

Policy Number 1.0 Development and Adoption of Model Laboratory School Policies

1.01 - Rationale: The Model Laboratory School Site-Based Decision Making Council believes that if school based decision making is going to make an impact upon the learning and achievement of students it is very important to involve all stakeholders including teachers, support staffs the Dean of the College of Education, parents, extended family members, alumni, community representatives, and students in the decision making process of Model Laboratory School.

1.02 - Policy Development Process: In alignment with this philosophy, the council believes that a policy development, review, and adoption process, which includes broad-based involvement and input from those affected by the policy, should be implemented.

1.03 - Policy Development Implementation: Therefore, the council will implement a process of policy development, review, and modification which includes the development of a policy; the review to the greatest extent possible, of the policy by the people affected by it; review by the council (first reading); further involvement of people affected by it; and review and adoption by the site council (second reading). If necessary, policy review and adoption may be extended for additional information, data gathering, and for other important reasons (third reading).

Policies may be developed by any council member, teacher, parent, student, or any other person affected by decisions made by the council. Policies shall be placed on the agenda of a regular meeting for review or first reading through the agenda building process established in the Model Laboratory School Based Decision Making Council By-laws.

If a policy has been developed through extensive involvement and review by the stakeholders and has followed the preliminary involvement process outlined in this policy, the council may adopt it 6) on first reading.

1.04 - Authorization: The site-based council authorizes the Model Laboratory School Director to review and assist people, desiring to develop a policy for the site-based council consideration, in the proper policy format and procedures for review and adoption.

1.05- Development of Operational Procedures: In support of this policy, the Model Laboratory School Director- will develop operational procedures to implement this policy. The Director will keep the council informed annually concerning the implementation of this policy.

1.06 - Assessment and Evaluation: The council will review, assess, and evaluate this policy annually and authorizes the Director and the vice-chairperson of the council to establish procedures and guidelines for the review of this policy within operational procedures.

Date Approved: November 13. 1 99

Date(s) Modified:

Replaces Policy Number:

Legal References: KRS 16 t).)45 (2) (C) 1 .

University Policy References:

Other References:

Policy Number 2.0 - Discipline/Classroom Management

- 2.01 Rationale:** The Model Laboratory School Site-Based Decision Making Council believes that discipline and classroom management techniques are important for high student achievement; therefore, policies governing the responsibilities of the student, parent, teachers, counselor, and principals are important.
- 2.02 Process:** In alignment with this philosophy, the council believes that a discipline code that includes rules for behavior and statements of rights and responsibilities for educators, parents, and students should be written to govern student behavior. Parents, students, faculty, and administrators should be involved in the development of the code and its revisions. The SBDM Council should approve the code and recommend it to the Dean of the College of Education, the Vice-President for Academic Affairs, the President of the University, and ECU Board of Regents for approval.
- 2.03 Implementation:** Therefore, the site-based council will implement a school discipline code that outlines student infractions and consequences. The code will be administered by teachers, principals, and the Discipline Committee, comprised of four (4) teachers appointed by the Director. The Discipline Committee will follow established procedures, as outlined in the code. The Director shall inform parents, students, and faculty of the provisions of the code.
- 2.04 Authorization:** The site-based council authorizes the Model Laboratory School Director to oversee the operation of the code and any revisions made.
- 2.05 Development of Operational Procedures:** In support of this policy, the Model Laboratory School Director will develop operational procedures to implement this policy. The Director will keep the council informed annually concerning the implementation of this policy.
- 2.06 Assessment and Evaluation:** The council will review, assess, and evaluate this policy annually and authorizes the Director and members of the council to establish procedures and guidelines for the review of this policy within operational procedures.

Date Approved: November 13, 1997

Date(s) Modified:

Replaces Policy Number:

Legal References: KRS 160.345 (2) LC 1.

University Policy References:

Other References:

Policy Number 3.0 Assignment of Students

- 3.01 Rationale:** The Model Laboratory School Site-Based Decision Making Council believes that the assignment of students within the school day to classes/activities that further their education is necessary for students to achieve at high levels.
- 3.02 Process:** In alignment with this philosophy, the council believes that students should be engaged in meaningful activities at all times during the course of the school day.
- 3.03 Implementation:** Therefore, the site-based council will implement a policy requiring all students at Model Laboratory School to be scheduled in activities appropriate for the furthering of their education throughout the entire school day and year.
- 3.04 Authorization:** The site-based council authorizes the Model Laboratory School Director to assign students to classes and programs within the school for the purposes outlined above.
- 3.05 Development of Operational Procedures:** In support of this policy, the Model Laboratory School Director will develop operational procedures to implement this policy. The Director will keep the council informed annually concerning the implementation of this policy.
- 3.06 Assessment and Evaluation:** The council will review, assess, and evaluate this policy annually and authorizes the Director to establish procedures and guidelines for the review of this policy within operational procedures.

Date Approved: November 13, 1997

Date(s) Modified:

Replaces Policy Number:

Legal References: KRS 160.345 (2) LC) 1.

University Policy References:

Other References:

Policy Number 4.0 - Scheduling

- 4.01 Rationale:** The Model Laboratory School Site-Based Decision Making Council believes that a sufficient amount of classroom instructional time is necessary for students to achieve at high levels.
- 4.02 Process:** In alignment with this philosophy, the council believes that the length of the school day, the number of instructional days, holidays, teacher training days, and the schedule of classes during the school day should be reviewed by the Director, acting upon the recommendations from appropriate committees of parents, students, and faculty.
- 4.03 Implementation:** Therefore, the council will implement a policy to determine the school calendar, including its amendments, and the daily school schedule for the high school, middle school, and the elementary school.
- 4.04 Authorization:** The site-based council authorizes the Model Laboratory School Director to determine the school calendar and schedule after considering recommendations of the site-based council through a committee established for this purpose.
- 4.05 Development of Operational Procedures:** In support of this policy, the Model Laboratory School Director will develop operational procedures to implement this policy. The Director will keep the council informed annually concerning the implementation of this policy.
- 4.06 Assessment and Evaluation:** The council will review, assess, and evaluate this policy annually and authorizes the Director to establish procedures and guidelines for the review of this policy within operational procedures.

Date Approved: November 13, 1997

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Replaces Policy Number:

Legal References: KRS 160.345 (2) (C) 1.

University Policy References:

Other References:

Policy Number 5.0 School Space

- 5.01 Rationale:** The Model Laboratory School Site-Based Decision Making Council believes that the allocation of school space for instructional and noninstructional purposes affects the quality of a school program.
- 5.02 Process:** In alignment with this philosophy, the council believes that a determination must be made regarding the allocation of space for teaching, offices, and extracurricular activities.
- 5.03 Implementation:** Therefore, the council will implement a policy to determine the best use of school space for instructional and noninstructional purposes.
- 5.04 Authorization:** The site council authorizes the Model Laboratory School Director to assign school space for this purpose.
- 5.05 Development of Operational Procedures:** In support of this policy, the Model Laboratory School Director will develop operational procedures to implement this policy. The Director will keep the council informed annually concerning the implementation of this policy.
- 5.06 Assessment and Evaluation:** The council will review, assess, and evaluate this policy annually and authorizes the Director to establish procedures and guidelines for the review of this policy within operational procedures.

Date Approved: November 13, 1997 Date(s) Modified: Replaces Policy Number:

Legal References: KRS 160.343 (2)(C) I.

University Policy References:

Other References:

Policy Number 6.0 -Instructional Practices

- 6.01 Rationale:** The Model Laboratory School Site-Based Decision Making Council believes that the school should establish priorities regarding instructional practices that effectively enhance student achievement.
- 6.02 Process:** In alignment with this philosophy, the council believes that the determination of effective instructional practices is an on-going process that requires input from teachers, administrators, parents, and students.
- 6.03 Implementation:** Therefore, the council will implement a policy to periodically review instructional practices to determine which ones should be given priority in the teaching/learning process.
- 6.04 Authorization:** The site-based council will adopt instructional practices for use in the school upon recommendation of the Director and a committee of teachers, parents, and students.
- 6.05 Development of Operational Procedures:** In support of this policy, the Model Laboratory School Director will develop operational procedures to implement this policy. The Director will keep the council informed annually concerning the implementation of this policy.
- 6.06 Assessment and Evaluation:** The council will review, assess, and evaluate this policy annually and authorizes the Director to establish procedures and guidelines for the review of this policy within operational procedures.

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Legal References: KRS 160.345 (2) (C) 1.

University Policy References:

Other References:

Policy Number 7.0 Staff Time

- 7.01 Rationale:** The Model Laboratory School Site-Based Decision Making Council believes that the time devoted to instruction by professional/nonprofessional staff is critical for the successful academic achievement of students.
- 7.02 Process:** In alignment with this philosophy, the council believes that it is necessary to assign instructional/noninstructional staff time that is most conducive to the academic success of students and their conformity to state and national standards.
- 7.03 Implementation:** Therefore, the site-based council will implement a policy that allows the Director to assign all instructional and noninstructional staff time, keeping in mind the intent to create optimum learning conditions in the school.
- 7.04 Authorization:** The site-based council authorizes the Model Laboratory School Director to implement this policy and inform the council on this issue.
- 7.05 Development of Operational Procedures:** In support of this policy, the Model Laboratory School Director will develop operational procedures to implement this policy. The Director will keep the council informed annually concerning the implementation of this policy.
- 7.06 Assessment and Evaluation:** The council will review, assess, and evaluate this policy annually and authorizes the Director to establish procedures and guidelines for the review of this policy within operational procedures.

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Date(s) Modified:

Replaces Policy Number:

Legal References: KRS 160.345 (21 (C 1 1.

University Policy References:

Other References:

Policy Number 8.0 Extra-Curricular Programs

- 8.01 Rationale:** The Model Laboratory School Based Decision Making Council believes that an extra-curricular program that supports school objectives/goals is an important part of the school in order for students to achieve at high levels.
- 8.02 Process:** In alignment with this philosophy, the council believes that the selection of extra-curricular programs and their policies are necessary and should involve the input of teachers, administrators, parents, and students.
- 8.93 Implementation:** Therefore, the site-based council will implement an extra-curricular program that assists the school to achieve its mission and meet its goals and objectives.
- 8.04 Authorization:** The site-based council will set policies regarding extra-curricular programs acting upon the advice of the Director.
- 8.05 Development of Operational Procedures:** In support of this policy, the Model Laboratory School Director will develop operational procedures to implement this policy. The Director will keep the council informed annually concerning the implementation of this policy.
- 8.06 Assessment and Evaluation:** The council will review, assess, and evaluate this policy annually and authorizes director to establish procedures and guidelines for the review of this policy within operational procedures.

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Legal References: KRS 160.345 (21 (C) 1.

University Policy References:

Other References:

Policy Number 9.0 State Standards/Technology/Program Appraisal

- 9.01 Rationale:** The Model Laboratory School Based Decision Making Council believes that it students are to achieve at high levels, Model Laboratory School should have a policy regarding its alignment with state standards, technology utilization, and program appraisal.
- 9.02 Process:** In alignment with this philosophy, the council believes that all constituencies/stakeholders should be informed of Model Laboratory School's adherence to state standards, technology utilization, and program appraisal. Stakeholders (i.e. parents, students, teacher, administrators) should have input regarding these issues.
- 9.03 Implementation:** Therefore, the council will implement a policy that requires the council to assess the school's level of competence regarding state standards, technology utilization, and an appraisal of the school program at least once per year.
- 9.04 Authorization:** The site-based council will appoint a committee, including the Director, for this purpose.
- 9.05 Development of Operational Procedures:** In support of this policy, the Model Laboratory School Director will develop operational procedures to implement this policy. The Director will keep the council informed annually concerning the implementation of this policy.
- 9.06 Assessment and Evaluation:** The council will review, assess, and evaluate this policy annually and authorizes the Director to establish procedures and guidelines for the review of this policy within operational procedures.

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University Policy References:

Other References:

Policy Number 10.0 Curriculum Determination/Development

- 10.01- Rationale:** The Model Laboratory School Site-Based Decision Making Council believes that if curriculum development is to have optimum impact on achievement of students, the Director of Model Laboratory School will involve stakeholders including faculty, parents, and representatives from ECU in appropriate fields in designing and adopting required curriculum.
- 10.02 Process:** In alignment with this philosophy, the council believes that an informed committee consisting of faculty, parents, and ECU colleagues, when appropriate, shall study and evaluate appropriate curricular options to assure articulation across grade levels and within subject areas.
- 10.03 Implementation:** Therefore, the council will implement a curriculum aligned to national standards and the core content for assessment.
- 10.04 Authorization:** The site-based council will implement a curriculum that is aligned to national and state standards.
- 10.05 - Development of Operational Procedures:** In support of this policy, the Model Laboratory School Director will develop operational procedures to implement this policy. The Director will keep the council informed annually concerning the implementation of this policy.
- 10.06 - Assessment and Evaluation:** The council will review, assess, and evaluate this policy annually and authorizes the Director to establish procedures and guidelines for the review of this policy within operational procedures.

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University Policy References:

Other References:

Policy Number 1 1.0 - Add/Drop Procedures

- 11.01 Rationale:** The Model Laboratory School Site-Based Decision Making Council believes that, in order to reduce the disruption in the school program and provide an orderly way to drop and /or add courses, it is necessary to have a policy that clearly outlines such procedures that is clearly understood by administrators, parents, students and teachers.
- 11.02 Process:** In alignment with this philosophy, the council believes that a set of procedures governing the drop/add process should be in place for describing how a student will be allowed to drop or add a course. Students will meet with the guidance counselor during the last quarter of the Spring semester to plan a schedule for the following year. Any changes to the schedule will be processed through the drop/add policy. Any course dropped should be replaced by a corresponding credit course.
- 11.03 Implementation:** Therefore, the council will implement a policy that sets forth the following:
- (1) The first 5 days of each semester is the Add/Drop period. Students should make an appointment with the guidance counselor.
 - (2) The high school Counselor and/or Principal, with agreement from the two teachers whose classes are involved, will determine whether to allow the Add/Drop. Further appeal may be submitted in writing to the School Council.
 - (3) Obtaining an unacceptable grade is not a legitimate reason for withdrawal from a course.
- 11.04 Authorization:** The site-based council authorizes the Model Laboratory Director and high school guidance counselor to put this policy into action after the Add/Drop period.

Date Approved: November 13. 1997

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Legal References:

University Policy References:

Other References:

Policy Number 12.0 Replacement of Grades for Courses Repeated

- 12.01 Rationale:** The Model Laboratory School Site-Based Decision Making Council believes that students should be given opportunities to repeat courses if they have not received a grade that is acceptable to them or their grade indicates that repeating a course will prepare them better for subsequent courses.
- 12.02 Process:** In alignment with this philosophy, the council believes that whether students are allowed to repeat courses is a decision that should involve the parents, the students, and the high school guidance counselor and should be based upon the following:
- (1) A one-time repeat is allowed
 - (2) Teacher written approval is necessary when a student has passed a course.
 - (3) A grade earned in a correspondence course will replace the original failing grade earned in the Model course and will be denoted on the student's transcript as a correspondence course.
 - (4) A grade earned in a summer school course will replace the original failing grade earned in the Model course and will be denoted on the student's transcript as a summer school course.
 - (5) Students may retake a course at Model to replace a failing grade. If the course is retaken at Model the student's transcript will not reflect the original failing grade or any denotations.
- 12.03 Implementation:** Therefore, the council will implement a policy on repeating courses according to the above. The high school guidance counselor will develop procedures for facilitating this policy.
- 12.04 Authorization:** The site-based council authorizes the Model Laboratory High School guidance counselor to approve students to repeat courses based upon stipulations above.
- 12.05 Development of Operational Procedures:** In support of this policy, the Model Laboratory School Director will develop operational procedures to implement this policy. The Director will keep the council informed annually concerning the implementation of this policy.
- 12.06 Assessment and Evaluation:** The council will review, assess, and evaluate this policy annually and authorizes the director and the council to establish procedures and guidelines for the, review of this policy within operational procedures.

Date Approved: November 13, 1997

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Replaces Policy Number:

Legal References:

University Policy References:

Other References:

Policy Number 13.0 Correspondence Courses

- 13:01 Rational:** The Model laboratory School Based Decision Making Council believes that it is necessary to provide a comprehensive educational program for all student that includes a variety of opportunities for achievement and a recognition that all students do not learn in the same ways.
- 13:02 Process:** In alignment with this philosophy, the council believes that some students need to take correspondence courses in order to complete their educational program.
- 13:03 Implementation:** Therefore, the council will implement a policy regarding correspondence courses according to the following;
- (1) A student may not take a correspondence course in lieu of a comparable course offered by Model unless the student has failed the Model course first.
 - (2) Correspondence courses are to be completed independently.
 - (3) Students in the Class of 2002 may earn no more than four (4) credits toward graduation from correspondence courses. B. Students in the Class of 2003 may earn no more than three (3) credits toward graduation from correspondence courses. C. Students in the Class of 2004 and beyond may earn no more than two (2) credits toward graduation from correspondence courses.
 - (4) Students may be granted permission to take additional correspondence courses if there are circumstances related to a lengthy illness or pregnancy which result in an extended absence from school. Students must have a written individual graduation plan on file in the Guidance Office which outlines the approved correspondence course(s). This plan will be written with input from the guidance counselor, parent, and student.
- 13:04 Authorization:** The site-based council authorizes the Model Laboratory School Director to approve all correspondence courses upon recommendation of the High School Guidance Counselor.
- 13:05 Development of Operational Procedures:** In support of this policy, the Model Laboratory School Director will develop operational procedures to implement this policy. The Director will keep the council informed annually concerning the implementation of this policy.
- 13:06 Assessment and Evaluation:** The Council will review, assess, and evaluate this policy annually and authorize the Director and the council to establish procedures and guidelines for the review of this policy within operational procedures.

Date Approved: November 13. 1997

Date(s) Modified:

Replaces Policy Number:

Legal References:

University Policy References:

Other References:

Policy Number 14.0 Auditing courses

- 14.01 Rationale:** The Model Laboratory School Site-Based Decision Making Council believes that, if students are to be given opportunities for achievement high levels, then it is necessary to offer some alternative means for learning.
- 14.02 Process:** In alignment with this philosophy, the council believes that students should be allowed to audit courses if there seems to be a clearly defined educational purpose to be achieved.
- 14.03 Implementation:** Therefore, the council will implement a policy on auditing courses by students that recognizes only two conditions for auditing a course:
- (1) Foreign exchange students who can benefit in a second language development.
 - (2) Any unusual circumstance, subject to School Council approval.
- 14.04 Authorization:** The Site-Based Council authorizes the Model Laboratory School Director to approve student requests for auditing a course or send unusual requests to the School Council for approval.
- 14.05 Development of Operational Procedures:** In support of this policy, the Model Laboratory School Director will develop operational procedures to implement this policy. The Director will keep the council informed annually concerning the implementation of this policy.
- 14.06 Assessment and Evaluation:** The council will review, assess, and evaluate this policy annually and authorizes the Director and the high school counselor to establish procedures and guidelines for the review of this policy within operational procedures.

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Dates) Modified:

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University Policy References:

Other References:

Policy Number 15.0 Summer School for Credit

- 15.01 Rationale:** The Model Laboratory School Based Decision Making Council believes that, some students need to attend summer school in order to complete their education.
- 15.02 Process:** In alignment with this philosophy, the council believes that a policy should be in place that allows students to take courses that generate credits under the following stipulations:
- (1) A student may not take a high school course in summer school in lieu of a comparable course offered by Model unless the student has failed the Model course test.
 - (2) Model students may earn no more than four (4) credits toward graduation from summer school courses.
- 15.03 Implementation;** Therefore, the council will implement a policy for summer school that allows students to make-up credits that count toward graduation.
- 15.04 Authorization;** The Site-Based Council authorizes the Model Laboratory School High School Counselor to oversee the implementation of this policy.
- 15.05 Development of Operational Procedures:** In support of this policy, the Model Laboratory School Director will develop operational procedures to implement this policy. The Director will keep the council informed annually concerning the implementation of this policy.
- 15.06 Assessment and Evaluation:** The council will review, assess, and evaluate this policy annually and authorizes the Director of the council to establish procedures and guidelines for the review of this policy within operational procedures.

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University Policy References:

Policy Number 16.0 College Classes for High School Students

16.01 Rationale: The Model Laboratory School Based Decision Making Council believes that students should be allowed to extend or enrich their curriculum by taking relevant college classes that meet their individual needs.

16.02 Process: In alignment with this philosophy, the council believes that a policy should be in place for students to take college classes, if a comparable class at Model is not available according to the following guidelines:

- (1) College classes provide an opportunity for enrichment and expansion of skill levels which may not be available in the high school curriculum
- (2) A student should first consider offerings at Model and if a comparable class is not offered, a college class may be substituted, without high school credit
- (3) Generally, freshmen and sophomores will not be allowed to take a college class unless a student exhibits a special academic ability or talent.
- (4) For Seniors:
 - a. Attain a 3.0 grade point average in high school.
 - b. Be recommended by the High School Counselor or Principal. May require high school teacher recommendation.
 - c. Submit to an interview and/or testing by the ECU Counseling Center, if necessary.
- (5) For Juniors
 - a. Attain a 3.5 grade point average:
 - b. Be recommended by the High School Counselor or Principal. May require high school teacher recommendation.
 - c. Show high average ability on a nationally normed test.
 - d. Submit to an interview and/or testing by the ECU Counseling Center, if necessary.

Requirements:

- (1) Must have 16 credits.
- (2) Students may enroll in one college class per semester or enroll in two classes per semester if the classes meet at the same time on alternating days. (Example: 8:00 a.m. M/W/F and 8:00 a.m. T/R.) Students must be enrolled full time at Model during the remainder of the day.
- (3) Students must report to a monitor on their off-days.
- (4) Students who drop a college class must communicate this to the High School Counselor within 1 day.
- (5) Students who drop a college class will be re-scheduled for the time that the college class meets.
- (6) College classes are not counted as part of the student's GPA unless taken as dual credit. Students must complete the Dual Credit Contract available in the Guidance Office.
- (7) Students should schedule college classes so that he/she misses no more than 15 minutes of ANY high school class.
- (8) Any exceptions to these guidelines are subject to review by the council.

16.03 Implementation; Therefore, the Site-Based Council will implement a policy regarding students taking college classes that attempts to set appropriate guidelines with the School Council as the final arbiter for requests that are exceptions to this policy.

16.04 Authorization: The Site-Based Council authorizes the Model Laboratory School High School Counselor to register students for college classes The School Council will decide requests by students that are not covered by this policy.

16.05 Development of Operational Procedures: In support of this policy, the Model Laboratory School Director will develop operational procedures to implement this policy. The Director will keep the council informed annually concerning the implementation of this policy.

16.06 Assessment and Evaluation: The Site-Based Council will review, assess, and evaluate this policy annually and authorizes the Director and the council to establish procedures and guidelines for the review of this policy within operational procedures.

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University Policy References:

Other References:

Policy Number 17.0 Acceleration of Students for Academic Purposes

- 17.01 Rational:** The Model Laboratory School Based Decision Making Council believes that students differ in their abilities and needs. Some students may benefit from acceleration to a higher grade, if the circumstances warrant such action.
- 17.02 Process:** In alignment with this philosophy, the council believes that acceleration should be based upon proven performance as evidence on standardized tests or by faculty recommendation. Another factor to consider is the social maturity of the student.
- 17.03 Implementation:** Therefore, the council will implement a policy whereby students may be accelerated with parent permission, when it appears that their academic progress will benefit from acceleration to a higher grade.
- 17.04 Authorization:** The Site-Based Council authorizes the Model Laboratory School Director to approve any acceleration.
- 17.05 Development of Operational Procedures:** In support of this policy, the Model Laboratory School Director will develop operational procedures to implement this policy. The Director will keep the council informed annually concerning the implementation of this policy.
- 17.06 Assessment and Evaluation:** The council will review, assess, and evaluate this policy annually and authorizes the Director and the council to establish procedures and guidelines for the review of this policy within operational procedures.

Date Approved: November 13, 1997

Dates Modified:

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University Policy References:

Policy Number 18.0 Independent Studies Program

- 18.01 Rational:** The Model Laboratory School Based Decision Making Council believes that students differ in their abilities and needs. Some students may benefit from completing courses in an independent studies program directed by a faculty member.
- 18.02 Process:** In alignment with this philosophy, the council believes that students should be recommended for independent study only if they meet the following criteria:
- (1) Show evidence that he/she is a good candidate for independent work.
 - (2) The course meets an identified interest or talent.
 - (3) The student has exhausted the curriculum offered.
 - (4) The student has an interest in a non-traditional area of study.
 - (5) Seniors who need a class to graduate that is precluded by a scheduling conflict.
- 18.03 Implementation:** Therefore, the council will implement a policy that requires students to apply for independent study through the High School Counselor and complete a contract including the permission of parents, the teacher, and the student.
- 18.04 Authorization:** The Site-Based Council authorizes the Model Laboratory School Director to implement this policy.
- 18.05 Development of Operational Procedures:** In support of this policy, the Model Laboratory School Director will develop operational procedures to implement this policy. The Director will keep the council informed annually concerning the implementation of this policy.
- 18.06 Assessment and Evaluation:** The council will review, assess, and evaluate this policy annually, and authorizes the Director and the council to establish procedures and guidelines for the review of this policy within operational procedures.

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University Policy References:

Policy Number 19.0 Assistance for Students with Academic Problems

19.01 Rationale: The Model Laboratory School Site-Based Decision Making Council believes that the school should assist students with academic problems to achieve at high levels.

19.02 Process: In alignment with this philosophy, the council believes that an academic probation policy will provide students with assistance in completing their academic program. The following procedures will be in effect:

- (1) Criteria for referral/placement:
- (2) Students deemed "at risk" because of having failed one or more courses in a given semester.
- (3) Students earning semester grades significantly below levels (GPA 2.0) anticipated based on assessment of ability and/or achievement.
- (4) A high rate of absence from class(s), if the absences are deemed to be a contributing factor to the student's lack of ability to achieve.
- (5) Classroom behaviors resulting in poor academic performance.
- (6) Students currently failing one or more classes, as determined by nine-week grade report or interim progress check.
- (7) Referral may occur at any time during the year, not limited to specified grading periods. Students and parents will be made aware of remediation options. These include, but are not limited to:
 - a) Extended School Program.
 - b) Peer tutoring offered by school clubs or organizations.
 - c) Private tutoring, to be arranged by parent and student.
 - d) Mandatory after school study periods with referring teacher.
 - e) Recommendations for vision, hearing, or other exam as indicated.
 - f) Other, i.e., career counseling sessions, personal counseling, academic counseling.
- (8) A staffing, involving the majority of the student's current teachers, will review student performance on an individual basis. Upon consensus of review, a referral will be made. Notification of parents and student will occur.
- (9) Upon referral a conference will be held, involving teachers, administrator(s), counselor(s), parent(s), and student. The conference will review referral information, develop a remediation plan, and create a contract for specific activities and time period including consequences for failure to fulfill the contract.
- (10) Failure to fulfill the contract will result in dismissal from Model Laboratory High School.

19.03 Implementation: Therefore, the council will implement a policy of academic probation designed to assist students who are "at risk." This policy will depend upon teachers and parents working through the High School Counselor to identify students who are eligible for this program.

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University Policy References:

Policy Number 21.0) High School Grading System

21.01 Rationale: The Model Laboratory School Site-Based Decision Making Council believes that it is necessary to provide grades to students for courses taken during high school.

21.02 Process: In alignment with this philosophy, the council believes that if all students are to receive grades for academic performance, then it is necessary to follow a specific grading system.

21.03 Implementation: Therefore, the council will implement a policy regarding the grading system according to the following:

1. Model Laboratory High School Grading Scale:
 - A = 92 – 100%
 - B = 83 - 91%
 - C = 74 - 82%
 - D = 65 - 73%
 - U = 0 - 64.9%
2. Grades, which are represented by letters, are given **point values as indicated:**
 - A = 4 points
 - B = 3 points
 - C = 2 points
 - D = 1 point
 - U = 0 points
3. Grades earned in Advanced Placement Courses are given weighted point values as indicated: PRESENTLY UNDER CONSIDERATION BY THE MODEL SITE BASED DECISION MAKING COUNCIL.
4. Incomplete Grades: A teacher may assign a grade of "I" if the teacher believes that the student has been unable to complete the course on time because of unavoidable conditions. The student must complete the course work within two (2) weeks of receiving official grade notification. If the student does not do so, the "I" grade becomes a "U."
5. Pass/fail Grades
 - a. Students may not take high school courses as Pass/Fail.
 - b. Foreign Exchange students may take courses as Pass/Fail. Students will not earn any point value for courses taken as Pass/Fail.
6. Grade Point Average: The GPA is calculated based on the number of credits attempted and the point value of the final grades earned. The total grade points are divided by the total credits attempted. For example: a student who has attempted eight (8) courses and earned the following grades (A, A, B, B, B, B, C, C) based on the unweighted grading scale would have a 3.0 GPA (24 points divided by 8 credits attempted equals 3.0).
7. Grade Appeals: If a student believes that the final grade assigned in a course is unjustified, the student should consult the teacher within two (2) weeks of receiving the official grade notification. If, after doing so, the student still feels the grade is unjustified, the student may appeal the grade IN WRITING to the Guidance Counselor within two (2) weeks of consulting the teacher. The Guidance Counselor in collaboration with the student, parent, and teacher will attempt to resolve the grade dispute. Further appeals can be made to the High School Principal if submitted IN WRITING within two (2) weeks of consulting with the Guidance Counselor.

21.04 Authorization: The site-based council authorizes the High School Guidance Counselor to implement this policy and to inform the High School Principal of all decisions regarding the grading system.

21.05 Development of Operational Procedures: In support of this policy, the High School Principal will develop operational procedures to implement this policy. The Principal will keep the council informed annually concerning the implementation of this policy.

21.06 Assessment and Evaluation: The council will review, assess, and evaluate this policy annually and authorize the Chairperson of the council to establish procedures and guidelines for the review of this policy within operational procedures.

Date Approved:

Dates) Modified

Replaces Policy Number:

Legal References:

