HANDBOOK FOR STUDENTS AND PARENTS

Model Laboratory School

2019-2020
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Model Laboratory School at Eastern Kentucky University

MISSION: In a shared commitment with Eastern Kentucky University, Model Laboratory School will serve as a learning laboratory for K-12 education in the Commonwealth of Kentucky by providing an exemplar for research, best practices, and innovation in elementary and secondary education and teacher professional learning.

VISION: In collaboration with EKU, Model will establish pathways that provide a student-centered learning environment producing next generation college graduates and career professionals prepared to lead a global society. In addition, Model will serve as a professional development and continuing education hub to provide opportunities for Kentucky’s educators to become master teachers.

Model Laboratory School was established over 100 years ago on the campus of Eastern Kentucky University. As the only laboratory school remaining in the state of Kentucky, Model Laboratory School offers a unique opportunity for interaction among college faculty, kindergarten through 12th grade faculty, and students of all ages.

Central Office and School Personnel

Administration
John R. Williamson, Superintendent
Kim Puckett, Director of Student Support Services
Christopher Budano, Ph. D., Director of Curriculum and Professional Learning
Laura Dedic, Director/Principal Secondary Schools (6-12)
David Naylor, Director/Principal Elementary School (K-5)

Staff
Donna McGuire, Executive Assistant to the Superintendent
Beth Campbell, Assistant Director of Admissions
Erick Collings, Communications/Social Media Coordinator
John Perrin, Facilities, Special Projects, and Safety Coordinator
De Reed, Office Associate
Beverly Dyehouse, Attendance Clerk
Melanie Kelley, Financial Specialist and Transportation Coordinator
Janet Alexander, Receptionist

Counseling Center
Tamyra Frazier, School Psychologist/Counselor, Grades K-3
Christi Sexton, Counselor, Grades 4 – 8
Kelly Caldwell, Counselor, Grades 9-12
**Program Specialists**
Bonita Cobb, D.R.E., Academic Achievement Specialist
Tim Hoover, Technology
Jana Mayer, Extended Learning
Jilliane McCardle, Ed. D., Gifted and ESL Education
Missy Stipp, Nurse/Health Services
Scott Sutton, Athletic Director
Melanie Smith, Assistant Athletic Director

**Building Safety and Security**
EKU Police and School Resource Officer

**Title IX**
Kim Puckett, Student to Student
John Dixon, EKU, Employee/Adult

**504 Coordinator**
Bonita Cobb
Title IX, Non-Discrimination

Eastern Kentucky University, and by extension, Model Laboratory Schools, is an Equal Opportunity (EEO)/Affirmative Action (AA) institution that values diversity in its faculty, staff, and student body and does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, gender expression, pregnancy, ethnicity, national origin, disability, veteran status, and/or genetic information in the admission to, or participation in, any educational program or activity (e.g., athletics, academics, and housing) which it conducts, or in any employment policy or practice, in conformity with law.

School Profile

Enrollment

<table>
<thead>
<tr>
<th>School Year</th>
<th>Elementary</th>
<th>Middle</th>
<th>High</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2018</td>
<td>290</td>
<td>178</td>
<td>221</td>
<td>689</td>
</tr>
<tr>
<td>2018-2019</td>
<td>288</td>
<td>191</td>
<td>220</td>
<td>699</td>
</tr>
<tr>
<td>2019-2020*</td>
<td>295</td>
<td>206</td>
<td>229</td>
<td>730</td>
</tr>
</tbody>
</table>

*Anticipated

Graduation Rate

<table>
<thead>
<tr>
<th>School Year</th>
<th>Graduation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2017</td>
<td>98%</td>
</tr>
<tr>
<td>2017-2018</td>
<td>98%</td>
</tr>
<tr>
<td>2018-2019</td>
<td>98%</td>
</tr>
</tbody>
</table>

ACT Scores (Average)

<table>
<thead>
<tr>
<th>School Year</th>
<th>Composite</th>
<th>English</th>
<th>Mathematics</th>
<th>Reading</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2017</td>
<td>25.3</td>
<td>26.1</td>
<td>24.0</td>
<td>26.0</td>
<td>24.6</td>
</tr>
<tr>
<td>2017-2018</td>
<td>23.1</td>
<td>22.7</td>
<td>22.0</td>
<td>24.0</td>
<td>23.1</td>
</tr>
</tbody>
</table>

Advanced Placement Course Offerings (2019-2020)

- AP Art History
- AP Biology
- AP Calculus
- AP Comparative Government and Politics
- AP Computer Science Principles
- AP English Language and Composition
- AP Environmental Science
- AP Human Geography
- AP Physics I
- AP Seminar
- AP Statistics
- AP U. S. History
Advanced Placement Exams

<table>
<thead>
<tr>
<th>School Year</th>
<th>Total Number of Exams Taken</th>
<th>Total Number of Students</th>
<th>Total Number of Qualifying Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2018</td>
<td>54</td>
<td>49</td>
<td>28</td>
</tr>
<tr>
<td>2018-2019</td>
<td>69</td>
<td>55</td>
<td>37</td>
</tr>
</tbody>
</table>

Model Laboratory School was named one of the best high schools in Kentucky by the 2019 *U.S. News and World Report*.

**Office Hours**

For regular school days, Model Lab School Office Hours are:

7:30 a.m. - 4:00 p.m.

During the school year, when school is not in session, Model Lab School Office Hours are:

8:00 a.m. – 4:00 p.m., Monday – Friday

Summer Model Lab School Office Hours are:

8:00 a.m. – 4:00 p.m., Monday – Thursday
8:00 a.m. – 12:00 p.m., Friday

*Note: Model Laboratory School, including office support, will be closed on all EKU holidays.*

**School Day Schedule**

All students follow the same schedule. The daily schedule is as follows:

- Period 1 - 8:00 – 8:50 a.m.
- Period 2 - 9:00 – 9:50 a.m.
- Period 3 - 9:55 – 10:45 a.m.
- Period 4 - 10:50 – 12:15 p.m. (includes lunch)
- Period 5 - 12:20 – 1:10 p.m.
- Period 6 - 1:15 – 2:05 p.m.
- Period 7 - 2:10 – 3:00 p.m.

**School Calendar**

The current school calendar is available on the Model Laboratory School webpage (model.eku.edu). A draft calendar for the 2020-2021 school year is also available. A listing of key dates for this school year can be found in Appendix C.
Curriculum

World-Class Education

Model Laboratory School guarantees a world-class education for K-12 students through a viable curriculum that:

- Provides opportunities for students to develop as leaders and entrepreneurs.
- Develops transferable, transportable skills through practice with feedback.
- Requires students to think critically, creatively, computationally, and quantitatively.
- Challenges students to develop creative solutions to authentic and relevant real-world problems.
- Provides opportunities for students to make cross-curricular and interdisciplinary connections.
- Provides opportunities for school-wide and grade-level shared experiences and courses.
- Emphasizes persistence through sustained inquiry, capstone projects, and presentations.
- Develops strong written and oral communicators.
- Facilitates students’ abilities to engineer, design, perform, innovate and create.
- Promotes participation in civic activities as an informed citizen.
- Fosters community through service (learning) and teamwork.
- Fosters individual physical and emotional well-being.
- Builds ability to communicate in a second language and engage in culturally appropriate interactions.

Competencies

Model Laboratory School’s curricular program for studies shall provide a world-class education that prepares students for college and career by addressing the following competencies, known as The Model Core:

Inquiry, Communication, and Data Analytics

- Plan and conduct sustained research investigations using appropriate tools and media.
- Read, analyze, evaluate, and cite sources and information in qualitative, non-fiction texts.
- Analyze and interpret quantitative data represented in tables, charts, graphs, maps, and infographics.
- Analyze quantitative data and perform statistical tests on the data to draw conclusions.
- Represent quantitative data and information visually through tables, charts, graphs, maps, and infographics.
- Develop evidence-based written arguments.
- Communicate orally a perspective using appropriate media to a targeted audience for a particular situation.
- Strategically select and employ purposeful rhetorical and correct syntactical choices.

Quantitative and Computational Reasoning

- Analyze a real-world mathematical problem and determine a method and the tools needed for solving it.
- Reason abstractly and quantitatively.
- Translate mathematical information from a single representation or across multiple representations.
- Construct viable mathematical arguments.
- Evaluate the reasoning and validity of a mathematical argument or method.
- Look for and make use of structure and patterns in authentic mathematical contexts.
- Attend to precision, using appropriate notation and mathematical conventions.
• Write and implement code by applying logic and rules to achieve outcomes or results.
• Analyze program code to explain the behavior and conditions that produce results in a program.

**Scientific Inquiry**
• Determine a scientific question and method for answering it.
• Analyze and explain scientific concepts, processes, and models in real-world contexts.
• Analyze and explain visual representations of scientific concepts and processes in real-world contexts.
• Create visual representations and/or models of scientific concepts and processes.

**Global Communication and Understanding**
• Contextualize and compare perspectives.
• Analyze current events through cultural comparison.
• Read, analyze, and evaluate primary and secondary sources, including images, to draw conclusions about historical, political, social, economic, and geographic developments.
• Analyze geographic patterns and spatial relationships.
• Communicate ideas effectively in discourse to a variety of audiences demonstrating cultural sensitivity and understanding while emulating native speakers.

**Civic Engagement, Entrepreneurship, and Financial Literacy**
• Analyze and evaluating economic and financial options and choices.
• Analyze options and explain choices related to family life and consumer skills.
• Apply political and economic theories, perspectives, and models in authentic contexts in order to make sound economic and financial decisions.

**Humanities**
• Read/view/listen to, analyze, and interpret a work of art (literature, music, visual art, drama, dance).
• Explain the historical and cultural significance of a work of art (literature, music, visual art, drama, dance).
• Analyze historical and social events and developments.
• Analyze the broader context related to a historical event, development, or process.
• Analyze connections and/or patterns between historical events, developments, and/or processes.

**Creating, Performing, Designing, and Engineering**
• Create works of art, (literature, music, visual art, drama, dance).
• Perform, present, or publish works of art (literature, music, visual art, drama, dance).
• Apply theories and principles when creating, performing, designing, or engineering.
• Apply recursive processes that emphasize practice and persistence and that incorporate collaboration, iteration, critique, reflection, and revision.
• Design innovative and creative solutions (products, algorithms, program code, lighting designs, stage sets) that solve a problem or achieve a purpose.

**Fitness and Wellness**
• Analyze choices and behavior on fitness, physical health, and emotional and mental wellness.
• Participate in activities that promote lifelong physical activity and wellness.
• Demonstrate individual strategies and effective teamwork.
Admissions and Enrollment

Admissions
Model Laboratory School offers tuition-supported enrollment to students in kindergarten through twelfth (K-12) grades through an admissions process, designed to promote fairness and non-discrimination. Offers of acceptance into Model Lab School are based on the date the application was received with limited exception. If the number of admission applications exceed the student capacity of the school, a wait list will be established, and students will be placed in accordance with procedures developed by the Superintendent.

Application Process
- Application for admission to kindergarten through grade 12 at Model Laboratory School may be made at any time following a child’s second birthday.
- A student must be five years of age by August 1 of the enrollment year to enter the kindergarten program.
- Once a student is accepted into Model Laboratory School, no additional application is required for remaining grade levels when a student has maintained continuous enrollment at Model Laboratory School.

Model Laboratory School has a reputation of excellence and values a high-quality education for every student. As a result, the number of admission applications may exceed the student capacity of the school. When this occurs, a wait list will be established and students will be placed in accordance with the established guidelines. A copy of these detailed guidelines are available upon request.

Class/Course Fees
Certain specialized classes do assess a class fee to pay for supplies that will be consumed during the year. A list of fees is available on the website. Class/Course fees will be collected by the teacher and are not included in the tuition/fee billing from EKU. Checks may be made payable to Model Laboratory School for class/course fees.

Calculators - Class sets of calculators are provided to math classes. Starting in Algebra I, students should purchase a TI-89. All high school math and science classes will utilize the TI-89. The TI-89 will be used for homework and is an approved calculator for standardized tests such as the ACT and AP exams. The TI-89 is also the preferred calculator at EKU for Dual Credit math classes.

Supply Lists - Supply Lists for grades K through 8 are available on the school website. Students in high school classes will receive a course syllabus on the first day of class in which they will find materials and supplies needed per class. Students will have ample time to acquire supplies needed.

Disenrollment for Cause
Students may be disenrolled by the Superintendent for the following reasons:
- Non-payment of tuition – outstanding prior year(s) tuition balance by June 30th of each year;
- Non-payment of annual deposit by June 30th. Current students must submit the annual deposit by June 30th to secure a seat for the next school year. The annual deposit is deducted from the tuition fee;
- Poor attendance/truancy;
- Failure to maintain a 2.5 grade point average or its equivalent; or
- Serious or continued disciplinary infractions.

Students may be expelled from school for the following reasons:
- Level 3 or 4 disciplinary action, as defined in the Student Code of Conduct; or
- Continued Incorrigibility – persists in violating code of conduct, and in so doing, accumulates an excess of 15 days of suspension.
UNIVERSITY MAY EXPEL

The Board may expel or disenroll any pupil from the regular school setting for misconduct as defined by law.

Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of others; the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

Hearing and Records Required

Action to expel a pupil for misconduct shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board. The special education and disciplinary records of IDEA eligible students shall be sent to the Board for review before the decision is made to expel or disenroll.

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, procedures mandated by federal and state law for students with disabilities shall be followed. (Students with disabilities who are eligible for services under federal law may be disenrolled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for IDEA eligible students who are disenrolled.)

TRANSFER OF RECORDS

Records transferred to another school must reflect the charges and final action of a disenrollment hearing if the student was disenrolled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing a disenrollment hearing on charges described above shall not be transferred until the disenrollment hearing process is completed.

Financial Aid

A limited amount of financial aid is available for families that qualify. Families may apply for financial aid each school year. Financial aid awards through a designated clearinghouse are limited, and an offer of aid in one school year does not guarantee an offer of aid in future school years.

In order to apply for financial aid, parents and guardians must complete a financial aid application, which will be reviewed by a third-party financial aid clearinghouse. There is also an application fee, which must be paid at the time of application. For inquiries about financial aid, applications, and awards, please contact Beth Campbell at beth.campbell@eku.edu.

Lunch Offerings

Lunch can be purchased at school and is provided by EKU Dining, a Division of Aramark. Elementary students eat in Model’s cafeteria; Middle and High School students eat at the Model Grill. Menus are posted monthly. Because items are sold a la carte, the cost of eating at the Grill depends upon the items selected. For pricing please contact the Model Lab School Cafeteria Manager.

For payment, the MySchoolBucks system is used by EKU Dining. This online payment service provides a quick and easy way to add money to your student’s meal account using a credit/debit card or electronic check. You can also view recent purchases, check balances, and set-up low balance alerts. Visit www.myschoolbucks.com to enroll or check on your child’s account. Model can be found under Eastern Kentucky University in the system.

Note: No student shall have food delivered by anyone, including parents or outside vendors such as but not limited to McDonald’s, Taco Bell, Wendy’s, Papa John’s, etc.

Textbook/Instructional Materials Fee

The textbook/instructional materials fee is used to purchase both consumable and non-consumable textbooks. Consumable textbooks (workbooks) do not need to be returned. Non-consumable or basic texts are loaned to students for their use during the school year. These non-consumable textbooks may be provided in print, digitally, or both. The student’s name, grade, and class teacher’s name are to be written on the book label in case the book is
misplaced. Students or parents shall compensate the school for instructional resources that are lost, damaged, or destroyed while in the student’s possession. A price list of textbooks is available upon request.

Tuition

Tuition and fees are established annually by the Board of Regents. A list of tuition and related fees is published annually and is available on the school’s website (see Appendix A). Tuition is billed monthly, August through May. Holds may be placed on the release of transcripts until all tuition and fees have been paid and all university property returned.

Students who have outstanding balances as of June 30 may be disenrolled for the next school year. Students with outstanding balances may be restricted from participating in commencement exercises.

The school may charge a non-refundable tuition deposit for the upcoming school year. The school may charge an application fee. All students shall be on a payment plan. A late payment fee will be assessed for tuition payments not received by the due date.

For families with multiple students enrolled at Model, the oldest student’s tuition (only) will be reduced by five percent (5%). Fees are not discounted.

According to EKU Billings and Collections, parents may make payments to their accounts in one of three ways:

- Checks or Money orders can be dropped off at the University office drop-box.
  a. Checks or money orders can be dropped off in the drop-box for “Deposits” in the front entry vestibule of the Whitlock Building after hours, or at the drop-box located in the EKU Student Accounting office at the front counter during office hours.

- Mailed in to the University or University Lockbox in Cincinnati, OH.
  Campus mailing address:                      Mailing address for Lockbox:
  EKU                                          EKU
  Student Accounting Services                  P.O. Box 639244
  Whitlock CPO 60                              Cincinnati, OH 45263-9244
  521 Lancaster Ave.
  Richmond, KY 40475

- Online Payments through the TouchNet system.
  b. For online payments, login to EKUDirect at www.eku.edu, using the Account# and Pin# for access. Once logged into the account, select the “Make-a-Payment” link located under “Student Financial Services.”
  c. Individuals may make a credit card, or debit card payment. This option will impose an additional convenience processing fee.
  d. There is also an ACH-Electronic Check payment option, where the routing and account number of the bank account can be entered and processed with no additional fee.

  NOTE: Tuition payments cannot be accepted at Model Laboratory School.

529 Education Plans

A 529 plan is a tax-advantaged savings plan designed to encourage saving for future education costs. 529 plans, legally known as “qualified tuition plans,” are sponsored by states, state agencies, or educational institutions and are authorized by Section 529 of the Internal Revenue Code. There are two types of 529 plans: prepaid tuition plans and education savings plans. All fifty states and the District of Columbia sponsor at least one type of 529 plan. In addition, a group of private colleges and universities sponsor a prepaid tuition plan.

Please contact your financial advisor for additional information.
### Academic Policies

**Academic Honors**

<table>
<thead>
<tr>
<th></th>
<th>Grades 9-12</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dean's List and Graduation</strong></td>
<td>A Dean's List will be published each semester recognizing academic achievement for those students earning a GPA of 3.50 or higher for that semester.</td>
<td>At commencement, students may be honored based on their cumulative GPA for all coursework attempted during high school.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Valedictorian</strong>: 4.00 GPA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>These students will receive commemorative medals.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Summa Cum Laude</strong>: 4.00 – 3.75 GPA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>These students will wear gold honor cords.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Magna Cum Laude</strong>: 3.50 – 3.74 GPA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>These students will wear white honor cords.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>AP Capstone Diploma</strong> candidates will wear red honor cords.</td>
</tr>
<tr>
<td><strong>Academic Letters and Pin</strong></td>
<td>Academic letters are awarded annually to students who have earned a 3.50 cumulative GPA or higher at the end of an academic year. Students who maintain a 3.50 GPA or higher in subsequent years will receive an honor bar for each year earned.</td>
<td>Students who have met all college readiness benchmarks on the Kentucky Commonwealth’s mandated national assessments will receive an academic excellence pin.</td>
</tr>
</tbody>
</table>

### Academic Integrity

Model Laboratory School requires high standards of personal conduct from all pupils and embraces the concept that each pupil shall respect the rights of others and abide by the administrative procedures of the school and the laws of the community and state. Academic integrity is a fundamental value of Model Laboratory School. It should be clearly understood that academic dishonesty is not tolerated and incidents of it will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.

You are in violation of the **Academic Integrity** policy if you:

- Copy, fax, or duplicate assignments that will be turned in as your “original” work.
- Exchange assignments by print-out, disk transfer, or modem, then submit the work as your “original” work.
- Write formulas, codes, key words on your person or objects for use in a quiz or a test.
- Use hidden reference sheets during a quiz or test.
- Use programmed material in watches or calculators when prohibited.
- Exchange answers with others (either give or receive answers).
- Take someone else’s assignment and submit it as your own.
- Submit material (written or designed by someone else) without giving the author/artist name and/or source (e.g. plagiarizing or submitting work created by family, friends, or tutor).
- Take credit for group work when little contribution was made.
• Do not follow additional specific guidelines on cheating established by department, class, or specific teacher. These guidelines must be communicated to the student in writing as part of the course description/syllabus or posted as part of the class rules.

A violation of Academic Integrity will result in the student’s receiving no credit on the assignment and can also include other consequences such as detention, Saturday School, parent conference, meeting with an administrator, removal from class, or suspension.

Acceleration Program
Acceleration may be considered for students who demonstrate proficiency in achievement beyond their grade level in the basic skills, maturity in physical and social development, and superior intellectual ability. Acceleration will be considered when the student needs an advanced placement to receive the appropriate academic challenge for continued success.

Advanced Placement (AP) Courses
The Advanced Placement® (AP) Program enables willing and academically prepared students to pursue college-level studies while still in high school. The program consists of college-level courses developed by the AP Program that high schools can choose to offer and corresponding exams that are administered once a year.

Students who elect to enroll in an AP course must take the corresponding exam at the end of the school year. Students in a required AP course are strongly encouraged to take the corresponding exam at the end of the school year. Students who do not take the exam will not receive the AP designation on their transcripts. Students and their parents or guardians are responsible for the cost of the AP exam. The AP exam fee will be billed separately from tuition and fees. Students who earn qualifying scores on AP exams will have the opportunity to earn scholarships for use at Kentucky colleges or universities.

Advanced Placement Capstone Diploma
Students who meet the following requirements can earn the Advanced Placement (AP) Capstone Diploma or certificate awarded by The College Board. Students who have met all the requirements and have submitted the final AP research paper and completed the presentation will be recognized as AP Capstone Diploma candidates at graduation.

• AP Capstone Diploma
  Earn AP exam scores of “3” or higher on each of four (4) AP assessments AND earn a score of “3” or higher on the AP Seminar assessment AND earn a score of “3” or higher on the AP Research assessment.

• AP Capstone Certificate
  Earn a score of “3” or higher on the AP Seminar assessment AND earn a score of “3” or higher on the AP Research assessment.

Counseling
Counseling services shall be provided for students. Counselors may perform mental health services and provide implementation and training on trauma-informed practices as addressed in law.

Services provided by the counseling program shall consist of educational planning, interpretation of test scores, college or career planning, individual graduation plan, study help, help with personal, school and/or social concerns, or any questions students may feel they would like to discuss. Students should contact the counselor assigned to their grade to arrange a meeting time.

All records and counseling information shall be kept in confidence as provided by applicable law.

Dropping/Withdrawing from a Class
No student who has enrolled in a course, including a dual credit course, shall be permitted to drop the course without first acquiring the consent of the student’s parent/guardian, teacher, and the Principal/designee. If a drop/withdraw is approved, the student must be placed in another class for audit credit.
Dual Credit

Dual credit is awarded when a high school and a postsecondary institution give credit to a high school student for the same course. The objective of dual credit courses is to offer high school students an opportunity to take affordable, high-quality college courses. Dual credit programs are designed to reduce degree cost and time to degree for Kentucky students. Most dual credit courses at Model Laboratory School are offered on Eastern Kentucky University’s campus, and these are taught by EKU faculty. Contact the High School Counseling Office for more information.

**Dual Credit Eligibility**

- The student must be a junior or senior in high school.
- The student must have a high school GPA of at least 3.0 (weighted or unweighted).
- The student must meet college readiness in English (ACT 18 in English, equivalent KYOTE, EKU Placement Test scores, or equivalent AP credit for ENG 101).

**Dual Credit General Guidelines for Model Laboratory Students**

- Students must receive approval from their high school counselor prior to enrolling in a dual credit course. Failure to obtain approval will result in the course not earning high school credit. Additionally, the student’s parent/guardian will be billed for the cost of the tuition for the course.
- All students enrolled in dual credit courses must complete the Dual Credit Contract for Off-Campus Opportunities and return the completed form to the High School Counseling Office each semester.
- Dual credit students may enroll in a maximum of two (2) courses per fall and two (2) per spring semester of their junior and senior years in high school. A maximum of eight (8) dual credit courses may be taken. Dual credit students are enrolled as non-degree seeking students in order to maintain freshman eligibility after high school graduation.
- Students should schedule classes during times that most closely align with the Model Lab School bell schedule. Students who do not have the Dual Credit Contract for Off-Campus Opportunities on file for the semester in question will be assigned to a high school course for audit credit on their non-college course days or times.
- Students cannot substitute more than one period for a dual credit course. Online dual credit courses may not be substituted for school day periods.
- Students are required to meet all college course prerequisites. Students are not permitted to enroll in academic readiness corequisite courses.
- Students may not enroll in any dual credit course which is currently being offered through Model Lab School. Students may, however, enroll in an EKU dual credit course after they have taken the course or its equivalent at Model Lab School unless the student has already earned college credit for the EKU course through AP, CLEP, or another credit by examination offering.
- If students plan to enroll at a college or university other than EKU, students are responsible for ensuring the acceptance and transferability of dual credit courses at the college or university which they plan to enroll. There is no guarantee on the part of Model Lab School that these courses will be accepted or transferred to other colleges and/or universities.
- Any student who withdraws, drops, or otherwise changes a course must notify the high school counselor in writing within 24 hours or the course will be transcripted as a WF (F) on the high school transcript, and that grade will be computed in the high school GPA. A student who drops a course will be enrolled in a high school course for audit credit. Additionally, the student’s parent/guardian will be billed for the cost of the tuition for the course.

**Dual Credit Tuition and Fees**

- Kentucky Higher Education Assistance Authority (KHEAA) covers tuition costs for students interested in a dual credit program for up to two dual credit courses. KHEAA currently sponsors the KY State Dual Credit Scholarship as well as the Work Ready Scholarship. These scholarships do not cover textbooks (including digital texts) or
materials. Dual credit students are responsible for the cost of textbooks (including digital texts), course materials/supplies, and parking permits when applicable.

- Model Lab School will pay the dual credit tuition cost for the remainder of courses not covered by KHEAA, up to eight total courses.

_EKU Dual Credit for Model Laboratory Students_

- To qualify for the EKU Dual Credit Program, high school juniors or seniors must have a 3.0 weighted or unweighted high school GPA and have a minimum ACT English sub-score of 18 (or SAT, KYOTE or EKU placement test equivalent college readiness score in English) or ENG 101 equivalent from another post-secondary institution. It is highly recommended that students also meet college readiness in Reading in order to meet EKU prerequisite requirements.

- To apply for EKU Dual Credit, students must submit an online Dual Credit Application, ACT scores, high school transcript, and Tuition Acknowledgement Form (located on the EKU Dual Credit website) by the application deadline specified for each semester. A new application and supporting documentation must be submitted each academic year to continue. Enrollment in dual credit courses as a non-degree seeking student does not guarantee admission as a degree-seeking student. EKU waives the application fee for Dual Credit admission.

- Continued participation in EKU’s Dual Credit program is dependent upon successful completion of courses. Dual credit students are expected to maintain a 2.0 minimum institutional GPA.

- Students 16 years of age and older electing to use the Student Recreation Center may request that this charge fee be added to their accounts. Model Lab School is not responsible for paying this fee.

_EKU Study Strong Scholarship for Dual Credit and AP_

Through the EKU Study Strong Scholarship, students who earn dual credit through EKU can virtually double their investment, earning up to $2,400 additional scholarship dollars for getting good grades and bringing those credits to EKU. Students taking Advanced Placement (AP) exams can also earn dollars for their test-score earned credits. This is a one-time award to high school seniors who enroll at EKU as new freshmen in the first fall term following their graduation from high school. Maximum award is $2,400 in addition to any Merit Scholarships earned. Total aid cannot exceed cost of attendance: in such cases, institutional awards, such as the Study Strong, may be reduced. Student must be enrolled full-time at EKU to receive the award.

_Early Graduation Certificate_

Students who meet all applicable legal requirements shall be eligible for early graduation in relation to receipt of a graduation diploma and an Early Graduation Certificate. Students wishing to follow an early graduation pathway shall notify the Principal of their intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known, but within the first thirty (30) school days of the academic year in which they wish to graduate. A Letter of Intent to Apply shall be entered into the student information system by October 1 of the year the student declares intent to graduate early.

Students working toward receipt of an Early Graduation Certificate shall be supported by development and monitoring of an ILP to support their efforts.

To graduate early and earn an Early Graduation Certificate, a student shall:

1. Score proficient or higher on the state-required assessments; and
2. Meet the college readiness exam benchmarks established in [013 KAR 002:020](#) for placement in credit-bearing courses without the need for remediation.

A student who has indicated an intent to graduate early may participate in the student’s state administration of the college readiness exam prior to the junior year, if needed. Students who meet all applicable legal requirements shall be awarded a diploma and an Early Graduation Certificate.
English as a Second Language (ESL)

Model Laboratory School provides an English Language Program to assist English learners, including immigrant children and youth, to attain English proficiency, develop high levels of academic achievement in English, and achieve the same high standards in the same challenging state academic standards that all students in the school are expected to meet. Parents should contact the ESL coordinator for additional information.

Equal Educational Opportunities

DISCRIMINATION PROHIBITED

No pupil shall be discriminated against because of age, color, disability, race, national origin, religion, sex, or veteran status.

STUDENTS WITH DISABILITIES

Model Laboratory School provides a free, appropriate public education to each qualified student with a disability, as defined by law, within its jurisdiction.

Model Laboratory School operates its programs in accordance with the procedures addressing requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Parents of students who have a temporary or permanent disability may request the appropriate accommodations necessary for them to participate in instructional and extracurricular activities, as required by law. Students who are at least eighteen (18) years of age may submit their own requests.

STUDENT RELIGIOUS ACTIVITIES OR POLITICAL EXPRESSION

Model Laboratory School observes the rights of students to voluntarily engage in religious activities. Students may express religious or political viewpoints while at school to the same extent and under the same circumstances as other permitted activities or expression. Consistent with the Constitutions of the United States and the Commonwealth of Kentucky and law, students shall be permitted to engage in these activities and express these viewpoints, provided they do not:

1. Infringe on the rights of the school to:
   a. Maintain order and discipline;
   b. Prevent disruption of the educational process; and
   c. Determine education curriculum;
2. Harass other persons or coerce other persons to participate in the activity; or
3. Otherwise infringe on the rights of other persons.

Student complaints concerning possible violations of their religious rights shall be addressed in keeping with legal requirements. Their complaints shall be directed to the Principal, who shall investigate and take appropriate action within thirty (30) days of receipt of the written notification.

Extended Learning

The Extended Learning Program offers educationally enriched activities for students in grades K - 8. The Extended Learning Program hours are from 3:00 – 6:00 p.m. Monday through Friday. There is an additional fee to participate in the Extended Learning Program. For more information please contact Kim Puckett at kim.puckett@eku.edu or Jana Mayer at jana.mayer@eku.edu.

A summer enrichment program may be offered, provided sufficient enrollment.

Gifted and Talented Program

Model Laboratory School identifies students in grades 4-12 for participation in the Gifted and Talented program. Students in the primary program (K-3) who display gifted or talented characteristics shall be selected through an informal process, be placed in a talent pool, and receive services that allow continuous progress.
In compliance with applicable statutes and administrative regulations, Model Laboratory School provides appropriate options for services in one (1) or more of the following categories: general intellectual aptitude; specific academic aptitude; creative or divergent thinking; psychosocial or leadership skills; and visual or performing arts.

Gifted and talented students shall be served in a manner that:

1. Extends learning beyond the standard curriculum;
2. Provides flexible curricular grouping and differentiated curriculum experiences commensurate with the student’s interests, needs and abilities; and
3. Helps the student to attain, to a high degree, the goals established by statute and the Advisory Committee.

Grade Point Average (GPA)

Grade point averages (GPA) are calculated at the end of the second, fourth, sixth, and eighth semesters. This calculation shall be based on performance in all courses taken during the high school years. All dual credit grades will be used when computing the GPA. The GPA is computed by dividing the total credits attempted by the sum of all quality points earned and is calculated to the hundredth place with rounding applied.

Quality points shall be assigned as follows:

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<tr>
<th>4.00</th>
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<td>3.50</td>
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<td>0.00</td>
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Grading

Each elementary teacher shall provide parents with a comprehensive report based on the School’s goals and competencies.

The following grading scale shall be used for grades six through twelve (6-12):

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<tbody>
<tr>
<td>87-89</td>
<td>B+</td>
</tr>
<tr>
<td>80-86</td>
<td>B</td>
</tr>
<tr>
<td>77-79</td>
<td>C+</td>
</tr>
<tr>
<td>70-76</td>
<td>C</td>
</tr>
<tr>
<td>67-69</td>
<td>D+</td>
</tr>
<tr>
<td>60-66</td>
<td>D</td>
</tr>
<tr>
<td>50-59</td>
<td>F1 (Eligible for credit recovery)</td>
</tr>
<tr>
<td>0-49</td>
<td>F2 (Not eligible for credit recovery)</td>
</tr>
</tbody>
</table>

Incomplete (I) grades transfer to a grade of “F” either two (2) weeks after the grading period ends or at the end of the contracted period.
Grades prior to 2019-2020 at Model Laboratory School or grades transferred into Model from other schools will be in accordance with the grade scale in effect at the time and from the institution where the credit was earned.

Credit Recovery

Provided students have achieved a minimum grade of F1 in a course, they may enroll in credit recovery options through correspondence, virtual online, or face-to-face courses. Only courses offered by accredited agencies and institutions will be accepted. All correspondence or online coursework must be completed outside the regular school day and off the school campus.

The approval of the Principal/designee shall be obtained before the course is taken and an official record of the final grade must be received by the school before a diploma may be issued to the student. The cost of the approved course shall be paid by the students or the parent(s)/guardian(s).

Academic Probation

A student may be placed on academic probation if referred by a teacher and approved by a committee consisting of the student’s teacher(s), administrator(s), counselor(s), and parent(s)/guardian(s).

Grade Replacement/Repeating Course

Only courses indicated that they may be repeated may be repeated for credit. A student may elect to repeat a course not eligible to be repeated to improve their grade or to earn credit. However, only one credit may be awarded toward graduation for the repeated course. The student will be awarded the higher of the two grades, and upon successful completion of the course, they will be awarded credit. No student may be awarded more than the maximum number of credits for a course.

Grade/Credit Transfer

A student who transfers classes and credits from an accredited institution to the school shall have those classes and credits transferred using the grading scale from that institution. Grades will be credited using a 4.00 scale. For transferred AP classes to be credited with the AP district, the student must have taken the AP course and the national exam.

Graduation Requirements

Based on graduation year, students must complete a required amount of credits including demonstrated performance-based competency in technology, and all other state and local requirements in order to graduate from Model Laboratory School. See the Course Catalog for specific graduation requirements.

Graduation requirements encompass the requirements of Model Laboratory School and the Kentucky’s Pre-College Curriculum. Students receiving a diploma from Model Laboratory School have fulfilled graduation requirements of the school and of the Kentucky’s Pre-College Curriculum.

Beginning with the Class of 2023:

1. Earn twenty-three (23) specified credits (see below) with at least four (4) credits in an academic area or career pathway.

2. Actively participate in service-learning activities that benefit the global or school community. Students must have documented at least forty (40) service hours by the time of graduation. No one activity is to fulfill the forty-hour requirement.

   Students are encouraged to complete ten (10) service hours per academic year. Service hours completed as part of a course may apply toward the requirement. Students must complete the Activities and Service Hours Verification Form for each service they participate in and then submit the completed form to the Counseling Office.

3. Actively participate in at least one (1) school-sponsored activity (club/sport) during each year of his/her high school career. Students must submit the Activities and Service Hours Verification Form to the Counseling Office each year.
4. Complete the senior research project, paper, presentation, and defense successfully.
5. Earn a passing score on Kentucky’s civics exam.
6. Submit a complete digital communications and career portfolio.
7. Score Apprentice or higher on Kentucky’s Grade 10 assessments in reading and mathematics.
8. Complete an Individual Learning Plan (ILP).

Note: Students who earn a diploma from the school have met all requirements for Kentucky’s Pre-College Curriculum established by the Council on Postsecondary Education.

Inquiry, Communication, and Data Analytics 5 credits
   - Informatics, Media Literacy, and Data Analysis (2 credits)
   - Analysis, Argumentation, and Communication (2 credits)
   - Research Methods and Sustained Inquiry (1 credit)

Quantitative and Computational Reasoning 4 credits
   - Mathematics (3 credit)
     - Algebra I, Geometry, Algebra II or Pre-Calculus
   - Coding and Logic (1 credit)

Scientific Inquiry 3 credits
   - Life Science (1 credit)
   - Natural/Physical Science (1 credit)
   - Applied Laboratory Science (1 credit)

Humanities 5 credits
   - History and Appreciation of Visual and Performing Arts (1 credit)
   - History (2 credits)
   - Literature (2 credits)

Global Communication and Understanding 3 credits
   - Second Language Proficiency (2 credits)
     - Two (2) YEARS of the SAME World Language
   - Cultural Comparison (1 credit)

Civic Engagement and Entrepreneurial Thinking 1 credit
   - Civics and Government (0.5 credit)
   - Entrepreneurship, Economics, and Financial Literacy (0.5 credit)

Creating, Performing, Designing, Engineering 1 credit

Fitness and Wellness 1 credit
   - Health and Physical Education (1 credit)

Home/Hospital Instruction

Home/hospital instruction provides educational services to students who cannot attend school for extended periods due to temporary or recurring conditions, including fractures, surgical recuperation, or other physical, health, or mental conditions. An “extended period” refers to an absence for more than five (5) consecutive school days.
Home/hospital instruction will be a minimum of two (2) visits per week with one (1) hour of instruction per visit, which is equivalent to one (1) child’s attendance in school for five (5) days. Students on extended placement in home/hospital instruction may receive virtual/online instruction, which would be in addition to the minimum two (2) one (1)-hour visits per week. A parent or responsible adult must be present in the home/hospital room during the time the home/hospital teacher is present.

Determination of a student’s eligibility and provision of services for home/hospital instruction shall be made in compliance with applicable statutes and regulations. In accordance with KRS 159.030(2), the Superintendent/designee shall require evidence for students exempted from school attendance more than six (6) months. An exemption shall be reviewed annually.

At any time based on changes in the student’s condition, the home/hospital review committee may schedule a review of the student’s continued eligibility for home/hospital instruction.

The Admissions and Release Committee (ARC) shall determine homebound placement for a student with disabilities. The 504 Team for a student may facilitate submission of an application to the review committee.

Homework

Homework shall be assigned for the improvement of learning and to benefit the student. Homework allows the student to practice utilizing core concepts and skills covered in class and provides course instructors the opportunity to provide personalized feedback. Curriculum-related assignments shall be purposeful and related to current content and shall not be used for disciplinary purposes.

When appropriate, homework assignments should be individualized according to the needs and skills of the student. Instructors should make every effort to allocate time for students to begin the homework assignments under their supervision. Homework assignment should be graded and returned within a reasonable time.

Individualized Learning Plan (ILP)

The Individualized Learning Plan (ILP) is a comprehensive framework for advising students in grades six (6) through twelve (12) to engage in coursework and activities that will prepare them to realize college and career success and become contributing members of their communities. Each student’s ILP shall be maintained by the school and be readily available to the student and parent/guardian. ILP’s shall be reviewed and approved at least once per year by the student, parent/guardian, and school officials. The ILP shall specifically address the content as provided in the Kentucky Academic Standards for career studies.

The ILP will assist students in:

- Exploring careers that match their skills and interests;
- Creating education plans;
- Establishing personal goals and revisiting these as students progress throughout their academic careers;
- Creating, maintaining, and changing resumes;
- Tracking and reflecting on community service experiences, work experiences, career-planning activities, and extra-curricular and organization activities;
- Exploring colleges and postsecondary opportunities that match career, postsecondary and life goals;
- Connecting to the Kentucky Higher Education Assistance Authority (KHEAA) website (www.kheaa.org) for help with college planning, tuition assistance information, and applications;
- Collecting personal information like assessment results, advising activities, demographic information, and educational history.

Infinite Campus/Parent Portal

Infinite Campus is the student information portal used in all Kentucky public schools. Grades and attendance are posted to Infinite Campus. There is a link to the Parent Portal on Model Laboratory School’s website, along with
instructions for downloading the app. Codes provided by the counseling office are necessary to access student information.

Teachers will update grades weekly in Infinite Campus. Parents may access this information via the Parent Portal. To access the Parent Portal:

First Time Log On

1. The link to the secure Internet address for the Parent Portal can be accessed by clicking on the Infinite Campus link located on the Model website (www.model.eke.edu) on the right hand side of the site “Infinite Campus – Parent Portal”.
   a. http://www.model.edu.edu/
   b. Infinite Campus – Parent Portal
2. Click on the orange Help Link – the link following the sentence “If you have been assigned a Campus Portal Activation Key, ‘Click here.’” Parents may obtain the Activation Key from the Counseling Office.
3. Click on the Submit button after the Activation Key has been entered.
4. You must now create a username and password. Keep this secure.
   a. Type your desired username and password in in the areas indicated.
   b. Retype your password
   c. Click on the “Create Account Button.”
5. Click on the link indicated to access the Parent Portal login page.
6. In the boxes that appear, type in the username and password you created in step 4. Click on the Log In button when you are finished.
7. You are now in the Parent Portal! If you have multiple children in school, you will have to select the student in which you would like to view information. By clicking on the Schedule link (on the left side of the page) you will be able to view your child(ren)’s class schedule. To view the teacher’s grade book you will need to click on the class name. By clicking Attendance you will be able to view the daily attendance of the student(s) as well. By clicking Reports you will be able to view all past, present and future assignments that your students (s) have in their classes.

If you would like to use the iPhone app please follow these instructions:

- Launch the app.
- Select Settings and enter the access code YPZMRR. Select “Go”.
- Enter your Campus Portal username and password.
- Select Infinite Campus from the upper left corner to see the Attendance and other items available for your child.

Lockers

Locks and lockers are supplied by the school. School property, such as lockers, desks, and network systems, technology resources and accounts owned or supplied by the school are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property and resources on a regular basis. During these inspections, items which are school property, such as overdue library books, may be collected. Students should not expect privacy for items and information left in such locations. A single desk, locker, or technology resource/account may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

Students are advised to not give their lock combination to other students. Lockers are assigned at registration and in the Counseling Office after the beginning of school. Students are encouraged to keep their lockers in good
condition. Trash, pop cans, and bottles are not to be kept in lockers. Students are not permitted to use self-provided locks. Should a student lose a lock, the cost to replace a missing lock is $10. Questions and concerns should be directed to the Counseling Office.

P.E. lockers are to be assigned by the P.E. teachers. There should be only one student per locker. The above rules apply to P.E. lockers as well.

Students are advised not to leave money or valuables in lockers. Model Laboratory School is not responsible for items that are lost or stolen from lockers.

Middle School Courses for High School Credit

Middle school students may take designated courses and the high school shall accept for credit toward graduation and completion of high school course requirements, however the following requirements shall apply:

- Middle school students taking such courses must earn at least a “C” average for each semester and have passed the semester exams in the class for the course to count toward graduation.

- Credits earned in middle school will be posted to the high school transcript but shall not be used in the calculation of the high school grade point average (GPA).

Pledge of Allegiance

Each student shall be afforded the opportunity to begin each school day with the Pledge of Allegiance to the Flag of the United States.

No student shall be required to participate in the Pledge against the wishes of the student and/or parent(s)/guardian(s).

Pre-College Curriculum

In order to be admitted to baccalaureate degree programs at a Kentucky public university, the students shall be required to complete the Pre-College Curriculum established by the Kentucky Council on Postsecondary Education, graduate from high school, and take an authorized college admissions assessment.

All students who graduate from Model Laboratory School have met Kentucky’s Pre-College Curriculum requirements through courses required as part of the graduation requirements.

Progress Reports

Student progress in their classes will be shared with parents on a regular basis. Teachers will update their grades in Infinite Campus weekly, and midterm progress reports will be available approximately four weeks after the beginning of each quarter. For students that receive a grade of D or F, report cards will be mailed home. Parents and students can access additional progress information via the Infinite Campus portal (see below).

For secondary students, report cards will be mailed home approximately every nine weeks. For elementary students, report cards will be distributed in students’ homeroom class. Final report cards for all students will be mailed home after the final day of the school year.

A schedule for distribution can be found in the Appendix.

Promotion/Retention

A student may advance through the primary program without regard to age if it is determined he or she has acquired the academic and social skills taught in kindergarten and that advancement would be in the best educational interest. Successful completion of the primary program, as determined by methods set out in Kentucky Administrative Regulations, shall be a prerequisite for a child’s entrance into the fourth grade.

No student may be retained without prior consultation with the parents and approval of the Principal.

Parent conferences may be scheduled as needed, especially if academic and other concerns have not been resolved with in-class interventions.
Research

Students who are conducting research must comply with the University’s Institutional Review Board (IRB) policy.

School-Related Student Trips

Model Laboratory School encourages school-related trips that are of significant educational value. Such trips are to be an extension of the regular classroom work and an integral part of the educational program. School-related student trips shall include all trips, excursions, and events under the sponsorship of the school, including those during which a student represents the school.

Prior approval of the Principal/designee is required for all trips. The Principal/designee shall have the authority to approve school-related trips which fall into the following categories:

1. All regularly scheduled competitive events within the state;
2. All trips which are part of a tournament or play-off within the state in which the school is a participant;
3. All on-campus trips; and
4. All school-related trips of less than one (1) day duration and those with destinations within the state.

Any trip approved by the Principal’s designee shall then be reported to the Principal.

Trip request must be submitted ten (10) days prior to the date of the trip. The Principal will approve or reject the request seven (7) days prior to the date of the trip.

Transportation

Students and their parent(s)/guardian(s) shall be responsible for providing their own transportation for such trips in compliance with procedures adopted by the school in the event the school does not provide transportation.

If the school provides transportation to the event, all students are required to travel to the event on school-provided transportation. Exceptions can apply if approved by the Principal. Parent(s)/guardian(s) may sign students out at the end of the event via a sign-out sheet maintained by the school event sponsor. If a parent(s)/guardian(s) signs a student out, the parent(s)/guardian(s) accepts responsibility for the student.

SUPERVISION

A University employee must accompany students on all school-sponsored or school-endorsed trips. For athletic trips, a nonfaculty coach or a nonfaculty assistant may accompany students as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old.

The number of chaperones (age 21 or older) shall be determined by the Principal but shall be no less than one (1) per fifteen (15) students, unless additional chaperones are needed based on destination of trip.

MEDICATION

Administration of medication to students during field trips shall comply with applicable law, regulation, and medication administration training developed by the Kentucky Department of Education.

When students will be travelling outside the state, the Superintendent’s designee shall do the following:

1. Determine applicable legal requirements concerning delegation of student medication responsibilities in states through which students will be travelling; and
2. Assign staff to accompany students on the field trip to address student medication needs; and
3. Ensure at least one (1) chaperone who has completed the required medication training is accompanying students on the trip.
SAFETY OF STUDENTS

The safety of students shall be the primary concern of all individuals participating in school-related student trips. The Principal/designee shall notify the school nurse of the trip and obtain from the nurse essential first aid supplies and materials to be taken on the trip.

PARENT(S)/GUARDIAN(S)’ APPROVAL

Parent(s)/guardian(s) are to be informed of the purpose of the trip, the approximate departure and return times, means of transportation, cost, supervision, and any other relevant information. Parent(s)/guardian(s) must give written approval for students to participate in school-sponsored trips.

STUDENT EXPECTATIONS

Only students currently enrolled in the school may participate in school-related or endorsed trips. Each student shall be expected to accept responsibility for his/her actions and follow all code of conduct rules. Complete field trip rules and regulations may be found in the Student Code of Conduct handbook.

Secondary Classification

Students are classified in high school according to the number of credits accrued at the beginning of each school year. The following is the minimum number of credits required at each level:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10th grade</td>
<td>6 credits</td>
</tr>
<tr>
<td>11th grade</td>
<td>12 credit</td>
</tr>
<tr>
<td>12th grade</td>
<td>17 credits</td>
</tr>
</tbody>
</table>

Semester Exams/Assessments

Semester exams/assessments shall be given in all secondary courses, be cumulative, and evaluate the content and skills covered during the semester. Courses that fulfill graduation requirements will use common assessments and grading procedures in order to ensure consistency. The semester grades are weighted 40% and the semester exams/assessments are weighted and count as 20% of each semester grade.

Student Records

Student records shall be made available for inspection and review to the parent(s) of a student or to an eligible student on request. Legal separation or divorce alone does not terminate a parent(s)/guardian(s)’ record access rights. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. Upon written request, parent(s)/guardian(s) or eligible students may be provided copies of their educational records, including those maintained in electronic format, when necessary to reasonably permit inspection. Such copies shall be provided in a manner that protects the confidentiality of other students. A reasonable fee may be charged for copies.

School personnel must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the School discloses personally identifiable information from education records.

In addition, considering the totality of the circumstances, the School may disclose information from education records to appropriate parties, including parents of eligible students, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or other individual. In such instances, the basis for a decision that a health or safety emergency existed shall be recorded in the student’s education records.
Authorized School personnel also may disclose personally identifiable information to the following without written parental consent:

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student’s enrollment or transfer;

- Authorized representatives of a Kentucky state child welfare agency if such agency presents to the School an official court order placing the student whose records are requested under the care and protection of said agency. The state welfare agency representative receiving such records must be authorized to access the child’s case plan.

- School officials (such as teachers, instructional aides, administrators, including health or medical staff and law enforcement unit personnel) and other service providers (such as contractors, consultants, and volunteers used by the School to perform institutional services and functions) having a legitimate educational interest in the information.

School officials/staff may only access student record information in which they have a legitimate educational interest.

Contractors, consultants, volunteers, and other parties to whom the School has outsourced services or functions may access student records provided they are:

- Under the School’s direct control with respect to the use and maintenance of education records; and

- Prohibited from disclosing the information to any other party without the prior written consent of the parent/eligible student, or as otherwise authorized by law.

The Superintendent/designee is authorized to release Board-approved student directory information. Approved “directory information” shall be: name, address, phone number, date and place of birth, student’s school email address, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and most recent educational institution attended. Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Superintendent/designee in writing within thirty (30) calendar days after receiving notification of FERPA rights.

Unless the parent/guardian or student who has reached age 18 requests in writing that the School not release such information, the student’s name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

**Supervision of Students**

Students will be under the supervision of a qualified adult, when in attendance at school or a school-sponsored activity. All students must have an assigned class for all periods of the school day. No student may have open periods in the schedule. Each student must have a teacher assigned for each period. No student shall be assigned as an instructional aide.

Each teacher and administrator shall hold pupils to a strict account for their conduct on school premises and on school-sponsored trips and activities. No faculty member, staff employee, or volunteer shall ask a student to leave the EKU campus to attend to errands, personal or school-related, during the school day.

A School Administrator or teacher must accompany students on all school-sponsored or school-endorsed trips. Persons designated to accompany students shall be at least twenty-one (21) years old.

A nonfaculty coach or a nonfaculty assistant may accompany students on athletic trips as provided in statute.

**Technology**

Model Laboratory School has initiated a 1:1 technology program for students and teachers in grades kindergarten through twelve (K-12), in an effort to embrace 21st century learning. Students will be using these devices in the classroom as a part of routine instruction each day. Students will utilize iPads. iPads will be distributed to students
who have a signed AUP (Acceptable Use Policy) Agreement in grades 5-12. Please see the AUP Agreement for additional information regarding care, use, and fees for lost or damaged iPads. The AUP Agreement can be found on the Model Laboratory website.

Note: Model Laboratory School does not provide technology support or assume responsibility for personal devices.

Tutoring and Office Hours

All Model Laboratory School teachers will be available for tutoring at least once a week. Teachers’ designated day of the week for tutoring will be listed in the class syllabus and available on the school website.

Virtual/Online Courses

As determined by school policy, students applying for permission to take a virtual course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online learning environment.

Credit from an online or virtual course may be earned only in the following circumstances:

- The approved elective course is not offered at Model Laboratory School;
- Although an elective course is offered at Model Laboratory School, the student will not be able to take it due to an unavoidable scheduling conflict;
- The course will serve as a supplement to extend homebound instruction;
- The student has transferred to Model Laboratory School and needs the course credit to stay on track for graduation;
- The principal, with agreement from the student’s teachers and parent(s)/guardian(s), determines that the student requires a differentiated or accelerated learning environment.

Virtual/Online Courses taken as dual credit may not be taken during the school day.

Yearbooks

The Model Laboratory School yearbook covers grades K through 12. The yearbook is created and produced by the high school Journalism class. For more information or to purchase a yearbook, please contact Jason Hardin at jason.hardin@eku.edu.

Attendance

Absences

Students must be physically present in school to be counted in attendance, except under the following conditions:

1. Students shall be counted in attendance when they are receiving home/hospital, institutional, or court-ordered instruction in another setting.

2. Participation of a pupil in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance.

3. Students may participate in cocurricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when cocurricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.

4. Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulation.

5. Students having an individual education plan (IEP) that requires less than full-time instructional services shall not be required to be present for a full school day.
6. Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in actual attendance in school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.

7. Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled student attendance day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.

8. The pupil is participating in standards-based, performance-based credit that is awarded in accordance with 704 KAR 003:305, and that falls within one (1) or more of the categories of standards-based course work. A pupil may be counted in attendance for performance-based credit for a class or block for the year or semester in which the pupil initially enrolled in the class or block if the pupil demonstrates proficiency in accordance with local policies.

9. Students attending basic training required by a branch of the United States Armed Forces shall be considered present for all purposes for up to ten (10) days.

Procedures for Documenting Excused Absences

Students returning to school following an absence must obtain an admission slip. A note signed by a parent/guardian is to be presented, explaining the absence. The note must also provide the student's name, grade, date(s) missed, reason, as well as the phone number of a parent/guardian. Based upon the information received, the absence will be declared excused or unexcused in accordance with school policy.

A student and/or parent/guardian have three school days following an excused absence to provide documentation to the Attendance Office. Use of a forged parental/legal guardian note, or a parent/guardian knowingly providing a false excuse are violations of the Student Discipline Code.

Types of Excused Absences

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil,
3. Religious holidays and practices,
4. One (1) day for attendance at the Kentucky State Fair,
5. Documented military leave,
6. One (1) day prior to departure of parent/guardian called to active military duty,
7. One (1) day upon the return of parent/guardian from active military duty,
8. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave,
9. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, or
10. Other valid reasons as determined by the Principal/Superintendent, including trips qualifying as educational enhancement opportunities.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects
of English, science, mathematics, social studies, foreign language, and the arts. Educational enhancement opportunities require, at the minimum, a five (5) day advanced approval and cannot be taken during testing. Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or School testing periods shall not be granted.

The Principal’s determination may be appealed to the Superintendent/designee.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

Educational Enhancement Opportunities (EHO)

Educational Enhancement forms, known as EHO’s, are available for parents and students to request an absence to attend or participate in an educational activity. The activity must have “significant educational value” and be tied to one of the core curriculum subjects or fine arts classes. Per Kentucky Department of Education. EHOs cannot be used for funerals, family vacations, sports events, community events, and religious events. The maximum amount is 10 days per academic year. Students must make up work they missed while out of school for an educational enhancement opportunity.

EHOs require prior approval (5 days) and must be signed by a Principal.

Unexcused Absences

Absences without a note or that do not fall within the definition of an excused absence (see above) will be marked unexcused. Other types of unexcused absences include

- Family trips will be recorded as unexcused absences.
- The last day of school before a vacation period (i.e., Winter Break, Spring Break, etc.) or the first day of class after a vacation period are considered unexcused absences, unless extenuating circumstances warrant otherwise in the determination of the school’s Director/designee.
- Youth Salute and Senior Portraits/Pictures will not be considered excused absences.

Work may be made up for unexcused absences at the discretion of the teacher involved.

A student who has accumulated 3 unexcused absences will have a letter sent to his/her parent/legal guardian informing of the student’s number of absences and containing the school’s attendance policy and requirements concerning truancy. A student who has accumulated 6 unexcused absences within a school year will not be permitted to attend or participate in any extra-curricular activities, e.g., sports, dances, clubs, etc. Additionally, students who accumulate 6 unexcused absences may receive a home visit by the director/designee and filing a truancy report with the local court system. If a student accumulates more than 6 unexcused absences, the Principal/designee will determine appropriate consequences relevant to the needs of the student, which may include disenrollment. Students age 16 and older in possession of a driver’s license who accumulate 9 or more unexcused absences will reported and may result in the revocation of the driver’s license.

Make-Up Work

When a student has an excused absence, students are given a minimum of one (1) week or the total number of days absent, whichever is greater, to complete any missed classwork. Student must confer with individual course instructors to complete make-up work.

Dismissal and Checking Students Out of School

RELEASE OF STUDENTS

At any time students are dismissed from school, they shall be released according to the written instructions provided by the custodial parent/guardian. The instructions, which shall be requested at the time the student registers/enrolls for the school year, shall include the student’s regular mode of transportation at the end of the day and a list of persons, in addition to the custodial parent/guardian, who are authorized to pick up the child from school. Any
deviation from the authorized release process must be approved by the Principal/designee prior to the student departing school in another manner.

It shall be the responsibility of the custodial parent/guardian to notify the school in writing if release instructions are to be revised. If written instructions are not provided to the school, the student shall only be released to the after-school care provider or with the custodial parent/guardian.

Any student who leaves the school grounds at any time without proper authorization shall be subject to appropriate disciplinary action.

**RELEASE PROCESS**

Model Laboratory School shall release the student to either parent, guardian, or legal custodian unless the school has been informed and provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding document which provides instruction to the contrary.

If the student is to be picked up early, the custodial parent/guardian or designee shall report to the Attendance Clerk/designee and sign for the student’s release.

Proof of identification is required from individuals seeking to pick up a student (visual identification by an employee, driver’s license, picture identification, etc.) to assure that they are authorized to pick up the student.

Those students who are not on record as being under the care or control of a parent/guardian may sign for their own dismissal.

If students drive to school parents must send a written note authorizing the time and reason for a student to leave campus before the end of the school day.

**EXCEPTIONS**

A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant or the person authorized by the Cabinet for Health and Family Services when the student is committed to the Cabinet or when the Cabinet is granted custody of the student by a court order. In such case, the student’s parent shall be notified at the earliest opportunity except as otherwise provided by a court order or law.

**Illness at School**

A student who is ill should report to his/her class and then be dismissed to the Nurse’s Office for evaluation with a nurse’s pass or a note from the teacher. The student should not call home from a cell phone or classroom phone to report illnesses that occur at school. The school nurse or clinic will assess the student’s illness and call the parent as needed for check outs. This procedure will prevent unnecessary absences from school, which can result in truancy. Any student having a medical problem of any kind should notify the office and/or the school nurse.

When illness requires the student to leave school, school staff shall notify a parent/legal guardian of the student’s condition and arrange for the parent/legal guardian or other person listed on the check-out sheet to come for the student. In the event a parent/legal guardian cannot be notified, the staff shall notify any of the other individuals listed on the check-out sheet and arrange for the student’s pickup. If no one on the student’s check-out sheet can be contacted, the student shall remain at school until the parent/legal guardian or other authorized person listed on the check-out sheet is contacted. If the ill student has driven to school, the principal or his/her designee shall decide whether the student is capable of driving home or to a medical treatment facility. In the event it is determined that the student is not well enough to drive, the student shall remain at school until he/she can be picked up.

**Late Arrival**

A student arriving at school after 8:00 a.m. should bring a note directly to the Receptionist or Attendance Office to obtain an admit slip. This slip must be presented to the teacher to enter class.

**Consequences for Unexcused Late Arrival**

The following consequences will result if tardiness continues during the semester:

- 1-3 tardies = written warnings;
• 4-6 tardies = one hour after school detention for each occurrence;
• 7+ tardies = assignment to Saturday School for each occurrence.

In the case of inclement weather, the Superintendent/designee may exercise discretion in admitting tardy students to class. Teachers will be notified if a determination has been made to excuse tardiness due to inclement weather.

Teachers will maintain a complete record of each student's tardiness. A student tardy due to unavoidable circumstances, as determined by the attendance officer or director/designee, may be given consideration on an individual basis. Teachers will provide, as soon as possible, an opportunity for students who receive an excused tardy to make up any work missed.

School Closing Notification

When, in the judgement of the President of the University or the Superintendent, an emergency exists, he/she shall close the schools or reduce the hours of the school day as appropriate in the interest of the health and safety of the pupils.

In case of inclement weather or other emergency, local media stations will announce any school closings or delays for Model. Television stations WKYT Channel 27, WLEX Channel 18, and WTVQ Channel 36 also show school closings. This information will also be disseminated via our automated telephone system using phone numbers on file. If you need to change your phone number, please contact Beth Campbell at beth.campbell@eku.edu.

Student Code of Conduct

Preface

This Code of Student Conduct applies to EVERY student who is under the jurisdiction of the Model Laboratory School. The Code of Student Conduct shall be in effect on school property and at any other property where teachers and school administrators have jurisdiction over students. For example, the Code of Student Conduct shall apply to any student who is in attendance at school or at any school sponsored activity. The Code of Student Conduct shall apply to any student whose conduct at any time or place conflicts with or obstructs the mission or operation of the school or the safety and welfare of other students or employees. The Code of Student Conduct shall also apply to students when they are being transported on school sponsored buses.

The Code of Student Conduct shall be uniform throughout the school. The Code of Student Conduct shall be distributed to each student, teacher, and administrator involved in student discipline. Additional copies will be made available to other persons upon request. The Code of Student Conduct is available on Model’s website. Each principal shall, to the extent possible, obtain a written acknowledgment of receipt of the Code of Student Conduct from the student and his/her parents/guardians.

The Code of Student Conduct provides information relating to attendance regulations and descriptions of various violations of conduct for which a student could receive disciplinary action up to and including a recommendation for expulsion from the Model Laboratory School. Matters such as student dress and/or discipline problems not specifically listed in the Code of Student Conduct shall be within the jurisdiction of each principal.

Kentucky law requires that a Code of Student Conduct governing student behavior be adopted for both elementary and secondary students. For your convenience, this copy of the Code of Student Conduct contains policies and procedures for both Elementary and Secondary students.
This Code of Student Conduct does not constitute a contract between Model Laboratory School or Eastern Kentucky University and the students or parent. Model Laboratory School reserves the right at its discretion to change or amend this Code at any time in the future.

Note: It is beyond the scope of this handbook to identify all potentially relevant state laws, rules, or regulations and School policies that may apply to a specific disciplinary case. Therefore, this publication of the Code of Student Conduct is not an exhaustive representation of every possible example of inappropriate behavior for which a student may receive a disciplinary consequence. However, it does represent a good faith effort to address the more frequently observed behaviors of students generally.
Introduction

The Code of Student Conduct is published to clearly communicate the behavioral expectations for students at all grade levels and to summarize the policies of Model Laboratory School relative to the management of student conduct. Therefore, this handbook

- Outlines the responsibilities and rights of all school students
- Defines the school’s rules of conduct and the behavioral expectations for school students
- Identifies the consequences for violations of the rules of conduct
- Clarifies the procedures for processing disciplinary infractions

The Code of Student Conduct is published every two years. Therefore, this handbook may not contain recent changes in policies or procedures, which occur from time to time. When information is revised, the change will be communicated through school newsletters or other means of communication, at which time the published revision shall replace previous information.

The cooperation of parents and students is essential if good discipline in the school is to be achieved. Parents may contribute to good discipline by the following:

- Maintaining a positive attitude toward education,
- Showing an interest in their child’s progress through regular communication,
- Teaching their child to be neat, clean and dressed in an appropriate manner,
- Ensuring their child’s regular daily attendance,
- Reporting and explaining promptly any absence to the school,
- Teaching their child respect for authority,
- Informing the school immediately of any condition or circumstances which may affect their child’s ability to learn, to attend school regularly, or to participate in school activities, and
- Cooperating with school personnel in solving disciplinary problems.

Authority of the Teacher

KRS 161.180, grants teachers and other school staff members the authority for the control and discipline of students assigned to them, as well as on campus, and in other places where they may be assigned to supervise students. Students are expected and required to follow the requests and directives of all teachers, school staff members, school volunteers, and chaperones when on school owned property or at other places where they are under the supervision of school personnel.

Teachers shall make every reasonable effort to control classroom disruptions or misbehavior by students. However, if a disruption or misbehavior persists, or if the disruption is severe, the teacher shall direct the student to an appropriate administrator with a description of the incident written on a referral form provided by the administration.

Note: KRS 161.190 grants school personnel the power to use reasonable force to protect himself or herself, the student, or others from injury. In addition, teachers may have violent, abusive, uncontrollable, disruptive, disobedient, or disrespectful students removed from the classroom for behavior management intervention and/or directed for information or assistance from appropriate school or district personnel.

Note: KRS 158.150 authorizes a teacher to remove a student whose behavior is determined by the teacher to interfere with the teacher’s ability to communicate with the class or the ability of the student’s classmates to learn.

Note: KRS 161.190, empowers teachers and other instructional personnel to press charges against a student if a crime has been committed against a teacher or other instructional personnel on school property, on school sponsored transportation, or during school sponsored activities.
Student Responsibilities

School authorities will place limitations on the rights of students when regulation is necessary in order to prevent disruptions in the classroom or on school property.

School authorities will place limitations on the rights of students as necessary to permit Model to meet its primary responsibility of providing each student the opportunity to receive a quality education in a safe and non-threatening environment.

A breach in the Code of Student Conduct as it relates to individual student conduct means that students are responsible for the things they do, as well as the things they fail to do. Students will be expected to take responsibility for their actions or non-actions as well as the consequences they may receive as a result of their individual choices whether intended or not.

Responsible Students Make the Difference

Students have a responsibility to

• Attend school regularly, on time, and report to all classes and scheduled activities,
• Treat others courteously and with respect,
• Treat school property and the property of others with respect,
• Respect the privacy of others,
• Have in their possession only those items allowed by law and/or School Rules or policies,
• Listen courteously to the opinions and points of view of others,
• Come to class with all necessary materials and be prepared to learn,
• Maximize their learning opportunities,
• Not interfere, impede, limit, or restrict the educational opportunity of any other student(s),
• Comply with all instructions and staff directions,
• Truthfully answer all questions posed by school staff,
• Deliver to their parents or guardians all notes, notices, and papers provided by the school for home delivery,
• Timely notify parents or guardians of all assigned consequences for inappropriate behavior, and
• Report hazardous or dangerous situations to an adult in authority so as to not act negligently or recklessly by placing other people at risk for injury or placing property in danger of damage.

Student Rights

The Model Laboratory School recognizes that students have all of the rights provided by law including: the right to equal educational opportunities without regard to race, national origin, sex, disability, marital status or sexual orientation. School staff as well as students shall each be responsible to

• Create a safe and orderly environment in which to learn,
• Be treated with dignity and respect,
• Express opinions and personal points of view in a responsible and constructive manner,
• Peaceably assemble,
• Be secure in their personal privacy,
• Limit access to their student records,
• Be informed of the rules of conduct, and
• Receive reasonable and fair treatment

Note: These rights are not absolute and may be limited when necessary in order to prevent the disruption of the learning environment or the orderly operation of the school.

Parent and Guardian Responsibilities

Parents and Guardians have the responsibility to:

• Accept their own role as the primary educator of their children.
• Respect the rights of others, including adults and fellow classmates.
• Respect authority and use appropriate procedures for expressing opinions or concerns.
• Have respect for school property and the property of others in school.
• Understand and support school requirements, rules, and policies and to be knowledgeable of the consequences of violations by students.
• Communicate with their child concerning academic performance and behavior.
• Demonstrate interest and concern for academic behavior and success.

Parent and Guardian Rights

Parents and Guardians have the right to:

• Expect that their children will receive an appropriate education.
• Expect that the education shall take place in an atmosphere that is conducive to learning.
• Expect an environment that is structured and managed to promote and protect the health and safety of the children.
• Expect that teachers and school administrators will act responsibly in the care and teaching of their children and that they will take appropriate measures against others who might infringe on the rights and freedom of their children.
• Participate in meaningful parent-teacher conferences to discuss their student’s progress and welfare.
• Rights as guaranteed by the Family Education Rights and Privacy Act.
• Expect a teamwork approach (parents and teachers) from school personnel in the education of their children.

Freedom of Speech

Students have a right to freedom of expression of their views within the limitations reasonably expected of group controls, school purposes, school activities, and as otherwise limited by law.

Students have the right to express, through written and oral means, their own opinions on controversial issues without jeopardizing relations with their teachers or the school.

Students have the right not to participate in reciting the pledge of allegiance to the flag including standing and placing right hand over their heart. Students have a responsibility to make every effort to become informed and knowledgeable about controversial issues and to express their opinions in a manner that is suitable for the forum in which the discussion is taking place and as otherwise set forth by law.

Students have the responsibility to refrain from the distribution of any material(s) which, by its content, would interfere with discipline, cause disorder, invade the rights of others, or as otherwise limited by law.

Students have the right to, and will not be disciplined for, speaking responsibly in their native language.

Right to Assemble

Students have a right to peaceably assemble without disrupting the regular day-to-day operation, schedule, or activity of the school or institution.

Students have the responsibility to assemble in accordance with the prescribed rules and regulations of the school or institution, and as otherwise set forth by law.

Human Dignity

Model Laboratory School, recognizing that it is multi-racial and multi-ethnic, believes that it is a part of our responsibility to provide a harmonious environment in which respect for the diverse make-up of the school community is promoted.

In accordance with this aim, Model will not tolerate behavior by students or staff which insults, degrades, or stereotypes any race, gender, disability, physical condition, ethnic group, religion, sexual orientation, or individual who is pregnant.
Model believes firmly in supporting the social/emotional/mental health of our students. There are procedures in place for district staff to link parents and families to outside agencies for social/emotional/mental health support. Each school has staff members who can assist parents with this process upon their request.

Participation in School Activities

All students have the right to participate in school programs and activities in accordance with eligibility requirements. Students also have the responsibility to contribute to these activities in a positive manner.

Students who have been recommended for expulsion will not be considered “students in good standing.” Therefore, they will not be permitted to participate in extracurricular activities or to be on any other School owned property for the period of time they are Administratively Assigned.

Student Appearance & Dress Code Policy

We expect students to maintain that type of appearance that is not distracting to students, teachers, or the educational process of the school. Parents are primarily responsible for the appearance of their child. As such, parents will be contacted when the dress or appearance of their child is deemed inappropriate. When a student’s appearance is judged to be detrimental, a parent conference will be arranged, or disciplinary action will be taken.

Objectives

- To provide an educational environment that promotes good teaching and learning.
- To allow students to dress comfortably within limits to facilitate learning.
- To allow individual freedom in dress without infringing upon the rights of other students or faculty members.
- To provide guidance to students and parents on appropriate attire for school and any school function.
- To teach a skill for success in obtaining and keeping employment linked to attire.

Guidelines

- Normal seasonal articles of clothing worn in good taste are acceptable.
- Articles of apparel, clothing, or accessories that present a hazard to the individual or to other people will not be permitted.
- Clothing or accessories that promote the following are not acceptable
  - Promotion of illegal substances or conduct
  - Items associated with illegal or prohibited organizations
  - Messages with violent, sexual or offensive language, pictures or symbol
  - Promotion of hatred, intolerance or discrimination
- Shorts (and skirts for female students) are permitted to be worn from the opening of school until the close of school. They, however, should be kept to a length that is not distracting and/or inappropriate. To determine if the length of a short, skirt or dress is acceptable, the fingertip rule can be used in most cases. The fingertip rule refers to using the tip of the middle finger as a guideline when the hands are held loosely at the side and the individual is standing upright.
- Excessive visible body piercing is not to be worn at school or school activities.
- Unnatural hair style that is distracting to the educational process is not permitted.
- Clothing that is designed or worn to expose the midriff or underwear or undergarments is not acceptable at any time on any gender.
- Hats, bandannas, and scarves are not to be worn in the building and should be placed in the student’s backpack or locker upon entry to school.
- Clothing that is designed to be strapless or spaghetti straps are not acceptable.
- Male students should wear shirts with sleeves in the academic facility.
- Shoes that cover the soles of the feet shall be worn at all times.

Violation of the Policy of Unacceptable Appearance (Not Necessarily Clothing)

It will be a violation of this Policy for a student to attend school or any school-sponsored event or function held during the school day with any visible body piercing, except for earrings on the ears, all other body piercing jewelry/items must be removed and not concealed. Examples of unacceptable body piercings include, but are not
limited to spikes, gauges, and any oversized unacceptable body piercing hardware. It will also be a violation of this Policy for any student to have his or her hair cut or worn in such a manner, or unnatural in color, or in an extreme fashion such that the principal, within reasonable exercise of his or her discretion, determines it is so distracting or disruptive that it interferes with the orderly educational process. Some examples include, but are not limited to neon colors, stripes, patterns, etc.

Further, it will be a violation of this Policy for a student to wear makeup that is not within the acceptable standards for the school or community such that the principal, within the reasonable exercise of his or her discretion, determines it is so distracting or disruptive that it interferes with the orderly educational process.

Note: The decision as to whether or not clothing or the appearance of a student is a violation of this Policy shall be made by the Principal or designee, and such decision shall be determinative and final as to the matter being decided. The exercise of this discretion shall be subject to legal standards for the reasonable exercise of discretion by the school administrators, but to the greatest extent permitted by law deference shall be afforded to school officials in their exercise of discretion in the implementation of this Policy. This provision regarding discretion of school officials shall apply to each subsection and portion of the entire Policy.

Violations of the Code of Student Conduct

The Principal or designee shall exercise his/her professional judgment in determining what consequence(s) to impose for a violation of the Code of Student Conduct. In making this determination, the definitions provided in the Definition of Terms section are to be used as a guide for appropriately classifying student misconduct.

Note: The Principal or designee shall make a good faith effort to notify parents/guardians, by sending a copy of the referral home or by making telephone contact, each time a referral is received for processing a disciplinary action.

Matrix of Infractions & Consequences

Students are expected to come to school prepared to learn and to participate in all learning activities. Any conduct, which interferes with the orderly operation of a school and/or interferes with any student's ability to learn is considered inappropriate and may subject the student to disciplinary action.

The Code of Student Conduct specifically identifies prohibited student conduct and lists the range of consequences, which may be imposed for each infraction. When assigning consequences for misconduct, the Principal or designee shall give consideration to factors such as the nature of the infraction, the student's past disciplinary record, the student's attitude, the student's age and grade level, and the severity of the problem as it exists in that particular school. The degree and severity of the problem may justify classifying the offense at a higher level than is indicated by the example.

The Matrix of Infractions and Consequences is included in this publication of The Code of Student Conduct as a quick reference for students, parents and guardians in order that they may refer to general examples of student misconduct.

To identify appropriate sanctions in the Matrix of Infractions and Consequences, locate the cells found at the intersection of the infraction (ROWS) and the column numbers. The column numbers correspond with the consequences listed in the box to the right of the matrix.
Mandatory Consequences are indicated by (M). Optional Consequences are indicated by (O). Potential Consequences are indicated by (P).

Code Violation Levels:

- Level I Most Serious Code Violation (Possible Law Enforcement Involvement and Expulsion or Disenrollment)
- Level II Serious Code Violation (Possible Suspension)
- Level III Moderate Code Violation (Possible Detention or Suspension)
- Level IV Minor Code Violation (Possible Detention)
| INFRACTIONS | Codes | LEVELS | 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 |
|-------------|-------|--------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Policy Violation |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Computer/Acceptable Use |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Detention |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Failure to Serve Teacher |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Instruction |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Failure to Follow Staff |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Explosives |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| School |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| School |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Excessive Absences to |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Class/Tardies to |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| School-Class |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Drugs Use/Possession* (excluding alcohol) |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Academic Cheating/Plagiarism |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Class Disruption/Disorderly Conduct |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Classroom/School Rules |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Defiance of Authority/Willful Disobedience |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Disruption on Campus-Major* |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Disruption on Bus |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Disruptive Behavior/Insolent Attitude |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Dress Code Violation |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Drugs Use/Possession* (excluding alcohol) |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Drug Sale/Distribution* (excluding alcohol) |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Drug Paraphernalia |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Excessive Absences to |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| School-Class/Tardies to |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| School-Class |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Explosives |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Failure to Serve Teacher Detention |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Failure to Follow Staff |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Instruction |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| **Office of Civil Rights (OCR) report data** |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

**M = MANDATORY CONSEQUENCES  O = OPTIONAL CONSEQUENCES  P = POTENTIAL CONSEQUENCES**
| INFRACTIONS                                      | Codes | LEVELS | 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 |
|------------------------------------------------|-------|--------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Failure to Serve In-School Detention/Saturday Det/Admin Det | FSI   | L2     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | O  | O  | O  | O  | O  |
| False Accusations against Classmate(s)          | FSA   | L2     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | O  | O  | O  | O  | O  |
| False Accusations against Staff Member          | FAT   | L1     |   |   |   |   |   |   |   |   | M  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  |
| False Fire Alarm                                 | FFA   | L2     |   |   |   |   |   |   |   |   | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  |
| False Summoning of Emergency Services            | FSE   | L1     |   |   |   |   |   |   |   |   | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  |
| Fighting*                                        | FIL   | L2     |   |   |   |   |   |   |   |   | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  |
| Fighting*                                        | FIT   | L2     |   |   |   |   |   |   |   |   | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  |
| Fireworks                                        | FIW   | L1     |   |   |   |   |   |   |   |   | M  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  |
| Forgery                                          | FOR   | L2     | O | O | O | O | O | O | M | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Gambling                                         | GAM   | L2     |   |   |   |   |   |   |   |   | M  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  | O  |
| Gang-Related Activity/Apparel/Appearance         | GRA   | L2     | M | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Hall Pass                                        | HAL   | L3     | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Harassment/Unsubstantiated Harassment**          | HAR   | L2     | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Harassment/Unsubstantiated Harassment**          | UHR   | L2     | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Bullying (local)                                  | HRB   | L2     | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Bullying?/Unsubstantiated Bullying**              | BUL   | L2     | O | O | O | O | O | O | M | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Bullying?/Unsubstantiated Bullying?**             | UBL   | L2     | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Harassment (Cyberbulling)                        | HRC   | L2     | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Horseplay                                        | HRP   | L4     | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Illegal Organization                             | ILO   | L3     | O | O | O | O | O | O | M | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Inappropriate Printed Materials or Behavior      | IPM   | L2     | O | O | O | O | O | O | M | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Insubordination                                  | IOA   | L2     | O | O | O | O | O | O | M | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Leaving School Grounds                           | LEA   | L3     | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Lunch Room Violation                             | LUN   | L3     | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Lying/Misrepresentation                          | LMR   | L3     | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Other Offense                                    | OTH   | L2     | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Other Major Offense*                             | OMC   | L2     | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Over-the-Counter or Prescription Medication Use/Possession | OMU   | L2     | O | O | M | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Over-the-Counter or Prescription Medication Sale/Distribution | OMD   | L1     | O | O | M | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |

**Office of Civil Rights (OCR) report data

M = MANDATORY CONSEQUENCES O = OPTIONAL CONSEQUENCES P = POTENTIAL CONSEQUENCES

1 - Report to Parent
2 - Verbal Reprimand
3 - Written Assignment or Special Assignment Related to Offense
4 - Parent/Teacher/Student Conference
5 - Behavior Contract
6 - Correct Inappropriate Dress
7 - Opportunity to Secure Supplies
8 - Time Out Area
9 - Confiscation of Inappropriate Item
10 - Strictly Supervised Study Area
11 - Loss of Credit for Work (Dishonesty)
12 - Financial Restitution
13 - Teacher Detention
14 - Counseling/Referral
15 - Revoke School Privilege (Athletics, Clubs, Field Trips, School Trips, School Activities)
16 - Teacher/Student Schedule Change
17 - Tobacco Cessation Class or Tobacco Citation Written
18 - Work Detail
19 - Administrative Detention/Saturday Detention
20 - In-School Suspension
21 - Short-Term Out-of-School Suspension 1-5 days
22 - Long-Term Out-of-School Suspension 6-10 days
23 - Recommendation for Expulsion
24 - Refer to Law Enforcement/Civil Citation
25 – Disenrollment from School
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<th>2</th>
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<td>Revoke School Privilege (Athletics, Clubs, Field Trips, School Trips, School Activities)</td>
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<td>Disenrollment from School</td>
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M = MANDATORY CONSEQUENCES  
O = OPTIONAL CONSEQUENCES  
P = POTENTIAL CONSEQUENCES
| INFRACTIONS                        | Codes | LEVELS | 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 |
|-----------------------------------|-------|--------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Unauthorized Buying/Selling of Merchandise | UBS   | L4     | O | O | O | O | M | O |   |   |   | O  |   |   |   |   |   |   |   |   |   |   |   |   |   | P | M | O | O | O | O | O | O | O | O | O |
| Unsafe Act                        | USA   | L2     | O | O | O | O | O | O | O | O | O | O  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Vandalism less than $1000         | VAL   | L2     | M | O | O | O | O | O |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Vandalism $1000 or more*          | VAN*  | L2     | M | O |   |   | M | P | P | P | M | O  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Dangerous Instrument Possession   | WPL   | L2     | M | M | O | O | O | O | P | M | O  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Weapons*                          | WPO*  | L1     | M | M |   |   | M | M | M | M | M  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

**Office of Civil Rights (OCR) report data  
M = MANDATORY CONSEQUENCES  
O = OPTIONAL CONSEQUENCES  
P = POTENTIAL CONSEQUENCES
Definitions of Terms

Definitions of terms and/or student conduct which are considered to be violations of the Code of Student Conduct are described in this section of the handbook. The use of words, such as battery and arson, are not meant to be considered equivalent to or to carry the same standards and consequences as the same words, which are defined in the criminal context in the Kentucky Statutes. Model Laboratory School retains the flexibility and right to attach definitions found in school policy to such words without attaching any criminal standards set by the courts or legislature. When a student has committed an infraction, the misbehavior is to be classified according to the definition which best describes it.

**Alcohol ALC** - The act of possessing, selling, purchasing, or using alcoholic beverages or substances represented to be an alcoholic product. *L1*

**Arson ARS** - The act of damaging or causing damage by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. *L1*

**Assault AST** - The act of making an intentional, unlawful threat, by word or act, to do violence to another person coupled with an apparent ability to do so, and then doing some act that creates a well-founded fear in that person that violence is imminent. *L1*

**Assault (Aggravated) AAS** - The act of verbally assaulting another person by implying harm with a deadly weapon without the intent to kill the other person; or with intent to commit an act which would constitute a felony as set forth in Florida Statutes. *L1*

**Assault (Simple) SAS/Battery (Minor) MBT (Student to Student Only)** - The act of threatening or attempting to strike another person where physical contact is made by one individual, but where no injury is sustained. *If this action is a repeated violation a referral for harassment (bullying) may need to be considered, see page 21.* *L2*

**Battery BAT** - The act of physical force or use of violence by an individual against a school system employee, volunteer, or student with or without provocation. The actual reckless or intentional touching, striking, or hitting and/or attempt to recklessly or intentionally touch, strike, or hit a school system employee, volunteer, or student with any portion of the actor’s person or with any object against the will or without the permission of the victim. A finding of battery must be serious enough to warrant consulting law enforcement and result in serious bodily harm. (To distinguish from Fighting (FIT), report an incident as Battery (BAT) only when the force or violence is carried out against a person who is not fighting back.) *L1*

**Bomb Threat BOM** - The act of intentionally making a report to any person, including school personnel, concerning the placement of, creation of, or discussion of any bomb, dynamite, explosive or arson causing devices. *L1*

**Breaking and Entering/Burglary BRG** - The act of unlawfully entering with force or unauthorized presence in a building or other structure, or conveyance (vehicle) with evidence, of the intent to damage or remove property or harm a person(s). *L1*

**Bullying BUL** - The act of systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment: cause discomfort or humiliation; or unreasonably interferes with the individual’s school performance or participation; and may involve but is not limited to teasing, social exclusion, threat, intimidation, cyber-bullying, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation; or destruction of property. *L1*

**Unsubstantiated Bullying UBL** - After a complete investigation and follow up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under definition of bullying as listed in KRS 158.148.
Cellular/Communication Device CPP - The act of utilizing any personal communication/electronic device such as, but not limited to alarm devices, pagers/beepers, cellular phones/camera phones, or other one-way/two-way communication devices without proper authorization on school grounds or in any building owned or operated during school hours, or used causing disruption/interference with the orderly educational process, or disrupts or interferes with the safety-to-life issue for students being transported on a district school bus, such as, but not limited to playing loud music, passing devices amongst students and other distracting behaviors. Misuse of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act.

The following lists general conduct

- The device may only be used by a student before (providing the conversation is terminated before the commencement of school) and after regular school hours.
- Lunch time is considered as school hours.
- The principal may require the device to be registered with the school prior to allowing students to use them in the manner described above.
- The school district shall not be responsible for lost or stolen communication devices.
- The inappropriate, harmful or malicious use of cellular telephone, electronic communication devices (ECDs), and other electronic devices on school property and/or school sponsored events is prohibited. Such violation is considered a serious breach of acceptable conduct and school administrators are required to take appropriate disciplinary and/or legal action. Such examples may include, but are not limited to recordings, video/audio, photos, social media activity, etc. L2

Cheating CHT/Dishonesty DIS – The act of inappropriately and deliberately distributing or using information, notes, materials, or work of another person in the completion of an academic exam, test, or assignment. Not telling the truth. L4

Class Disruption CLT - The act of behaving inappropriately which disrupts the learning environment, which inhibits the instructor’s ability to teach, or interferes with another students’ opportunity to learn. L4

Classroom/School Rules CLR – The act of failing to follow classroom or school rules in the school setting. Behavior that violates this rule would be considered minor and would not rise to the level of defiance of authority or insubordination and would not necessarily require a referral to an administrator unless the behavior becomes chronic. L4

Data Network Acceptable Use Policy DNP – The act of inappropriately using a computer or other communication device including, but not limited to, breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying software, entering or distributing or printing unauthorized files, visiting inappropriate websites, (i.e. pornography), or downloading inappropriate materials. L2

Defiance of Authority/Willful Disobedience DEF - The act of flagrantly or hostility challenging the authority of a school staff member, bus driver, or any other adult in authority. L2

Disruption on Campus-Major DOC - The act of displaying disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. This type of violation significantly disrupts all or portions of the campus activities, school sponsored events and school bus transportation. Examples: Bomb threat in which emergency services respond, inciting a riot, initiating false fire alarm, (Do not use this code for students defying authority, disobeying or showing disrespect to others, using inappropriate language or gestures, minor fights or classroom disruptions.) L1

Disruption on School Sponsored Bus BUS - The act of engaging in conduct or behavior, which interferes with the orderly, safe, and timely transportation of students. L3
Disruptive Behavior DRP – Behavior that materially or substantially disrupts the educational process, whether on school property or at a school-sponsored events and activities, shall not be tolerated and shall subject the offending pupil to appropriate disciplinary action. For purposes of this section, behavior which disrupts the educational process shall include:

1. Conduct which threatens the health, safety, or welfare of others.
2. Conduct which may damage public or private property, including the property of students or staff.
3. Illegal activity.
4. Conduct that materially or substantially interferes with another student’s access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities; or
5. Conduct that materially or substantially disrupts the delivery of instruction services or interferes with the orderly administration of the school and school-related activities or school operations. (to include communicating (oral or written) and/or body language, including but not limited to, facial expressions or gestures which are intended to communicate disrespect, insult, contempt, impertinence, or rudeness toward person(s) in authority. L3

Dress Code DCV - The act of failing to comply with the established dress code policy. L4

Drug Use/Possession DRU (excluding alcohol) - The act of using or possessing any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance, including, but not limited to, marijuana, hallucinogens, inhalants, or any substance represented to be an illegal substance, such as “designer drugs,” or caffeine pills, tablets, or caplets, or any substance which is represented to be any such substances or any substance when used for chemical intoxication. L1

Drug Sale/Distribution DRD (excluding alcohol) – The act of manufacturing, cultivating, selling, or distributing any drug, narcotic, controlled substance or substance represented to be a drug. L1

Drug Paraphernalia DPA - The act of possessing, using, selling, storing, or distributing any equipment, device, or equipment used for the purpose of preparing or taking drugs, and items which may be determined to be drug paraphernalia. L2

Excessive Absences to School or Class EAS/Excessive Tardies to School or Class ETS – The act of failing to attend class and having no acceptable excuse for the absence or tardy. L3

Explosives EXP – The act of possessing, using, selling, storing, distributing, constructing, or detonating any combustible substance or destructive device, such as a bomb, letter bomb, pipe bomb, grenade, rocket, or similar device designed to explode. L1

Failure to Follow Directions FFD – The act of failing to follow the directions of a teacher, administrator, staff, or volunteer in the school setting. Behavior that violates this rule would be considered minor and would not rise to the level of defiance of authority or insubordination and would not necessarily require a referral to an administrator unless the behavior becomes chronic. L4

Failure to Serve Teacher Detention FST - The act of not attending a teacher detention or teacher assigned discipline. L3

Failure to Serve In-School Detention FSI/Saturday Detention FSS/Administrative Detention FSA – The act of not attending In-School Suspension/Saturday School or other administratively assigned discipline. L2

False Accusations Against Classmate(s) FAC - The act of intentionally publicizing (oral or written) of untrue, injurious allegations against another classmate or knowingly bringing false charges against a classmate. If accusations against a classmate are found to be false, the student lodging the false accusation may receive the same punishment as would have been received by the wrongly accused individual. The Principal may adjust the
consequence as he/she considers the circumstances of misdirected staff time and damage to the wrongly accused individual and his/her family. L2

**False Accusations Against Staff Member(s) FAT** - The act of intentionally publicizing (oral or written) of untrue, injurious allegations against a staff member or school volunteer, or knowingly bringing false charges against a staff member or school volunteer. L1

**False Fire Alarm FFA** - The act of activating a fire alarm system or equipment (i.e. fire extinguisher, hoses, or sprinklers) or the willful and/or malicious reporting of a false fire. L2

**False Summoning of Emergency Services FSE** - The act of intentionally or willfully notifying or reporting a false emergency in which any community agency or provider of emergency services is notified. L1

**Fighting FIL** - The act of participating in an altercation involving physical violence in which individuals may or may not sustain personal injury. L2

**Fighting FIT** - The act of two or more persons mutually participating in use of force or physical violence that requires physical restraint or results in injury. L2

**Fireworks FIW** - The act of possessing or igniting of firecrackers, bottle rockets, smoke bombs, or other similar devices. L1

**Forgery FOR** - The act of making a false or misleading written communication to a school staff member with either the intent to deceive or under circumstances which would reasonably be calculated to deceive the staff member, or producing, possessing, or distributing any false document, item, or record represented to be an authentic school document, item, or record. L2

**Gambling GAM** - The act of participating in games or activities of chance for the exchange of money or items of value. L2

**Gang-Related Activity/Apparel/Appearance GRA** - The act of engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang identified rituals or behaviors. Wearing or displaying any clothing, jewelry, accessories, makeup, tattoo, or any other appearance or apparel which may be considered gang-related in any manner which is associated with being a member of or participating in a gang or gang-related activity. L2

**Hall Pass HAL** - The act of failing to follow school or classroom rules in the hallway. Behavior that violated this rule would be considered minor and would not rise to the level of defiance of authority or insubordination and would not necessarily require a referral to an administrator unless the behavior becomes chronic. L3

**Harassment (Bullying) HRB** - The act of inflicting physical hurt and/or offensive, abusive, intimidating or other insulting behavior on the part of one or more students towards a student(s) that may or may not be repeated over time. L2

**Harassment HAR** - The act of threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that 1) places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property, 2) has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school. L2

**Unsubstantiated Harassment UHR** - After a complete investigation and follow up of a reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited under KRS 158.148.
Harassment (Cyberbullying) HRC - The act of using information and communication technologies such as, but not limited to e-mail, cell phone, pager text messages, instant messaging (IM), defamatory personal web sites and defamatory personal pooling web sites to support deliberate, repeated, and hostile behavior by an individual or group that is intended to threaten or harm others or which substantially disrupts or interferes with the operation of a school or an individual’s academic performance. If such behavior is considered a serious breach of acceptable conduct the school administrators are required to take appropriate disciplinary and/or legal action. L2

Harassment (Sexual) SXH - See Sexual Harassment.

Horseplay HRP - The act of engaging in rowdy, rough behavior that interferes with the safe or purposeful order of the school. L4

Illegal Organization ILO - The act of establishing or participating in a secret society or prohibited organization on school owned property, at a school function or at an extracurricular activity. The Board does not support or sponsor the establishment or operation of any secret or socially exclusive societies, fraternities, or sororities under School auspices. School groups’ affiliation with state and national organizations must be approved by the Superintendent. All school-sponsored student organizations shall be under the direction of a faculty advisor. L3

Inappropriate Printed Materials or Behaviors IOA - The act of using oral or written language, electronic messages, pictures, objects, gestures, or engaging in any physical act considered to be offensive, socially unacceptable, or not suitable for an educational setting. L2

Insubordination INU - The act of deliberately refusing or failing to follow a direction or an order from a school staff member, bus driver, or any other adult in authority. L2

Leaving School Grounds LEA – The act of leaving school grounds without proper administrative authorization. L3

Lunch Room Violation LUN - The act of failing to follow school or classroom rules in the lunch room. Behavior that violated this rule would be considered minor and would not rise to the level of defiance of authority or insubordination and would not necessarily require a referral to an administrator unless the behavior becomes chronic. L3

Lying/Misrepresentation LMR - The act of intentionally providing false or misleading information to, or withholding valid information from, a school staff member. L2

Other Offense OTH - The act of any serious, harmful incident resulting in the need for additional staff and administrators’ intervention not previously classified. L2

Other Major Offense OMC - The act of any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. L2

Over-the-Counter or Prescription Medication Use/Possession OMU – The act of using or possessing any substance which requires a physician’s prescription or is an over-the-counter medication. L2

Over-the-Counter or Prescription Medication Sale/Distribution OMD – The act of selling or distributing any substance which requires a physician’s prescription or is an over-the-counter medication. L1

Over-the-Counter or Prescription Medication Unauthorized Use/Possession UPM – The act of using or possessing any over-the-counter or prescription medication prescribed for the individual student without signing in such medication at the school health room in accordance with School Rules, Policies, and Procedures. L2

Parking PAR - The act of failing to follow established rules and regulations concerning the privilege of driving and parking vehicles on a school campus. L4
Possession of Dangerous or Disruptive Item PDI - The act of possessing any item, although not specifically designed to do harm to another person, which is used to cause or attempt to cause injury, or is used to put someone in reasonable fear of injury, or the item is considered disruptive on a school campus including, but not limited to lighter/matches, poppers, belts, pencils, pens, compasses, combs, hair brushes, sharp objects, and laser pens. L2

Possession of Handcuffs POH – The act of possessing, carrying, and/or transporting handcuffs. L1

Possession of Stolen Property PSP - The act possessing stolen property shall receive appropriate disciplinary consequences. Students should refrain from receiving, taking, or "holding onto for a friend" any item(s) or materials for which they are not the legitimate owner. L2

Profanity/Abusive Language PRO - The act of using any profane, vulgar, or unnecessary crude utterance or gesture, whether directed toward a classmate, or merely done overtly. L4

Profanity/Abusive Language to Staff PRS - The act of using any profane, vulgar, or unnecessary crude utterance or gesture, directed toward a staff member, teacher, administrator, and volunteer. L2

Public Display of Affection PDA – The act of failing to refrain from public displays of affection in school. The practice of embracing and kissing in school is considered in poor taste and disruptive to the educational environment. L4

Robbery ROB - The act of taking or attempting to take anything of value that is owned by another person or organization, under the confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear. L1

Sexual Assault SXA - The act of a threat of rape, fondling, indecent liberties, child molestation, or sodomy. Both male and female students can be victims of sexual assault. The threat must include all of the following elements: 1) intent; 2) fear; and 3) capability. L2

Sexual Harassment SXH - The act of unwanted and repeated verbal or physical behavior with sexual connotations that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation. An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence. L1

Sexual Offenses SXL - The act of making unwelcome sexual advances, requests for sexual favors or other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature toward student(s) and/or staff, volunteer when such conduct substantially interferes with academic performance, or creates an intimidating, hostile, or offensive school environment. L2

Sexual Offenses SXO - The act of other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd, sexual gestures, comments, sexual activity, or exposing private body parts in lewd manner. L2

Skipping Class SKC/Skipping School SKS - The act of not reporting to class or leaving class or school without receiving proper prior approval and/or following the established procedures for checking out of school. L4

Stealing/Larceny/Theft less than $300 SLT - The act of unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicles, without threat, violence or bodily harm. L2

Stealing/Larceny/Theft $300 or more STL - The act of unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicles, without threat, violence or bodily harm. L2

Tardy to Class TAC/Tardy to School TAS - The act of arriving late to a class or to school on a repeated basis. L4
**Threat/Intimidation TRE** - The act of threatening or causing physical harm to another person with or without the use of a weapon that includes all of the following elements:

1. **intent**—an intention that the threat is heard or seen by the person who is the object of the threat;
2. **fear**—a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and
3. **capability**—the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained. *L2*

**Threat or Threatening Behavior to Staff TTS** - The act of declaring the student’s intent by word or act to do violence toward a staff member, teacher, administrator and volunteer or to his/her property. *L1*

**Throwing Objects Non-Injury to Persons or Property THR** – The act of throwing any object intentionally or unintentionally that does not cause injury to persons or property. Objects may include, but are not limited to pen caps, clips, paper wads, or spitballs. *L4*

**Tobacco TBL** - The act of possessing, using, distributing, or selling tobacco products or substance represented to be a tobacco product or device associated with tobacco, including but not limited to electronic cigarettes, smokeless tobacco or any matter on school grounds, at school-sponsored events, or on school transportation. *L2*

**Trespassing TRS** - The act of entering or remaining on school grounds/campus, school transportation, or at a school-sponsored event/off campus without authorization or invitation and with no lawful purpose for entry. *L2*

**Unauthorized Area UNA** - The act of being present in buildings, rooms, hallways, or other areas of a school campus restricted to student access during all or a portion of a day. *L4*

**Unauthorized Assembly UAA** - The act of being present at unapproved student gatherings, meetings, demonstrations, or protests which interfere with the orderly process of the school environment, or which interrupts a school function or an extracurricular activity. *L4*

**Unauthorized Buying/Selling of Merchandise UBS** - The act of buying or selling any merchandise while at school or on any property without the permission of the Principal. *L4*

**Unsafe Act USA** - The act of engaging in any behavior which compromises the health, safety of an individual including, but not limited to, such acts as climbing, hitting, kicking, pinching, or slapping. *L2*

**Vandalism less than $1000 VAL** - The act of intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it. *L2*

**Vandalism $1000 or more VAN** - The act of intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it. *L2*

**Dangerous Instrument Possession WPL** - The act of possessing, storing, distributing, selling, or purchasing any instrument or object that can inflict serious harm on another person, or that can place another person in reasonable fear or apprehension of serious harm or be used to intimidate another person including, but not limited to fixed blade knives (household), folding knives, switch blade knives, common pocket knives, razor blades, box cutters, sharp cutting instruments, ice picks, chains, pipes, nunchakus, brass knuckles, Chinese stars, cap guns, BB or pellet guns, propellants, paintball guns, “look-alike” weapons, or any object or substance directly represented to be or falsely represented to be a weapon of mass destruction (i.e. an anthrax hoax). *L2*

**Weapons WPO** - The act of possessing, storing, distributing, selling, or purchasing any instrument or object that can inflict serious harm on another person, or that can place another person in reasonable fear or apprehension of serious harm or be used to intimidate another person including, but not limited to a stun gun, dirk, metallic knuckles, swinging shot, billie club, tear gas gun, chemical weapon or device, or other deadly weapon, explosive, bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing an explosive, incendiary, or poison gas and includes any frangible container filled with an explosive, incendiary, explosive gas, or expanding gas which is
designed or so constructed as to explode by such filler and is capable of causing bodily harm or property damage and does not include a common pocketknife, plastic knife, or blunt bladed table knife. *L1*

**Rules of Conduct**

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people.

With an understanding of the purposes of discipline in a school, students may form a correct attitude toward it, do their part in making their school an effective place of learning, and develop the habit of self-restraint, which will make them a better person. Therefore, students will be expected to rise to the level of the following expectations.

**Students must**

- Obey each individual school rule,
- Respect the position in which all persons in authority serve,
- Complete all assigned work,
- Account for all textbooks, library books, and other school-owned materials issued to them,
- Conduct themselves in a manner which will not interfere with the orderly and safe transportation of students riding on buses or other authorized vehicles, and
- Remain on school grounds or in class unless given appropriate authority or permission to leave.

**Students must not**

- Cheat,
- Smoke or use tobacco products anywhere on school grounds, buses, or other authorized vehicles,
- Engage in physical contact of a sexual nature,
- Commit an act of indecent exposure,
- Present or carry false identification,
- Fight or engage in horse play,
- Use profane, obscene, indecent, immoral language or gestures,
- Use abusive language such as slander, public accusation, and racial or religious slurs,
- Possess or distribute any material prohibited by law, such as drugs, drug paraphernalia, alcohol, weapons, pornographic material, etc. (such items may not be stored in school lockers or in vehicles parked on school property),
- Dress in a manner consistent with gang-related apparel/appearance or in a manner which promotes drugs, drug paraphernalia, alcohol, tobacco, pornography, or violence,
- Commit any act of assault and/or battery on students or school personnel,
- Commit any act which disrupts the orderly conduct or function of the school, and
- Make false accusations towards their classmates. If accusations against classmates are found to be false, the student lodging the false accusation may receive the same punishment as would have been received by the wrongly accused individual. The consequence may be adjusted by the Principal as he/she considers the circumstances of misdirected staff time and damage to the wrongly accused student and his/her family.

**Transportation**

Kentucky Statutes gives school bus drivers the authority to monitor and control the behavior of students any time they are being transported to and from school functions at public expense.
Standards of Conduct for Riding a Bus: Student conduct, which distracts the driver, endangers the health and safety of other students, or demonstrates a willful disregard for transportation rules shall be reported to the Principal or the Principal’s Designee.

The following rules of conduct apply to all students when they are being transported on a bus.

1. Students are to enter the bus in an orderly manner and sit in assigned seat, and buckle seat belt (if applicable).
2. Students must obey the driver, monitors, and chaperones at all times and follow the standards of conduct while riding the school bus.
3. Students are to remain seated, facing forward at all times when the bus is moving. All portions of the student’s body are to remain inside the bus.
4. No eating, drinking, or chewing gum is allowed on the bus, unless authorized by the bus driver.
5. No glass or breakable containers are allowed on the bus.
6. No reptiles, insects, animals, or marine life (dead or alive) are allowed to be transported on the bus.
7. Absolute silence is required of students at railroad crossings and/or anytime the dome lights are on.
8. Bulky or objectionable objects, including musical instruments, that cannot be held in the student’s lap are not permitted on the bus. No objects may block the aisles or emergency exits.
9. No items are to be thrown or propelled out of the bus windows. (Behavior that violates this rule/expectation may be classified as a felony. The student and the parent/guardian shall be held responsible for any damages that result from such an act.)
10. No littering, throwing, or propelling objects inside the bus is allowed.
11. Defacing or vandalizing a school bus is forbidden. Restitution will be required for any damages sustained to the bus.
12. No profanity, obscene language, offensive gestures, or offensive materials of any nature are permitted on the bus.
13. Smoking and/or use of any tobacco products or other mood-altering substances is strictly prohibited.
14. No posters or signs are to be displayed from the bus.
15. Students are subject to be videotaped at any time in order to monitor student behavior and to ensure the security and safety of the students.

Note: The consequences for a violation of rules for conduct while being transported on a bus may include, but are not limited to, suspension of transportation to and from school functions at public expense, out-of-school suspension and/or recommendation for expulsion.

Student Parking and School Locker Search

The parking of a student’s vehicle on campus is a privilege that is granted by the Model Laboratory School. All parking areas and lockers are the property of the Model Laboratory. School authorities have the right to inspect any student parked vehicles and/or lockers in order to protect the health, safety, and welfare of students. This includes the use of drug and gunpowder sniffing K-9 dogs. Each student who parks a vehicle on a school campus or uses a school locker is presumed to know what is contained in his/her vehicle or locker and will be held accountable for any contraband, weapons, drugs, etc., which may be found in them.

Each student must sign the Model’s Student Parking and/or Student Locker Application and Consent to Search and Waiver of Liability form acknowledging and agreeing to the conditions as prerequisite to, and in consideration for, the issuance of a student parking, and/or a student locker that the locker is school property and may be opened by school authorities at any time without the consent and without the student’s knowledge or presence. Students do not have a reasonable expectation of privacy in their locker or vehicle.

Individual student parked vehicles and/or locker searches will be conducted if school personnel have a reasonable suspicion of a violation of the law or the Code of Student Conduct. Routine locker clean-ups are not considered searches. HB 328
Search and Seizure

Students have the right to be secure from unreasonable searches of their person and property. Authorized personnel (defined as the Principal or a certified person directly responsible for the conduct of the student) have the right to search students, their belongings, lockers, desks, automobiles, electronic devices if a reasonable suspicion exists that the search may reveal evidence the student has violated a school rule, school policy, or the law. The search of a student’s person shall be conducted only with the express authority of the Principal or designee. The purpose of the search is to protect the safety and property of others. Additionally, school property, such as lockers and desks that are jointly held by the school and the student may be searched on a regular basis to maintain the ongoing educational process of the school. In no instance shall the school official strip search any student. The use of trained dogs to locate prohibited illegal substances/items/materials on University property may be utilized. The alert of a trained dog to an item or area shall qualify as reasonable grounds on which to base a further search.

Criminal Violations

Students may be charged with criminal violations in addition to violations of this Code. Prosecution and court proceedings of criminal violations shall be outside the authority of the University or Model Laboratory School and may proceed simultaneously with school sanctions for the same violations. School employees who know or have reasonable cause to believe that a student has been the victim of a felony criminal violation under KRS Chapter 508 (assault, menacing, wanton endangerment, terroristic threatening, or stalking) committed by another student while on school property, on school-sponsored transportation or at a school-sponsored event are required to make an immediate report (oral or in writing) to the Director of the school attended by the victim. The Principal shall notify the parent(s)/guardian(s) or others exercising custodial control over the student, the Principal and the University Police. Within 48 (forty-eight) hours, the Principal shall follow the original report with a written report containing the name and address of the student believed to be a victim of the crime and the name and address of his or her parent(s)/guardian(s), the student’s age, the nature of the incident, and the name and address of the student believed to be responsible for the criminal violation. To the extent practicable, school and board employees should take steps to protect the identity of the complainant while reporting, investigating, or disciplining a student for such an offense. In addition to the above, the school principal shall proceed with appropriate disciplinary actions consistent with the provisions of the Code.

Harassment/Discrimination

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student’s education or creates a hostile or abusive educational environment.

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension, disenrollment or expulsion. Any disciplinary action against a student who is found to have engaged in harassment or discrimination shall not follow the disciplinary procedures set forth in the University policy, but rather, due to the nature of the K-12 environment, shall follow the disciplinary procedures set forth in this Code.

If the Complaint involves allegations of harassment/discrimination of a student by an employee, the University’s Discrimination and Harassment Policy shall govern. Complaints involving student-on-student allegations of harassment and/or discrimination shall follow the provisions set forth in this code and as further set forth in Model policy and procedures.

Students who believe they have been a victim of an act of harassment/discrimination or who have observed incidents involving other students that they believe to be an act of harassment/discrimination shall, as soon as reasonably practicable, report it. At Model, each school level’s Principal is the person responsible for receiving reports of harassment/discrimination. Reports may also be made directly to the Superintendent or to the University Office of Equity and Inclusion, Title IX Coordinator.

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with
employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

School staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

The Principal or his designee shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as reasonably possible. All investigations will be prompt, adequate, thorough, reliable, and impartial, incorporating applicable investigation techniques, including, but not limited to, interviewing relevant parties and witnesses, obtaining available evidence, and identifying sources of expert information. The Complainant and Respondent have equal procedural rights throughout the investigation and resolution of a Complaint. The Principal/designee may take interim measures to protect a Complainant or Respondent during the investigation.

2. A written report of all findings of the investigation, completed as soon as reasonably practicable. Additional time may be necessary due to the matter being investigated by a law enforcement or governmental agency. All parties shall receive copies of the report and shall be given five (5) business days to submit any response to the report.

3. Implementation of corrective action, upon completion of the written report and the closing of the response period. Corrective action may include disciplinary action and methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.

Upon the completion of the investigation, report and corrective action, any party may appeal in writing any part of the findings and corrective actions to the Superintendent. The Superintendent’s decision shall be final, unless a student has been recommended for expulsion, which shall be heard by the Board.

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, School personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227.)

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual’s property based on any of the protected categories.
School employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

No one shall retaliate against a student because s/he submits a report, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Principal shall take steps to protect students against retaliation.

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426.

Corporal Punishment

Corporal punishment is defined as the deliberate infliction of physical pain on a student by any means but does not include spontaneous physical contact which is intended to protect the child or others from immediate danger. This practice is prohibited at Model Laboratory School.

Physical Restraint and Seclusion

Physical restraint and seclusion are last resort emergency safety interventions. Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move the student’s torso, arms, legs, or head freely. Use of physical restraint by all school personnel is permitted when a student’s behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. Seclusion is an emergency safety intervention that provides an opportunity for the student to regain self-control. Seclusion is the confinement of a student in a room or area from which the student is physically prevented from leaving and which provides for continuous adult observation of the student. Seclusion does not mean classroom timeouts, supervised in-school detentions, or out-of-school suspensions.

Electronic Devices

Personal electronic devices may be used by students during the school day, with teacher permission, for instructional purposes. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Devices, including cellular phones, may be used for personal reasons before school, after school, and, for students in 9th-12th grades, during the lunch period. Exceptions to this policy may be made by the Principal on a case-by-case basis. The Principal or his or her designee may confiscate the device if a device is being used in violation of this policy.

Video Surveillance

Video surveillance may be used to promote the order, safety and security of students, staff and property. Surveillance video may be in use in or around Model buildings, University property, and University buildings. Footage is maintained by the University.

Damages to School Property

Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or removes school property shall be subject to disciplinary action and liability for the cost of restoring the property.

Discipline of Students with Disabilities

Special consideration should be given when dealing with the disciplinary problems of students with disabilities. Frequently, such students may have discipline problems due to the unique nature of their disabilities; in this case, the student may have an individual Behavior Intervention Plan (BIP). If further consequences are needed for inappropriate behaviors, then the Principals are to use those outlined in the Code. Alternatives to out-of-school suspension include In-School Suspension, detention, Saturday School, and other such options as needed and appropriate. Suspension may be used with students with disabilities who have Section 504 Plans or ADA Plans in
accordance with regulations. If a student with a disability accumulates 10 (ten) days of suspension, an Admissions and Release Committee (ARC) or a 504 Committee shall meet to discuss the student’s behavior needs.

Due Process

In any situation where a violation of the Code of Student Conduct is alleged, the Principal shall observe fundamental procedures of due process. The student shall be made aware of the charges against him/her, be given the opportunity to explain his/her point of view, present witnesses, and not be subject to excessive punishment.

In cases where there is a concern regarding due process, parents or students may refer the situation to the School Principal or the Director of Student Services.

Students accused of a violation of the Code of Student Conduct, which, in the opinion of the Principal or the Principal’s designee, warrants a suspension or expulsion from school, shall be afforded the fundamental right of procedural due process. The degree of formality associated with a suspension conference or an expulsion hearing depends on the nature of the violation and the severity of the sanctions that may be imposed as a result.

**Note:** A student or parent may appeal to the Principal for reconsideration of a school disciplinary action, up to and including out-of-school suspension. The Principal’s decision regarding an appeal is final.

Suspension

Suspension is a disciplinary sanction that orders the temporary removal of a student from a class or all classes for a prescribed period of time, not to exceed ten (10) school days at any one time. The student shall be remanded to the custody of the student’s parent and/or guardian with specific homework assignments for the student to complete. A Principal shall make a good faith effort to employ parental assistance or alternative consequences for misconduct prior to suspending a student, except in emergencies, or disruptive conditions, or incidents involving a serious breach of misconduct.

Only a Principal may suspend a student. Before suspension may be imposed, the student is entitled to know what provisions of the Code of Student Conduct were allegedly violated, and what specific conduct constituted the violation. In addition, the student is entitled to know who the student’s accusers are, and what they said unless such information would jeopardize the safety of the students. It is not necessary, however, that the accusers be physically present at the due process conference when the student is advised of the particulars of the violation.

If the student denies the charge or charges, the student is entitled to state his/her point of view and to provide witnesses for the Principal to gather information in support of his/her defense. If the student intends to call witnesses, the student is entitled to a reasonable time in which to contact witnesses to arrange for their presence. A written explanation of the incident by the student is recommended and encouraged.

The Principal will suspend a student immediately if the student has committed an act, which imposes an immediate danger to students or staff members, or if the violation is one of physical assault or one, which has an immediate disruptive effect upon the orderly conduct of the school. If the student is suspended, the principal shall immediately notify the Superintendent and the suspended student’s parents or guardians in writing within 24 hours of the action taken and the reasons for the suspension.

In addition, the Principal shall make a good faith effort to notify the parent or guardian by telephone prior to initiating the suspension.

When a student is suspended for possession, distribution, or sale of a controlled substance; a weapon; or is under the influence of a controlled substance (except as prescribed by a licensed physician) parents/guardians, law enforcement officials and the superintendent shall be notified immediately.
Expulsion and Disenrollment

Disenrollment
Students may be disenrolled by the Superintendent from the School for the following reasons:

- Non-payment of tuition – outstanding prior year(s) tuition balance by June 30th of each year;
- Non-payment of annual deposit by June 30th. Current students must submit the annual deposit by June 30th to secure a seat for the next school year. The annual deposit is deducted from the tuition fee.
- Poor attendance/truancy; and
- Continued or serious behavior infractions
- Failure to maintain a 2.5 grade point average or its equivalent.

Expulsion
Expulsion is the removal of the right and obligation of a student to attend public school for a period of time. An expulsion may be imposed for a period up to, but not to exceed, the current school year, the following school year, and the intervening summer school. A Principal may recommend to the Superintendent the expulsion of any student who has committed a serious breach of conduct including, but not limited to, willful disobedience, open defiance of a school staff member, violence against persons or property, any other act which substantially disrupts the orderly conduct of the school, or violations of the Zero Tolerance policy.

Note: A student may be recommended for expulsion if he/she persists in violating the Code of Student Conduct (CSC), and in so doing, accumulates in excess of fifteen (15) days of out-of-school suspension. In this case, a recommendation for expulsion is referred to as Continued Incorrigibility. Continued Incorrigibility shall be defined as repeated and varied breaches of the provisions of the CSC that has resulted in numerous discipline referrals/incidents which disrupts the learning environment and/or school operation. An administrative effort to correct student’s inappropriate behaviors and actions through documented interventions, parental communications and/or conferences, counseling and progressive discipline measures has not proven successful.

Students may be expelled from school for the following reasons:

- Level 3 or 4 disciplinary action, as defined in the Student Code of Conduct.
- Continued Incorrigibility

University May Expel
The Board may expel any pupil from the regular school setting for misconduct as defined by law. Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of others; the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

Hearing and Records Required
Action to expel or disenroll a pupil for misconduct shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board. The special education and disciplinary records of IDEA eligible students shall be sent to the Board for review before the decision is made to expel or disenroll.

Students With Disabilities
In cases which involve students with disabilities, procedures mandated by federal and state law for students with disabilities shall be followed. (Students with disabilities who are eligible for services under federal law may be disenrolled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for IDEA eligible students who are disenrolled.)

Transfer of Records
Records transferred to another school must reflect the charges and final action of a disenrollment hearing if the student was disenrolled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing a disenrollment hearing on charges described above shall not be transferred until the disenrollment hearing process is completed.

Student Records

Records containing student information shall be made available to the parent of the student, guardian, or eligible student on written request. Eligible students include those 18 years of age or older or those enrolled in a post-secondary school program. For information concerning access or corrections to student records, contact the Principal.

Reports to Law Enforcement Officials

KRS 158.154
When the Principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of the section, school property means any public-school building, bus, public school campus, grounds, recreational area, or athletic field, in charge of the Principal.

KRS 158.155
An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise if:

- The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
- A misdemeanor or violation offense under the laws of this Commonwealth and relates to:
  - Carrying, possession, or use of a deadly weapon; or
  - Use, possession, or sale of controlled substances; or
- Any felony offense under the laws of this Commonwealth; and
- The conduct occurred on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

KRS 158.156
Any employee of a school or who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight hours of the original report.

KRS 620.030
Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Kentucky State Police; the cabinet or its designated representative; the Commonwealth’s Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

Academic Integrity

Academic integrity is a fundamental value of Model Laboratory School. It should be clearly understood that academic dishonesty is not tolerated and incidents of it will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who
accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.

You are in violation of Academic Integrity if you:

- Copy, fax, or duplicate assignments that will be turned in as your “original” work.
- Exchange assignments by print-out, disk transfer, or modem, then submit the work as your “original” work.
- Write formulas, codes, key words on your person or objects for use in a quiz or a test.
- Use hidden reference sheets during a quiz or test.
- Use programmed material in watches or calculators when prohibited.
- Exchange answers with others (either give or receive answers).
- Obtain/transmit or attempt to obtain/transmit assessment or materials, tests or answer keys.
- Take someone else’s assignment and submit it as your own.
- Submit material (written or designed by someone else) without giving the author/artist name and/or source (e.g., plagiarizing or submitting work created by family, friends, or tutor).
- Take credit for group work when little contribution was made.
- Do not follow additional specific guidelines on cheating established by department, class, or specific teacher. These guidelines must be communicated to the student in writing as part of the course description/syllabus or posted as part of the class rules.

A violation of Academic Integrity will result in the student’s receiving no credit on the assignment and can also include other consequences such as detention, parent conference, meeting with an administrator, removal from class, suspension, or Saturday School.

Notice of Nondiscrimination

Eastern Kentucky University, and by extension, Model Laboratory Schools, is an Equal Opportunity (EEO)/Affirmative Action (AA) institution that values diversity in its faculty, staff, and student body and does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, national origin, disability, veteran status, and/or genetic information in the admission to, or participation in, any educational program or activity (e.g., athletics, academics and housing) which it conducts, or in any employment policy or practice, in conformity with Title IX of the Education Amendments of 1972, 20 U.S.C § 1681 and its implementing regulation at C.F.R. Part 106.

Any complaint arising by reason of alleged discrimination or harassment should be directed to the:

Office of Equity and Inclusion
Eastern Kentucky University
Jones Building
Richmond, Kentucky 40475-3102
(859) 622-8020

U.S. Department of Education
Office for Civil Rights
400 Maryland Avenue, SW
Washington, DC. 20202
1-800-421-3481 (V), 1-877-521-2172 (TDD).

The University’s complete policies on Non-Discrimination and Harassment can be found at: www.policies.eku.edu.

Grievances

Students and parents wishing to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher;
2. Principal of Elementary or Principal of Secondary;
3. Superintendent of Model Laboratory School
4. Board of Regents of Eastern Kentucky University
Information on filing a formal complaint or grievance is available at the school.

Notification of FERPA Rights

The Family Education Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age or students who are attending a post-secondary institution) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within forty-five (45) days of the day the school receives a request for access. Parents or eligible students should submit to the school or designee a written request that identify the record(s) they wish to inspect. The Director will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights. Parents or eligible students may ask the school to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Director, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise him / her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school council or Board of Regents; a person or company with whom the District has contracted to perform a special task; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the school shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

4. The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard. Unless the parent or eligible student requests in writing that the school not release information, the student’s name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

Protection of Pupil Rights Amendment Notice

Under the federal Protection of Pupil Rights Amendment of 1998 (“PPRA”), parents and eligible students shall be notified of and given opportunity to opt out of participation in surveys, analyses, invasive physical exams or screenings (excluding hearing, vision or scoliosis screenings), or evaluations that disclose protected information. This also applies to the collection, disclosure, or use of student information by third parties for marketing purposes. Parents and eligible students may inspect, upon written request and prior to
administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

The PPRA affords parents and eligible students (those who are 18 or older or who are emancipated minors) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- Consent before students are required to submit to a survey that concerns 1 (one) or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  - Political affiliations or beliefs of the student or student’s parent;
  - Mental or psychological problems of the student or student’s family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
  - Religious practices, affiliations, or beliefs of the student or the student’s parents; or
  - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

- Receive notice and an opportunity to opt a student out of:
  - Any other protected information survey, regardless of funding;
  - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law); and
  - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  - Inspect, upon request and before administration or use:
    - Protected information surveys of students;
    - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    - Instructional material used as part of the educational curriculum.

The district shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. Notification will provide an opportunity to opt a student out of participating in those activities.

Parents and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-4605

Health, Safety, and Security

Background Checks

Model Laboratory School must annually conduct a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips.

Those who wish to volunteer in the school or chaperone field trips MUST, annually, attend Confidentiality training and complete a background check. The cost for a background check is $10.00 (check only, payable to Model Lab School). Background checks completed after the initial trainings in August will be subject to an additional
processing fee.

Trainings will be provided during Orientation and an additional training will be provided early in the second semester. We will not be able to accommodate quick turnaround times with this process.

Care of School and Personal Property

Students shall be held responsible for damage to school property.

Any student, organization, or group of students participating in activities who destroys, defaces, damages or removes school property shall be subject to disciplinary action and liability for the cost of restoring the property.

In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves damage to school property. For the purposes of determining when to make this report, damage to school property shall refer to instances involving:

1. Intentional harm, and
2. Damage beyond minor loss or breakage, excluding normal wear and tear.

PERSONAL PROPERTY OF SCHOOL PERSONNEL

Any student, organization, or group of students who steals or willfully or wantonly destroys, defaces, or damages the personal property of school personnel on school property, off school property, or at school-sponsored activities shall be subject to suspension or disenrollment from school.

STUDENTS' PROPERTY

Any student, organization, or group of students participating in activities who destroys, defaces, damages or steals the personal property of students shall be subject to disciplinary action.

PARENTS LIABLE

Parents shall be liable for property damage caused by their children.

Confidentiality

Model Laboratory School shall initiate a cumulative health record for each pupil entering school. Such record shall be maintained throughout the pupil’s attendance on forms prescribed by the Kentucky Administrative Regulation or maintained electronically in the student information system.

All medical records are the property of the Model Laboratory School and protected under FERPA. No other agency will have access to these records without parental/guardian written permission.

We protect the privacy of your child’s health information by:

1. Limiting how we use and disclose health information.
2. Providing physical safeguards including secure offices and storage facilities, electronic protections, and procedures.
3. Training employees about privacy policies and procedures.

Deliveries to School

Balloons, flowers, and other student deliveries can be picked up in the front office at the close of the school day.

There shall be no delivery of commercially prepared restaurant foods to students at school during the school day other than those provided by the school, sold as part of an approved school entrepreneurship program, or specifically approved by the Superintendent/designee.
Drop Off and Dismissal

The front doors to the school will be open at 7:15 a.m. each morning for drop off. Parents may drop students off beginning at 7:15 a.m. in the front of the school building. Supervision is provided in the library for elementary students and in the auditorium for middle school students.

At the end of the regular school day students and parents will follow the following dismissal procedures.

- Elementary Students will be dismissed in one of three locations:
  - Elementary students will be released from the building near Model's back door at 3:00 p.m. to meet their parent(s)/guardian(s). At no time may vehicles be parked on the curbs marked by the red lines. This will obstruct the flow of traffic and create an unsafe loading area. Kindergarten students with siblings in elementary must wait for their siblings in their classroom and then will be released to the dismissal area. Parent(s)/guardian(s) will have their car tag displayed at the time of dismissal. If a parent/guardian does not have the car tag, the parent/guardian must present their state/federal ID check to be cross-referenced with the student approved pick-up list.
  - Elementary students who attend Extended Learning Program will be escorted to Model Annex building.
  - Elementary students who have a sibling in middle or high school will meet their siblings in the library and exit the building.
  - Any deviation from the authorized release process must be approved by the Principal/designee prior to the student departing school in another manner.

- Middle and high school students will be dismissed and exit the building unless they are participating in an extracurricular program.

Elementary students who have not been picked up by 3:15 p.m. will wait at the main office and parents will be contacted. EKU campus police will be notified if students are not picked up by 4:00 p.m.

Emergency Care

When an emergency arises and the student's parent/guardian or designee cannot be reached in a timely manner, the school will take action necessary to maintain the student's health, such as calling emergency medical personnel or taking the student to a health care facility. In such instances, school personnel shall notify health professionals of any medications that they are aware the student is taking.

Emergency Contact Information

Student records should contain emergency contact information for the student's parent(s)/guardian(s) and any other designated emergency contacts in the event that the parent(s)/guardian(s) cannot be reached. Contact information for the student's family physician should also be included in their records.

Fire Lanes

In order to provide a safe environment for your students and allow emergency responders to have immediate access to the school, you must remain with your vehicle if parked in a fire lane. There will be no exceptions granted. Should an emergency occur at Model, your vehicle will need to be moved before emergency responders arrive, thus allowing them to have immediate and unrestricted access to the school property.

Gun-Free School

In accordance with KRS 527.070 unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of 5 years in prison and a $10,000 fine.
Health Services

The mission of the Model Laboratory School Health Clinic is to protect the health and well-being of all students thereby promoting student success. All pupils shall undergo preventive student health care, dental, and vision examinations as required by Kentucky Administrative Regulation, which shall be reported on the state forms or an electronic medical record that includes all of the data equivalent to that on the appropriate forms required by state regulation.

The following services are available to all students for whom there is a consent form signed by a parent/guardian on file at the school:

1. Nursing Assessment of health problems with referral to Local Health Care Provider as needed
2. Over the Counter GENERIC medication
3. Hearing, dental, vision screenings
4. Immunization outreach and follow-up
5. Development of Emergency Action Plans for chronic health conditions which require care at school for:
   a. DIABETES
   b. ASTHMA that requires the use of a nebulizer or inhaler
   c. SEIZURES
   d. ALLERGY (food allergy, bee sting allergy, or any allergy requiring the use of antihistamines or EPI-PEN)
   e. Other EAPs for other special health conditions as needed

School personnel who are authorized to give medications have been trained in accordance with applicable state laws. Antiseptic and appropriate other emergency medications shall be maintained in the first-aid kit.

Provided the following condition are met and once a completed authorization form from the parent/guardian is on file, pupils may take prescription and/or non-prescription medications which are brought from home:

- Medication shall be brought to school in the original prescription container or in the original over-the-counter medicine container.
- Information listed on the container shall include the student’s name, date dispensed, the name and prescribed dosage of the medication, directions including frequency, duration and route of administration, prescriber’s name, and pharmacy name, address, and phone number.

All medications dispensed to students by authorized school personnel shall be kept in a safe, secure place designated by the Director. In addition, authorized school personnel shall document the dispensing of medications to students on approved forms.

Immunizations

The immunization certificate form required by 702 KAR 001:160 shall be on file within two (2) weeks of a student’s enrollment in school.

Forms relating to exemptions from immunization requirements are available upon request.

Immunization certificates shall be kept current. The parent/guardian shall provide a current immunization certificate at enrollment in kindergarten, seventh grade, eleventh grade, and new enrollment at any grade; upon legal name change; and at a school required examination pursuant to 702 KAR 001:160.

Medication

A student may be permitted to carry medication that has been prescribed or ordered by a health care practitioner to stay on or with the pupil due to a pressing medical need.
Provided the parent/guardian and health care practitioner files a completed authorization form each year as required by law, a student under treatment for asthma, diabetes, or at risk of having anaphylaxis shall be permitted to self-administer medication.

In accordance with KRS 158.836, students with a documented life-threatening allergy or designated staff shall be permitted to carry an epinephrine auto-injector in all school environments. The auto-injector shall be provided by the student’s parent/guardian, and a written individual health care plan shall be in place for the student.

Students with serious allergies or other serious health conditions may be permitted to self-administer medication as provided in an individualized education program, Section 504 Plan, or Health Plan.

Students shall not share any prescription or over-the-counter medication with another student. Each year, the School shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action.

Nut Safe & Acceptable Foods

To promote a Peanut/Nut Safe environment, no peanut or nut products will be served or used for cooking. Model Laboratory School students, faculty, staff, University students, and volunteers are requested to refrain from bringing any peanut/nut products to school in packed lunches, snacks, or for any events.

Safety Drills

To maintain the safety and care of students and employees, emergency plans and procedures have been developed in the event of severe weather, fire, and other emergencies. Drills occur on a regular basis throughout the school year. Procedures are reviewed with students and the route of exit is posted in all classrooms and other areas where students assemble.

Special Events and Celebrations

All celebrations, parties, or other special events must be approved in advance by a Principal, limited in time taken from instruction, and kept to a minimum number each school year.

For class parties, celebrations and instructional programs involving food, only commercially prepared items may be served to students. Homemade foods are not permitted.

When celebrations involve costumes, costumes must meet the dress code. No masks or other face coverings are permitted.

Elementary birthday celebrations will be on the first Friday of their birthday month. Please contact your child’s homeroom teacher.

Student Drivers

With parental request and under conditions prescribed by the school Principal, high school pupils may be permitted to drive motor vehicles onto the school grounds. Vehicles shall be parked in designated areas on the school campus and are not to be visited or moved during the school day unless permission is given by the Principal.

High school students who drive to school must obtain an EKU parking permits. To obtain a permit, students complete the appropriate form and submit it to the EKU Parking and Transportation office in the EKU Commonwealth Building, 2nd Floor, and pay a fee determined by EKU to obtain a permit to park in the Alumni Coliseum lot.

**Parking on school campus is severely limited.** Only faculty and staff members may park in the lot adjacent to Model. Cars that are parked without the proper permit are subject to a fine and/or towing by EKU security. Students who park on adjacent streets are subject to street and traffic laws enforced by the Richmond Police and/or EKU security. Students who abuse the parking regulations are subject to disciplinary action under the Student Discipline Code.
Tobacco Use

The use of any tobacco product, alternative nicotine, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the University and while attending or participating in any school-related student trip or student activity and in the presence of a student or students.

School employees shall enforce the policy. Persons in violation of this policy, in addition to fines which may be imposed by law, are subject to verbal warnings to refrain from use of the subject product. Refusal to refrain from such use or repeated instances of prohibited use after prior warnings may subject the individual to a ban from school property as permitted by law and corresponding civil and criminal penalties.

Visitors

The School encourages parents, professional educators, and others who have legitimate educational interests pertaining to the school program to visit. To ensure that school personnel are aware of visitors’ presence, visits to classrooms shall be scheduled in advance unless authorized by the Principal/designee.

After 8:00 a.m. on school days, all visitors must utilize the double entry system located at the front doors in order to maintain safety for all. All visitors, including volunteers, must sign in, provide valid photo identification, state the purpose of their visit and may be photographed prior to entering the school. The school shall provide a visitor’s badge to be visibly displayed on a visitor’s outer garment.

Observation

Observation by college students in conjunction with college classes from various departments may occur. The following guidelines are in place for those observations:

• No individual or group is permitted to observe in the school without giving notice in writing to the Principal’s office at least three (3) days in advance; and
• Specific participation experiences are organized/facilitated by the College of Education (COE) Field Experience Office.

Conduct/Prohibition on Recording

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal/designee and the affected individual(s).

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include but are not limited to personal cell phones and tablets.

Accommodation

Visitors with disabilities shall be accommodated as required by law. Individuals requesting accommodation shall contact the Schools ADA/504 Coordinator for assistance and guidance. Accommodations may include, but are not limited to, the following considerations:
The School shall notify the public of any requirements and/or deadline for requesting such accommodation.

Visitor Parking

Visitor parking is available in front of the school. Visitors must obtain a parking pass from the lobby receptionist each visit. Presentation of the vehicle’s license plate number will be required.

Communication and Parent Engagement

Advisory Committee

An Advisory Committee, whose function for the School will be to review and provide recommendations to the Superintendent regarding:

- Strategic goals;
- Parent and community engagement; and
- Academic programs.

The Advisory Committee will be a ten (10) person body, comprised of the following appointed by the Superintendent to serve two (2)-year terms. An individual must hold the current role in order to serve in that position. An individual may serve up to two (2) consecutive terms. The Superintendent will accept nominations for the following composition of the committee:

- Two (2) teachers, one elementary and one from secondary;
- One (1) Board of Regents member;
- Two (2) parents of Model Lab School students;
- One (1) non-exempt staff member;
- One (1) student;
- Two (2) community members at large;
- One (1) EKU administrator.

Communicating with Teachers

Faculty email addresses are available on the school website. Email is the preferred communication method for teachers. Please allow teachers two (2) school days to respond to questions or concerns. Parents and students should attempt to resolve questions or concerns with teachers prior to contacting administration.

Confidentiality Training/Background Checks for Volunteers

Model Laboratory School must annually conduct a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips.

Those who wish to volunteer in the school or chaperone field trips MUST, annually, attend Confidentiality training and complete a background check. The cost for a background check is $10.00 (check only, payable to Model Lab School). Background checks completed after the initial trainings in August will be subject to an additional processing fee. Trainings will be provided during Orientation and an additional training will be provided early in
the second semester. We will not be able to accommodate quick turnaround times with this process.

Distribution Lists

Official communication will come through email sent by Model Laboratory School to addresses provided. To receive emails please make sure parent email addresses are up to date. To update or change your email address please contact Beth Campbell at beth.campbell@eku.edu.

Media Communications

Model’s official website is located at www.model.eku.edu. Parents are encouraged to explore the website and the various resources provided. Teacher email addresses can be found using the faculty search.

An automated notification system provides emergency and routine phone, text, email or app group messaging. Parents must make sure all phone numbers are up to date on students’ census verification roster in Infinite Campus to participate.

Additionally, parents can follow Model Laboratory on the following platforms via the handle @EKUModel:

- Facebook: Our Facebook page is a great place to see all the many activities at Model. ‘Like” our page to see photos posted regularly. We also have a page for Model Alumni at www.facebook.com/ModelLabAlumni.
- Twitter: Follow our Twitter to catch the latest Model highlights. Many Model and EKU programs have twitter accounts.
- Instagram: Our Instagram page features various distinguishing features of the Model community in a primarily visual format.

Note: Official school information is always sent through distribution via mail and email. Official communication may not always be posted on social media platforms.

Model Parent Organization

The MPO (Model Parent Organization) serves as an important resource to the school. This organization is composed of parents and teachers who are interested in helping the school and its students. The MPO conducts fundraisers and provides services to the students of our school. Each year the MPO purchases materials, supplies and equipment for the school. Meetings are usually held the fourth Thursday of each month from 6:00pm-7:30pm. Any parent interested in helping MPO with yearly activities and events should contact the school.

Orientation and Meet the Teacher Night

Students in grades K through 9 and their parents are invited to attend orientation prior to the first day of school to meet teachers and learn about the school year.
Students in grades 10-12 and their parents may pick up schedules at designated times the week prior to the beginning of the school year. New students, incoming freshmen, and parent(s)/guardian(s) are invited to attend an orientation prior to the first day of school.

Parent(s)/guardian(s) of all students will be invited to attend a Meet the Teacher Night early in the first semester where they will meet teachers and learn about their child’s classes.

Parent Conferences

Parent(s)/guardian(s) should contact teachers directly to schedule a conference.

Extra and Co-Curricular Activities

Model offers a wide variety of extra and co-curricular activities designed to enrich the learning experience. Students in grades 9-12 are required to participate in an extra-curricular or athletic activity every school year to graduate. Any student that participates in extra-curricular or athletic activities shall adhere to the same discipline procedures that are followed during regular school days.

Athletics

Model Laboratory School participates in numerous athletic programs. See Appendix B for a listing.

Eligibility

Determination of athletic eligibility shall be made in compliance with School guidelines, applicable administrative regulations and Kentucky High School Athletic Association requirements.

Standards for playing up from middle school (grades seven and eight [7 & 8]) to high school in sports other than football and soccer may include, but are not limited to, considerations related to safety, physical readiness, use of school space after the school day, transportation, funding, the student’s disciplinary status and record, any substance testing restrictions, and equitable opportunities for participation.

To be eligible to try out and participate at the high school level, middle school students must meet all applicable KHSAA, and School requirements. The Superintendent/Designee in cooperation with principals, coaches, and athletic directors, as deemed appropriate, may develop guidelines for approval addressing playing up standards.

Each student seeking eligibility to participate in any school athletic activity or sport must pass an annual medical examination performed and signed by a medical practitioner as required by law.

The required physical examination and parental authorization shall include acknowledgement of receipt of information on the nature and risk of concussion and head injury, including the continuance of playing after concussion or head injury.

For information on the Athletic Program, contact Athletic Director Scotty Sutton at scotty.sutton@eku.edu.

Athletic Fee

Each high school athlete participating in the uniform rotation will be required to pay an athletics fee of $75. If applicable, the athletics fee is due prior to the opening season contest or game. In addition to athletics fees there may be additional fees paid by each student athlete for shoes, warm-ups, or other items that the student athlete may keep after the season. The school will not be responsible for purchasing items that are kept by the student athlete after the season is completed.
KHSAA (Kentucky High School Athletic Association) Eligibility

The interscholastic athletic program at Model Laboratory School is governed by the constitution, bylaws, and competition rules of the Kentucky High School Athletic Association and student athletes must comply with the following:

1. Have passed the number of subjects or credits as required by the Kentucky High School Athletic Association and Model Laboratory School.
2. An athlete entering the 10th grade shall have 6 credits toward graduation.
3. An athlete entering the 11th grade shall have 12 credits toward graduation.
4. An athlete entering the 12th grade shall have 18 credits toward graduation.
5. Have school insurance or a family policy that covers the student in athletic events.
6. Report any injury to the head coach.
7. Be of good character, clean habits, and be in good standing in school.
8. Not have reached the age of 19 in accordance with the Kentucky High School Athletic Association constitutions and by-laws.
9. Have a current KHSAA required sports physical examination by a doctor, and have parental consent in writing. (Regular health physical is not acceptable.)
10. Have on file in the athletic director’s office, acknowledgment from parent or guardian that they received a copy of the Kentucky High School Athletic Association eligibility rules.
11. On a weekly basis, an athlete must maintain a passing grade in 5 classes being taken. Any athlete not meeting this criterion will be ineligible to play until the next weekly grade check is completed. Grades are checked on Fridays.

Student Organizations and Clubs

Model Laboratory School hosts several academically-related and athletic clubs and organizations for students. Clubs and organizations for which membership is determined by scholarship, special curricular-related interests, or other such qualifications, may restrict membership to pupils who qualify according to the bylaws of the organization approved by the principal or published eligibility criteria. These clubs and organizations are under the direction of a faculty advisor.

Noncurriculum-related secondary student groups may be provided meeting space on application to and approval by the Principal. Space shall be provided only during noninstructional time either before the beginning or after the conclusion of the school day.

All meetings of noncurriculum-related student groups shall be voluntary. Meetings of these groups are not sponsored by Model Laboratory School or any of its employees. School personnel must supervise students during said meeting, but these personnel are not advisors or sponsors. All such meetings shall be student initiated, directed, conducted, and controlled. Nonschool personnel may not regularly attend such meetings nor attempt to direct, control, or conduct the same. Agents or employees of Model Laboratory School may attend religion-related meetings only in a nonparticipatory capacity.

Permission to use school facilities may be denied where reasonable cause exists to believe the meeting will materially and substantially interfere with the orderly conduct of the educational activities of the school or pose a danger to the health, safety, or welfare of the students in attendance or to school property.
APPENDIX

APPENDIX A: Tuition and Fee Schedule
APPENDIX B: Extracurricular and Athletic Activities
APPENDIX C: 2019-20 School Calendar
APPENDIX D: Faculty & Staff
APPENDIX E: Key Contacts
APPENDIX F: Progress Reports/Grading Periods
APPENDIX A: Tuition and Fee Schedule

2019-20 Tuition Rates

**Kindergarten**
- $3,612 - Tuition
- $100 - Instructional/Textbook Fee
- $250 - Technology Fee
- $100 - Asset Preservation Fee
- $4,062 per year ($2,031 per semester)

**Grades 1-8**
- $3,393 - Tuition
- $100 - Instructional/Textbook Fee
- $250 - Technology Fee
- $100 - Asset Preservation Fee
- $3,843 per year ($1,921.50 per semester)

**Grades 9-12**
- $3,415 - Tuition
- $200 - Instructional/Textbook Fee
- $250 - Technology Fee
- $100 - Asset Preservation Fee
- $3,965 per year ($1,982.50 per semester)
APPENDIX B: Extracurricular and Athletic Activities

MODEL LABORATORY SCHOOL EXTRACURRICULAR ACTIVITIES & ATHLETICS

Elementary Activities:
- Academic Team (Elem)
- Future Problem Solving (Elem)
- Drama (Elementary)

Secondary Activities (Non-Athletic):
- Academic Team Varsity (High)
- Academic Team JV (High)
- Academic Team (Middle)
- Art Club
- Chess Club (Secondary)
- Diversity Union
- Drama/Theatre (Fall Production)
- Drama/Theatre (Spring Production)
- Engineering and Robotics (Secondary)
- FBLA
- FCCLA
- Future Problem Solving (Secondary)
- Humane Society
- Key Club (High)
- KYA/KUNA (High)
- KYA/KUNA (Middle)
- Mock Trial (High)
- Mock Trial (Middle)
- National Honor Society
- Nerd Club
- Outdoor Adventure Club
- Pat's Pantry
- Pep Club
- Pep Band
- RAK – Random Acts of Kindness
- Spanish Club
- Spanish Honors Society
- Speech and Debate (High)
- Speech and Debate (Middle)
- STLP
- We The People (Secondary)
- Yearbook
- Young Democrats
- Young Republicans

Athletics:
- Archery (4-12)
- Baseball Varsity Men’s (High)
- Baseball JV Men’s (High)
- Basketball Varsity Men’s (High)
- Basketball Varsity Women’s (High)
- Basketball JV Men’s (High)
- Basketball JV Women’s (High)
- Basketball Freshmen Men’s (High)
- Basketball Freshmen Women’s (High)
- Basketball Boys (6th Grade)
- Basketball Boys (7th Grade)
- Basketball Boys (8th Grade)
- Basketball Girls (6th Grade)
- Basketball Girls (7th Grade)
- Basketball Girls (8th Grade)
- Cheer (High)
- Cheer (Middle)
- Cross Country (Secondary)
- Dance Team (Secondary)
- eSports (Secondary)
- Golf, Boys’ (Secondary)
- Golf, Girls’ (Secondary)
- Soccer Boys (Middle)
- Soccer Girls (Middle)
- Soccer Varsity Men’s (High)
- Soccer Varsity Women’s (High)
- Soccer, JV Men’s (High)
- Soccer, JV Women’s’ (High)
- Softball Varsity Women’s (High)
- Softball JV Women’s (High)
- Swimming and Diving (Secondary)
- Tennis (Secondary)
- Track and Field (Secondary)
- Volleyball, Women’s (High)
APPENDIX C: 2019-20 School Calendar

August 2019
5    Schedule pick up and lockers for Grades 10 - 12, 9 - 11 a.m. & 12 - 2 p.m.
     Welcome Back and Orientation, Grades 6 - 8, 6 - 7 p.m.
     Welcome Back and Orientation, All 9th grade and new high school students, 7-8 p.m.
8    New Teacher Orientation
9, 12 Faculty Opening Days
12   Welcome Back and Orientation, Elementary, 6 - 8 p.m.
14   First Day of School for Students
14-3 Brigance (Grade K)
26-30 School-Wide Testing (Grades 1 - 9)

September 2019
2    School Closed – Labor Day
3    Meet the Teacher Night
9    Senior Parent Financial Aid Night, 6 - 7 p.m.
23   Midterm Progress Reports Released

October 2019
14-15 School Closed – Fall Break
16    PSAT, Grades 10 & 11
18    Quarter 1 Ends
25    Report Cards Released

November 2019
18    Midterm Progress Reports Released
27-29 School Closed – Thanksgiving Break

December 2019
13    School Closed
18    Quarter 2 Ends
19    School Closed for Students
20-31 School Closed – Winter Break

January 2020
1-3    School Closed – Winter Break
10    Report Cards Released
13-17 Iowa Testing (Grade K) & CoGAT (Grades 3 & 5)
20    School Closed – Martin Luther King, Jr. Holiday
### February 2020

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<td>24-28</td>
<td>Pre-Registration for Rising Grades 10 - 12</td>
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<td>Kindergarten Acceptance Notifications and Screenings</td>
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<td>9-13</td>
<td>School Closed – Spring Break</td>
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<td>16-20</td>
<td>ACT Accommodated Testing</td>
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<td>Open House for New and Prospective Families</td>
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<td>AP Exams</td>
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<td>Last Day of School for Students</td>
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### APPENDIX D: Faculty & Staff

**MODEL LABORATORY SCHOOL FACULTY**

**2019-20**

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Blakeman</td>
<td>Jennifer</td>
<td>Special Education</td>
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<tr>
<td>Brooks</td>
<td>LaKeitha</td>
<td>Librarian/Media Specialist &amp; Technology Coordinator</td>
</tr>
<tr>
<td>Cheslick</td>
<td>Lauren</td>
<td>Secondary, English</td>
</tr>
<tr>
<td>Christensen</td>
<td>Moselle</td>
<td>Secondary, Mathematics</td>
</tr>
<tr>
<td>Budano, Ph. D.</td>
<td>Christopher</td>
<td>Secondary/Director of Curriculum, Assessment, &amp; Professional Learning</td>
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<tr>
<td>Caldwell</td>
<td>Kelly</td>
<td>Secondary, Grades 9-12 Counselor</td>
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<tr>
<td>Cobb, D.R.E.</td>
<td>Bonita</td>
<td>Academic Achievement Specialist</td>
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<tr>
<td>Collings</td>
<td>Erick</td>
<td>Secondary, English</td>
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<tr>
<td>Corn</td>
<td>Lisa</td>
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<tr>
<td>Cornette</td>
<td>Mark</td>
<td>Secondary</td>
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<tr>
<td>Dedic</td>
<td>Laura</td>
<td>Principal Model Secondary/Director Upper School</td>
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<tr>
<td>Dutton</td>
<td>Shane</td>
<td>Secondary, Biology</td>
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<tr>
<td>Edwards</td>
<td>Karen</td>
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<tr>
<td>Emanuel</td>
<td>Mary Tom</td>
<td>Elementary</td>
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<tr>
<td>Frazier</td>
<td>Tamyra</td>
<td>Elementary, Grades K-3 Counselor/School Psychologist</td>
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<tr>
<td>Fulks</td>
<td>Jill</td>
<td>Speech &amp; Language</td>
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<tr>
<td>Hardin</td>
<td>Jason</td>
<td>Media &amp; Broadcasting</td>
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<td>Mary Elizabeth</td>
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<tr>
<td>Jones, Ed. D.</td>
<td>Paula</td>
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<td>Anne</td>
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<td>Kornack</td>
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<tr>
<td>Lippman</td>
<td>Sheila</td>
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<td>Lofton</td>
<td>Jasmine</td>
<td>Elementary &amp; Secondary, World Language</td>
</tr>
<tr>
<td>Mayer</td>
<td>Jana</td>
<td>Extended Learning</td>
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</table>
McCardle Jilliane Secondary Gifted/ESL
Montgomery Mardi Director, K-12 Initiatives and Partnerships
Morgerson John Special Education
Naylor David Elementary/Director Lower School
Nix Adrian Secondary, Science
Nixon Lonnie Elementary
Noland Allison Elementary
Perrin John Secondary, Social Studies
Petrey Rebecca Secondary, Family & Consumer Science
Puckett Kim Director of Student Support Services
Rasor Lisa Special Education
Rhodus Liese Secondary, Social Studies
Rhodus Rodney Secondary, English
Self Scott Secondary, English
Sexton Christi Elementary & Secondary, Grades 4-8 Counselor
Silimperi Nicole Secondary, World Language
Smith Charlotte Elementary & Secondary
Smith Melanie Elementary & Secondary, Physical Education
Sokolowski Eric Instrumental Music
Spata Jasmine Elementary
Tallent Julie Elementary & Secondary, Art
Taylor Heather Elementary
Thomas Staci Secondary, Science
Viohl Teresa Elementary & Secondary
Wells Candace Elementary & Secondary, Physical Education
White Alexander Secondary, Mathematics
Williams Mandy Elementary
Williamson John Secondary, English/Superintendent
Woolery Ellen Secondary, Science
Wright Cheryl Special Education
Zomchek Christina Secondary, Science
## MODEL LABORATORY SCHOOL STAFF
### 2019-20

<table>
<thead>
<tr>
<th>Name</th>
<th>First Name</th>
<th>Last Name</th>
<th>Title/Position</th>
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<tbody>
<tr>
<td>Alexander</td>
<td>Janet</td>
<td></td>
<td>Receptionist</td>
</tr>
<tr>
<td>Anania</td>
<td>Ed</td>
<td></td>
<td>Coach - Soccer Asst, JV Girls (High)</td>
</tr>
<tr>
<td>Austin</td>
<td>Mike</td>
<td></td>
<td>Coach - Soccer Varsity Girls (High)</td>
</tr>
<tr>
<td>Blocker</td>
<td>Courtney</td>
<td></td>
<td>Coach - Volleyball Assistant/JV (Girls)</td>
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<tr>
<td>Bray</td>
<td>Rusty</td>
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<td>Coach - Softball Varsity Girls (High)</td>
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<tr>
<td>Burchett</td>
<td>Hope</td>
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</tr>
<tr>
<td>Campbell</td>
<td>Beth</td>
<td></td>
<td>Assistant Director of Admissions &amp; Alumni Relations</td>
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<tr>
<td>Campbell</td>
<td>Morgan</td>
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<tr>
<td>Cummings</td>
<td>Lee</td>
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<tr>
<td>Downing</td>
<td>Jessica</td>
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<td>Coach - Cross Country Head (Secondary)</td>
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<td>Melanie</td>
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<td>Donnie</td>
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<td>Knecht</td>
<td>Holly</td>
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<tr>
<td>Accreditation</td>
<td>Chris Budano</td>
<td><a href="mailto:Christopher.Budano@eku.edu">Christopher.Budano@eku.edu</a></td>
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<td><a href="mailto:Beth.Campbell@eku.edu">Beth.Campbell@eku.edu</a></td>
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<tr>
<td>After School Program (Extended Learning)</td>
<td>Jana Mayer</td>
<td><a href="mailto:Jana.Mayer@eku.edu">Jana.Mayer@eku.edu</a></td>
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<tr>
<td>Alumni Relations</td>
<td>Beth Campbell</td>
<td><a href="mailto:Beth.Campbell@eku.edu">Beth.Campbell@eku.edu</a></td>
<td></td>
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<tr>
<td>AP (Advanced Placement) Courses</td>
<td>Chris Budano</td>
<td><a href="mailto:Christopher.Budano@eku.edu">Christopher.Budano@eku.edu</a></td>
<td></td>
</tr>
<tr>
<td>AP (Advanced Placement) Testing</td>
<td>Kim Puckett</td>
<td><a href="mailto:Kim.Puckett@eku.edu">Kim.Puckett@eku.edu</a></td>
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<td>Apparel, Model</td>
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<tr>
<td>Archives/Memorabilia</td>
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<td>Assessment/Testing, Data</td>
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<tr>
<td>Athletics</td>
<td>Scotty Sutton</td>
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<td>Attendance</td>
<td>Beverly Dyehouse</td>
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<tr>
<td>Billing</td>
<td>Jen Little</td>
<td><a href="mailto:Jennifer.Little@eku.edu">Jennifer.Little@eku.edu</a></td>
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<td>Building Scheduling/Use</td>
<td>Beth Campbell</td>
<td><a href="mailto:Beth.Campbell@eku.edu">Beth.Campbell@eku.edu</a></td>
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<td>Calendar, School Events</td>
<td>Beth Campbell</td>
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<td>Calendar, School Year</td>
<td>Kim Puckett</td>
<td><a href="mailto:Kim.Puckett@eku.edu">Kim.Puckett@eku.edu</a></td>
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<td>Capstone Diploma</td>
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<td>CoGAT</td>
<td>Jilliane McCardle</td>
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<tr>
<td>College Admissions</td>
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<tr>
<td>Counseling, K - 3</td>
<td>Tamyra Frazier</td>
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<td>Counseling, 4 - 8</td>
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<td>Counseling, 9 – 12</td>
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<tr>
<td>Curriculum, Offerings &amp; Programs</td>
<td>John Williamson</td>
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<td>Curriculum, Standards</td>
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<td>Discipline, K - 5</td>
<td>David Naylor</td>
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<td>Discipline, 6 - 12</td>
<td>Laura Dedic</td>
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<td>Beth Campbell</td>
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<td>John Perrin</td>
<td><a href="mailto:John.Perrin@eku.edu">John.Perrin@eku.edu</a></td>
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<td>Safety Coordinator</td>
<td>John Perrin</td>
<td><a href="mailto:John.Perrin@eku.edu">John.Perrin@eku.edu</a></td>
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<td>Safety Drills</td>
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<td>Saturday School</td>
<td>Beverly Dyehouse</td>
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<td>Social Media</td>
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<td>Software</td>
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<td>Special Education</td>
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<td>Store, School</td>
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<td>Volunteer Training</td>
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<td>Volunteers, Background Check</td>
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<td>Website</td>
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<td>Withdrawals</td>
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<td>Yearbook</td>
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## APPENDIX F: Progress Reports/Grading Periods

Model Laboratory School  
Grading Periods, 2019-2020 School Year

<table>
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<th>Quarter</th>
<th>Begin</th>
<th>Midterm</th>
<th>Progress Reports Distributed*</th>
<th>End</th>
<th>Report Cards Distributed*</th>
<th>Number of Days</th>
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<tr>
<td>1</td>
<td>Aug. 14</td>
<td>Sept. 18 (W)</td>
<td>Sept. 23 (M)</td>
<td>Oct. 18 (F)</td>
<td>Oct. 25 (F)</td>
<td>45</td>
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<tr>
<td>2</td>
<td>Oct. 21</td>
<td>Nov. 13 (W)</td>
<td>Nov. 18 (M)</td>
<td>Dec. 18 (W)</td>
<td>Jan. 10 (F)</td>
<td>39</td>
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<td>3</td>
<td>Jan. 6</td>
<td>Jan. 29 (W)</td>
<td>Feb. 3 (M)</td>
<td>Mar. 6 (F)</td>
<td>Mar. 20 (F)</td>
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<td>4</td>
<td>Mar. 16</td>
<td>Apr. 8 (W)</td>
<td>Apr. 13 (M)</td>
<td>May 20 (F)</td>
<td>May 29 (F)</td>
<td>46 (State Testing)</td>
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Number of Instructional Days in Semester 1 = 84  
Number of Instructional Days in Semester 2 = 89  
Total Number of Instructional Days = 173  

Testing Windows  
- School-wide National Testing: August 26-30, 2019  
- PSAT: October 16, 2019 (alt. Oct. 30)  
- College Entrance Exam: March, 24 2020  
- State Testing: May 2020  
- AP Exams: May 4-15, 2020
Student Name: ___________________________

Homeroom Teacher: ___________________________

Grade: ______

Receipt of Handbook for Students and Parents

My signature below verifies I received the 2019-2020 Model Laboratory School Handbook for Students and Parents. I understand that it is my responsibility to read and abide by the policies and procedures. I acknowledge my responsibility in conducting myself in the appropriate manner while at school and while attending any school sponsored activities as outlined in the handbook.

_________________________________________  ___________
Student Signature                          Date

As the parent/legal guardian of the student above, I have reviewed the Model Laboratory School Handbook for Students and Parents with my child/student and understand and will abide by its contents.

_________________________________________  ___________
Parent/Guardian Signature                   Date

Please sign, detach, and return to your homeroom teacher.

Homeroom teacher, please turn into front office