involved in any proceeding based upon any such infringement, or for any royalty or obligation incurred by CLC or any licensee because of any patent, copyright or trademark held by a third party except where Indicia is used as expressly authorized in this Agreement.

12. TERM - This Agreement shall become effective July 1, 2011 and shall expire on June 30, 2014, unless sooner terminated or extended in accordance with the provisions hereof. This Agreement may be extended for two (2) one-year periods upon mutual written agreement of the parties.

13. TERMINATION OR EXPIRATION - Upon termination or expiration of this Agreement, all rights of CLC shall forthwith terminate except that CLC shall continue to receive compensation outlined in Paragraph 5 for a period of one year following termination or expiration of this Agreement on all license agreements in effect as of the date of termination or expiration of this Agreement, regardless of when such license agreements expire.

14. CORRESPONDENCE OF LICENSES - The term of any license granted by CLC shall, as far as feasible, terminate no later than the termination of this Agreement.

15. DEFAULT - If either University or CLC shall fail to perform any of the material terms or conditions of this Agreement and such material breach shall not have been cured within thirty (30) days after the non-defaulting party has given written notice thereof, the non-defaulting party shall have the right to terminate this Agreement, without prejudice to the right of compensation for losses and damages.

16. INSOLVENCY - To the extent then permitted by law, this Agreement shall be terminated immediately if CLC shall make any assignment for the benefit of creditors, or shall file any petition under the Bankruptcy Act for reorganization, or file a voluntary petition of bankruptcy, or be adjudicated bankrupt or insolvent, or if any receiver is appointed for its business or

property, or if any trustee in bankruptcy or insolvency shall be appointed under the laws of the United States or of the several states.

17. NOTICES - All notices and statements to be given and all payments to be made hereunder, shall be given or made at the respective addresses of the parties as set forth above unless notification of a change of address is given in writing. Any notice shall be sent by registered or certified mail, or by mailgram, telex, TWX, telegram, or facsimile, and shall be deemed to have been given at the time it was mailed or transmitted.

18. SEVERABILITY - In the event any portion of this Agreement is declared invalid or unenforceable for any reason, such portion is deemed severable here from and the remainder of this Agreement shall be deemed and remain fully valid and enforceable.

19. NONASSIGNABILITY - This Agreement and any rights herein granted are personal to CLC and shall not be assigned, sublicensed or encumbered without University's written consent except that the Agreement and rights may be assigned along with CLC's entire business in licensing the marks of universities, provided the obligations of the Agreement are assumed by the assignee.

20. INTEGRATED AGREEMENT - This Agreement constitutes the entire agreement and understanding between the parties hereto and cancels, terminates and supersedes any prior agreement or understanding relating to the subject matter hereof between the University and CLC. There are no representations, promises, agreements, warranties, covenants or understandings other than those contained herein. None of the provisions of this Agreement may be waived or modified except expressly in writing and signed by both parties. However, failure of either party to require the performance of any term in this Agreement or the waiver by either party of any breach thereof shall not prevent subsequent enforcement of such term nor be deemed a waiver of any subsequent breach. Paragraph headings are for convenience only and shall not add to or detract from any of the terms or provisions of this Agreement. When necessary for appropriate meaning, a plural shall be deemed to be the singular and a singular shall be deemed to be the plural.

21. APPLICABLE LAW - This Agreement shall be construed in accordance with the laws of the State of Louisiana.

**Southern University and A & M
College System**

By: 

Title: President

Date: 8.30.11

The Collegiate Licensing Company

By: 
Cory Moss

Title: SVP and Managing Director

Date: 9/15/11

APPENDIX A

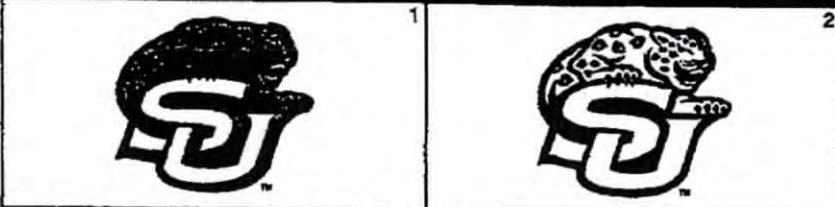
SOUTHERN UNIVERSITY is the owner of all rights, title and interest in and to the following Indicia, which includes trademarks, service marks, trade names, designs, logos, seals and symbols.

JANUARY 31, 2003

SOUTHERN UNIVERSITY JAGUARS



PRIMARY MARKS



SECONDARY MARKS



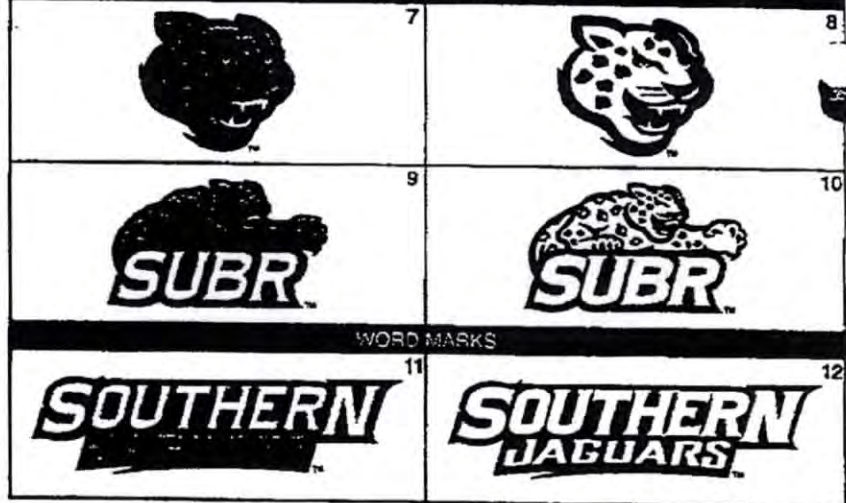
VERBIAGE

Southern University™
Southern University Jaguars™
SUBR™
The Jaguar Nation™
Southern University JagVision™

GENERAL INFORMATION

LOCATION: BATON ROUGE, LA	ESTABLISHED DATE: 1914
MASCOT: JAGUARS	CONFERENCE: SOUTHWESTERN ATHLETIC CONFERENCE
MASCOT NICKNAME:	

PEELABLES



COLOR INFORMATION

You must use the approved university colors of the "PANTONE" colors listed on this page. The colors on this page are not intended to match the PANTONE color standards. For the PANTONE color standards, refer to the current editions of the PANTONE color publications. "PANTONE" is a registered trademark of PANTONE, Inc.

SCHOOL COLORS	PANTONE COLORS	THREAD COLORS
SOUTHERN BLUE	PANTONE 287	MADEIRA 1076 RA 2438 GS/BULKY 1535
SOUTHERN YELLOW	PANTONE 123	MADEIRA 1024 RA 2558 GS/BULKY 1024
WHITE	WHITE	WHITE WHITE WHITE

ADDITIONAL PERTINENT INFORMATION

NOTE: The marks of Southern University are controlled under a licensing program administered by The Collegiate Licensing Company. Any use of these marks will require written approval from The Collegiate Licensing Company.

In addition to the Indicia shown above, any Indicia adopted hereafter and used or approved for use by SOUTHERN UNIVERSITY shall be deemed to be additions to the Indicia as though shown above and shall be subject to the terms and conditions of the Agreement.

CLC PRODUCT CATEGORY LIST

APPENDIX B

Apparel Product Category List

Category A fees apply. Repeats are reported by the main categories 05A-01R

1. Adult T-shirts	1. Golf polo shirts
2. Tank Tops	2. Dress Shirts
	3. Down Shirts
	4. Rugby Shirts
1. Jerseys	5. Jerseys
2. Rainwear	6. Turtlenecks
3. Performance & Polar Fleece	7. Sweaters
4. Windshirts	8. Vests
5. Windbreaks & Warm-ups	9. Shorts
1. Baseball Caps	1. Women's sportswear
2. Other	2. Sweaters and cardigans
	3. Linen
	4. Activewear (work-out apparel)
1. Beachwear	
2. Shorts	1. Adult Swim tops & bottoms
3. Pants/Jeans	
4. Other	
5. Combo Packaged Merchandise	
1. Replica Football Jerseys	1. Adult Sleepwear
2. Replica Baseball Jerseys & Shorts	2. Robes
3. Replica Hockey Jerseys	3. Boxer Shorts
4. Replica Baseball Jerseys	4. Mio
5. Replica Hockey Jersey pants	
6. Replica Jersey-cow	1. Loose T-shirts
7. Vintage/Torn-back Jerseys	2. Compression T-shirts
8. Fashion Jerseys	3. Loose Short-sleeved
9. Authentic Football Jerseys	4. Compression Short-sleeved
10. Authentic Baseball Jerseys & Shorts	5. Outwear-heavyweight
11. Authentic Hockey Jerseys	6. Outwear-lightweight
12. Authentic Baseball Jerseys	7. Fleece
13. Authentic Hockey Jersey pants	8. Golf polo shirts
14. Authentic Jerseys-Other	9. Women's Activewear
1. Sportswear sizes 0-4T	1. Gloves/Mittens
2. Sportswear sizes 0-4T	2. Socks
3. Infant/Toddler Headwear	3. Ties
4. Jersey/Linens sizes 0-4T	4. Scarves
	5. Headbands & Hairbands
1. Sportswear sizes 5-20	1. Structured Ombre Band Headwear
2. Sportswear sizes 5-20	
3. Youth Headwear	
4. Jersey/Linens sizes 5-20	1. Structured Solid Band Headwear
	1. Unstructured Ombre Band Headwear
	1. Adjustable Wood Band Headwear
	1. Adjustable Non-Wood Band Headwear

*Performance Apparel consists of apparel and headwear items that have specific construction (i.e. compression/light gear) and/or characteristics (i.e. moisture-wicking) that assist the wearer during exercise & general athletic leisure. These special characteristics must also be mentioned on a feature of the product through being tags, patch tags, or other labels on the product.

**Category D Fees apply

Non-Apparel Product Category List

Address category A, R, or C fees apply. Repeats are reported by the main categories 02A-07F.

1. Buttons (apparelless)	1. Bathing/Pool/Beachwear	1. Bumper stickers	1. Bellows	1. Backpack/Fanny packs	1. Video games
2. Chainsaws & tool pins	2. Blankets/Alphabets	2. Car bagel/coffee plates	2. Sewing/needle/Accessories	2. Baseball/softball accessories	2. Screen savers
3. Washlines	3. Draperies/Blinds	3. Car bags	3. Wipecloths	3. Basketball accessories	3. Computer accessories
4. Tie Tackles/Out Links	4. Sheaths/Pillows/cases	4. Car magnets	4. Post cards	4. Bowling accessories	4. Highlight tapes
5. Money Clips	5. Tablecloth/place mats	5. Tire covers	5. Rubber stamps	5. Fishing accessories	5. Compact disks & Cases
6. Straps/Caps & Charms	6. Towels	6. Seat & backseat covers	6. Stickers/stamps	6. Football accessories	6. Razors
7. Earings	7. Bathroom accessories	7. Hood & hitch covers	7. Miscellaneous-Stationery	7. Golf accessories	7. Golf tees
8. Neckties & Pendants	8. Wall hangings	8. Floor mats	8. Stationery	8. Golf bags	8. Calculators
9. Pen clips	9. Kitchen accessories	9. Air Freshener	9. Photo Albums	9. Golf clubs	9. Cellphones & accessories
	10. Aprons	10. Window decals	10. Songbooks & Accessories	10. Golf/Pool towels	10. Miscellaneous-Electronics
	11. Miscellaneous-Domestic	11. Window magnets		11. Golf balls	
	12. Clocks	12. Misc.-Automobile Products	1. Ornaments	12. Tote bags	1. Pencil
	13. Diaries/calendars	13. Auto airblends	2. Checkbook Covers	13. Tents	2. Candy/gum
	14. Door mats			14. Misc.-Sports Equipment	3. Beverages
	15. Doorstops	1. Coin/collections	1. Napkins	15. Swimming Pool Accessories	4. Beach Wear
	16. Mirrors	2. Coin/collection plates	2. Paper plates and/or Cups	16. Bazaar Accessories	5. Miscellaneous-Consumables
	17. Pillows/cushions	3. Figurines	3. Wrapping paper/banners		
	18. Plates & accessories	4. Spoons/Utensils	4. Gift bags	1. Collectible	1. Colognes
	19. Porcelain	5. Replica buildings/structures	5. Business cards	2. Comedians/Leather	2. Soap
	20. Washbasins	6. Die-cut vehicles	6. Misc.-Paper Products	3. Rubber - Full-Size	3. Toilettes
	21. Telephones & Accessories	7. Trading cards (collect. CLC)	1. Graduation mementos	4. Rubber - Mini	4. Miscellaneous-Health/Beauty
		8. Miscellaneous-Collectibles	2. Pen/pencils	5. Foam/Push	
1. Ceiling Fans/Fans	1. Ceiling Fans/Fans	8. Water Globes	3. Pen sets	1. Plush Mascots	1. Bottles & Shave
2. Chair/bench bags	2. Chair/bench bags		4. Ring binders	2. Other Plush	2. Milk
3. Lamps	3. Lamps	1. Pigeon/ferns	5. Wirebound notebooks	3. Action Figures	3. Bottles
4. Luggage	4. Luggage	2. Magnets	6. Desk calendar	4. Barbies	4. Shavers
5. Mailboxes & Accessories	5. Mailboxes & Accessories	3. Penknives	7. Erasers	5. Barbies	5. Diapers
6. Portable furniture	6. Portable furniture	4. Signs	8. Pencilcases	6. Miscellaneous-Intert	
7. Tables	7. Tables	5. Wind socks	9. Planners	1. Board Games	1. Slippers
8. Yarn accessories	8. Yarn accessories	6. Illumination devices	10. Misc. School Supplies	2. Playing cards & Accessories	2. Sandals
9. Wallpaper & borders	9. Wallpaper & borders			3. Game tables	3. Socks
10. Footbath/benches	10. Footbath/benches	1. Banks	1. Cootiebooks	4. Puzzles	4. Other Shoes
11. Paint	11. Paint	2. Holiday accessories	2. Calendars		OTF, Ability Cards
12. Miscellaneous Furniture	12. Miscellaneous Furniture	3. Cross-stitch/needlepoint	3. Posters		1. Photo Cards
13. Carpet/Rugs	13. Carpet/Rugs	4. Key chains/L.D. tags	4. Books		2. Credit Cards
14. Dutch Plates	14. Dutch Plates	5. Knives	5. Litographs/prints		
15. Night Lamps	15. Night Lamps	6. Lights	6. Misc.-Printing/Publishing		
		7. Musical devices/instrs	7. Children's Books		
1. Door ends	1. Door ends	8. Musical novelties			
2. Bulletin Boards	2. Bulletin Boards	9. Pet Products			
3. Desk Accessories	3. Desk Accessories	10. Picnic Baskets			
4. Picture frames	4. Picture frames	11. Stadium seats/cushions			
5. Diploma frames	5. Diploma frames	12. Storage crates			
6. Reception Assets	6. Reception Assets	13. Candles			
		14. Fan belts			
1. Plastic beverage containers	1. Plastic beverage containers	15. Shoeleace			
2. Mugs/teapots	2. Mugs/teapots	16. Shirts (personal)			
3. Glass beverage containers	3. Glass beverage containers	17. T-shirts			
4. Bowls	4. Bowls	18. Lanyards			
5. Buckets - Ice	5. Buckets - Ice	19. Shavers/Polar Heads			
6. Chisel/crystal	6. Chisel/crystal	20. Fribbles			
7. Coasters	7. Coasters	21. Other-Gifts/Novelties			
8. Coolers	8. Coolers	22. Beds			
9. Cutlery	9. Cutlery	23. Novelty Headwear			
10. Trivets	10. Trivets				
11. Dishes	11. Dishes				
12. Sport balls	12. Sport balls				
13. Trash Bags	13. Trash Bags				
14. Miscellaneous-Houseware	14. Miscellaneous-Houseware				
15. Tents	15. Tents				

APPENDIX C - EXCEPTIONS

The University concurs in the basic concept that no user of its marks and logos should be exempt from royalty payments and will make every good faith effort to comply with this concept. However, the University reserves the right to exempt any user from royalty payments if circumstances warrant that it would be in the best interests of the University, and does not unduly impact CLC's ability to generate royalties under this Agreement. The exceptions are set forth below.

-University purchases for internal consumption.

**ADDENDUM TO THE AGENCY AGREEMENT
BY AND BETWEEN
THE SOUTHERN UNIVERSITY AND A & M COLLEGE SYSTEM
AND
THE COLLEGIATE LICENSING COMPANY**

This Addendum (the "Addendum") effective July 1, 2015 by and between **Southern University and A & M College System** ("University") and **Collegiate Licensing Company, LLC** ("CLC"), successor to the Collegiate Licensing Company, amends the Agency Agreement ("Agreement") by and between the University and **the Collegiate Licensing Company**.

RECITALS

- A. The Collegiate Licensing Company and University have entered into the Agreement, as amended, the effective date of which was January 1, 2007.
- B. CLC and University have agreed to further amend the Agreement as set forth in this Addendum.

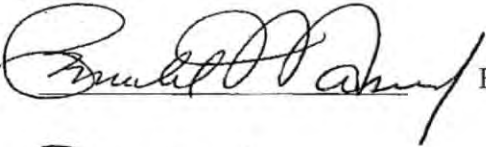
ADDENDUM

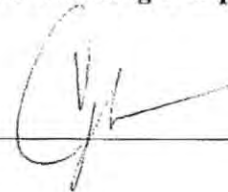
- 1. Paragraph 12 (Term) is hereby amended to run through June 30, 2015. Pursuant to this Addendum, the amended Term shall begin in effect July 1, 2015 and shall expire on June 30, 2025.
- 2. The payment terms set forth in Paragraph 5(a) of the Agreement shall be changed so that CLC shall pay to the University the following:
 - 85% of the first \$50,000 in Annual Revenue
 - 68% of \$50,000 to \$100,000 in Annual Revenue
 - 75% of \$100,000 to \$250,000 in Annual Revenue
 - 80% of all Annual Revenue above \$250,000
- 3. CLC agrees to spend \$1,500 per contract year toward a specific marketing fund for University licensing initiatives from CLC's share of Annual Revenue. The funds will be spent on mutually-approved marketing efforts such as local consumer marketing campaigns, retail programs, support for new product development, or other creative marketing initiatives to drive the expansion, exposure, and sell-through of University merchandise. Any marketing funds not spent within each designated contract year will be forfeited.
- 3. All other provisions of the Agreement shall remain in full force and effect, it being understood that, in the event of a conflict between the terms of this Addendum and the Agreement, the terms of this Addendum will take precedence.

IN WITNESS WHEREOF, the parties have executed the Addendum.

**Southern University and A & M
College System**

Collegiate Licensing Company, LLC

By: 

By: 

Title: President

Title: SVP

Date: 11.14.14

Date: 11/10/14

II.B

Current Contracts for branding and marketing

GETTY IMAGES PARTNERSHIP



GETTY IMAGES CONTENT PARTNER AGREEMENT

This Content Partner Agreement is between Getty Images (US), Inc., with its principal place of business at 195 Broadway, 10th Floor, New York, NY 10007, United States and the undersigned individual or entity ("you") (collectively, the "Parties"), and includes the Commercial Terms set forth below ("Commercial Terms") and the Standard Terms and Conditions (the "Standard Terms and Conditions", together with the Commercial Terms, collectively, the "Agreement"). In the event of any conflict between the Commercial Terms and the Standard Terms and Conditions, the Commercial Terms shall govern. Capitalized and underlined words represent defined terms.

All references to "Getty Images" in this Agreement means Getty Images (US), Inc. and, where the context implies, each of the entities controlling, controlled or under common control with Getty Images (US), Inc. (each, an "Affiliate") The rights granted to Getty Images under this Agreement may be sublicensed to one or more Affiliates in Getty Images' sole discretion.

Effective as of the Commencement Date set forth below, this Agreement applies to all Content that you have previously submitted and, in the future, will submit, that is accepted for distribution by Getty Images ("Accepted Content"). For purposes of this Agreement, "Content" is defined as the following types of content and all associated metadata: (a) photographs, illustrations, or other still visual representations ("Still Image(s)"); (b) moving visual content in any form including, film, video tape, digital files, animation and clips ("Video"); and (c) font, audio file and any other work protected by copyright, in all cases, generated by any means and in any format or medium, including any reproductions and any modifications and derivative works thereof. This Agreement supersedes and cancels all previous agreements you have entered into with Getty Images related to the distribution of Accepted Content.

COMMERCIAL TERMS

Table with 5 rows and 2 columns. Row 1: Your Name / Payee Name and Address | Southern University and A&M College, 801 Harding Blvd, Baton Rouge, Louisiana 70807 225-771-4500. Row 2: Name and Email Address of Contact | VP President of External Affairs & University Relations - Robyn Merrick - robyn_merrick@sus.edu Dean of Libraries - Dawn Kight - dawn.kight@sus.edu Communications Director - Janene Tate - Janene_tate@sus.edu. Row 3: Term | The Term of this Agreement begins as of September 8, 2023 (the "Commencement Date") and shall continue in effect for a period of three years. Row 4: Royalties | You are entering this Agreement in connection with the Getty Images Photo Digitization Grant for Historically Black Colleges and Universities (HBCUs). Row 5: Exclusivity | (a) You agree that all Content submitted by you to Getty Images hereunder, including but not limited to the Prior Accepted Content (as defined herein) is on a Content-exclusive basis.

	<p>than Getty Images) that are known (or that reasonably should be known) to be a reseller, distributor, or licensor of content with any line of business(es) similar to that of Getty Images, or to any agency for distribution and/or licensing. In addition, you agree that you may not at any time during the Term supply, distribute, license, and/or assign any Content from the Southern University and A&M College Library (as defined below) to any third party for license, sale, and/or distribution, including but not limited that you will not convey, assign, license, transfer and/or distribute any ownership, usage and/or exploitation rights in and to any Content from the Southern University and A&M College Library to any individuals or entities (other than Getty Images) that are known (or that reasonably should be known) to be a reseller, distributor, or licensor of content with any line of business(es) similar to that of Getty Images, or to any agency for distribution and/or licensing</p> <p>(b) Notwithstanding anything to the contrary: you shall retain rights to (i) use all Content from the Southern University and A&M College Library for you and your affiliated entities' own end use in any and all media; and (ii) license all Content from the Library hereunder directly to a third party end user customer of yours for such third party's own end use on a non-exclusive basis, provided that you may not at any time supply/distribute any such Content from the Library to any third party for licensing, and all such third parties may not include any third party that is a reseller, distributor, syndicator, and/or licensor of Content, nor an agency for distribution, syndication and/or licensing of such Content to other third parties.</p>
<p>6. Use of Accepted Content on Photos.com</p>	<p>The parties acknowledge and agree that Accepted Content shall be permitted to be displayed, licensed and/or sold as fine art prints, including through Getty Images' print on demand services, such as photos.com. Royalties from these sales will be issued in accordance with the Royalties outlined in Section 4.</p>
<p>7. Submission Requirements</p>	<p>You agree to comply with the applicable submission requirements available on the Contributor Website, or ESP website, or that we provide to you (collectively, "Submission Requirements"), in effect at the time of submission, which may be amended by Getty Images from time to time. Getty Images shall have the right to reject any Content that does not comply with the Submission Requirements and Getty Images shall have the sole right to determine whether to display or license the Content that you submit. You authorize Getty Images to edit, replace or remove any copyright management information associated with your Content to bring it in compliance with the Submission Requirements, and you agree to be responsible for any errors in that editing, replacement or removal process.</p>
<p>8. Content Delivery</p>	<p>It is agreed that:</p> <p>(a) For Content that is submitted without model and/or property releases, Getty Images agrees to designate Accepted Content as "editorial" and "unreleased" (or words of similar meaning) on Getty Images' website.</p> <p>(b) You shall use commercially reasonable efforts to submit a minimum of 100 items of Content for each month of the Term.</p> <p>(c) You shall be responsible for (i) the upload of Content to Getty Images' platform, (ii) the digitization and clipping of Content where necessary prior to submitting Content to Getty Images, and (iii) any and all costs associated with such uploading, digitizing, and clipping</p>
<p>9. Special Terms:</p>	<p>Public Records Law. Southern University, as a Louisiana institution of higher education, is subject to the Louisiana Public Records Law (La. R.S. 44:1, et seq.). If there are any conflicts between this Agreement and the Louisiana Public Records Law, the Louisiana Public Records Law shall supersede. If Southern University receives any requests under the Louisiana Public Records Law, it will notify Getty Images of said requests. If Getty Images objects to the disclosure of the records requested, Getty Images shall file the appropriate action to prevent the disclosure of said records. Southern University shall not be obligated to object to any request under the Louisiana Public Records Law regarding any matter concerning this Agreement. If Getty Images does not object to any said request by timely filing the appropriate action in a proper court of competent jurisdiction, then Southern University shall be</p>



permitted to provide any responsive records to said request. This paragraph shall supersede any other paragraph of this Agreement.

Accepted and agreed as of the Commencement Date:

By: SOUTHERN UNIVERSITY AND A&M COLLEGE

GETTY IMAGES (US), INC.

SIGNED: _____

SIGNED: _____

PRINT: _____

PRINT: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

STANDARD TERMS & CONDITIONS

SECTION 1. RIGHTS AND ROYALTIES

1.1 License Grant to Getty Images: You grant Getty Images a worldwide license subject to the exclusivity (if any) as set forth in the Commercial Terms, and right to distribute, market, sublicense, copy, reproduce, display, exhibit, transmit, broadcast, modify, adapt, crop, recast, edit, modify, enhance, alter, or create derivative works of and publish the whole or part of any Accepted Content. These rights may be exercised via any analog or digital means of communication now known or hereafter devised including without limitation via print, websites, other electronic formats, mobile devices, TV, cinema, exhibitions; and, subject to applicable laws, may be used for any purpose of any nature including without limitation for advertising, publicity, promotions, graphic design, marketing within and on products, direct-to-consumer products and services, corporate communications, press articles, press releases, brochures, reports, décor, programs and films. You also grant Getty Images an exclusive right and license to use its proprietary technology to scan and create a unique digital identifier, or ("Digital Fingerprint"), of Accepted Content, to store Accepted Content and their Digital Fingerprints in its database, and to use such Digital Fingerprints in its products and services offered to Clients from time to time. As applicable, the license granted to Getty Images under this Agreement is a license that gives Getty Images standing to raise, prosecute, settle, or otherwise pursue claims for copyright infringement arising from the Accepted Content and rights licensed to Getty Images, as further described in Section 1.6. Getty Images will determine the terms and conditions of all licenses of Accepted Content granted by them, but will not use or license Accepted Content for uses that are defamatory, pornographic or otherwise illegal. Getty Images may determine how to market Accepted Content, including choosing (and subsequently changing) the distribution platform (such as, website or mobile app), license model(s) and products and services through which Accepted Content is licensed, and may stop marketing or licensing it at any time. If Getty Images notifies you that it has permanently stopped marketing and licensing any particular Accepted Content, the Agreement will be deemed to be terminated only with regards to that Accepted Content, subject to any post-termination rights Getty Images has under this Agreement. Getty Images may sublicense or authorize any third party distributors ("Distributors"), any customer who licenses Accepted Content from Getty Images or a Distributor ("Clients") and their customers to exercise the rights described in this Section 1.

1.2 Royalties. Royalties shall be paid on License Fees in accordance with the Commercial Terms. "License Fees" shall include: (a) the amount charged by Getty Images or a Distributor to each of their Clients (or in the case of certain Distributors, the amount charged by Getty Images to those Distributors for royalty free licenses), or (b) if applicable, the amount recovered from a third party infringer in connection with a Claim (as defined in Section 1.6). In all cases, the following deductions are made from License Fees before royalties are calculated: any (i) applicable VAT, duty, levy or impost of any nature required to be withheld, deducted or paid by Getty Images from any current or future sums due to you by any law, regulation, or treaty (excluding: (a) any taxes on the net profits of Getty Images or any Distributor; and (b) any withholding taxes imposed on remittances to Getty Images from countries outside of the United States); (ii) unauthorized use detection/enforcement fees and expenses; and (iii) shipping charges, insurance charges, fees for materials, and service fees such as, for example, special formatting requests, printing/framing costs and technology delivery/access services, distribution or fulfillment fees, and advertising sales commissions, in all cases arising out of or resulting from any license of the same Accepted Content ("License Fee Deductions"). Getty Images may deduct the following amounts from the Royalties payable to you (together the "Royalty Deductions"): (a) advances on earnings or royalties under any agreement with Getty Images; (b) cancellations of a license where the original sale has been reported in a current or past sales report ("Sales Report") including where the cancellation is due to a fraudulent transaction; (c) overpayment of Royalties in a prior Royalty period; and (d) amounts that may be deducted or withheld in accordance with the Section 2.2 Indemnification. Getty Images will notify you of any Royalty Deductions in a Sales Report.

1.3 Reporting and Payment. On a calendar month basis, Getty Images will provide you a Sales Report for transactions processed during the applicable month (the "Sales Month"). The Sales Report will state the Royalties due to you, any Royalty Deductions and may also include the following information for Accepted Content: (a) the invoice number or transaction identifier and date; and (b) where appropriate, the rights granted by a license. Getty Images will make Royalty Payments monthly, within 60 days after the end of each Sales Month. No payment will be made unless a minimum of US\$100.00 (or local currency alternative), after Royalty Deductions, is due to you.

1.4 Aggregated Licensing. Getty Images may offer license models and price agreements that will make Content available for use by Clients on a high-volume or other aggregated basis and in such event the Royalty Rate in the Commercial Terms shall not be applicable. Accordingly, where appropriate, the amount due to you will be determined in Getty Images' sole discretion, and shall be according to either: (a) the ratio of the number of individual items of your Accepted Content to the total number of individual items of Content licensed together; or (b) the relative value of the Accepted Content used compared to all other Content licensed together with it. In addition, the frequency and methodology for reporting and paying Royalties may also vary in order to facilitate such high-volume or aggregated licensing.

1.5 Marketing Use of Accepted Content. Getty Images and Distributors may use Accepted Content to market you, your work, Getty Images, its products and services or Distributors, including use in composites that include Content supplied by a third party. No Royalties will be paid on these marketing uses. You hereby grant to Getty Images the nonexclusive right to use the trademarks that your provide to Getty Images during the Term to identify the Accepted Content in connection with Getty Images' marketing and distribution of the Accepted Content.

1.6 Right to Control Claims. Getty Images shall have the right to determine, using its best commercial judgment, whether and to what extent to proceed against any third party for any unauthorized use of Accepted Content. You exclusively authorize Getty Images and Distributors at their expense the right to make, control, settle and defend any claims related to infringement of copyright in the Accepted Content and any associated intellectual property rights for customers of Getty Images and/or Distributors ("Claims") and you agree that you shall not pursue Claims against customers of Getty Images. You shall notify Getty Images immediately in the event you become aware of any actual or potential Claims, and you agree to provide reasonable cooperation to Getty Images and Distributors and not to unreasonably withhold or delay your cooperation in these Claims. Nothing in this section shall require Getty Images and/or Distributors to pursue any unauthorized use claim. Getty Images will not enter into any settlement that will compromise your ownership of the copyright in Accepted Content or that prohibits your future conduct with respect to Accepted Content without your prior written consent. Getty Images will pay you Royalties on any settlements it receives from Claims.

1.7 Copyright Ownership. Subject to the rights granted in this Agreement, you will retain all right, title and interest, including copyright, if any, in the copyright registrations (if applicable) for Accepted Content. Upon termination of this Agreement and subject to Section 3, all rights licensed to Getty Images under this Agreement will revert back to you. Getty Images will own all right, title and interest, including all copyrights that arise *apart from* the copyright in your Accepted Content, to all types of derivative works and digital fingerprints created by or for Getty Images that contain multiple items of Accepted Content and/or other Content. Nothing in this section can be construed as limiting the rights licensed to Getty Images or indicating that this Agreement does not grant Getty Images an exclusive license (if granted hereunder to Getty Images) pursuant to the Commercial Terms and Section 1.1.

1.8 Credit and Moral Rights. Using the credit line supplied by you, Getty Images shall use commercially reasonable efforts to credit you as the source of Accepted Content, but shall have no liability for lack of credit. For the purposes of this Agreement, "Moral Rights" means all non-transferable and non-licensable rights belonging to the original creator of Accepted Content that are automatically conferred by legislation to varying degrees in different



countries, which shall include the following rights and all rights of a similar nature: (a) the right to be identified as the creator; (b) the right to object to misrepresentative modification of Accepted Content; and (c) the right to withdraw Accepted Content from the market (except pursuant to the termination provisions of this Agreement). To the extent allowed by law, you waive all your Moral Rights relating to Accepted Content. To the extent such waivers are not permitted by applicable law, you agree not to enforce such moral rights against Getty Images, Distributors or Clients. Where you are not the owner of any Moral Rights, you confirm that all Moral Rights have been waived to this same extent or that you have obtained the same commitments not to enforce Moral Rights. Further, you acknowledge and accept that it is common business practice for commercial uses that the creator of Content is not credited and that that Content may be modified, used in connection with sensitive topics and may be used or modified in ways that may be controversial or unflattering.

SECTION 2. REPRESENTATIONS AND WARRANTIES, INDEMNIFICATION & LIMITS ON LIABILITY

2.1 Representations and Warranties. (a) Each Party represents and warrants to each other that it has the full power and authority to enter into the Agreement and perform its obligations hereunder and that it will comply with all applicable laws, including without limitation to the Foreign Corrupt Practices Act and the U.K. Bribery Act; (b) you represent and warrant to Getty Images that: (i) you are the sole and exclusive owner of the Content submitted to Getty Images or are the authorized representative of the applicable copyright owner(s) of such Content; (ii) Content submitted to Getty Images, to the best of your knowledge after due investigation and prior to modification or re-captioning by Getty Images, will not infringe the copyright of any third party, and will not contain any matter which violates any applicable law or regulation and, if released, will not defame, violate the right of privacy or publicity, or infringe the trademark or other personal or property interests of the parties signing such release; (iii) all caption information provided by you is accurate and all copyright management information you provide with Content is accurate and complies with the Submission Requirements in effect at the time of submission; (iv) you have obtained valid model and property releases where necessary in accordance with the Submission Requirements at the time of submission and you will keep the original release and provide a copy to Getty Images; and (v) you are not on the US Department of Treasury's List of Specially Designated Nationals. You further warrant that, where Content is exclusive to Getty Images, none of the Content may be sold or licensed independently by the photographers or videographers who originally captured the Content and that your contracts with your contributors prohibit the sale or license of such Content that is included within Accepted Content.

2.2 Indemnification. Each party (an "Indemnitor") agrees to defend, indemnify and hold harmless the other party and its affiliates, licensees, officers, directors, employees and agents (each an "Indemnitee") from and against any and all actual or alleged third-party claims and accompanying liabilities, losses, damages, costs and expenses, including reasonable external attorneys' fees arising out of or in connection with, any actual or alleged breach of the Agreement by the Indemnitor or any duty, representation, or warranty contained herein by, or any actual or alleged act or material omission of the Indemnitor or its employees or agents. Indemnitor may at its option defend such claim at Indemnitor's expense, and Indemnitee shall cooperate fully in defending or settling such claim, provided that Indemnitor may not settle without Indemnitee's prior written consent, which shall not be unreasonably withheld. You agree that Getty Images may retain any amounts due to you under the Agreement or any other agreement you may have with Getty Images to the extent Getty Images is owed any sum under this Section 2.2.

2.3 Limitation of Liability. Getty Images shall not be liable for any punitive, indirect, consequential, special or incidental damages arising out of or in connection with the Agreement, even if it has been advised of the possibility of such. In addition, Getty Images shall not be liable to you under any circumstances arising out of the misuse of Content by any third party.

Getty Images shall not be liable for any loss or damage to any Content, storage device or other materials submitted to Getty Images, and you are required to provide or maintain your own backup files for any Content submitted. You shall bear sole responsibility for obtaining and maintaining adequate insurance for protection of Content or other materials submitted to Getty Images. If, despite the above limitations, liability is imposed on Getty Images for any of these reasons, in no event shall Getty Images' liability exceed US\$10,000 in the aggregate.

SECTION 3. TERMINATION & SURVIVAL OF LICENSING RIGHTS

3.1 Termination. Either Party may terminate the Agreement immediately upon notice if the other Party: (a) breaches any material term or condition of the Agreement and, if capable of remedy, fails to remedy such breach within 60 days after being given notice thereof by the non-breaching Party; or (b) files a bankruptcy petition, or makes a general assignment for the benefit of creditors, or if any involuntary bankruptcy, receivership or similar proceeding is filed against the Party and is not dismissed within sixty (60) days after filing.

3.2 Effect of Termination. Upon termination, Getty Images will use commercially reasonable efforts to inactivate digital Accepted Content in its possession within 90 days ("**Wind-Down Period**"). Notwithstanding the above, Getty Images may retain an archived copy of Accepted Content solely for purposes of responding to claims or inquiries relating to Accepted Content following termination. During all Wind-Down Periods under this Section 3.2, Getty Images may continue to process licenses of the Accepted Content so long as Getty Images pays Royalties to you as required under this Agreement and you may not exploit the Accepted Content elsewhere during this time.

3.3 Survival of Unexpired Licenses. Following termination of the Agreement, all unexpired licenses of Accepted Content will remain in effect and you shall not license any Accepted Content (or similars) in a way that conflicts with any unexpired exclusive licenses identified in your past Sales Reports. Getty Images and Distributors will have a one-time only (or up to five times only in the case of licenses for educational uses) right to renew unexpired licenses on substantially the same terms, provided that there is no break in the licensing period.

3.4 Surviving Provisions. The termination of this Agreement will not affect the accrued rights and obligations of the Parties existing at the date of termination. Sections 1.7, 1.8, 2 to 4 and the Commercial Terms as may be appropriate, will survive termination of the Agreement, as will any matter arising under the Agreement either expressly or that by its nature is required to be performed or apply after the Term of the Agreement.

SECTION 4. MISCELLANEOUS

4.1 Entire Agreement; Amendments; Severability; Waiver. The Agreement supersedes and cancels any previous agreements related to the distribution of Accepted Content. This Agreement constitutes the entire agreement among the Parties relating to its subject matter and may not be amended, except (a) in writing by an authorized representative of each Party; (b) where a court or other competent legal authority finds a provision to be invalid, illegal or unenforceable (in which event such determination shall not affect any other provision in the Agreement all of which shall remain in full force and the Parties shall in good faith consult to agree the extent of any amendment that might be possible to make the provision valid, enforceable or legal whilst reflecting as far as possible the original intention of the Parties). If a Party waives any provision of this Agreement, the waiver in such an instance shall not be deemed to be a continuing waiver, and no waiver by either Party shall prevent such Party from enforcing any and all other provisions of this Agreement.

4.2 Assignment. You may not assign your rights or obligations and under this Agreement without the prior approval of Getty Images, which will not be unreasonably withheld. Getty Images may assign its rights, obligations and duties under this Agreement, in whole or in part, to any entity controlling, controlled by, or under common control with Getty Images as part of a merger, reorganization or sale of assets by Getty Images.

4.3 Nature of Relationship. The parties to this Agreement are independent contractors to one another. This Agreement will not be interpreted or construed as creating or evidencing any association, agency, joint venture or partnership between the parties or as imposing any partnership obligation or responsibilities on either party.

4.4 Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought, after exhaustion of administrative remedies, with regard to this Contract shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.

4.5 Further Assurances. Each Party will, and will use its reasonable efforts to cause any third party to, execute and perform such further acts, deeds and documents as may from time to time be required to give full legal and practical effect to the Agreement.

4.6 Notices. Parties shall provide all notices in writing via mail and/or email. Notices to you will be sent to the current mail or email address and notices to Getty Images should be sent to: Legal Counsel, Getty Images (US), Inc., 605 – 5th Ave South, 4th Floor, Seattle, WA 98104 U.S.A.; email: contributornotice@gettyimages.com.

4.7 Audit Rights. You may employ a certified accountant or licensed financial advisor to audit payments made to you during the previous 36 months, at your expense unless the audit reveals that Getty Images has underpaid you by more than 7.5%, in which case Getty Images will reimburse you for the actual and reasonable auditor's fees. Getty Images will honor one audit request per calendar year, upon 90 days' prior notice; provided, however, that no audit may commence until you and Getty Images have mutually agreed upon an audit plan that will govern the audit. If an underpayment is discovered in an audit, Getty Images will pay you interest based on the average one month LIBOR rate for the period under audit on the amount due from the date payment was due, correct the books and records, and will pay any amounts due (subject to any applicable Royalty Deductions) within 30 days after the amount due is finally determined and mutually agreed by you and Getty Images. In the event that an audit reveals any overpayment to you, you agree that Getty Images may deduct the overpayment from your earnings.

4.8 Confidentiality. "**Confidential Information**" means any information that is designated as confidential or, information that by its nature or circumstances of disclosure would reasonably lead a recipient to believe that it is confidential. Confidential Information of Getty Images includes art direction and information posted on the Contributor Websites as well as any username/password issued to you to access the Contributor Websites and any other restricted online areas. Confidential Information of you includes your earnings. A Party that receives Confidential Information (the "**Receiving Party**") from the other Party (the "**Disclosing Party**"), agrees not to disclose such Confidential Information to any third party or use any of the Confidential Information except as necessary to perform its obligations under the Agreement. The Receiving Party agrees to return all Confidential Information to the Disclosing Party upon request. If a Receiving Party is required by a competent legal authority to disclose Confidential Information, the Receiving Party shall provide the Disclosing Party with prompt notice prior to disclosure so that the Disclosing Party may seek judicial protection. The Receiving Party may also share Confidential Information with its professional advisers under an obligation of confidentiality for the purpose of obtaining professional advice.

4.9 User Account Information. Getty Images will provide you with a user account for accessing the Contributor Websites maintained by Getty Images. You are responsible for tracking all activity for your account and you shall, furthermore: (a) maintain the security of all passwords and identifications issued to you; and (b) notify Getty Images immediately of any unauthorized use of your account or other breach of security. You agree to keep Getty Images informed of your current email address via the account management tool made available to you by Getty Images. Any Content submitted from your email address and/or using a user account issued to you shall be taken by Getty Images as evidence that such Content has been submitted by you.

4.10 Personal Data Transfer. You understand and agree that information relating to you or any other person such as a model that you may provide to Getty Images may be retained for a reasonable period, and may be transferred to, stored, accessed and used in jurisdictions worldwide whose privacy laws may be different and less protective than those of your home country. Getty Images, as data controller and processor, may use this information in connection with the performance of this Agreement, including for contacting you, and may disclose this information to necessary service providers, to provide the services they contract for. These third parties will have no right to use your information for secondary purposes. Any personal information you do provide may also be disclosed as part of any merger, sale of the company assets or acquisition, as well as in the unlikely event of an insolvency, bankruptcy or receivership in which event personal information would be transferred as one of the business assets of the company. Getty Images reserves the right to disclose any information you provide in order to respond to claims or protect the rights, property or safety of itself, its related companies, Distributors and their employees, customers or the public.

4.11 Submission of Content as an Authorized Representative. If and to the extent you are submitting Content to Getty Images as an authorized representative of the applicable copyright owner(s), you acknowledge and agree that (a) you will ensure that such copyright owner(s) comply with the terms of this Agreement where necessary; and (b) to the extent Royalties are paid to you in such capacity, you will be solely responsible for compensating the copyright owner(s) where applicable.

4.12 Insurance. Without limitation of the indemnification hereunder, you shall provide Getty Images with a certificate of insurance evidencing (i) multi-media errors and omissions insurance with limits of no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate and (ii) comprehensive general liability insurance written on an occurrence basis, affording protection of not less than \$5,000,000 combined single limit, for bodily injury and/or property damage and personal injury. Such insurance policies shall include Getty Images as additional named insured.

III.A

What is the amount earned from licensing in the past three years?

SOUTHERN UNIVERSITY | CLC FY25 STRATEGIC PLAN SUMMARY AND REPORT ON EARNINGS FROM LICENSING, 2018-2023



SOUTHERN UNIVERSITY | CLC FY25 STRATEGIC PLAN SUMMARY AND REPORT ON EARNINGS FROM LICENSING, 2018 - 2023

FY PERFORMANCE

Fiscal Year	Gross Royalty Revenue	Royalty % Change	Wholesale Sales	Sales % Change	Wholesale Units	Units % Change
FY23	\$215,948	+35%	\$1,993,126	+36%	128,255	+7%
FY22	\$159,539	+114%	\$1,465,621	+133%	119,996	+104%
FY21	\$80,302	-27%	\$629,774	-34%	58,957	-39%
FY20	\$102,850	+3%	\$959,737	+1%	95,444	+1%
FY19	\$97,505	+2%	\$873,479	+3%	94,918	-7%
FY18	\$98,648	+14%	\$851,277	+13%	101,490	+22%

KEY PARTNERS

KEY PARTNERS	
Bookstore	Follett
Sideline Partner	Under Armour
PROGRAM INFORMATION	
Standard Royalty Rate	10%
Apparel Advance Fee	\$300
Non-Apparel Advance Fee	\$150
School Supplies Advance Fee	\$50
College Vault Royalty Rate	14% (12% to institution, 2% to College Vault)
Contractual Marketing Fund	\$1,500

BRAND MANAGEMENT

AREAS OF FOCUS

- I. Program Management
- II. Brand Protection

I. PROGRAM MANAGEMENT

PROGRAM	KEY INFORMATION
Standard Licensing Program	
Overview: Covers all product categories and distribution channels <ul style="list-style-type: none"> • Rate: 10% 	<ul style="list-style-type: none"> • Rate changes require a 6 month notice to licensees • Rate last increased in 2012



COLLEGE VAULT	
Overview: Covers vintage program and throwback uniforms <ul style="list-style-type: none"> • Rate: 14% (12 + 2) • Licensees: 0 	Action Items: <ul style="list-style-type: none"> • Potential to re-launch program with updated artsheet, rates, licensees
ADDITIONAL OPPORTUNITIES	
<ul style="list-style-type: none"> • NIL • Consumable Product • Band Licensed Product 	

II. BRAND PROTECTION

Initiatives	Notes
Infringement tab in Brand Manager 360	CLC Legal team assists with any potential infringement of school's brand

BRAND EXPANSION & GROWTH

AREAS OF FOCUS

- III. Retail Expansion + Growth
 - Please discuss any retail expansion/growth needs with your Partnerships Manager
- IV. Licensed Product Development
 - CLC's Creative and Marketing teams are here to assist with promoting licensing-related marketing initiatives
- V. Brand Marketing
 - CLC offers year-round marketing campaigns aimed at promoting your licensed product. Opt-ins will be sent to the institution

III.B

What is the amount earned from licensing in the past three years?

SOUTHERN UNIVERSITY | CLC QUARTERLY ROYALTY REPORTS (1Q AND 2Q 2024)

4/23/2024 1:35:00PM

Quarterly Royalty Report

Through March, Quarter 1, 2024

Southern University	Quarter 3	Quarter 4	Quarter 1	YTD
AUDIT				
BAMKO, LLC dba LXG	36.89	0.00	0.00	36.89
Ebbets Field Flannels, Inc.	0.00	0.00	(18.90)	(18.90)
One Source Network Inc. dba Capri Desig	9.70	0.00	0.00	9.70
License Type Totals	46.59		(18.90)	27.69
Southern University				
1921Movement	300.00	0.00	162.25	462.25
'47 Brand, LLC	329.10	389.38	199.26	917.74
Adjua Acua LLC, Db a Greekstreet Apparel	300.00	0.00	0.00	300.00
Advanced Graphic Products dba Advance	300.28	340.03	826.71	1,467.02
Ahead LLC	300.00	0.00	0.00	300.00
All Star Dogs	150.00	0.00	0.00	150.00
Anthony Lawrence Collection	0.00	658.00	100.00	758.00
Antigua Group Inc.	513.14	1,072.18	762.87	2,348.19
BAMKO, LLC dba LXG	69.93	6.89	0.00	76.82
Bayou Apparel	300.00	0.00	0.00	300.00
Big Boy Headgear Inc.	300.00	4,178.62	116.00	4,594.62
Black Baby 'Nalia LLC	0.00	300.00	0.00	300.00
Blue 84 Merch by Amazon	1,044.59	3,216.42	1,071.01	5,332.02
Campus Remix LLC	377.35	0.00	0.00	377.35
Captivating Headwear	758.76	378.42	160.80	1,297.98
CDI Corp	38.92	150.00	0.00	188.92
Chazam Fans	0.00	150.00	6.39	156.39
chicka-d	343.20	630.60	0.00	973.80
College Concepts LLC	88.15	214.22	301.50	603.87
Colosseum Athletics Corporation	2,992.09	1,927.10	0.00	4,919.19
Columbia Sportswear by Outdoor Custom	300.00	0.00	0.00	300.00
Commencement Group - The	300.00	0.00	0.00	300.00
Complex Apparel LLC dba Dungeon Forw	0.00	300.00	0.00	300.00
Craft Guru and Merchandising Cottage - T	0.00	0.00	300.00	300.00
Craftique Manufacturing Co.	0.00	0.00	150.00	150.00
Creative Converting div. of Hoffmaster Gr	0.00	0.00	158.94	158.94
Creative Knitwear	143.81	493.80	307.70	945.31
Cutter & Buck	574.97	795.99	356.50	1,727.46
Dayna Designs	0.00	0.00	150.00	150.00
Donovan Michaels LLC	0.00	0.00	150.00	150.00
Eternal Fortune Fashion LLC	462.32	493.28	247.68	1,203.28
Fanatics Apparel, LLC	0.00	0.00	150.00	150.00
FISLL Media LLC	0.00	0.00	2,959.15	2,959.15
GameDay Couture	83.45	1,387.59	150.19	1,621.23
GameTime Sidekicks	0.00	150.00	0.00	150.00
Garb Inc.	0.00	0.00	300.00	300.00
GFSI LLC (Champion)	3,271.08	3,031.13	753.06	7,055.27
GFSI LLC (Gear For Sports)	725.75	168.94	75.31	970.00
GFSI LLC (Under Armour)	2,493.90	1,307.97	180.24	3,982.11
G-III Leather Fashions Inc. (Starter)	863.87	0.00	300.00	1,163.87
G-III Leather Fashions Inc. dba G-III Sport	0.00	0.00	300.00	300.00

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Quarterly Royalty Report

Through March, Quarter 1, 2024

Southern University

	Quarter 3	Quarter 4	Quarter 1	YTD
Global Elite LLC	0.00	6,481.38	453.35	6,934.73
Goldsmyth LLC, The	300.00	0.00	0.00	300.00
Goodie Two Sleeves, LLC.	182.04	25.35	0.00	207.39
Gratia International LLC dba Gratia Pearl	0.00	150.00	0.00	150.00
Great American Products Ltd.	223.83	177.04	218.82	619.69
Gulf South Animated Motion Tech Inc. dba	60.42	4,091.44	57.57	4,209.43
Gus Willy Apparel, LLC	0.00	300.00	0.00	300.00
Herff Jones LLC	357.00	0.00	0.00	357.00
Hoodies N Slides LLC	0.00	0.00	300.00	300.00
Hype And Vice LLC	785.36	680.06	0.00	1,465.42
Jack of All Krafts LLC	150.00	0.00	0.00	150.00
Jardine Associates	427.71	107.41	126.29	661.41
JayMac Sports Products	4.00	0.00	419.74	423.74
Jeta Morgan Inc. dba USA Licensed Bows	150.00	0.00	0.00	150.00
JonesWear	0.00	75.50	787.05	862.55
Jostens Inc.	4,913.49	(232.13)	989.67	5,671.03
JUNK Brands LLC	75.00	0.00	0.00	75.00
K & M/Nordic Co.	8.24	0.00	180.85	189.09
KH Sports Fan	150.00	0.00	0.00	150.00
Kitty Keller Designs	0.00	82.50	0.00	82.50
Knights Apparel LLC	10,993.24	6,613.16	2,913.03	20,519.43
Knits N Weaves dba Horn Legend	0.00	0.00	300.00	300.00
L2 Brands, LLC	1,145.69	535.07	0.00	1,680.76
Lakeshirts Inc. dba Blue 84	527.57	0.00	300.00	827.57
LHP Holdings LLC	0.00	970.00	242.00	1,212.00
Logo Brands Inc.	8,744.72	(559.25)	122.69	8,308.16
LogoFit LLC	300.00	0.00	0.00	300.00
M3sportswear LLC	0.00	300.00	0.00	300.00
Matthew Powell Creations Inc.	0.00	150.00	0.00	150.00
MB Benson Investments	0.00	62.50	0.00	62.50
Memory Company LLC-The	0.00	0.00	150.00	150.00
Mignon Faget	0.00	0.00	192.45	192.45
Mitchell & Ness Nostalgia Co.	1,410.46	30.88	28.81	1,470.15
Mogul Threads LLC	300.00	0.00	0.00	300.00
MV Sport	943.78	865.50	52.32	1,861.60
Neil Enterprises Inc.	300.00	99.32	0.00	399.32
New Era Cap, LLC	171.98	180.00	311.33	663.31
Nike by Branded Custom Sportswear	1,346.18	3,841.11	125.00	5,312.29
Northwest Group, LLC - The	1,839.50	977.19	1,068.81	3,885.50
Onyx Collegiate	0.00	0.00	150.00	150.00
Pegasus Sports LLC	366.00	0.00	111.08	477.08
Peter Millar LLC	0.00	300.00	0.00	300.00
Plair Sports and Apparel	0.00	300.00	0.00	300.00
Print Houzz-The	0.00	300.00	0.00	300.00
Printworks MD LLC	381.20	591.80	538.50	1,511.50
PROJECTXYZ Inc. dba Valiant Gifts	150.00	0.00	0.00	150.00
QGM, LLC	150.00	0.00	0.00	150.00
RB III Associates DBA Teamwork Athletic /	20.15	237.20	0.00	257.35

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Quarterly Royalty Report

Through March, Quarter 1, 2024

Southern University

	Quarter 3	Quarter 4	Quarter 1	YTD
Real Value LLC dba Simple Modern	201.49	3.89	119.32	324.70
Rico Industries/Tag Express	12.73	393.31	279.87	685.91
Roaring Spring Blank Book Co.	0.56	46.81	50.00	97.37
Ross Sportswear	300.00	0.00	0.00	300.00
Royce Apparel Inc.	859.86	419.81	64.80	1,344.47
Sacred Heart Collections	0.00	0.00	4,361.30	4,361.30
Santa's Workshop Inc. (OH)	0.00	0.00	493.01	493.01
Scotty Gear Retail Corp dba Desert Cactu	342.20	93.82	203.76	639.78
Sewing Concepts	595.45	193.30	0.00	788.75
Sideline Apparel by College Concepts	0.00	436.80	300.00	736.80
Signature Brand HTX-The	0.00	0.00	432.20	432.20
Siskiyou Buckle Co.	125.00	0.00	0.00	125.00
Slade Vending LLC	0.00	0.00	150.00	150.00
Spirit Products Ltd./MA	130.80	524.77	0.00	655.57
Storm Duds Raingear	189.22	0.00	0.00	189.22
Strand Art Company	0.00	0.00	150.00	150.00
Strideline LLC	0.00	0.00	150.00	150.00
Team Beans LLC	370.92	218.40	0.00	589.32
Team Golf	0.00	100.00	0.00	100.00
Teesonme Printing LLC	0.00	0.00	300.00	300.00
Tervis Tumbler Company	253.53	150.00	0.00	403.53
To The Game LLC	0.00	81.62	0.00	81.62
Tones of Melanin by BBUB Greek Gifts	0.00	858.65	300.00	1,158.65
Top Choice Inc.	992.40	2,135.40	2,816.00	5,943.80
Topps Company-The	1,000.00	0.00	0.00	1,000.00
Trevco Inc.	447.62	530.20	365.45	1,343.27
Trevco Merch by Amazon	0.00	416.54	478.91	895.45
Twin City Knitting Co. Inc.	18.81	93.60	0.00	112.41
University Blanket & Flag Corp	150.00	0.00	0.00	150.00
W Republic	0.00	0.00	300.00	300.00
Walnut Springs Nursery Inc.	0.00	119.58	151.13	270.71
Wilcox Enterprises, LLC	105.48	145.32	0.00	250.80
Wildcat Retro Brands LLC	0.00	71.95	89.24	161.19
Wincraft Inc.	1,424.94	772.34	238.77	2,436.05
Zazzle Inc.	15.92	2.60	151.91	170.43
License Type Totals	62,139.15	57,282.30	32,780.59	152,202.04

Southern University - Promotional/Premium

Bensussen Deutsch & Associates LLC	0.00	740.00	0.00	740.00
G & G Outfitters Inc.	0.00	616.94	0.00	616.94
License Type Totals	0.00	1,356.94		1,356.94

Special Projects

Topps Company-The	0.00	0.00	3,750.00	3,750.00
License Type Totals	0.00		3,750.00	3,750.00

LLP Licensess 0.00

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Quarterly Royalty Report*Through March, Quarter 1, 2024***Southern University**

	Quarter 3	Quarter 4	Quarter 1	YTD
Total Licensees Reporting 130	62,185.74	58,639.24	36,511.69	157,336.67
Administrative Fee	11,399.44	17,306.80	9,127.93	37,834.17
Southern University Share	50,786.30	41,332.44	27,383.76	119,502.50

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Quarterly Royalty Report

Through June, Quarter 2, 2024

Southern University	Quarter 3	Quarter 4	Quarter 1	Quarter 2	YTD
AUDIT					
BAMKO, LLC dba LXG	36.89	0.00	0.00	0.00	36.89
Ebbets Field Flannels, Inc.	0.00	0.00	(18.90)	0.00	(18.90)
One Source Network Inc. dba Capri Desig	9.70	0.00	0.00	0.00	9.70
License Type Totals	46.59		(18.90)		27.69
Southern University					
1921Movement	300.00	0.00	162.25	257.04	719.29
213 Print and Design LLC dba Yo HBCU V	0.00	0.00	0.00	10.86	10.86
'47 Brand, LLC	329.10	389.38	199.26	300.00	1,217.74
'47 Fan Favorite	0.00	0.00	0.00	225.00	225.00
Adjua Acua LLC, Db a Greekstreet Apparel	300.00	0.00	0.00	0.00	300.00
Advanced Graphic Products dba Advance	300.28	340.03	826.71	0.00	1,467.02
Ahead LLC	300.00	0.00	0.00	0.00	300.00
All Star Dogs	150.00	0.00	0.00	0.00	150.00
Anthony Lawrence Collection	0.00	658.00	100.00	300.00	1,058.00
Antigua Group Inc.	513.14	1,072.18	762.87	215.66	2,563.85
BAMKO, LLC dba LXG	69.93	6.89	0.00	12.19	89.01
Bayou Apparel	300.00	0.00	0.00	0.00	300.00
Big Boy Headgear Inc.	300.00	4,178.62	116.00	314.40	4,909.02
Black Baby 'Nalia LLC	0.00	300.00	0.00	0.00	300.00
Black Renaissance Clothing Brand	0.00	0.00	0.00	300.00	300.00
Blue 84 Merch by Amazon	1,044.59	3,216.42	1,071.01	699.01	6,031.03
Campus Remix LLC	377.35	0.00	0.00	0.00	377.35
Captivating Headwear	758.76	378.42	160.80	0.00	1,297.98
CDI Corp	38.92	150.00	0.00	0.00	188.92
Chazam Fans	0.00	150.00	6.39	0.00	156.39
chicka-d	343.20	630.60	0.00	366.20	1,340.00
CollectBobbles LLC	0.00	0.00	0.00	175.50	175.50
College Concepts LLC	88.15	214.22	301.50	0.00	603.87
Collegiate Pacific Co.	0.00	0.00	0.00	150.00	150.00
Colosseum Athletics Corporation	2,992.09	1,927.10	0.00	141.33	5,060.52
Columbia Sportswear by Outdoor Custom	300.00	0.00	0.00	0.00	300.00
Commencement Group - The	300.00	0.00	0.00	0.00	300.00
Complex Apparel LLC dba Dungeon Forw	0.00	300.00	0.00	0.00	300.00
Craft Guru and Merchandising Cottage - T	0.00	0.00	300.00	0.00	300.00
Craftique Manufacturing Co.	0.00	0.00	150.00	0.00	150.00
Creative Converting div. of Hoffmaster Grc	0.00	0.00	158.94	0.00	158.94
Creative Knitwear	143.81	493.80	307.70	67.05	1,012.36
Culture Shop, LLC- The dba HBCU Cultur	0.00	0.00	0.00	300.00	300.00
Cutter & Buck	574.97	795.99	356.50	0.00	1,727.46
Dayna Designs	0.00	0.00	150.00	0.00	150.00
Donecia's Crafts	0.00	0.00	0.00	300.00	300.00
Donovan Michaels LLC	0.00	0.00	150.00	0.00	150.00
Eternal Fortune Fashion LLC	462.32	493.28	247.68	0.00	1,203.28
Fabrique Innovations Inc. dba Sykel	0.00	0.00	0.00	150.00	150.00
Fanatics Apparel, LLC	0.00	0.00	150.00	0.00	150.00
FISLL Media LLC	0.00	0.00	2,959.15	438.09	3,397.24

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Quarterly Royalty Report

Through June, Quarter 2, 2024

Southern University

	Quarter 3	Quarter 4	Quarter 1	Quarter 2	YTD
GameDay Couture	83.45	1,387.59	150.19	188.30	1,809.53
GameTime Sidekicks	0.00	150.00	0.00	0.00	150.00
Garb Inc.	0.00	0.00	300.00	0.00	300.00
GFSI LLC (Champion)	3,271.08	3,031.13	753.06	808.49	7,863.76
GFSI LLC (Gear For Sports)	725.75	168.94	75.31	44.07	1,014.07
GFSI LLC (Under Armour)	2,493.90	1,307.97	180.24	37.21	4,019.32
G-III Leather Fashions Inc. (Starter)	863.87	0.00	300.00	0.00	1,163.87
G-III Leather Fashions Inc. dba G-III Sport	0.00	0.00	300.00	0.00	300.00
Global Elite LLC	0.00	6,481.38	453.35	987.80	7,922.53
Goldsmyth LLC, The	300.00	0.00	0.00	0.00	300.00
Goodie Two Sleeves, LLC.	182.04	25.35	0.00	0.00	207.39
Gotta Have It Fan Foams Corporation	0.00	0.00	0.00	150.00	150.00
Gratia International LLC dba Gratia Pearl	0.00	150.00	0.00	0.00	150.00
Great American Products Ltd.	223.83	177.04	218.82	20.52	640.21
Gulf South Animated Motion Tech Inc. dba	60.42	4,091.44	57.57	1,336.65	5,546.08
Gus Willy Apparel, LLC	0.00	300.00	0.00	0.00	300.00
HBCU Kids Fashion	0.00	0.00	0.00	225.00	225.00
Herff Jones LLC	357.00	0.00	0.00	0.00	357.00
Hoodies N Slides LLC	0.00	0.00	300.00	0.00	300.00
Hype And Vice LLC	785.36	680.06	0.00	0.00	1,465.42
Jack of All Krafts LLC	150.00	0.00	0.00	0.00	150.00
Jardine Associates	427.71	107.41	126.29	149.75	811.16
JayMac Sports Products	4.00	0.00	419.74	0.00	423.74
Jeta Morgan Inc. dba USA Licensed Bows	150.00	0.00	0.00	150.00	300.00
JonesWear	0.00	75.50	787.05	0.00	862.55
Jostens Inc.	4,913.49	(232.13)	989.67	7,266.95	12,937.98
JUNK Brands LLC	75.00	0.00	0.00	0.00	75.00
K & M/Nordic Co.	8.24	0.00	180.85	0.00	189.09
Kennebrew Group	0.00	0.00	0.00	150.00	150.00
KH Sports Fan	150.00	0.00	0.00	0.00	150.00
Kitty Keller Designs	0.00	82.50	0.00	0.00	82.50
Knights Apparel LLC	10,993.24	6,613.16	2,913.03	742.94	21,262.37
Knits N Weaves dba Horn Legend	0.00	0.00	300.00	0.00	300.00
L2 Brands, LLC	1,145.69	535.07	0.00	373.02	2,053.78
Lakeshirts Inc. dba Blue 84	527.57	0.00	300.00	0.00	827.57
LHP Holdings LLC	0.00	970.00	242.00	321.00	1,533.00
Logo Brands Inc.	8,744.72	(559.25)	122.69	14,451.25	22,759.41
LogoFit LLC	300.00	0.00	0.00	0.00	300.00
M3sportswear LLC	0.00	300.00	0.00	0.00	300.00
Matthew Powell Creations Inc.	0.00	150.00	0.00	0.00	150.00
MB Benson Investments	0.00	62.50	0.00	0.00	62.50
Memory Company LLC-The	0.00	0.00	150.00	0.00	150.00
Midwest College Mktg Group	0.00	0.00	0.00	300.00	300.00
Mignon Faget	0.00	0.00	192.45	0.00	192.45
Mitchell & Ness Nostalgia Co.	1,410.46	30.88	28.81	5,440.94	6,911.09
Mogul Threads LLC	300.00	0.00	0.00	1,462.35	1,762.35
MV Sport	943.78	865.50	52.32	347.52	2,209.12
Neil Enterprises Inc.	300.00	99.32	0.00	49.35	448.67

7/23/2024 12:47:39PM

Quarterly Royalty Report

Through June, Quarter 2, 2024

Southern University

	Quarter 3	Quarter 4	Quarter 1	Quarter 2	YTD
New Era Cap, LLC	171.98	180.00	311.33	300.00	963.31
Nike by Branded Custom Sportswear	1,346.18	3,841.11	125.00	104.36	5,416.65
Northwest Group, LLC - The	1,839.50	977.19	1,068.81	134.92	4,020.42
Onyx Collegiate	0.00	0.00	150.00	0.00	150.00
Pegasus Sports LLC	366.00	0.00	111.08	0.00	477.08
Peter Millar LLC	0.00	300.00	0.00	0.00	300.00
Plair Sports and Apparel	0.00	300.00	0.00	0.00	300.00
Print Houzz-The	0.00	300.00	0.00	0.00	300.00
Printworks MD LLC	381.20	591.80	538.50	99.20	1,610.70
PROJECTXYZ Inc. dba Valiant Gifts	150.00	0.00	0.00	0.00	150.00
QGM, LLC	150.00	0.00	0.00	0.00	150.00
RB III Associates DBA Teamwork Athletic /	20.15	237.20	0.00	0.00	257.35
Real Value LLC dba Simple Modern	201.49	3.89	119.32	29.25	353.95
Rico Industries/Tag Express	12.73	393.31	279.87	0.00	685.91
Roaring Spring Blank Book Co.	0.56	46.81	50.00	0.00	97.37
Ross Sportswear	300.00	0.00	0.00	0.00	300.00
Royce Apparel Inc.	859.86	419.81	64.80	0.00	1,344.47
Sacred Heart Collections	0.00	0.00	4,361.30	345.32	4,706.62
Santa's Workshop Inc. (OH)	0.00	0.00	493.01	152.10	645.11
Scotty Gear Retail Corp dba Desert Cactu	342.20	93.82	203.76	285.65	925.43
Sewing Concepts	595.45	193.30	0.00	0.00	788.75
Sideline Apparel by College Concepts	0.00	436.80	300.00	0.00	736.80
Signature Brand HTX-The	0.00	0.00	432.20	366.50	798.70
Siskiyou Buckle Co.	125.00	0.00	0.00	0.00	125.00
Slade Vending LLC	0.00	0.00	150.00	0.00	150.00
Spirit Products Ltd./MA	130.80	524.77	0.00	0.00	655.57
Storm Duds Raingear	189.22	0.00	0.00	93.70	282.92
Strand Art Company	0.00	0.00	150.00	0.00	150.00
Strideline LLC	0.00	0.00	150.00	0.00	150.00
Team Beans LLC	370.92	218.40	0.00	0.00	589.32
Team Golf	0.00	100.00	0.00	0.00	100.00
Teesonme Printing LLC	0.00	0.00	300.00	0.00	300.00
Tervis Tumbler Company	253.53	150.00	0.00	129.27	532.80
To The Game LLC	0.00	81.62	0.00	300.00	381.62
Tones of Melanin by BBUB Greek Gifts	0.00	858.65	300.00	103.10	1,261.75
Top Choice Inc.	992.40	2,135.40	2,816.00	553.00	6,496.80
Topps Company-The	1,000.00	0.00	0.00	0.00	1,000.00
Trevco Inc.	447.62	530.20	365.45	235.68	1,578.95
Trevco Merch by Amazon	0.00	416.54	478.91	413.05	1,308.50
Twin City Knitting Co. Inc.	18.81	93.60	0.00	150.00	262.41
University Blanket & Flag Corp	150.00	0.00	0.00	0.00	150.00
Vive La Fete Inc.	0.00	0.00	0.00	300.00	300.00
W Republic	0.00	0.00	300.00	0.00	300.00
Walnut Springs Nursery Inc.	0.00	119.58	151.13	0.00	270.71
Wilcox Enterprises, LLC	105.48	145.32	0.00	48.60	299.40
Wildcat Retro Brands LLC	0.00	71.95	89.24	232.36	393.55
Wincraft Inc.	1,424.94	772.34	238.77	325.55	2,761.60
Yard Apparel - The	0.00	0.00	0.00	225.00	225.00

7/23/2024 12:47:39PM

Quarterly Royalty Report

Through June, Quarter 2, 2024

Southern University

	Quarter 3	Quarter 4	Quarter 1	Quarter 2	YTD
Zazzle Inc.	15.92	2.60	151.91	3.22	173.65
License Type Totals	62,139.15	57,282.30	32,780.59	44,655.27	196,857.31

Southern University - Promotional/Premium

Bensussen Deutsch & Associates LLC	0.00	740.00	0.00	0.00	740.00
G & G Outfitters Inc.	0.00	616.94	0.00	0.00	616.94
License Type Totals	0.00	1,356.94			1,356.94

Special Projects

Topps Company-The	0.00	0.00	3,750.00	0.00	3,750.00
License Type Totals	0.00		3,750.00		3,750.00

LLP Licensess 0.00

Total Licensees Reporting 144	62,185.74	58,639.24	36,511.69	44,655.27	201,991.94
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Administrative Fee	11,399.44	17,306.80	9,127.93	11,163.81	48,997.98
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Southern University Share	50,786.30	41,332.44	27,383.76	33,491.46	152,993.96
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IV.A

Discussion about the logo design and colors

SOUTHERN UNIVERSITY SYSTEM VISUAL IDENTITY AND STYLE GUIDE

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BRANDING GUIDELINES

STANDARDS

SOUTHERN UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

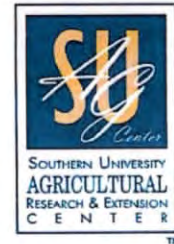
The official name of the organization is “Southern University System.” On all formal documents, the full name of the institution should be written, along with the System logo. In general publicity and documents, the first reference is the Southern University System. The short abbreviation of “SU System” is permissible as a second reference. Any Southern University System logo being used should stand alone and not overlap any other logos or wordmarks.



PRIMARY LOGOS

**SOUTHERN
UNIVERSITY SYSTEM**

BATON ROUGE • NEW ORLEANS • SHREVEPORT



**SOUTHERN
UNIVERSITY SYSTEM**

BATON ROUGE • NEW ORLEANS • SHREVEPORT

**SOUTHERN
UNIVERSITY SYSTEM**

BATON ROUGE • NEW ORLEANS • SHREVEPORT



LOGO SPECIFICATIONS

Size & Surrounding Space

The logo should have empty space around it so that it can be seen easily. Text, graphics or images should not encroach on that space.

As a general rule, the blank space should be a minimum of one-fourth – or 25 percent – of the width of a logo. So, a logo that is two inches wide should be surrounded by at least half an inch of blank space. A logo that is four inches wide should have at least one inch of empty space on all sides.

To maintain legibility, an academic logo should be a minimum of one-inch wide, which is the size of a quarter. There should be at least a one-fourth-inch margin around it, as shown.



Unacceptable Uses

The SU System logo should never be rotated or altered in any way.



LOGO BAR



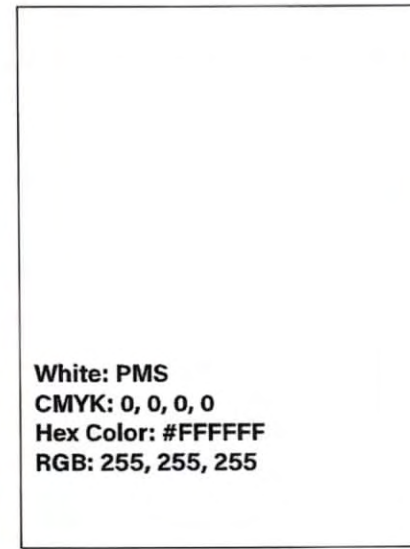
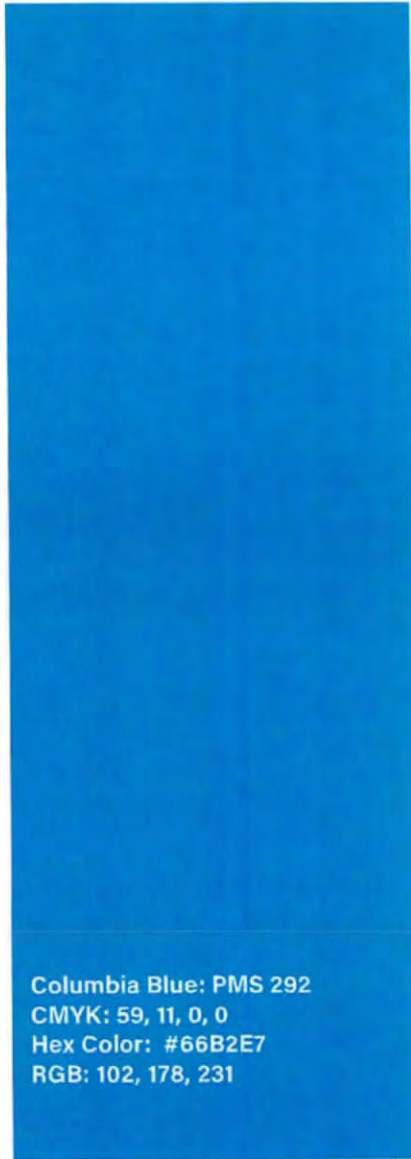
The SU System logo bar displays all five member institutions' logos. The logo bar displays the Universities in alphabetical order and should not be altered. The logo bar is usually associated with the university system logo and other promotional and multimedia productions.

HASH TAG

#WeAreSouthern

The hash tag, “#WeAreSouthern” appears in Acumin Variable Concept and has one display option: single-line. The hash tag is usually associated with the SU System logo and other marketing materials.

COLOR MODELS



TYPOGRAPHY

The primary Typeface is Cinzel Bold. The font weights are Regular-Bold.

Headlines and sub-headings should be set in Upper Casing with tracking set to 0.

This Typeface should be used for headings and sub-headings only.

CINZEL

TEM PECULOC ATELLA RE, UBLICA IAMPERFIT.

1234567890

The secondary Typeface is Futura Medium. The font weights are Regular-Bold.

Headlines should be set in UPPERCASING with tracking set to 50. Sub-headings should be in Title Casing with tracking set to 50. Body copy should be set in sentence casing with tracking set to 0.

FUTURA

Futura

Futura

Tem peculoc atella re, ublica iamperfit.

1234567890

The Longform Typeface is Acumin Variable Concept. The font weights are Regular-Medium. This font may be used for sub-headings and body copy.

Sub-headings should be in Title Casing with tracking set to 0. Body copy should be set in sentence casing with tracking set to 0.

When using numbers in FreightDisp Pro they should be modified through special glyphs to all be in line.

Acumin Variable Concept **Acumin Variable Concept**

Os dendige nihilia cullant est, et ipsanis solut ariantia ni sae il es isit harum rae secatet rem est laboriam quias sequi ut ea sandi ilibus, cus magnatur autet molorio consenit quame explic tem quatium fugia.

1234567890

SEAL



Use of the Southern University System seal is limited to presidential correspondence and certain products associated with academic achievement.

OTHER DESIGN ELEMENTS

Overlays & Backgrounds – When using photos or patterns as backgrounds overlays should always be set to Multiply. The opacity will vary based on circumstance.






MEMBER INSTITUTIONS



WEB & SOCIAL

The official SU System website address should be included on all SU System publications, publicity and marketing materials. It is “SUS.edu” and should be expressed in that way and without any other text (that is, no “http://” or “www.” preceding the address). Facebook, LinkedIn and X (formerly Twitter) and are the approved SU System social media platforms to be promoted on all SU System and university materials.

-  @southernuniversitysystem
-  Southern University System
-  [linkedin.com/company/southern-university-system](https://www.linkedin.com/company/southern-university-system)

All logos and word marks are available upon request (EPS, AI, PDF, PSD, JPG, PNG). For questions or design approvals, contact media@sus.edu.



Chancellor's Report



To the Southern University Board of Supervisors

October 2024

"We Are Southern"

INSIDE:

- *John B. Cade Library News*
- *Southern University Laboratory School Newsletter*
- *College of Business News*



John B. Cade Library

CADE LIBRARY

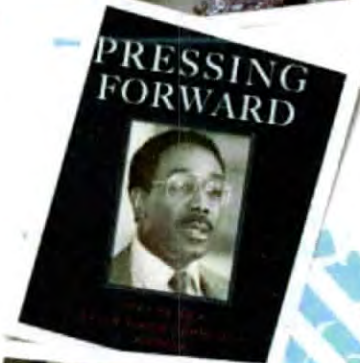
Hosts Dr. Press Robinson

John B. Cade Library was honored to host an author talk and book signing Thursday, September 19, 2024, featuring Press Robinson, Ph.D., a trailblazer in the Baton Rouge community and former SUBR chemistry professor and SU System administrator and Chancellor of the Southern University at New Orleans campus. Dawn Kight, Ph.D., Dean of Libraries, welcomed guests in attendance, and Lealon Martin, Ph.D., Dean of the College of Sciences and Engineering, introduced Dr. Robinson to the audience. Dr. Robinson shared insights from his memoir, *Pressing Forward: My Life as a Baton Rouge Community Pioneer*, offering attendees a firsthand account of his remarkable journey as a local leader and advocate for social change.

During the event, Dr. Robinson shared stories of his experiences navigating the challenges of leadership, community building, and advocacy in Baton Rouge. He was the first African American elected to the East Baton Rouge Parish School Board where he served three separate terms as president. He reflected on the importance of perseverance, commitment to service, and the power of community in shaping positive change. The discussion was followed by a Q&A session led by SUBR Dean of Interdisciplinary Studies, Cynthia Bryant, Ph.D., where attendees engaged with Dr. Robinson on topics ranging from local history to the future of community development.

Following the talk, Dr. Robinson signed copies of his book, highlighting his contributions to Baton Rouge and offering lessons in resilience, leadership, and progress.

Cade Library extends heartfelt thanks to Dr. Press Robinson for sharing his experiences and wisdom with the library community. For those who were unable to attend, copies of *Pressing Forward* are available in the library's collection.





SOUTHERN LAB™
 SOUTHERN UNIVERSITY
 LABORATORY SCHOOL
NEWSLETTER
 October 2024

Dear Members of the Board,

We are thrilled and overzealous to share the latest updates and achievements from the Southern University Laboratory School (SULS) as we continue to make strides in providing quality education and opportunities for our students.

MESSAGE FROM THE DIRECTOR

We extend our heartfelt thanks to the Southern University Baton Rouge Administration, Athletic Department, and F.G. Clark Activity Center Staff for their unwavering support in ensuring our students had a truly memorable experience during our homecom. Your dedication helped create a seamless and enjoyable event. Special thanks to the Southern University Police Department, including the Traffic Division, for their excellent coordination and ensuring the safety of everyone involved. We also appreciate the Buildings and Grounds team for their hard work in preparing the venue. Finally, to all faculty and staff who contributed, your commitment to our students' success is deeply valued.

HOMECOMING 2024

The Southern University Laboratory School Homecoming 2024, "Taking Ctrl: The Lab Way" was a huge success. The crowning of Miss Southern High took place on Monday, September 23, 2024, in the F.G. Clark Activity Center. On Friday, September 27, 2024, we had our Homecoming Pep Rally featuring the Southern University "Human Jukebox" Marching Band and the members of Southern University "Divine 9" Greek Organizations. The SULS Football team defeated Delhi High School with a score of 54-6. Miss Southern High was awarded a \$1,200 scholarship from former queens to assist with her college education costs.

SULAB SCHOOL PRE-DESIGN WORKSHOP

Representatives from Holly & Smith Architects, Moody Nolan Design Firm, and Brain Spaces Consulting Firm met with various stakeholders to receive input in the pre-design phase of the new school. The architects convened with stakeholders to gain valuable insights on essential features and design elements for the new school, ensuring it meets the community's educational needs.



IMPORTANT DATES

OCT 8

National Association
 Association for College
 Admission Counseling
 9:00 AM-12:00 PM

OCT 16

SULS College and Career Fair
 6:00 PM

OCT 17-OCT 18

SULS Fall Break

OCT 25

SULS Trunk or Treat
 (Elementary) 6:00 PM

OCT 28- NOV 1

Scholastic Book Fair
 8:00 AM

NOV 25-29

Thanksgiving Holiday
 (No School)



www.sulabschool.com



CELEBRATIONS

Kameron Tillage, a senior at Southern University Laboratory School, was awarded the prestigious Silver Congressional Award by Congressman Garret Graves on October 1, 2024. This honor recognizes Kameron's dedication to personal development, leadership, and over 200 hours of community service, including meal distributions and initiatives for local senior homes. As Senior Class President and a member of Jack and Jill of America, Kameron has demonstrated remarkable leadership and academic achievement, maintaining a 3.5 GPA while balancing honors, AP, and Dual Enrollment courses. Congressman Graves praised Kameron for his commitment to making a difference in the community, highlighting his balanced approach to academics, extracurriculars, and service. Kameron views this award as motivation to continue his impactful work in Baton Rouge and beyond.

Congratulations to Mrs. Nadia W. Seals on Her Appointment as Principal of Southern University Laboratory School. We are excited to announce the appointment of Mrs. Nadia W. Seals as the new Principal of Southern University Laboratory School. Mrs. Seals, an esteemed alumna of both Southern University Laboratory School and Southern University, brings a wealth of experience and a deep commitment to our community. In her new role, Mrs. Seals will provide intentional support to our teachers and faculty, helping them continue to execute the mission of the Laboratory School: fostering academic excellence, innovation, and leadership. With her strong leadership, we are confident that our school will continue to thrive and provide exceptional educational experiences for all of our students. Please join us in congratulating Mrs. Seals on this exciting new chapter!

COMMUNITY ENGAGEMENT

We are excited to announce that our Law Studies students are exploring 1st Amendment Rights in preparation for the Marshall-Brennan Constitutional Literacy Project National Moot Court Competition will take place on November 1, 2024.

Evan Egana, a nutrition educator with the Southern University Ag Center is providing nutritional education classes for our students in grades 1st-5th. As a result of this effort, the Ag Center, along with the Early Risers Kiwanis Club, provides continuous support for the elementary students by way of our very own elementary garden. This collaboration fosters an environment that promotes healthy lifestyles for future years to come.

Our senior student, Brayden Laws, participated in a national law enforcement conference in Seattle, Washington. This initiative comes as a result of his recent appointment to the Baton Rouge Police Department's Youth Advisory Council.



**UPCOMING
ATHLETIC EVENTS**

OCT 18
SULS @ Kaplan (Football)
7:00 PM

OCT 22
SULS vs. Central Private
(Volleyball) 7:00 PM

OCT 24
SULS @ North Iberville
(Volleyball) 5:00 PM

OCT 25
SULS vs. Kentwood (Football)
7:00 PM

OCT 30
SULS vs. Zachary (Volleyball)
5:00 PM

NOV 1
SULS vs. Central Private (Football)
7:00 PM

NOV 7
SULS vs. Thrive Academy
(Football) 7:00 PM



www.sulabschool.com



College of Business

Fall 2024 Meet and Greet

Students were informed with helpful tips and resources to prepare them for the 2025-25 academic year. Also, representatives from Shell and the BizTech Challenges talked with the students about the many corporate and entrepreneurial opportunities available to them. Lastly, students were able to enjoy light refreshments and mingle casually with faculty, staff, students and program participants.





College of Business Continued...

Thurgood Marshall College Fund Leadership Institute

Several College of Business students had the opportunity to attend the Thurgood Marshall College Fund Leadership Institute in Washington, D.C. During this time, students engaged with company representatives at the Professional Development Career Fair. Many walked away with internships or full-time offers.



**Research and Intellectual Contributions
Congratulations, Dr. Graeme Coetzer**

Department of Management & Marketing

Congratulations to Dr. Graeme Coetzer for the publication of your paper, An Empirical Analysis of the Relationship between Adult Attention Deficit and Required Low-Interest Tasks, as well as being approved to present at IBAM 28, a hybrid conference held October 10 - 11, 2024.

Department of Management & Marketing: New Energy Conference

The first of the Energy Speakers Series aimed to address supply-chain shortages with additive manufacturing solutions. The speakers were from Additive Innovators, a company focused on additive manufacturing technologies, which is relevant in addressing modern supply-chain issues. The speakers provided information about the emerging additive manufacturing industry as well as career opportunities that are available for the students.

Title: Energy Speakers

Topic: “Putting a stop to supply-chain shortages with additive solutions.”

Speakers: Dr. Joseph Braud, Co-Founder of Additive Innovators; Jace Dugas, Co-Founder of Additive Innovators

Hosted by: Additive Innovators in collaboration with Southern University (SU) and Opportunity Hub (OHUB)

Louisiana Future Energy

ENERGY SPEAKERS

Putting a stop to supply-chain shortages with additive solutions!

5:30PM (CST)
18 SEPTEMBER, 2024

Location
SUBR College of Business
#313

Speaker info:
Joseph Braud and Jace Ugas
Co-Founders,
Additive Innovators
<https://www.additiveinnovators.com/>

SU OHUB

*refreshments will be served



College of Business Continued...

College of Business Professor to Participate in the Louisiana Additive Manufacturing Expo

Management Professor, Dr. Lutfu Sagbansua had the opportunity to participate in the LAMA 3D Printing Expo in Baton Rouge. During this expo additive innovators had partnered with Exxon Mobil and Baker Hughes to host Louisiana's first 3D printing expo. LAMA, a nonprofit gave attendees the opportunity to speak with Additive Manufacturing industry experts and experience live 3D scanning demos from M&M International.

LAMA 3D PRINTING EXPO

Panel One
AM for Oil & Gas
Production / Completion
9:45 am - 10:30 am

Panel Two
AM for Petrochemical
LA Manufacturers
11:00 am - 11:45 am

Panel Three
AM for Aviation
Space / Defense
1:15 pm - 2:00 pm

Panel Four
AM Biomedical / Medical
Construction
2:45 pm - 3:30 pm

Closing
AM Overview / Digital Inventory
LAMA Vision
4:15 pm - 4:45 pm

SPEAKING LINE UP SPONSORED BY: GBRIA, M&M, Geaux Engage, ADDITIVE INNOVATORS

LAMA 3D PRINTING EXPO

EVENT SPONSORS

ADDITIVE INNOVATORS, ExxonMobil, Nikon SLM SOLUTIONS, Baker Hughes, AEC, M&M, 1012, HOWCO, BB BAYOU BRACES, GBRIA, CLEAN CODERS, MaKeGood, COLIBRIUM ADDITIVE, Geaux ENGAGE, AGGRC, nexa3D, LSU Ag Center, WOODBROT 3D

CONGRATULATIONS!
2024 – 2025 Mr. & Miss College of Business

DeAndre Waites a senior, Marketing major from Dallas, Texas and Trinity Lane a junior, Accounting and Finance dual major from Houston, Texas.

2024-2025 Mr. and Miss College of Business

DeAndre Waites
Senior
Marketing Major

Trinity Lane
Junior
Accounting/Finance Major

SOUTHERN UNIVERSITY



College of Business Continued...

Faculty Entrepreneurs in the College of Business

Mr. Christopher Hilliard, Co-Founder & CEO of Suds Laundry Services



In the College of Business, we do not just teach burgeoning entrepreneurs but we are entrepreneurs! Mr. Hilliard is the Co-Founder and CEO of Suds Laundry Services. Suds Laundry Services connect local professional cleaners with both residential and commercial customers through our pickup and delivery services. With continued expansion into commercial services and new partnerships, Mr. Hilliard is reaching out to his network to explore potential connections.

OUR SERVICES

SUDS IS AN APP-BASED COMPANY THAT PROVIDES PICK-UP AND DELIVERY WASH-AND-FOLD AND DRY CLEANING SERVICES, BOTH TO INDIVIDUAL CONSUMERS, COMMERCIAL BUSINESSES, AND INSTITUTIONS.

- RESTAURANTS & DINING HALLS
- HOTELS & RESIDENTIAL CENTERS
- SCHOOLS & UNIVERSITIES
- CHURCHES, THERAPY CLINICS, & MORE

WHY US?

SUDS IS A LOUISIANA-OWNED COMPANY THAT INCREASES BUSINESS FOR LOCAL DRY-CLEANING AND LAUNDROMAT PROFESSIONALS.

IDENTICAL TO THE PROFESSIONAL GARMENT CLEANING SERVICES THAT WE OFFER, WE PUT AN EMPHASIS ON OUR CUSTOMER SERVICE TO BE JUST AS EXCEPTIONAL.

CONVENIENCE IS CRITICAL, AND WE UNDERSTAND. WHETHER RECURRING, OR ON AN AS-NEEDED BASIS, HAVE OUR SERVICES EASILY SCHEDULED BY E-MAIL OR MOBILE APP.

www.suds-laundry.com

SUDSLAUNDRYSERVICES.COM

OUR PARTNERS

THE ORGANIZATIONS WE SERVE ARE ESSENTIAL TO OUR SUSTAINABILITY, AND WE TREAT THEM AS SUCH. THEY ARE MORE THAN CLIENTS. THEY ARE OUR PARTNERS.

"SUDS IS NOT A VENDOR TO ME, THEY'RE A PARTNER. THEY TAKE TIME TO UNDERSTAND MY NEEDS AND OFFER CREATIVE SOLUTIONS WHICH HELPS EASE THAT PARTICULAR SET OF CHALLENGES. IT'S THEIR RESPONSE AND CONSIDERATION THAT GIVES ME TRUST IN OUR RELATIONSHIP."

OUR PHENOMENAL PARTNERS

- LSU
- Walmart's
- DEMCO
- SOUTHERN UNIVERSITY
- NEXUS LOUISIANA
- the Y
- aramark
- Louisiana Housing

CONTACT US

CORPORATE OFFICE
7117 FLORIDA BLVD.
BATON ROUGE, LA 70804

EMAIL
SALES@SUDSLAUNDRYSERVICES.COM

SUDSLAUNDRYSERVICES.COM

SUNO

SOUTHERN UNIVERSITY *at* NEW ORLEANS



CHANCELLOR'S

REPORT



OCTOBER 2024

HIGHLIGHTING SUNO'S FACULTY

COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT



SUNO Teacher Quality Partnership (TQP) Grant

Southern University at New Orleans College of Education and Human Development (COEHD), in partnership with New Schools New Orleans (NSNO), and Tulane University, were awarded an eight million dollar grant to strengthen and reform teacher educator programs and initiatives. The purposes of the TQP program are: 1) to improve student achievement, 2) improve the quality of prospective and new teachers by improving the preparation of prospective teachers and enhancing professional development activities for new teachers, and 3) recruit highly qualified individuals, including individuals of color and individuals from other occupations, into the teaching force.

Work Based Learning Experiences Grant

The College of Education was awarded two (2) WBLE grants totaling \$24,000 to create and embed work-based learning experiences into the Child Development and Educational Studies curriculum.

W. K. Kellogg Foundation Grant Updates:

As of September, with Kellogg Grant funds, COEHD has been able to assist twenty-eight (28) students with tuition totaling over \$70,000.

SUNO HBCU Rising

Southern University at New Orleans partnered with the National Cares Mentoring Movement to embark upon a pilot community service-learning program that will enroll 30 college mentors to serve as volunteer mentors to 100-150 high school students at Sarah T. Reed for the 2024-2025 academic year. Students will earn 20+ community service-learning hours and a \$1300 stipend by the completion of the program.

SUNO & United Way

This partnership provides valuable internship opportunities for students, enhancing their experiential learning through practical engagements.

MUSEUM STUDIES PROGRAM

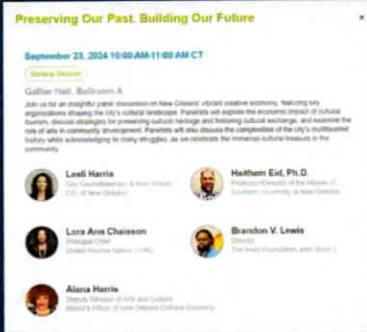


DR. HAITHAM EID

On September 6, 2024, Dr. Haitham Eid presented to the Southern University Foundation 1880 Society Annual Meeting about the grant he received in 2023 to support students who attended the faculty-led study abroad trip to Ghana in the Spring of 2023.

Dr. Haitham Eid attended the Historic New Orleans Collections' (HNOC) 533 Royal Advisory Committee meeting on September 16, 2024. The Committee advises HNOC on its innovative project to enhance part of its exhibition and educational spaces on 533 Royal St in the French Quarter.

On September 23, 2024, Dr. Haitham Eid moderated the opening panel "Preserving Our Past, Building Our Future" for the Diplomacy Begins Here Summit, organized by Global New Orleans in partnership with Global Ties U.S. and the U.S. Department of State. The panelists included New Orleans city councilmember Lesli Harris, New Orleans Tourism and Cultural Fund City of New Orleans; Lora Ann Chaisson, Principal Chief, United Houma Nation (UHN); Brandon V. Lewis, Director, The Helis Foundation John Scott Center; and Alana Harris, Deputy Director of Arts and Culture, Mayor's Office of New Orleans Cultural Economy.



DEPARTMENT OF NATURAL SCIENCES



DR. CHRISTIAN CLEMENT

Dr. Christian Clement, Natural Sciences Chair and Director/PI of LADH/CDC-SUNO Health Disparities and Department of Natural Sciences, and colleagues participated in the MSEIP-RISE External Evaluators' Advisory Committee Meeting held on Friday, September 6, 2024. The MSEIP-RISE External Evaluators met with a cross-section of Southern University at New Orleans leadership to assess the impact of this long-lasting grant for the Evaluation of Program Activities/Documents/Finances.



DR. YI ZHEN

Dr. Yi Zhen, Math/Physics Faculty, received an NSF grant award in the amount of \$185,260. Award Period of Performance: Start Date: 01/01/2025 End Date: 12/31/2026 Project Title: EPSCoR Research Fellows: @NASA: Application and Development of the PACE-MAPP Algorithm to the HARP2 Polarimeter for Retrieving Aerosol and Ocean Properties Over the Gulf of Mexico

HEALTH INFORMATION MANAGEMENT SYSTEM

Congratulations HIMS! The Health Information Management Systems Program received its 2024 Annual Program Assessment Report (APAR). This report by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) confirms the degree program offered at Southern University at New Orleans has completed its most recent Annual Program Assessment Report as required by the CAHIIM Accreditation Standard(s). The submitted report was accepted. The HIMS program at SUNO remains in good standing and will maintain its accreditation.

HEALTH INFORMATION MANAGEMENT SYSTEM



MR. JAIRUS BALLARD

Mr. Jairus Ballard attended HIM Competency-Based Education Training virtually on September 17, 2024. This training was based on the new competencies all accredited health information programs must follow by Fall 2026.

Mr. Jairus Ballard attended the Open Texas 2024 Conference on September 25-27, 2024. The Open Texas conference helps to convene librarians, faculty, administrators, and other open education practitioners and advocates.



MS. SHARON MCGEE

Ms. Sharon McGee attended the American Hospital Association (AHA) FY 2025 IPPS Final Rule Review Webinar on August 29, 2024. The presentation provided information on the CMS Final Rule, which implements the FY 2025 Inpatient Prospective Payment System (IPPS), which takes effect on October 1, 2024. IPPS is the method by which CMS reimburses hospitals for inpatient services. Ms. Sharon McGee attended the American Hospital Association (AHA) FY 2025 ICD-10-CM/PCS Update Webinars. These webinars provided information on the updates to these medical coding classification systems, which impact hospital inpatient reimbursement and are utilized by all healthcare providers to report diagnoses. The event took place on September 18-19, 2024.

Ms. Sharon McGee also presented at a coding training seminar on FY 2025 ICD-10-CM/PCS Updates on September 25, 2024. The training occurred at the Lallie Kemp Hospital for its Health Information Management, Compliance, and Billing staff. The presentation will review changes to these medical coding classification systems that affect reimbursement and take effect on October 1, 2024.

FORENSIC SCIENCES



"SUNO Knight Advances to Phase II in Carbon Capture Technology Fellowship"

Ms. Charrel Williams, a Spring 2024 Biology graduate and Class of 2025 Forensic Science post-baccalaureate, had multiple opportunities to present her research on the *Acute Toxicological Effects of Copper on Palaemonetes spp.* at conferences nationwide. These experiences led to her participation in the Minority-Serving Institutions (MSI) Connect program, in partnership with Brookhaven National Laboratory and the Department of Energy (DOE) Office of Technology Transfer fellowship, held this summer.



Ms. Williams and her team visited the National Energy Technology Laboratory in Pittsburgh, Pennsylvania, where they collaborated with an inventor to commercialize a new technology called M.A.R.S. (Microwave-Accelerated Regeneration of a Slurry), designed to capture carbon emissions post-combustion, preventing their release into the atmosphere. Throughout the summer, they interviewed potential customers, learned about the technology transfer process, and gained valuable insights into starting a company. At the program's conclusion, all eight teams presented their research at Brookhaven Laboratory to a panel of entrepreneurs, scientists, and OTT representatives, competing for a \$75,000 award to continue their work. Miss Williams' team, BeeMission Tech, was one of two selected to advance to Phase II of the program.

Ms. Williams extends special thanks to her mentor, Dr. Murty Kambhampti, for his continued guidance and support, as well as to her other mentors and professors at Southern University at New Orleans.

CYBERSECURITY

Southern University at New Orleans (SUNO) Celebrates First Cybersecurity Student to Achieve CompTIA Security+ Certification

Southern University at New Orleans (SUNO) proudly announces a significant milestone for its newly established Bachelor of Science (B.S.) in Cybersecurity program. Ms. Brandi Hardy, a student from the inaugural class of the program, became the first to successfully pass the prestigious CompTIA Security+ certification exam in September 2024. Launched in Fall 2023, the B.S. in Cybersecurity program at SUNO aims to produce a new generation of cybersecurity professionals who are well-prepared to tackle the challenges of the modern digital landscape. Brandi Hardy's achievement is a testament to her dedication and hard work and reflects the quality and rigor of the curriculum offered by SUNO. "I am incredibly proud of Ms. Hardy's accomplishment. She has demonstrated exceptional skill and commitment throughout her studies," said Dr. James Ammons, SUNO Chancellor. "Her success sets a high standard for future students and showcases the strength of our program in preparing students for real-world cybersecurity roles." Ms. Hardy maintains a GPA of 3.6 on a 4.0 scale and is on track to complete the program in just over a year. With plans to pursue a career in cybersecurity, Brandi's future is promising as she joins a field critical to national security and economic stability.

ABOUT THE SUNO B.S. IN CYBERSECURITY PROGRAM

The B.S. in Cybersecurity program at SUNO was developed to serve the community by contributing to the national and state initiatives to strengthen the cyber workforce. The program, housed in the Department of Natural Sciences in the College of Arts and Sciences, aims to prepare students for careers in cybersecurity, addressing the critical shortage of professionals in this field. SUNO's mission as a historically black university empowers diverse populations by providing education tailored to traditional and non-traditional students' unique needs. The addition of the B.S. in Cybersecurity program aligns with SUNO's goal to support the Louisiana Cybersecurity Commission, contributing to the development of a STEM workforce that reflects the cultural diversity of Louisiana and the nation.

PROGRAM GOALS

The B.S. in Cybersecurity program aims to increase student enrollment by 50% over the next three years and is actively pursuing the National Centers of Academic Excellence in Cybersecurity (NCAE-C) designation by 2026. SUNO is committed to delivering rigorous, hands-on, industry-aligned education to prepare graduates for the rapidly evolving cybersecurity field and to contribute meaningfully to the security and prosperity of their communities. Students in the B.S. Cybersecurity program receive free vouchers to sit for selected industry certifications upon completion of the courses and after achieving a score of 70% on the practice exams.

Southern University at New Orleans (SUNO) Cybersecurity Program Awarded Prestigious IC Center for Academic Excellence Grant

Southern University at New Orleans (SUNO) is proud to announce that its Cybersecurity Program has been selected as a member of a distinguished consortium of four universities to receive the IC Center for Academic Excellence (CAE) grant, as part of the ODNI-FOA-24-01 Funding Opportunity Announcement for FY24. The Office of the Director of National Intelligence (ODNI) issued the Funding Opportunity Announcement (FOA) on March 14, 2024, with a competitive submission deadline of May 13, 2024. SUNO was officially notified of its selection on September 20, 2024, making it one of only six awardees to receive this prestigious recognition and funding.

The IC CAE program is designed to cultivate the next generation of intelligence professionals through innovative academic and experiential learning opportunities. The grant awarded to SUNO amounts to \$527,933, encompassing the one-year base period and potential option years from 2024 to 2033. This funding will support SUNO's efforts in developing cutting-edge curricula, fostering academic excellence, and enhancing student engagement in cybersecurity and intelligence. "We are honored to be part of this esteemed consortium and to have our Cybersecurity Program recognized for its contributions to the field. This grant will significantly enhance our capacity to prepare students for impactful careers in cybersecurity and intelligence," said Dr. James Ammons, Chancellor of Southern University at New Orleans. The grant will support various initiatives, including advanced research projects, community outreach, student scholarships, and collaborations with industry and government partners. The award underscores SUNO's commitment to academic excellence and its role in shaping a diverse and highly skilled cybersecurity workforce.

CYBERSECURITY

Southern University at New Orleans (SUNO) Cybersecurity Students Shine in Multiple Hackathon Events

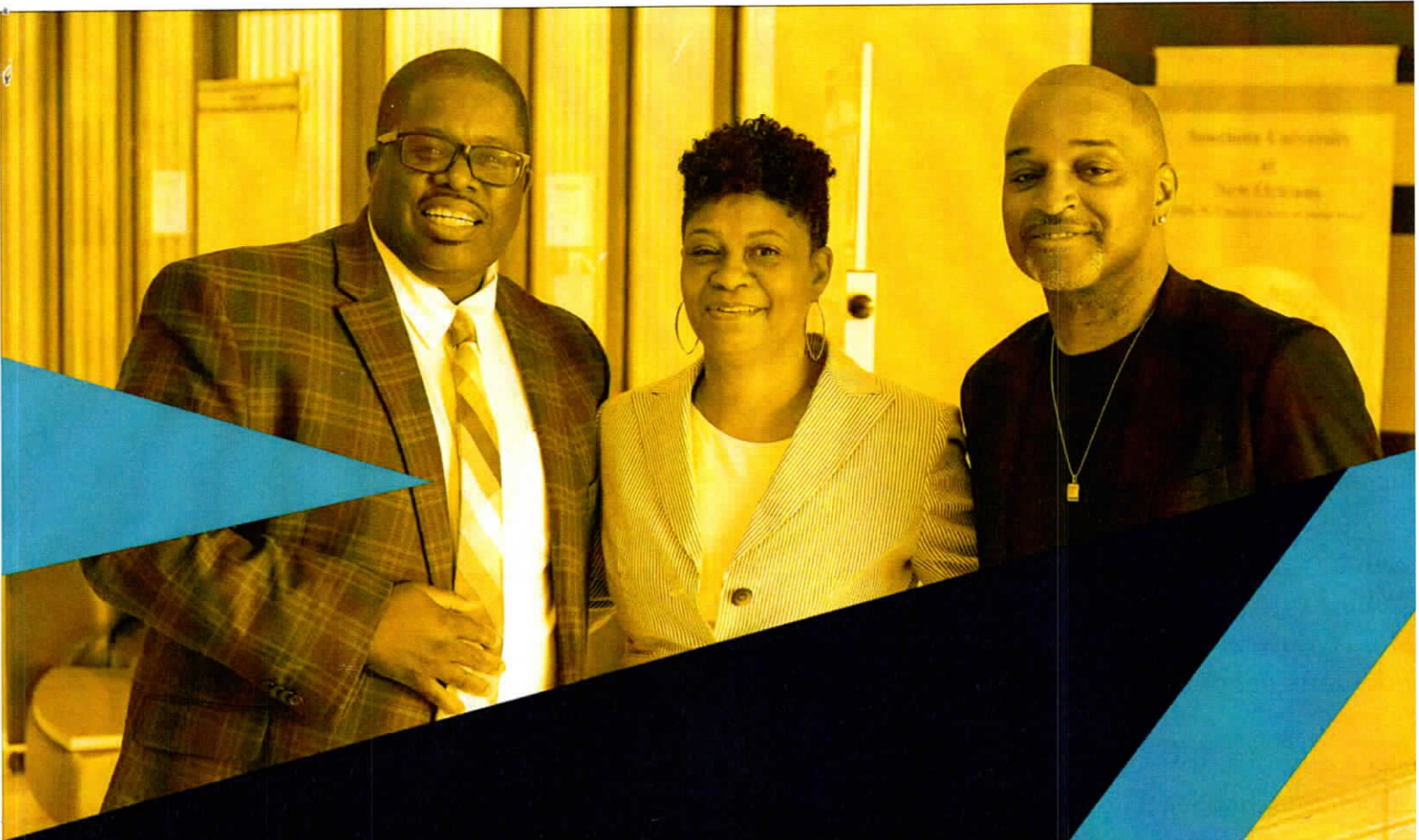
Students from Southern University at New Orleans (SUNO) demonstrated their skills and knowledge in cybersecurity by participating in two prestigious Capture the Flag (CTF) Hackathons on September 18, 2024. This marks the third CTF Hackathon for SUNO Cybersecurity students this year, further establishing the university's reputation as a hub for developing future leaders in the field.

The first event, hosted by an agency of the United States Government, was held at the SUNO Library and featured two competitive sessions beginning at 9:00 a.m. and 1:00 p.m., respectively. A total of 26 students participated, 14 participating in the morning session and 12 in the afternoon session.

Prizes for this challenge included monetary awards of \$1,250, \$750, and \$500 for the first, second, and third places, respectively. Two graduate students from the Computer Information Systems (CIS) department took home the first and second prizes in the morning session. In contrast, an undergraduate student from the cybersecurity program secured third place. The afternoon session saw three undergraduate students from the cybersecurity program claim the top spots.

The second event was the A-ISAC Student CTF Challenge at the Hyatt Regency Hotel New Orleans. SUNO's Cybersecurity department fielded two teams of three – total), competing against other universities from the New Orleans area. The event, running from 9:00 a.m. to 4:30 p.m., tested the students' problem-solving and technical skills in various cybersecurity scenarios. All participants received certificates of completion.

Dr. Kenneth L. Williams, Director of Cybersecurity at SUNO, expressed pride in the students' achievements: "Our students have consistently proven their talent and dedication in cybersecurity. Their performance in these hackathons reflects the high standard of education and training we provide at SUNO. We are committed to preparing our students for successful careers in this critical field." The SUNO Cybersecurity program has seen significant growth in 2024, with students participating in several high-profile competitions and consistently earning top honors. The program's focus on hands-on experience, industry collaboration, and advanced curriculum has made it a region's cybersecurity education leader.



**WE LOOK
FOWARD TO
NEXT MONTH'S
UPDATES!**

CHANCELLOR'S REPORT

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Southern University at Shreveport

SERVING THE COMMUNITY SINCE 1967



CHANCELLOR'S REPORT

Volume 2 | Issue 9 | September 2024

CHANCELLOR GANTT'S PRIORITIES

1

Increasing Enrollment:

A vibrant and diverse student body is the heart of any successful institution.

2

Adopting a Student-Centric Approach:

By putting students' needs, aspirations, and success first, we can provide them with a holistic and impactful educational journey.

3

Attract Qualified Educators & Professionals and Retain Talented Employees:

A strong academic community begins with outstanding educators and professionals.

4

Promoting a Culture of Institutional Effectiveness:

By fostering a culture of continuous improvement, we can enhance our processes and ensure that we are delivering on our promise of excellence.

5

Enhancing Customer Service and Stewardship of Place:

Providing exceptional service to our students, faculty, staff, and stakeholders is paramount as well as an understanding that what is good for the community is good for SUSLA.

6

Cultivating Relationships Between Faculty and Staff:

Collaboration and communication between our faculty and staff are essential for a cohesive and productive academic environment.

7

Investing in Infrastructure and Facilities:

Providing state-of-the-art facilities is crucial to creating an optimal learning environment.

Pizza With the Chancellor

Dr. Aubra J. Gantt, SUSLA's Chancellor, spent time connecting with students across all three campuses during the week of September 23rd.

On Monday, students at the Main Campus enjoyed a pizza snack provided by the Chancellor in the Leonard C Barnes Administration Building. The following Tuesday, Metro Campus students had the opportunity to chat with the Chancellor between classes. Finally, Aerospace Campus students met with Dr. Gantt on Wednesday to discuss campus life and share their thoughts.

Dr. Gantt values student engagement and is committed to creating a strong sense of community at SUSLA. These campus visits are just one way she strives to connect with students and enhance their academic experience.



Adopting a Student-Centric Approach

Southern University Shreveport hosted a nonpartisan debate watch event

Southern University Shreveport hosted a nonpartisan debate watch event for students and residents to encourage students to register and/or vote on campus on Tuesday, September 10. Local elected officials spoke to the audience to inspire them to vote. There was also a question-and-answer segment where students could ask questions of some of our elected officials.

Dr. Aubra J. Gantt, SUSLA Chancellor, wants students to continue to use their voice here on campus through participation with student government and by joining campus organizations as well out at the polls this year.

SUSLA Student Government Association, led by SUSLA's 57th SGA President Marlon Davenport, will be hosting weekly voter registration campaigns on campus through Monday, October 7, 2024 (in person registration deadline).



SUSLA Rocks the Polls!

Southern University at Shreveport (SUSLA) campuses were abuzz with excitement on September 17, 2024, as students gathered for the Voter Registration Rally. The event, held across all SUSLA campuses (Main, Metro, & Aerospace). The rally provided students with the opportunity to register to vote, check their current registration status, and learn more about upcoming elections.

Senator Cleo Fields, a guest of honor, visited each campus to discuss the importance of civic engagement and the power of the vote. He also toured the Aerospace campus and interacted with students about their educational goals.

Dr. Aubra J. Gantt, SUSLA Chancellor, expressed her gratitude to the numerous organizations that supported the event, including the SUSLA SGA, Delta Sigma Theta Sorority, Inc., League of Women Voters of the US, National Association of University Women, Power Coalition, The Links, Incorporated, and Black Voters Matter Fund.

The Voter Registration Rally was a resounding success, demonstrating SUSLA's commitment to fostering civic awareness and participation among its student body.

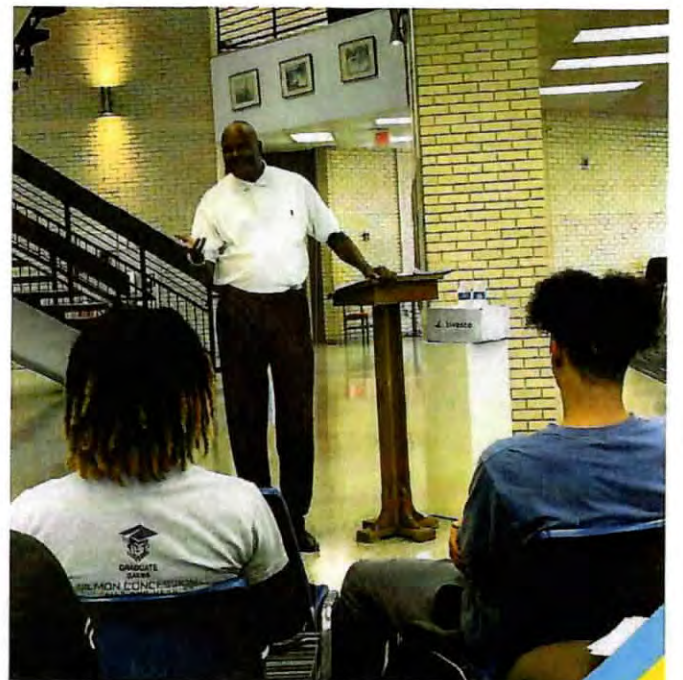
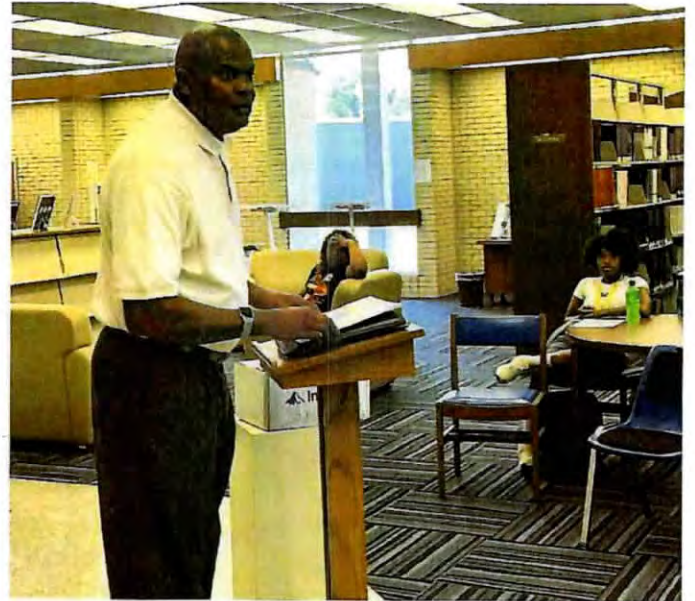


Investing Workshop

The Southern University at Shreveport-Lincoln (SUSLA) library recently hosted a workshop on stocks and investing, providing students with valuable insights into the world of finance. Whether a seasoned investor or just starting out, the workshop offered practical tips and advice to help students make informed financial decisions.

The event was a great success, thanks to the efforts of the SUSLA library staff. By organizing such workshops, the library plays a crucial role in enriching the academic growth, personal, and professional goals of students. These events also contribute to keeping students engaged and involved on campus.

The library's commitment to providing students with opportunities for personal and professional development is commendable.



Williams Center Scholars Retreat: Fall 2024

The Williams Center recently hosted their annual Scholars Retreat, aimed at motivating and equipping their scholars for a successful Fall 2024 semester. With the generous support of community and donors, and a dynamic lineup of speakers this retreat served as an opportunity to empower students to strive for academic excellence and personal growth.

The retreat featured sessions on leadership, personal development, time management, and student support services:

- Billy Flowers and LeVester Mills, Educational Advisors, presented on Student Support Services, highlighting the many benefits of the program and the resources available to support the scholars' academic journey.
- Dr. Michael Anderson, Academic Advisor, led a session on Leadership and Personal Development, inspiring our scholars to take on leadership roles in their academic and personal lives.
- Barbara Jacobs, Academic Advisor, facilitated the Excellence and Growth Seminar, focusing on the importance of time management for achieving success.
- The retreat concluded with a powerful Motivational Talk and Reflection from Pastor Ryant Piper of The Sound Church Shreveport, providing both mental and spiritual encouragement to our scholars.

Ted Scott, Williams Center Director, shared, "We were excited to bring together our newest students along with our continuing students so they could be introduced and start forming a brotherhood to support each other."

Breakfast and lunch were provided, creating a positive and welcoming atmosphere for learning and connection.

The Williams Center is one of the many student organizations on campus that supports Dr. Gantt's priority in providing students with a holistic and impactful educational journey. It is through programs such as The Williams Center SUSLA provides unique opportunities to empower and uplift minority men in higher education!



Leadership Training at Phi Theta Kappa Headquarters

From September 10 to September 15, 2024, Dr. Anjelica Hart, and Mr. Sherman Houston co-advisors of Phi Theta Kappa (PTK), participated in an intensive leadership training program at the PTK headquarters in Jackson, Mississippi. This training brought together advisors from various institutions to explore leadership studies and strategies for implementing honors programs on their campuses.

Throughout the week, participants engaged in humanities-based lessons that highlighted the leadership styles of notable figures such as Harriet Tubman, Abraham Lincoln, Sojourner Truth, Chief Joseph, and many others. These discussions provided valuable insights into how historical leaders navigated challenges and inspired change.

As a culmination of the training, advisors were tasked with preparing a lesson focused on an assigned leader. Each group presented their lesson for one hour, which allowed sharing of innovative teaching methods and leadership concepts.

This experience not only enriched the advisors' understanding of effective leadership but also equipped them with the tools necessary to enhance the PTK experience for their members. Sherman Houston and Dr. Anjelica Hart are excited to apply what they learned at the SUSLA campus.



"Bringing the Pizzas Together"

The Southern University at Shreveport, LA 2024-2026 Faculty Senate hosted its first fall 2024 faculty meeting on Thursday, September 5. The theme, "Bringing the Pizzas Together," was befitting as attendees enjoyed hot and tasty slices of pizza and drinks.

The agenda allowed time for faculty to meet and collaborate in preparation for the fall semester. Faculty members also took the time to mix and mingle as a part of the "Putting the Pieces Together" icebreaker activity. Professors Marci Siglar Collins and Breunka Breezy Moon were the first to connect their puzzle pieces.

The Best is Yet to Come!
#ReImagineSUSLA



Attract Qualified Educators & Professionals and Retain Talented Employees

HR Professional Day

We celebrated the incredible SUSLA HR professionals who keep our workplaces running smoothly and our teams motivated. Your dedication to fostering positive work environments and supporting employees and our university's growth is invaluable. Thank you for all that you do to make a difference. Let's continue "Working Better Together" to create a brighter future for all SUSLA employees.



National IT Professionals Day

We celebrate the brilliant minds and tireless efforts of SUSLA's Division of Information Technology!

They are the unsung heroes behind the scenes, ensuring our technology runs smoothly and efficiently. From troubleshooting to developing innovative solutions, they play a vital role in our digital world.

Let's take a moment to appreciate and thank all the IT professionals who keep our systems up and running. The hard work and dedication of SUSLA's Division of Information Technology are invaluable to the SUSLA campus community!



Attract Qualified Educators & Professionals and Retain Talented Employees

New Hires & Promotions

CONGRATULATIONS ON YOUR PROMOTION!

Darin Turner

Educational Advocate
TRIO Upward Bound North



PLEASE WELCOME!

Tennille Love

Clinical Instructor
Respiratory Therapy



CONGRATULATIONS ON YOUR PROMOTION!

Billy Flowers

Program Director
TRIO Upward Bound Sabine



PLEASE WELCOME!

Corcitra Burkhalter

Special Assistant
Finance and Administration



CONGRATULATIONS ON YOUR PROMOTION!

Bionka Howard

Police Sergeant
University Police



PLEASE WELCOME!

Christopher Lewis

Social Media & Digital Strategist
Marketing & University Relations



YMCA of Northwest Louisiana

The YMCA of Northwest Louisiana featured Dr. Aubra J. Gantt, Southern University at Shreveport's first female Chancellor on their podcast.

Dr. Gantt, sat down with Jeffrey Goodman, Director of Marketing and Development for the YMCA of Northwest Louisiana to share how her personal experience as a first-generation college student and the power of mentorship impacts her commitment to making SUSLA the "College of Choice".

The podcast can be found as video + audio on the "Shreveport-Bossier: My City, My Community, My Home" Facebook and Instagram pages.

Additionally, it is available as audio only by searching the title "Shreveport-Bossier: My City, My Community, My Home" on Spotify, Apple Podcasts, Google Podcasts, Amazon Music, TuneIn, iHeartRadio, PlayerFM, Listen Notes, Samsung and Podchaser.



Enhancing Customer Service and Stewardship of Place

SUSLA Sunday

SUSLA Sunday hosted September 22, 2024 by Peaceful Rest Missionary Baptist Church offered faculty, staff, students, and alumni the chance to connect outside the campus and with the community. The implementation of of SUSLA Sunday is a part of Dr. Gantt's commitment to fostering organic connections and creating opportunities for growth and collaboration between students, faculty, staff, alumni, stakeholders, and the community. We are excited to build on the momentum of SUSLA Sunday and continue to strengthen our community ties.

Dr. Aubra J. Gantt, SUSLA Chancellor, is incredibly grateful to all the faculty, staff, students, alumni, and community partners who joined us. Your presence and enthusiasm made the event a resounding success. Thank you, Dr. R. Timothy Jones, Pastor and the Family of Faith, for your continued support of our university and for celebrating the Jaguar spirit together.



Enhancing Customer Service and Stewardship of Place

Celebrating Community Leaders and the Impact of The Arc Caddo Bossier

TA recent event honored civic leaders, donors, and the invaluable work of The Arc Caddo Bossier. Attendees gathered to celebrate the organization's contributions to the Caddo and Bossier communities.

The keynote speaker, Russell Lehmann, renowned for his advocacy in autism, mental health, and disabilities, delivered an inspiring address. His words encouraged everyone to embrace compassion and empathy.

Representing SUSLA were Cheryl L. Taylor, Director of Advancement; Dr. Veloria Nanze, Vice Chancellor of Finance & Administration; and Victor Thomas, Online/Distance Education Technology Support.

The continued collaboration and communication between faculty, staff, and community partners have strengthened relationships both within and outside the university, fostering a harmonious learning environment for all.



Enhancing Customer Service and Stewardship of Place

Chancellor's E.L.I.T.E.S.

On Saturday, September 21, members of the Southern University at Shreveport (SUSLA) Chancellor's E.L.I.T.E.S. program joined Mrs. Mary J. Pickens and her MJ Pickens Ministries for their monthly lunch feeding program at Christian Service.

The Chancellor's E.L.I.T.E.S. program, coordinated by Venus Ammons and Daphne Thibeaux, offers opportunities to select young women on campus to receive academic, personal, and professional guidance and support. Members of the program are dedicated to giving back to their community and making a positive impact.

Christian Service is a Shreveport-based hospitality house that provides cooked meals and other services to those in need. The organization serves breakfast from 8 AM to 10 AM and lunch from 12 PM to 2 PM every day of the week.

The SUSLA E.L.I.T.E.S. volunteers played a vital role in helping to serve meals and provide assistance to those in need at the lunch feeding program. Their participation is a testament to the program's commitment to community service and making a difference in the lives of others.



Enhancing Customer Service and Stewardship of Place

SUSLA TRIO Upward Bound Sabine Program

The SUSLA TRIO Upward Bound Program recently held a community orientation in Sabine Parish. This event provided an opportunity for students and parents to learn more about the TRIO program, a federally funded initiative that assists first-generation and low-income students in preparing for and succeeding in college. Attendees discovered how Upward Bound supports academic achievement, college readiness, and personal development.



**UPWARD BOUND
SABINE
TRIO**

2024-2025 ORIENTATION
CREATING POSITIVE PATHWAYS TO SUCCESS
SEPTEMBER 7, 2024 9AM-12PM

- Door Prizes
- Food
- Games

PLEASANT HILL HIGH SCHOOL
2601 W 2ND PLEASANT HILL, LA 71065

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tfrancis@susla.edu lneal@susla.edu
318-670-9676 318-670-9550

Southern University at Shreveport 3050 Dr. Martin L. King Jr.
Shreveport, Louisiana 71107

Enhancing Customer Service and Stewardship of Place

SUSLA Students and Staff Celebrate Generous Donations to Campus Pantry

SUSLA students and staff gathered in the Leonard C. Barnes Administration Building to honor Evergreen Baptist Church and Peaceful Rest Missionary Baptist Church for their generous donations to our campus pantry. These donations will provide essential food assistance to students in need.

Both churches have been long-standing partners of SUSLA, participating in SUSLA Sunday and contributing to our rich history of service and support.

Dr. Aubra J. Gantt, SUSLA Chancellor, expressed sincere gratitude to Dr. R. Timothy Jones and Rev. Arthur Douglas, Jr., as well as their respective congregations, for their generous contributions. SUSLA values collaborations with the Shreveport-Bossier community to support students' needs both on and off campus. When students are supported and their basic needs are met, they can focus on their education and prepare for a successful future in the global workforce.



Enhancing Customer Service and Stewardship of Place

MS KICK Participates in Shreveport Health and Wellness Fair

On Thursday, September 19, 2024, MS KICK had a resource table at the 2024 City of Shreveport Health and Wellness Fair. Monique Armand, Executive Director of MS KICK, also demonstrated healthy cooking techniques during the event.

SUSLA's participation in community events like this demonstrates our commitment to providing exceptional service to our students, faculty, staff, stakeholders, and the Shreveport-Bossier community. By supporting healthy choices and promoting healthy living, we are making a positive impact on the health and well-being of our community members.



Embrace Wellness
 2024 CITY OF SHREVEPORT
 HEALTH & WELLNESS FAIR
 Thursday, September 19, 2024

ALL EMPLOYEES ARE WELCOME

- Flu Shots
- Biometrics Screening & Eye Screenings
- Fitness, Dietitian, & Nutritionist
- Cooking Demos, Workout Sessions, Dancing & MORE!!

THURSDAY, SEPTEMBER 19, 2024
10:00 AM - 3:00 PM

RIVERVIEW HALL
600 CLYDE FANT PKWY
SHREVEPORT, LA 71101

LUNCH WILL BE PROVIDED

Door Prizes & GIVEAWAYS

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Rani G. Whitfield, M.D., Vice Chairman

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Ms. Zazell V. Dudley

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Dr. Sherlynn Hall

Vice Chancellor for Academic Affairs & Workforce Development

Dr. Dometrius Hill

Vice Chancellor for Student Affairs and Enrollment Management

Dr. Veloria Nance

Vice Chancellor for Finance & Administration

Ms. Cheryl D. Taylor

Chief Advancement Officer

Ms. Brandy Jacobsen

Chief Finance Officer

Dr. John Galitos

Dean of Workforce Development & Associate Professor of Chemistry

Ms. Carolyn Miller

Deputy CIO Enterprise Systems



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SOUTHERN UNIVERSITY
LAW CENTER

CHANCELLOR'S REPORT



Producing Lawyer Leaders

OCTOBER 2024

STUDENT EVENTS

LAW CENTER LEADERSHIP AND STUDENTS ENGAGE IN NATIONAL INSTITUTE AND LEGISLATIVE CONFERENCE



Several Law Center students attended the Thurgood Marshall College Fund Leadership Institute Conference, where they participated in career and professional development programming, including a wide recruitment fair featuring Fortune 500 companies and top-tier organizations.

In addition to the conference, SULC served as a title sponsor for the Congressional Black Caucus 'Baton Rouge to Washington, D.C.' networking mixer. During the event, campus leadership engaged with policymakers, partners, and area alumni.

JOINT VENTURES

SULC STRENGTHENS STUDENT DEVELOPMENT THROUGH CORPORATE ENGAGEMENT

SOUTHERN UNIVERSITY

L A W C E N T E R

Corporate, Government, Judiciary & Law Firm Relations

The Office of Corporate, Government, Judicial, and Law Firm Relations has been working to expand SULC's footprint.

The campus is developing a series of student professional development programs sponsored by law firms, federal agencies, state agencies, and the judiciary. The professional development series is scheduled to begin in November for 1L students and in Spring 2025 for 2L and 3L students. Kean Miller and Fishman Haygood have agreed to join the committee. Additionally, this committee will guide the SULC Office of Career Services.

Furthermore, SULC is establishing a partnership with the National Black Professional Lobbyists Association for the following purposes:

1. Establishing a student/local chapter.
2. Creating a mentorship program.
3. Designing and delivering a master class on lobbying and legislative affairs for SULC students.

In addition, the team has formed partnerships with the National 100 Black Men, Incorporated, and the Black Data Processing Association. Both parties are interested in having SULC students assist in developing their national platform and policies.

ALUMNI FEATURES

LAW CENTER PROFESSORS NEW BOOK EXAMINES TENSIONS IN U.S. LEGAL EDUCATION



Southern University Law Center professor, Carlo Pedrioli, published a new book featured in the Carolina Academic Press. The book titled, *Exploring Conflict over the Professor's Role in U.S. Legal Education*, examines the historical tensions between communications theory and practice in teaching at U.S. law schools.

PROFESSOR ALFORD RECEIVES PRESTIGIOUS AWARD FROM NATIONAL NEWSPAPER PUBLISHERS ASSOCIATION



The National Newspaper Publishers Association honored Southern University Law Center Professor, Deleso Alford, with the 2024 National Leadership Award. Alford received this prestigious recognition for her pioneering efforts in bridging the gap between legal and medical education.

ALUMNI FEATURES

SKYLA BANKS



Skyla Banks was appointed to associate general counsel at Amplitude, Inc.

MONETTE DAVIS



Monette Davis was recognized in the 2025 edition of Best Lawyers in America.

BRIANNA GOLDEN



Brianna Golden was promoted to the director of government affairs at the Louisiana Board of Regents.

RANA FREEMAN



Rana Freeman joined Shook Hardy & Bacon as an associate.

SHANITA PETTAWAY



Shanita Pettaway was named the inaugural associate dean of students for student rights and responsibilities at the University of West Florida.

ALUMNI FEATURES

FARREN L. DAVIS

JAINA GREEN



Farren Davis and Jaina Green were recognized in the 2025 edition of *The Best Lawyers in America* and *Best Lawyers: Ones to Watch in America*.

CURRENT & FUTURE EVENTS

Oct 17TH

MIGRANT FARMWORKERS WEBINAR

THURSDAY, OCTOBER 17TH
12 P.M. CST
VIRTUAL EXPERIENCE VIA ZOOM

WITH
EMMA SCOTT
Associate Professor, Director of the Food and Agriculture Clinic, Vermont Law and Graduate School

REGISTER AT WWW.SULC.EDU/ALI



Oct 22ND

**BE EMPOWERED!
SECURE THE VOTE!**

JOIN US FOR
**ELECTION PROTECTION
TRAINING**

TUESDAY, OCTOBER 22ND
12 P.M. - 2 P.M.

SOUTHERN UNIVERSITY
LAW CENTER
ROOM 172N

 SOUTHERN UNIVERSITY **LDf**

WHY SHOULD I ATTEND?
TO RECEIVE TRAINING ON:
• VOTER PROTECTION RIGHTS
• HOW TO IDENTIFY VOTER ACCESS ISSUES
• RECUMING A POLL MONITOR

Oct 24TH

LET'S EXPLORE
AGRICULTURAL COOPERATIVES

THURSDAY, OCTOBER 24TH
12 P.M. CST
VIRTUAL EXPERIENCE VIA ZOOM
REGISTER AT WWW.SULC.EDU/ALI

GUEST PRESENTERS

Dawn O'Brien
*President of CEO
Animal Diagnostic Services, Associate Clinical Professor (VCA) CLS*

Tina Davis
*Public Director
Animal Diagnostic Services, Associate Clinical Professor (VCA) CLS*



Oct 25TH

**COMMON PITFALLS AND KEY ADVANTAGES
OF USING ARTIFICIAL INTELLIGENCE**

FRIDAY, OCTOBER 25TH
NOON
ROOM 129
FREE CLE OPPORTUNITY

GUEST PRESENTER:
DR. FRED JONES (94)
Author and Attorney

REGISTER AT WWW.SULC.EDU/ALCE

LEARNERS WILL LEARN:
• BENEFITS OF USING AI IN THE LEGAL SPACE
• HOW TO NAVIGATE AI CHALLENGES
• LEGAL ISSUES RELATED TO INTELLECTUAL PROPERTY



Oct 31ST

THURSDAY, OCTOBER 31ST | 12 P.M. CST | VIRTUAL EXPERIENCE VIA ZOOM

SUGAR AND THE HISTORY OF BLACK SUGARCANE FARMERS IN LOUISIANA

GUEST PRESENTERS
JANE AND ANGE PARDIST
Owners, Pearl Family Farm

REGISTER AT WWW.SULC.EDU/ALI



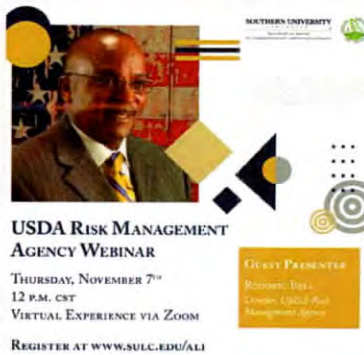
Nov 7TH

USDA RISK MANAGEMENT AGENCY WEBINAR

THURSDAY, NOVEMBER 7TH
12 P.M. CST
VIRTUAL EXPERIENCE VIA ZOOM

REGISTER AT WWW.SULC.EDU/ALI

GUEST PRESENTER
ROBERT DILL
Senior Counsel, USDA Risk Management Agency



Nov 14TH

TRIBAL FOOD SOVEREIGNTY AND NATIVE FARMERS

THURSDAY, NOVEMBER 14TH
12 P.M. CST
VIRTUAL EXPERIENCE VIA ZOOM

GUEST PRESENTER
MACKENZIE MARTINEZ
*Inter-Regional Manager
Intertribal Agriculture Council*

REGISTER AT WWW.SULC.EDU/ALI



Nov 21ST

AGRICULTURE IN INDIAN COUNTRY WEBINAR

THURSDAY, NOVEMBER 21ST
12 P.M. CST

GUEST PRESENTER:
KELLI CASE
Senior Staff Attorney, Indigenous Food & Agriculture Institute, University of Arkansas (IFAI)

REGISTER AT WWW.SULC.EDU/ALI



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The Southern University Law Center is a unit of the Southern University System

Dennis J. Shields, President of the Southern University System
Alvin Washington, SULC Interim Chancellor

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