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Model Laboratory Schools at Eastern Kentucky University

MISSION: In a shared commitment with Eastern Kentucky University, Model Laboratory Schools will serve as learning laboratories 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 Schools offer 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 and Dean of K-12 Programs
Kim Puckett, Assistant Superintendent, Student Services
Laura Dedic, Director of Finance & Operations
Christopher Budano, Ph. D., Assistant Superintendent / Director of Advising & Counseling
David Naylor, Elementary School Principal (K-5), School Safety Coordinator
Holli Hunt, Ed. D., Secondary School Principal (6-12)
Jennifer Blakeman, Director of Special Education and Student Achievement

Support Staff
Beth Campbell, Director of Admissions and Alumni Relations, K-12
Donna McGuire, Executive Assistant to the Superintendent
Erick Collings, Director of Communications
Francis Keene, Graphic Designer
Beverly Dyehouse, Student Information & Records Specialist
Melanie Kelley, Financial Specialist & Transportation Coordinator
Debra Jorgensen, Administrative Coordinator
De Reed, Office Associate
Adam Roberts, Facility Coordinator

Counseling Center
Diana McGhee, Director of Pupil Personnel
Cheyanne Pate, Counselor (K-6)
Rebecca Petrey, Counselor, Grades (6-12)
Stephanie Clark, Administrative Coordinator

Program Specialists
Tim Hoover, Director of Technology
Halley McLean, Library Media Specialist
Morgan Campbell, Extended Learning Coordinator
Jilliane McCardle, Ed. D., Gifted and ESL Education
Scotty Sutton, Athletic Director
Rachael Blackburn, Asst. Athletic Director

Building Safety and Security
Andrew Dotson, EKU Police and School Resource Officer

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

504 Coordinator
Rebecca Petrey
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 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 law.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the TIXC, or by any other means that results in the TIXC receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone or electronic mail address, or by mail to the office address listed for the TIXC. **09.428111**

The Title IX Sexual Harassment Grievance Procedures are located on the schools’ website.

**TITLE IX COORDINATORS**

**Kim Puckett**

Office: 4101  
Email: Kim.Puckett@eku.edu  
Phone: 859-622-8445

**Scotty Sutton**

Office: 5107  
Email: Scotty.Sutton@eku.edu  
Phone: 859-622-1035

**504 COORDINATOR**

**Rebecca Petrey**

Office: 1137-A  
Email: Rebecca.Petrey@eku.edu  
Phone: 859-622-2139
School Office Hours
For regular school days, School Office Hours are:

7:30 a.m. – 4:00 p.m.

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

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

Office Hours in the Summer are:

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

*Note: Model Laboratory School, including office support, will be closed on all EKU holidays. Summer hours subject to change based on EKU schedules. Please visit our website for the most current hours.*

Administrative Office Hours
For regular school days, administration hours are:

7:00 a.m. – 3:30 p.m.

During the school year, when school is not in session, administration hours are:

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

Summer administration hours are:

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

*Note: Model Laboratory School, including office support, will be closed on all EKU holidays. Summer hours subject to change based on EKU schedules. Please visit our website for the most current hours.*

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

Period 1 – 7:50 – 8:50 a.m.
Period 2 – 8:55 – 9:50 a.m.
Period 3 – 9:55 – 10:50 a.m.
Advisory and Enrichment Period – 10:50 – 11:20 a.m.
Period 4 – 11:25 a.m. – 12:50 p.m. (includes lunch)
Period 5 – 12:55 – 1:50 p.m.
Period 6 – 1:55 – 2:55 p.m.

School Calendar
The current school calendar is available on the Model Laboratory Schools webpage (model.eku.edu). A listing of key dates for this school year can be found in the appendix.
**Curriculum**

**WORLD-CLASS EDUCATION (8.1)**

For a graphic representation of the Model Core, please see Appendix A.

Model Laboratory School guarantees a world-class education for its students through a viable curriculum that (8.1):

- 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 design, perform, engineer, innovate, create and reflect.
- Promotes participation in civic activities as an informed citizen.
- Fosters an inclusive community by promoting diversity and equity.
- Fosters community through service (learning) and teamwork.
- Promotes individual physical and emotional well-being.
- Builds ability to communicate in a second language and engage in culturally appropriate interactions.

**COMPETENCIES (8.1)**

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, and evaluate sources and information in qualitative, non-fiction texts, including primary and secondary sources.
- Analyze and interpret quantitative data and information 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 logical and valid evidence-based written arguments.
- Communicate 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.
- 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.
- Identify and make use of structure and patterns in authentic mathematical contexts.
- Attend to precision, using appropriate notation and mathematical conventions.
- Write and implement program 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**

- Analyze and explain scientific concepts, processes, and models in real-world contexts.
- Classify and explain of phenomena found 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, including through cultural comparison.
- Draw conclusions about political, social, economic, and geographic developments.
- Analyze geographic patterns and spatial relationships.
- Apply effective interpersonal skills appropriate for the social or professional context.
- Communicate ideas effectively in written and spoken discourse in a second language to a variety of audiences demonstrating cultural sensitivity and understanding while emulating native speakers.

Creating, Performing, and Designing

- Convey an idea, message, or theme through original works or creations of art (literature, visual art, music, dance, drama).
- Apply theories and principles when creating, performing, designing, or engineering.
- Perform, present, or publish works of art (literature, visual art, music, dance, drama).
- 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.

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).
- Draw conclusions about historical and cultural developments.

Civic Engagement, Entrepreneurship, and Financial Literacy

- Analyze and evaluate economic, financial, and consumer options and choices.
- Apply political and economic theories, perspectives, and models in authentic contexts in order to make sound economic and financial decisions.

Fitness and Wellness

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

Participation in a Laboratory School (1.1)

Enrollment in Model Laboratory School at Eastern Kentucky University requires participation in educational testing and research programs. The purpose and mission of a laboratory school is to test and pilot educational programs, practices, pedagogies, and innovations. As such, students will be part of action research conducted by the school’s and university’s faculty, staff, and students as well as other state agencies, departments, and institutions. Such research may include but is not limited to surveys, interviews, focus groups, program evaluations, educational assessments, classroom observation, participation data, educational practices, and/or instructional programs. While data may be collected in various media, only aggregated data will be shared publicly.

Additionally, students may be photographed and/or recorded on digital media that may be used for educational, recognition, promotional, and informational purposes. Directory information as described in the Model Laboratory Handbook for Students and Parents may be distributed publicly.

Admissions (9.12)

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

- Applications are available on the Model Laboratory Schools’ website and in the administrative offices.
- 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.

Class/Course Fees (9.124)

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-84+CE. All high school math and science classes will utilize the TI-84+CE. The TI-84+CE will be used for homework and is an approved calculator for standardized tests such as the ACT and AP exams. The TI-84+CE is also the preferred calculator at EKU for Dual Credit math classes.

Supply Lists – Supply Lists for grades K through 12 are available on the school website every year by July 1. 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 (9.435)**

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 March 31st. Current students must submit the annual deposit by March 31st 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 of Regents 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 of Regents. The special education and disciplinary records of IDEA eligible students shall be sent to the Board of Regents 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**

Education Records – Refers to records directly related to a student that are maintained by the School or by a party acting for the School.

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.

A "record" shall include any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche. Student records shall include disciplinary records with regard to suspension and expulsion.

**REINSTATEMENT**

The Superintendent may reinstate a student disenrolled for cause and may require one or more of the following:

- Prepayment of tuition/fees;
- Behavioral contract; and/or
- Agreement of parental engagement.
Tuition and Fees (9.124)

Model’s tuition and fees are established annually by the EKU Board of Regents. A list of tuition and related fees is published annually and is available on the school's website. Model uses Infinite Campus for tuition and fees billing and payments. For more information, visit www.model.eku.edu/content/tuition-and-fees.

- Bills will be accurate and available on August 1 with the first payment being due no later than August 20. A hard copy of the entire billing statement will be mailed the first week of August. For each month thereafter, parents should check the fees tab via the Infinite Campus Parent Portal. (Monthly statements will only be available in the Infinite Campus Parent Portal.)
- Persons responsible may elect to pay more than the required monthly installment. The tuition installment is $1/10 per month August through May. Specifically, $1/10 of the tuition and fees must be paid by August 20; $2/10 by September 20; $3/10 by October 20; and so on.
- If the proportional percentage of tuition and fees are not paid by the 20th of each month, a late fee will be assessed. Late fees will be assessed on any past-due tuition balances. Holds may be placed on the release of transcripts until all tuition and fees have been paid and all university property returned.
- All tuition and fees balances must be paid by May 20 annually. Students who have outstanding balances as of May 20 may be disenrolled for the next school year. Seniors who have outstanding balances may be restricted from participating in commencement exercises.
- Preferred method of payment includes e-check (no additional fees) or Visa/Mastercard (which incurs an additional 4% convenience fee). Instructions are available here: https://kb.infinitecampus.com/help/payment-methods. When necessary, a personal check, money order, or cashier's check can be made payable to Model Laboratory School and must be mailed and received by the school no later than the 20th of the month. Credit card or cash payments cannot be accepted for tuition and fee payments at the school.
  - Checks that are unspecified as to whether they should be applied to tuition or fees will be applied to tuition first, followed by the universal fees, and then any other outstanding fee.
- Recurring payments may be set up in the Infinite Campus Parent Portal. Note: each tuition and fee line requires separate set-up for recurring payments.
- For returning Model students in good standing, a $250 annual nonrefundable enrollment deposit is due by March 31 to secure enrollment for the next year. This annual enrollment deposit is in addition to any other tuition and fees and will not be applied to subsequent years.
- Students/families who qualify for free/reduced price lunch may request an exemption or exception to student fees, excluding tuition.
- For partial-year students, only tuition and universal fees will be prorated by months enrolled. Students who attend any portion of a month will be billed for that month. No other fees are prorated.
- Extended Learning tuition and fees will be billed through Infinite Campus Parent Portal.
- Additional items (such as lunch fees, athletic fees, spirit shop purchases, yearbooks, field trips, etc.) may be purchased and paid through the Infinite Campus Parent Portal.
- EKU tuition, fees, parking, and any other university charges will be billed through EKU Student Accounting.

For assistance in viewing or making payments, please contact Melanie Kelly, 859-622-4005, ModelFinance@eku.edu.

Financial Aid (9.124)

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.

Textbook/Instructional Materials Fee (9.124)
The textbook/instructional materials fee is used to purchase both consumable and non-consumable textbooks. The textbook/instructional materials fee may be used to purchase textbooks and instructional materials only.

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.

**Lunch Offerings**

Lunch can be purchased at school and is provided by EKU Dining, a Division of Aramark. Students may be able to eat lunch in alternate locations with supervision in some instances. Menus are posted in advance on the Model website. Parents should contact Aramark Dining with questions and concerns regarding menu offerings.

For payment, Model uses the Infinite Campus Parent Portal.

*Note: No student shall have food delivered by anyone, including parents or outside vendors.*

**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.

529 Education Savings plans can be used to pay for Model tuition and people do not pay tax on this money as it draws interest for investment.

For additional information, contact Laura Dedic (Laura.Dedic@eku.edu) or visit [www.KY529.com](http://www.KY529.com).
Academic Policies

ACADEMIC INTEGRITY (9.4)

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.
- Obtain/transmit or attempt to obtain/transmit a secure assessments or materials, tests, or answer keys.
- 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 (8.22)

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 (8.113)

Advanced Placement (AP) enables willing and academically prepared students to pursue college-level studies while still in high school. College-level courses will be offered, and exams will be administered once a year. Students and their parents are responsible for the cost of the exam and the fee will be billed separately from tuition and fees in the fall semester.

Students that do not take the exam will not receive the AP designation on their transcript. All students who enroll in an AP course must sit for the exam.
**Advanced Placement (AP) Capstone Diploma & Certificate**

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.

**Awards (8.2211)**

<table>
<thead>
<tr>
<th>Award Description</th>
<th>Grades 6 - 12</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean's List and Graduation</td>
<td>A Dean’s List will be published each semester recognizing academic achievement for those students in Grades 6-12 earning a GPA of 3.50 or higher for that semester.</td>
<td>At commencement, students receiving a high school diploma may be honored based on their cumulative GPA for all credits required for graduation attempted during high school. Students who are awarded an alternative diploma, certificate of attainment, certificate of attendance, or posthumous diploma are not eligible for valedictorian, summa cum laude, or magna cum laude.</td>
</tr>
<tr>
<td>Valedictorian: 4.00 GPA</td>
<td>These students will receive commemorative medals.</td>
<td><strong>Valedictorian</strong>: 4.00 GPA</td>
</tr>
<tr>
<td>Summa Cum Laude: 4.00 – 3.75 GPA</td>
<td>These students will wear gold honor cords.</td>
<td>These students will wear gold honor cords.</td>
</tr>
<tr>
<td>magna Cum Laude: 3.50 – 3.74 GPA</td>
<td>These students will wear white honor cords.</td>
<td><strong>AP Capstone Diploma</strong> candidates will wear honor cords in the color of the academic discipline of their research.</td>
</tr>
<tr>
<td>AP Capstone Diploma candidates will wear honor cords</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>
<td><strong>AP Capstone Diploma</strong> candidates will wear honor cords in the color of the academic discipline of their research.</td>
</tr>
</tbody>
</table>

**Counseling Services (8.14)**

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.
COURSE SELECTION DECISIONS

Each student will confer individually with their counselor regarding the choice of subjects for each year. Once the student has made a decision and this decision is approved and signed by the parents, this decision on the part of the student is final. No schedule changes after the first day of classes will be made except in special circumstances and with approval from the principal.

CREDIT AWARDING (8.113)

High school credits will be awarded at the end of each academic year for grades of A, B, C, and D. All courses taught at Model are worth 1.0 credits per semester.

Dual credit courses that are 3-4 credit hours will earn 0.5 credit toward graduation requirements and courses that are 1-2 credit hours will earn 0.25 credit toward graduation requirements. Dual credit course is awarded at the end of each semester.

DIRECTORY INFORMATION (9.14)

As delineated in the KRS 160.700 statute, directory information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed may include the following:

- Student’s name, address, and school email address
- Student’s telephone number
- Student’s date and place of birth
- Student’s grade level and major field of study
- Information about a student’s participation in school-recognized activities/sports
- Student’s weight and height, if a member of an athletic team
- Student’s dates of attendance
- Awards, honors, and degrees the student has received
- Most recent educational institution attended by the student
- Student’s photograph along with name

This information may be released to news media, athletic organizations, scholarship or college entrance committees, armed forces, or official organizations whose need for the data is connected with student activities. The parent, guardian, or eligible student may request all or part of directory information to be withheld. The request must be in writing, specifically stating the information to be withheld, and be received by the school no later than 30 days after the first day of the school year or the date of the student’s enrollment.

DROPPING/WITHDRAWING FROM A CLASS (8.221)

No student who has enrolled in a course, including dual credit, 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.

DUAL CREDIT (8.1131)

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.

The School may offer the opportunity for students to earn dual-credits through the Kentucky Dual-Credit Scholarship Program as well as the Work Ready Scholarship. Guidelines are outlined in the “Kentucky Council on Postsecondary Education and Kentucky Department of Education Dual Credit Policy for Kentucky Public and Participating Postsecondary Institutions and Secondary Schools,” located on the Kentucky Department of Education website.

These scholarships do not cover textbooks (including digital texts), course materials/supplies and parking permits when applicable. The School will pay the dual credit tuition cost for the remainder of courses not covered by scholarships, up to eight total courses.
**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 2.5 (weighted or unweighted).
- The student must meet college readiness in English (ACT 18 in English, equivalent SAT, KYOTE, EKU Placement Test scores, or equivalent AP credit for ENG 101).

**Dual Credit General Guidelines for Model Laboratory Students (8.1131)**

- 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 transcribed 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 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 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 EKU dual credit and/or credit for AP courses can virtually double their investment, earning up to $2,400 additional scholarship dollars for getting good grades when they enroll at EKU. 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 (8.113)**

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 successfully complete the requirements for early high school graduation as established in administrative regulation by the Kentucky Board of Education.

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) (8.13452)**

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 (9.13)**

**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:

- Infringe on the rights of the school to:
  - Maintain order and discipline;
  - Prevent disruption of the educational process; and
  - Determine education curriculum;
- Harass other persons or coerce other persons to participate in the activity; or
- 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 (8.133)**

The Extended Learning Program offers educationally enriched activities for students in grades K - 8. The Extended Learning Program hours are from when school ends till 6:00 p.m. Monday through Friday. There is an additional fee to participate in the Extended Learning Program. For more information, please contact Morgan Campbell (Morgan.Campbell@eku.edu).

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

**GIFTED AND TALENTED PROGRAM (8.132)**

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.

In compliance with 704 KAR 003:285, the Superintendent/designee shall develop strategies to address identification and diagnosis of the strengths, behaviors and talents of these students. Determination of eligibility for gifted and talented services shall be based on the student's individual needs, interests and abilities and shall be designed to address environmental and cultural factors that may contribute to the student being overlooked, such as whether the student is economically disadvantaged, or underachieving, is a member of a racial or ethnic minority or has a disability.

The School’s plan for identifying gifted and talented students shall:

- Employ a multi-faceted approach and utilize on-going and long-term assessment;
- Be based on a variety of valid and reliable measures to include both informal and formal techniques and other data specific to each category of giftedness, consistent with standards established by Kentucky Administrative Regulation;
- Screen students for all areas of giftedness as defined by KRS 157.200.

Based on data gathered by the Gifted/Talented coordinator or gifted education teacher, a selection/placement committee shall determine those students who are eligible for gifted education services and the level of the services to be provided. This committee shall consist of the Gifted/Talented Coordinator, one (1) elementary teacher, one (1) secondary teacher, a counselor, a teacher of the visual and performing arts, and a teacher of exceptional students.

Prior to selection or formal identification and placement of a student, the School shall obtain parental or guardian permission before administering an individual test to the student given as a follow-up to a test routinely administered to all students and used in formal identification. If it is determined that their child is eligible for gifted education services, parents/guardians also shall be notified, at least once annually, of the services included in the gifted and talented student services plan and shall receive a copy of the procedures to be followed should they wish to appeal the appropriateness of services.

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

- Extends learning beyond the standard curriculum;
- Provides flexible curricular grouping and differentiated curriculum experiences commensurate with the student's interests, needs and abilities; and
- Helps the student to attain, to a high degree, the goals established by statute and the Advisory Committee.
Grade Point Average (GPA) (8.221)

Grade point averages (GPA) are calculated at the end of each semester. 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.

Weighted quality points shall be assigned as follows for the purpose of computing Dean’s List, rank, and class:

<table>
<thead>
<tr>
<th>Weighted Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00</td>
<td>A</td>
</tr>
<tr>
<td>3.50</td>
<td>B+</td>
</tr>
<tr>
<td>3.00</td>
<td>B</td>
</tr>
<tr>
<td>2.50</td>
<td>C+</td>
</tr>
<tr>
<td>2.00</td>
<td>C</td>
</tr>
<tr>
<td>1.50</td>
<td>D+</td>
</tr>
<tr>
<td>1.00</td>
<td>D</td>
</tr>
<tr>
<td>0.00</td>
<td>F/Audit</td>
</tr>
</tbody>
</table>

Grading (8.221)

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 (4-12):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<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>0-50</td>
<td>U</td>
</tr>
<tr>
<td>50-59</td>
<td>F1</td>
</tr>
<tr>
<td>0-49</td>
<td>F2</td>
</tr>
</tbody>
</table>

Dual credit courses will be graded in accordance with the University grading scale.

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.

Failing a Course

Students who fail either semester of a required course for graduation must still earn the credit for the semester they failed in order to meet the graduation requirements. Students who earn an F1 are eligible for credit recovery or may repeat the semester of the course they failed. Students who earn an F2 must repeat the semester of the course they failed in accordance with the Grade Replacement/Repeating Course guidelines below.

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. All correspondence or online coursework must be completed outside the regular school day and off the school campus. Students may earn up to a grade of C in the course through credit recovery. Both the F1 and the grade earned through credit recovery will be posted on the student’s transcript, but the F1 will not be calculated into the student’s GPA.
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/guardian.

Teachers shall submit to the Principal a credit recovery plan for any student earning a grade of F1 (incomplete) in his or her class by the end of each semester. Once the student has completed the work, the teacher of record for that class will grade the work and submit a grade change request as appropriate. In the event that the teacher of record is not available to grade the work, another Model Laboratory teacher certified to teach the course will grade the work and submit a grade change request as appropriate.

Incomplete (F1) grades transfer to a grade of F2 if the credit is not recovered by the beginning of the next academic year or within the contracted period, whichever is earlier.

**Grade Replacement/Repeating Course**

Only courses indicated that they may be repeated may be repeated for credit. Only courses offered by accredited agencies and institutions will be accepted. 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.

**Drop Classes**

No student who has enrolled in a course, including dual credit, 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.

**Graduation Requirements (8.113)**

In support of student development goals set out in KRS 158.6451 and the Kentucky Academic Standards, students must complete a minimum of twenty-four (24) credits, including demonstrated performance-based competency in technology, and all other state and local requirements in order to graduate from Model Laboratory School at Eastern Kentucky University.

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.

For the Class of 2023, students must

1. Earn twenty-four (24) specified credits (see below) with at least four (4) credits in an academic area or college/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. This requirement will be pro-rated for students who enroll during the school year. 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 the individual’s high school career. Students must submit the Activities and Service Hours Verification Form to the Counseling Office each year.
4. Successfully complete the senior research project, paper, presentation, and defense.
5. Earn a passing score on Kentucky’s civics exam.
7. Submit a complete digital communications and career portfolio.
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 4 credits
   - Informatics, Media Literacy, and Data Analysis (2 credits)
   - Analysis, Argumentation, and Communication (1 credit)
   - 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 (1 credit)

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

Civic Engagement and Entrepreneurial Thinking 1 credit
   - Entrepreneurship, Citizenship, and Financial Literacy (1 credit)

Creating, Performing, and Designing 1 credit

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

Electives or Dual Credit 2 credits

**ALTERNATIVE DIPLOMA**

Consistent with the graduation practices for all students, an alternative high school diploma shall be awarded to students with disabilities in compliance with applicable legal requirements. In addition, former students may submit to the Superintendent a request that the School provide them with an alternative high school diploma to replace the certificate of attainment they received at time of graduation from the School.

A student who is at least seventeen (17) years of age and who is a state agency child, as defined in KRS 158.135, shall be eligible to seek attainment of a High School Equivalency Diploma.

**CERTIFICATE OF ATTENDANCE**

Seniors who are foreign exchange students are eligible for a certificate of attendance during commencement.

**HOMEWORK (8.211)**
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 assignments should be graded and returned within a reasonable time.

**MAKE UP WORK (9.123)**

When a student has an excused absence, teachers must ensure that students are given a minimum of the number of days absent to complete any missed classwork. Students must confer with individual course instructors to complete make-up work.

**HOME/HOSPITAL INSTRUCTION (8.1312)**

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.

For purposes of KRS 157.360, a student who receives home/hospital instruction for a minimum of two (2) instructional sessions per week, with a minimum of one (1) hour of instruction per session, by a certified teacher provided by the Board, shall equal the student attending five (5) days in school. An instructional session may be delivered in person, electronically, or through other means established in regulation. A parent/guardian or responsible adult must be present in the home/hospital room during the time the home/hospital teacher is present or is otherwise delivering instruction.

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. Eligibility for home/hospital instruction shall cease for students placed by the review committee if the student works, plays sports, or participates in extracurricular activities. For students with a 504 plan, eligibility for home/hospital instruction shall not cease if the student works, plays sports, or participates in extracurricular activities if participation is consistent with the student’s 504 plan.

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

**SECONDARY STUDENTS**

A high school student placed on home/hospital instruction for extended periods may carry all appropriate credits during the first semester of placement. Except for students with an Individual Education Plan (IEP) or a 504 plan, the number of credits to be carried during all subsequent semesters of placement shall be determined on a case-by-case basis by the review committee, based on the following criteria:

1. The student’s ability to work independently during extended periods without direct assistance.
2. The student’s capacity to complete assignments within a reasonable time frame.
3. The likelihood that the student will be able to complete course criteria required for graduation, as required by the Kentucky Academic Standards.
4. When considering the student’s condition, should they take a full or reduced course load? (If a reduced course load is appropriate, the committee shall determine the number of courses the student may take.)

**STUDENTS WITH DISABILITIES**

Based on documentation of student need, including medical or mental health evaluation information, a student with disabilities may be placed in the home/hospital instructional program if their individual education plan (IEP) specifies such placement is the least restrictive environment for providing services. The ARC Chair shall provide written notice of eligibility and documentation to the Superintendent for purposes of program enrollment.
The Admissions and Release Committee (ARC) or 504 Team shall determine on a case-by-case basis the type and extent of home/hospital services for a student, including the number of credits a student at the secondary level will be permitted to earn while on home/hospital instruction.

**INDIVIDUALIZED LEARNING PLAN (ILP) (8.14)**

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, attendance, and tuition information 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 in Infinite Campus by the mid-term of each grading period. Parents may access this information via the Parent Portal. Please see the appendix for the Infinite Campus Log-in Guide or contact the Counseling Office at ModelCounseling@eku.edu.

**MIDDLE SCHOOL COURSES FOR HIGH SCHOOL CREDIT (8.113)**

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).

**MODEL SCHOLARS EARLY COLLEGE PROGRAM (8.1131)**

Model Laboratory School’s Early College Program is a collaborative offering with Eastern Kentucky University. The Early College Program allows high achieving and motivated seniors an opportunity to enroll in eight (8) college courses (four {4} each semester).

*Qualifications for the Model Scholars Early College Program*

1. Achieved a high school GPA of 3.5 or higher and no grades of C+ or lower during junior year;
2. Met national college readiness benchmarks in English, reading, and math (i.e., English ACT score of 18, Reading ACT score of 22, and Math ACT score of 22 or equivalents on another qualifying assessment);
3. Demonstrated strong work habits and ethics as evidenced through attendance, discipline records and teacher evaluations; and
4. Met all high school graduation requirements with the exception of:
   - Senior English (excluding the Class of 2023)
o Research
o Citizenship, Entrepreneurship, and Financial Literacy
o World language and/or senior year math (if using courses in the Early College Program to fulfill either or both of these areas).

**Pledge of Allegiance (8.1351)**

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 (8.1121)**

Model’s graduation requirements by design encompass the requirements for Kentucky’s Pre-College Curriculum; therefore, students who earn a Model Diploma and fulfill Model graduation requirements have met the requirements for Kentucky’s Pre-College Curriculum.

**Professional Skills Certification and Diploma Seal (8.1341)**

Model offers a Professional Skills Certification to seniors who exhibit characteristics which are critical to success in higher education and the workforce. The Professional Skills Certification shall be awarded to seniors who exhibit the indicator characteristics which are critical to success in higher education and the workforce. Students who demonstrate these skills can apply for a diploma seal that signals a strong candidate for educational programs and employment. In addition, some universities and employers may provide additional recognition for seal holders. The following table lists the requirements for earning a Professional Skills Certification Seal. Teacher recommendation forms will be used to assess the following professional skills: adaptability, diligence, initiative, reliability, leadership ethics, communication/collaboration.

Applications will be available by September 15 of graduation year. Applications must be completed by January 15 of graduation year.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Model Diploma</th>
<th>Professional Skills Certification Seal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits Earned (Professional Skill: Knowledge)</td>
<td>Earn the specified number of credits for graduation</td>
<td>and a minimum 3.0 GPA</td>
</tr>
<tr>
<td>Service-Learning Activities (Professional Skill: Leadership)</td>
<td>40 Hours</td>
<td>and an essay for Professional Skills Certification Application</td>
</tr>
<tr>
<td>School-Sponsored Activities (Professional Skill: Collaboration)</td>
<td>1 per year</td>
<td></td>
</tr>
<tr>
<td>Senior Research Project (Professional Skill: Knowledge &amp; Effective Communication)</td>
<td>Successful Completion</td>
<td></td>
</tr>
<tr>
<td>Kentucky Civics Exam (Professional Skill: Knowledge)</td>
<td>Passing Score</td>
<td></td>
</tr>
<tr>
<td>Individual Learning Plan (Professional Skill: Initiative)</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Attendance (Professional Skill: Reliability)</td>
<td>N/A</td>
<td>95% for Senior Year</td>
</tr>
<tr>
<td>Recommendation Forms</td>
<td>N/A</td>
<td>3 Qualifying Scores based on Recommendation Rubric (minimum of 2 Model teachers and 1 sponsor/coach/employer)</td>
</tr>
<tr>
<td>Application for Professional Skills Certification</td>
<td>N/A</td>
<td>Completed and Approved</td>
</tr>
</tbody>
</table>

**Progress Reports (8.221)**

Student progress in their classes will be shared with parents on a regular basis. Teachers will update grades in Infinite Campus by the mid-term of each grading period. Midterm progress reports will be available approximately four weeks after the beginning of each quarter. For students that receive a grade of D, F, or U, progress reports will be mailed home. Parents and students can access additional progress information via the Infinite Campus portal.
**Promotion/Retention (8.22)**

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.

Students may be required to complete summer school at the discretion of the Principal in order to be promoted.

**Repeating Courses (8.221)**

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. Only courses offered by accredited agencies and institutions will be accepted. 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 credits for a course.

**Report Cards (8.221)**

Report cards will be printed and distributed approximately every nine weeks. 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.

**Research (9.4)**

Students who are conducting research must comply with the University’s Institutional Review Board (IRB) policy, which can be found on EKU’s website at: https://sponsoredprograms.eku.edu/institutional-review-board.

**Secondary Classification (8.221)**

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>
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<tbody>
<tr>
<td>10th</td>
<td>6</td>
</tr>
<tr>
<td>11th</td>
<td>12</td>
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<tr>
<td>12th</td>
<td>17</td>
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**Semester Exams/Assessments (8.221)**

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. Students who take second semester AP course exams may elect to be exempt from second semester exams.

**Semester Grades (8.221)**

Semester grades are calculated as follows: each quarter is weighted 40% and the semester exams/assessments are weighted and count as 20% of each semester grade. For the final course grade, each semester grade is weighted equally at 50%.

**Student Records (9.14)**

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 approved student directory information, including: 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 along with name, grade level, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and most recent educational institution attended. This information may be released to news media, athletic organizations, scholarship or college entrance committees, or official organizations whose need for the data is connected with student activities. The parent, guardian, or eligible student may request all or part of directory information to be withheld. The request must be in writing, specifically stating the information to be withheld, and be received by the school no later than 30 days after the first day of the school year or the date of the student’s enrollment.

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 (9.221)**

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 (8.2323)**

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. Technology will be distributed to students who have a signed AUP (Acceptable Use Policy) Agreement in grades 4-12. Please see the AUP Agreement for additional information regarding care, use, and fees for lost or
damaged technology. The AUP Agreement can be found on the Model Laboratory website and in the appendix of this handbook.

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

**Transfer Grades/Credits (8.221)**

Any student who transfers classes and credits from an accredited institution to Model shall have those classes and credits based on the grading scale at that institution. Grades will be credited using a 4.00 scale. In order for an AP course to be listed as an AP course on the Model transcript, the student must have taken the AP course as well as the national AP exam.

**Tutoring and Office Hours (3.1332)**

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 (8.1131)**

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.

Virtual/online courses taken as dual credit may not be taken during the school day.

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 or has received a grade of F1 in a course 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.

**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 (9.123)

Students who have entered kindergarten or who are between the ages of six (6), as of August 1, and eighteen (18), except those specifically exempted by statute, shall enroll and be in regular attendance.¹

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.
10. Students participating in any of the page programs of the General Assembly.

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.

After a total of twelve (12) days of absence due to illness, students are required to present a written statement from a physician for each additional absence for the school year in order to be excused.

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, including mental or behavioral health,
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,
10. Students participating in any of the page programs of the General Assembly, or
11. 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 Principal/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 their 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 Principal/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 be 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 (9.1231)

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 (9.1231 AP.1)**

A student who is ill should report to their 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 their 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 they can be picked up.

**LATE ARRIVAL (9.123 AP.1)**

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, they 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 communicated via our automated telephone system using phone numbers on file. If you need to change your phone number, please contact Erick Collings (Erick.Collings@eku.edu).

**SCHOOL-RELATED STUDENT TRIPS (9.36)**

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.

In order for students to be counted present during school-related trips during the school day, the activity must be co-curricular or instructional.

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**

All University-owned and insured vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Drivers of University vehicles shall be in compliance with requirements specified in applicable statutes and administrative regulations. Refer to Policy 06.342 Hazards in and on Bus for a list of prohibited items that cannot be transported on the bus.

Students and their parents/guardians 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:

- Determine applicable legal requirements concerning delegation of student medication responsibilities in states through which students will be travelling; and
- Assign staff to accompany students on the field trip to address student medication needs; and
- **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 their actions and follow all code of conduct rules. Complete field trip rules and regulations may be found in the Student Code of Conduct handbook.
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 their 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 (9.13)**

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 (9.13)**

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 (9.3)

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 with disabilities shall have an equal opportunity to participate in nonacademic and extracurricular services and activities, including, but not limited to, extracurricular athletics, intramural athletics, and clubs.

The School may require a level of skill or ability of a student in order for that student to participate in a selective or competitive program or activity, so long as the selection or competition criteria are not discriminatory.

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 (9.427)

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 symbols
  - Promotion of hatred, intolerance, or discrimination
- Shorts (and skirts) 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.
- Students should wear shirts with sleeves in the academic facility.
- Shoes that cover the soles of the feet shall be worn at all times.
- Cloth face masks may continue to be worn for health reasons, even if no longer required. However, no other type of mask is acceptable (Halloween masks, costume masks, ski masks, and others).
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 (9.43)

The Principal or designee shall exercise their 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)
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**Office of Civil Rights (OCR) report data
M = MANDATORY CONSEQUENCES O = OPTIONAL CONSEQUENCES P = POTENTIAL CONSEQUENCES
## Infractions

### Medication Sale/Distribution

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### Over Other Major Offense

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### **Office of Civil Rights (OCR) report data**

M = MANDATORY CONSEQUENCES  O = OPTIONAL CONSEQUENCES  P = POTENTIAL CONSEQUENCES
| INFRINGEMENTS                                      | 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 | CONSEQUENCES                                                                 |
|--------------------------------------------------|-------|--------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----------------------------|
| Over-the-Counter/Prescription Meds               | UPM   | L2     | O |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 1 - Report to Parent        |
| Unauthorized Use/Possession                     |       |        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | M = MANDATORY CONSEQUENCES  |
| Parking                                          | PAR   | L4     | 0 | 0 | 0 | 0 | 0 |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 2 - Verbal Reprimand        |
| Possession of Dangerous or Disruptive Item      | PDI   | L2     | M | 0 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 3 - Written Assignment or Special Assignment Related to Offense |
| Possession of Handcuffs                         | POH   | L1     | M | 0 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 4 - Parent/Teacher/Student Conference |
| Possession of Stolen Property                   | PSP   | L2     | M | M | 0 |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 5 - Behavior Contract       |
| Profanity/Abusive Language                      | PRO   | L4     | 0 | 0 | 0 | 0 | 0 |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 6 - Correct Inappropriate Dress |
| Profanity/Abusive Language to Staff             | PRS   | L2     | 0 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 7 - Opportunity to Secure Supplies |
| Public Display of Affection                     | PDA   | L4     | 0 | 0 | 0 | 0 | 0 |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 8 - Time Out Area           |
| Robbery*                                         | ROB*  | L1     | 0 | 0 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 9 - Confiscation of Inappropriate Item |
| Sexual Assault*                                  | SXA*  | L1     | 0 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    | 10 - Strictly Supervised Study Area   |
| Sexual Battery*                                  | SXB*  | L1     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    | 11 - Loss of Credit for Work (Dishonesty)     |
| Sexual Harassment*                               | SXH*  | L1     | 0 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    | 12 - Financial Restitution   |
| Sexual Offenses                                  | SXL   | L2     | 0 | 0 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    | 13 - Teacher Detention      |
| Sexual Offenses*                                 | SXO*  | L2     | 0 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    | 14 - Counseling/Referral    |
| Skipping Class/Skipping School                  | SKC   | L4     | 0 | 0 | 0 | 0 | 0 |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    | 15 - Revoke School Privilege (Athletics, Clubs, Field Trips, School Trips, School Activities) |
| Stealing/Larceny/Theft less than $500            | SLT   | L2     | M | 0 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    | 16 - Teacher/Student Schedule Change |
| Stealing/Larceny/Theft $500 or more*             | STL*  | L2     | M | 0 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    | 17 - Tobacco Cessation Class or Tobacco Citation Written |
| Tardy to Class/Tardy to School                  | TAC   | L4     | 0 | 0 | 0 | 0 | 0 |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    | 18 - Work Detail             |
| Threat/Intimidation*                             | TRE*  | L2     | M | 0 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    | 19 - Administrative Detention/Saturday Detention |
| Threat or Threatening Behavior to Staff          | TTS   | L1     | M |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    | 20 - In-School Suspension    |
| Throwing Objects Non-Injury to Persons or Property| THR   | L4     | 0 | 0 | 0 | 0 | 0 |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    | 21 - Short-Term Out-of-School Suspension 1-5 days |
| Tobacco/Vaping                                  | TBC*  | L2     | M | 0 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    | 22 - Long-Term Out-of-School Suspension 6-10 days |
| Trespassing*                                    | TRS*  | L2     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    | 23 - Recommendation for Expulsion/Civil Citation |
| Unauthorized Area                                | UNA   | L4     | 0 | 0 | 0 | 0 | 0 |   |   |   |   |    |    |    |    |    |    |    |    |    |    | 24 - Refer to Law Enforcement/Civil Citation |
| Unauthorized Assembly                           | UAA   | L4     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    | 25 - Disenrollment from School |

**Office of Civil Rights (OCR) report data

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| 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 | CONSEQUENCES                                                                 |
|-----------------------------------|-------|--------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|----------------------------------------------------|
| Unauthorized Buying/Selling of Merchandise | UBS  | L4     | 0 | 0 | 0 | 0 | 0 | M | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 1  - Report to Parent                               |
| Unsafe Act                        | USA   | L2     | 0 | 0 | 0 | 0 | 0 | O | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 2  - Verbal Reprimand                               |
| Vandalism less than $1000         | VAL   | L2     | 0 | 0 | 0 | 0 | 0 | O | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 3  - Written Assignment or Special Assignment Related to Offense |
| Vandalism $1000 or more*          | VAN*  | L2     | 0 | 0 | 0 | 0 | 0 | O | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 4  - Parent/Teacher/Student Conference              |
| Dangerous Instrument Possession   | WPL   | L2     | 0 | 0 | 0 | 0 | 0 | M | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 5  - Behavior Contract                              |
| Weapons*                          | WPO*  | L1     | 0 | 0 | 0 | 0 | 0 | M | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 6  - Correct Inappropriate Dress                    |
| Unauthorized Buying/Selling of Merchandise | UBS  | L4     | 0 | 0 | 0 | 0 | 0 | M | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 1  - Report to Parent                               |
| Unsafe Act                        | USA   | L2     | 0 | 0 | 0 | 0 | 0 | O | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 2  - Verbal Reprimand                               |
| Vandalism less than $1000         | VAL   | L2     | 0 | 0 | 0 | 0 | 0 | O | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 3  - Written Assignment or Special Assignment Related to Offense |
| Vandalism $1000 or more*          | VAN*  | L2     | 0 | 0 | 0 | 0 | 0 | O | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 4  - Parent/Teacher/Student Conference              |
| Dangerous Instrument Possession   | WPL   | L2     | 0 | 0 | 0 | 0 | 0 | M | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 5  - Behavior Contract                              |
| Weapons*                          | WPO*  | L1     | 0 | 0 | 0 | 0 | 0 | M | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 6  - Correct Inappropriate Dress                    |

**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 Kentucky 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, including face masks/coverings. The dress code can be found on page 41 of the Handbook for Students and Parents. 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 they consider the circumstances of misdirected staff time and damage to the wrongly accused individual and their 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 their person or damage to their 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 of Regents 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 their 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. *L1*

**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 (including vaping products), 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, sling/slung 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 (9.426)

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 horseplay,
- 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 they consider the circumstances of misdirected staff time and damage to the wrongly accused student and their family.

TRANSPORTATION (9.226)

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 is 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 (9.223; 9.43)

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 their 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 (9.43)

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 (9.2211)**

To promote the safety and well-being of students, the School requires employees to make reports required by state law in a timely manner. Supervisors and administrators shall inform employees of the following required reporting duties:

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 this section, “school property” means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the Principal.

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.

Any employee of a school 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 University and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report.

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with who s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused, or is a victim of human trafficking, or is a victim of female genital mutilation, shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of 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 an employee report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

**ASSAULT AND THREATS OF VIOLENCE (9.425)**

Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary action, including suspension or disenrollment. Students may also be subject to prosecution or juvenile justice interventions for assault, threats, or other abusive conduct.

The Principal shall provide written notice to all students, parents, and guardians of students within ten (10) days of the first instructional day of each school year of the provision of KRS 508.078 and potential penalties under KRS 532.060 and KRS 534.030.2

Please be advised that there are serious penalties for this second degree terroristic threatening offense. Potential penalties for adults convicted of this offense include terms of imprisonment of not less than one (1) year nor more than five (5) (Class D felony) or not less than five (5) years nor more than ten (10) years (Class C felony) and a fine of not less than one thousand dollars ($1,000) and not greater than ten thousand dollars ($10,000) as provided in KRS 532.060 and KRS 532.030, respectively.

Juveniles face sanctions that may include fines up to five hundred dollars ($500.00) (KRS 635.085); probation or supervision subject to court imposed conditions and graduated sanctions for violations (KRS 635.060); and more serious sanctions if they have prior adjudications or an offense is determined to involve a deadly weapon. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his or her parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).
**TERRORISTIC THREATS**

Terroristic Threatening in the second degree is defined in state law (KRS 508.078)

A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

- Makes false statements by any means, including by electronic communication, for the purpose of:
  - Causing evacuation of a school building, school property, or school-sanctioned activity;
  - Causing cancellation of school classes or school-sanctioned activity; or
  - Creating fear of serious bodily harm among students, parents, or school personnel

(For the complete text for KRS 508.078 please see below.)

Such threats to our students and school staff are unacceptable and will not be tolerated. School district officials (in coordination with responding law enforcement agencies) will pursue immediate legal charges for felony terroristic threatening in the second degree, to the absolute fullest extent of the law, against anyone who makes such threats, including students. Moreover, we will advocate to our highest ability that the prosecution of these individuals be swift, and their punishment be severe.

Our approach to eliminating terroristic threatening in our school and district is strong and unwavering, and as a result, it is imperative that you discuss this critically important matter with your student as soon as possible.

The Eastern Kentucky University Police Department has jurisdiction at Model Laboratory School. All crimes, fires, life threatening behavior/language, or other emergencies should be reported immediately by calling the EKU Police Department at 859-622-1111.

**DETAILS OF KRS 508.078**

Definitions of Terroristic Threatening:

508.078 Terroristic threatening in the second degree.

(1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

- With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a scheduled, publicly advertised event open to the public, any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons at a scheduled, publicly advertised event open to the public, place of worship, or school does not need to identify a specific person or persons or school in order for a violation of this section to occur;

- Makes false statements by any means, including by electronic communication, for the purpose of:
  1. Causing evacuation of a school building, school property, or school-sanctioned activity;
  2. Causing cancellation of school classes or school-sanctioned activity; or
  3. Creating fear of serious bodily harm among students, parents, or school personnel;

- Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or

- Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

(2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.

(3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
(4) Except as provided in subsection (5) of this section, terroristic threatening in the second degree is a Class D felony.

(5) Terroristic threatening in the second degree is a Class C felony when, in addition to violating subsection (1) of this section, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

**Penalties**

Violating a Class D felony (adult) 1-5 years imprisonment (KRS 532.020) and/or $1,000-$10,000 fine (KRS 532.020).

Violating a Class C felony (adult), 5-10 years imprisonment (KRS 532.020) and/or $1,000-$10,000 fine (KRS 532.020).

Violating a felony (juvenile) fine not to exceed $500 (KRS 635.085), with fine assessed at the court's discretion in lieu of commitment to the Department of Juvenile Justice.

**Harassment/Discrimination (9.42811)**

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 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 of Regents.

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:

- 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;
- Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
- Instances involving sexual violence;
- 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;
- Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
- 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
- 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 (9.433)**

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 (9.2212)**

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 (9.4261)**

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 during the lunch period. Exceptions to this policy may be made by the Principal on a case-by-case basis. The Principal or 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 (9.421)**

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 (9.43; 9.434; 9.435)**

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 (9.431)**

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 their 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 (9.434)

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 their point of view and to provide witnesses for the Principal to gather information in support of their 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 (9.435)

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 they persist 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 of Regents 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 of Regents. The special education and disciplinary records of IDEA eligible students shall be sent to the Board of Regents 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 (9.2211)**

**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 (9.4)

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 (9.13; 9.42811)

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 (9.4281)**

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

- Teacher;
- Principal of Elementary or Principal of Secondary;
- Superintendent of Model Laboratory School
- Board of Regents of Eastern Kentucky University

The order of appeal shall not be construed to mean that students are not free to confer with the Principal or Superintendent whenever they so wish. If there is a question as to whether the grievance is within the Board of Regents discretion or authority, the Board of Regents will consult with legal counsel.

The Title IX Sexual Harassment Grievance Procedures are located on the school’s website.

**NOTIFICATION OF FERPA RIGHTS (9.14)**

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 their 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 FOR VOLUNTEERS (3.6)

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 training and complete a background check. The cost is published annually. 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.

For those supervising students overnight must attend a chaperone training.

CARE OF SCHOOL AND PERSONAL PROPERTY (9.421)

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:

- Intentional harm, and
- 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 OF HEALTH RECORDS (9.21; 9.2241)

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:

- Limiting how we use and disclose health information.
- Providing physical safeguards including secure offices and storage facilities, electronic protections, and procedures.
- 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 (9.1231)

The front doors to the school will be open at 7:15 a.m. each morning for drop off.

Parents who pick up their children at Model must remain in their vehicles at all times during dismissal.

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 escorted to the car-loading area near the water tower at 2:55 p.m. to meet their parent(s)/guardian(s). 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 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 at 2:55 p.m.

Any deviation from the authorized release process must be approved by the Principal/designee prior to the student departing school in another manner.

Secondary students will be dismissed and exit the building and leave the Model Lab campus immediately unless they are participating in an extracurricular or athletic program.

Students in grades K-8 who have not left campus and are not in an extracurricular program by 3:15 p.m. will be escorted to the Extended Learning Program, and parents will be charged accordingly. EKU campus police will be notified if any students in grades 9-12 who remain on campus after school ends and are not participating in an extracurricular or athletic program.

EKU campus police will be notified if any students in the Extended Learning Program are not picked up by 6:00 p.m.

EMERGENCY CARE (9.224)

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

Parents must provide to the main office 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 (5.48)

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.

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the School should be filed under Policy 09.435. 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 student possession of a firearm in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported to a law enforcement agency.
The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the School shall be expelled for a minimum of twelve (12) months under Policy 09.435. However, the Board of Regents may modify expulsions on a case-by-case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.

Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.

HEALTH SERVICES (9.21)

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:

- Nursing Assessment of health problems with referral to Local Health Care Provider as needed
- Over the counter generic medication
- Hearing, dental, vision screenings
- Immunization outreach and follow-up

Development of Emergency Action Plans for chronic health conditions which require care at school for:

- Diabetes
- Asthma that requires the use of a nebulizer or inhaler
- Seizures
- Allergy (food allergy, bee sting allergy, or any allergy requiring the use of antihistamines or EPI-PEN)
- 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 (9.211)

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.

LOCKERS (9.421)

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 not to 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.

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.

**MEDICATION (9.2241)**

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 (9.35)**

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. However, Model Laboratory Schools cannot guarantee that students or other members of the community will not have peanut/nut products on school grounds.

**SAFETY DRILLS (5.41; 5.411; 5.42; 5.47)**

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 (9.35)**

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.

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 and pay the EKU parking fee 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. Students who park on adjacent streets are
subject to street and traffic laws enforced by the Richmond Police and/or EKU. Students who abuse the parking regulations are subject to disciplinary action under the Student Discipline Code.

**TOBACCO USE AND VAPING (9.4232)**

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 (10.5)**

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 7:50 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.

**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: effective communication, event ticket sales accommodation, use of power-driven mobility devices, use of service animals, and companion seating at events. The School shall notify the public of any requirements and/or deadline for requesting such accommodation.

**VISITOR PARKING (10.5)**

Persons visiting the Central Office may park in the visitor's parking in the Alumni Coliseum Lot. Visitor parking is also available in front of the school. Visitors may request an online visitor’s parking pass from EKU Parking Services, parking.eku.edu or at https://eku.nupark.com/portal/Account/Login?ReturnUrl=%2fportal%2f.
Communication and Parent Engagement

ADVISORY COUNCIL (1.1)

The Model Laboratory Schools Advisory Council was established through House Bill 366 (now included in Kentucky Revised Statute KRS 164.380). Members of the Council are appointed by the EKU President.

The Advisory Council shall advise the Superintendent, President, and Board of Regents on matters relating to the function of the school and shall:

- Meet at least quarterly, electing a vice-chair at the first meeting of the school year;
- Review and provide feedback on the strategic plan of the school;
- Review and provide feedback on the results of student performance, programs and initiatives, and the implementation of the strategic plan;
- Provide recommendations on programming and research; and
- Provide feedback to the President on the performance of administrative team members of the school.

The Advisory Council shall be composed of:

- Model Superintendent, Chair
- Community Member (2)
- Model Parent (2)
- Faculty Member Outside Model (2)
- Model Faculty Member (1)
- Model Student (2)
- Faculty Member Outside Model (1)
- EKU Board of Regents, ex-officio (1)

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.

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 Erick Collings, Erick.Collings@eku.edu.

MEDIA COMMUNICATIONS (10.1)

Model’s official website is located at 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 and email addresses 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.

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. Any parent interested in helping MPO with yearly activities and events should contact the school.

**Orientation and Meet the Teacher**

Parent(s)/guardian(s) of all students will be invited to meet the teacher in August where they will learn about their child’s classes. Students are invited to join their parents/guardians to meet the teachers.

Students in grades 6-12 and their parents/guardians may pick up schedules at designated times prior to the beginning of the school year.

Parent(s)/guardian(s) should contact teachers directly to schedule a conference. To schedule a conference with multiple teachers, parent(s)/guardian(s) should contact the Counseling Office.

**Training/Background Checks for Volunteers (3.6)**

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 training and complete a background check. The cost is published annually. 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.

For those supervising students overnight must attend a chaperone training.
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 (9.31)**

Model Laboratory School participates in numerous athletic programs. See the appendix of this handbook for a listing.

**Eligibility (9.313)**

Determination of athletic eligibility shall be made in compliance with School guidelines, applicable administrative regulations and Kentucky High School Athletic Association requirements. Any student who transfers enrollment from a district of residence to a nonresident district shall be ineligible to participate in interscholastic athletics for one (1) calendar year from the date of transfer.

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 (9.124)**

Each high school athlete participating in the uniform rotation will be required to pay an athletics fee. 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 (9.313)**

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:

- Have passed the number of subjects or credits as required by the Kentucky High School Athletic Association and Model Laboratory School.
- An athlete entering the 10th grade shall have 6 credits toward graduation.
- An athlete entering the 11th grade shall have 12 credits toward graduation.
- An athlete entering the 12th grade shall have 18 credits toward graduation.
- Have school insurance or a family policy that covers the student in athletic events.
- Report any injury to the head coach.
- Be of good character, clean habits, and be in good standing in school.
- Not have reached the age of 19 in accordance with the Kentucky High School Athletic Association constitutions and by-laws.
- Have a current KHSAA required sports physical examination by a doctor and have parental consent in writing. (Regular health physical is not acceptable.)
- 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.
- 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 (9.3)

Student activities of an educational nature shall be encouraged and maintained, based upon the needs and interests of pupils.

All school-sponsored student activities shall be under the direction of the Principal and faculty of the school, except that a nonfaculty coach or nonfaculty assistant may accompany students on athletic trips as provided in statute.

The Principal may suspend a student's eligibility to participate in extracurricular and cocurricular activities, based on established criteria or pending investigation of any allegation that the student has violated the School’s behavior standards for participation.

Students with disabilities shall have an equal opportunity to participate in nonacademic and extracurricular services and activities, including, but not limited to, extracurricular athletics, intramural athletics, and clubs.

The School may require a level of skill or ability of a student in order for that student to participate in a selective or competitive program or activity, so long as the selection or competition criteria are not discriminatory.

The school shall fund/provide funding for registration fees, transportation, lodging, and other reasonable expenses to any school-sponsored, state-sanctioned competitive team competitions leading to a state or national tournament.

Invitational and other optional tournaments must be funded through alternative means including but not limited to fund raising, donations, or self-pay.

The School will publicly recognize any state or national championship team or individual winners of any school-sponsored, state-sanctioned competitions. The School shall provide a state or national championship ring or other equivalent memorabilia to such champions.

Noncurricular-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 noncurricular-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. Non-school 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: The Model Core Competencies
APPENDIX B: Tuition and Fee Schedule
APPENDIX C: Extracurricular and Athletic Activities
APPENDIX D: School Calendar
APPENDIX E: Faculty & Staff
APPENDIX F: Key Contacts
APPENDIX G: Progress Reports/Grading Periods/Assessment Dates
APPENDIX H: Acceptable Use Agreement
APPENDIX I: Contract for Dual Credit Off-Campus Opportunities
APPENDIX J: Contract for Off-Campus Opportunities
APPENDIX K: Infinite Campus Log-in Guide
A WORLD-CLASS EDUCATION

Model Laboratory Schools' curricular program of studies provides a world-class education that prepares students for college and career by addressing the following competencies known as The Model Core.

INQUIRY, COMMUNICATION, & DATA ANALYTICS
- Plan and conduct sustained research investigations using appropriate tools and media.
- Read, analyze, and evaluate sources and information in qualitative, non-fiction texts, including primary and secondary sources.
- Analyze and interpret quantitative data and information 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 logical and valid evidence-based written arguments.
- Communicate a perspective using appropriate media to a targeted audience for a particular situation.
- Strategically select and employ purposeful rhetorical and correct syntactical choices.

QUANTITATIVE & COMPUTATIONAL REASONING
- Analyze a real-world mathematical problem and determine a method and the tools needed for solving it.
- 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.
- Identify and make use of structure and patterns in authentic mathematical contexts.
- Attend to precision, using appropriate notation and mathematical conventions.
- Write and implement program 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
- Analyze and explain scientific concepts, processes, and models in real-world contexts.
- Classify and explain phenomena found in real-world contexts.
- Create visual representations and/or models of scientific concepts and processes.

FITNESS & WELLNESS
- Analyze choices and behavior on fitness, physical and mental health, and emotional wellbeing.
- Participate in activities that promote lifelong physical activity and wellness.
- Demonstrate individual strategies and effective teamwork.

GLOBAL COMMUNICATION & UNDERSTANDING
- Emphasize and apply language, cultural, and intercultural communication and understanding in personal, professional, and public contexts.
- Connect ideas and solutions to real-world problems and issues.
- Develop and refine writing, speaking, listening, and reading skills.
- Interpret and analyze spoken and written expressions from diverse cultures and communities.
- Communicate ideas effectively in a second language and engage in culturally appropriate interactions.

CREATING, PERFORMING, & DESIGNING
- Convey an idea, message, or theme through original works or creations of art (literature, visual art, music, dance, drama).
- Apply theories and principles when creating, performing, designing, or engineering.
- Perform, present, or publish works of art (literature, visual art, music, dance, drama).
- 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.

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).
- Draw conclusions about historical and cultural developments.

CIVIC ENGAGEMENT, ENTREPRENEURSHIP, & FINANCIAL LITERACY
- Analyze and evaluate economic, financial, and consumer options and choices.
- Apply political and economic theories, perspectives, and models in authentic contexts in order to make sound economic and financial decisions.

APPENDIX A: Model Core Competencies

THE MODEL CORE

MODEL LABORATORY SCHOOLS AT EASTERN KENTUCKY UNIVERSITY
APPENDIX B: 2022-23 Tuition and Fee Schedule

<table>
<thead>
<tr>
<th>Amounts are Annual Totals</th>
<th>Kindergarten</th>
<th>Grades 1-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENROLLMENT DEPOSIT (Non-refundable)</td>
<td>$ 250</td>
<td>$ 250</td>
</tr>
<tr>
<td>PLUS</td>
<td>PLUS</td>
<td></td>
</tr>
<tr>
<td>TUITION AND UNIVERSAL FEES TOTAL</td>
<td>$4250</td>
<td>$3995</td>
</tr>
<tr>
<td>($425 per month for 10 months)</td>
<td>($395 per month for 10 months)</td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$3700</td>
<td>$3415</td>
</tr>
<tr>
<td>Textbook / Workbook Fee</td>
<td>$ 175</td>
<td>$ 205</td>
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<tr>
<td>Technology Fee</td>
<td>$ 275</td>
<td>$ 275</td>
</tr>
<tr>
<td>Asset Preservation Fee</td>
<td>$ 100</td>
<td>$ 100</td>
</tr>
</tbody>
</table>

For returning Model students in good standing, a $250 annual nonrefundable enrollment deposit is due by March 31 to secure enrollment for the next year. This annual enrollment deposit is in addition to any other tuition and fees and will not be applied to subsequent years.

For students enrolling at Model for the first time, the $250 nonrefundable deposit is due within 48 hours of notification of acceptance. This enrollment deposit is in addition to any other tuition and fees.

Tuition will be billed over 10 months: August thru May. A minimum of 1/10th of the total tuition must be paid by the 20th of each month. A late payment fee will be assessed for tuition payments not received by the due date. All other fees must be paid by May 20, 2023.

For partial-year students only tuition and the technology fee will be prorated by months enrolled. Students who attend any portion of a month will be billed for that month. No other fees are prorated.

The annual tuition amount could include reduced discounts, if applicable. For example, families with multiple students enrolled at Model, the oldest student’s tuition (only) will be reduced by 5%. Fees are not discounted. Students who would qualify for free/reduced price lunch may request to have fees (but not tuition) waived.
## Model-Assessed Specialized Fees for 2022-23

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Exam (per course / exam taken)</td>
<td>$96</td>
<td>All AP exams except AP Seminar and AP Research</td>
</tr>
<tr>
<td>The amount is established annually by The College Board. Required for any student enrolled in an AP Course.</td>
<td>$144</td>
<td>AP Seminar and AP Research</td>
</tr>
<tr>
<td>Art Studio Elective Courses (Grades 8-12)</td>
<td>$35</td>
<td>Ceramics, Visual Art I, Visual II, Ind. Study in Art, AP Studio Art</td>
</tr>
<tr>
<td>Athletic Uniform Rental Fee</td>
<td>$75</td>
<td>Only assessed for athletes in a sport with a uniform rotation. (Soccer, Basketball, Baseball, Softball, Track, Cross Country, Volleyball) in High School Team (Varsity or JV)  Max of $75 per student annually</td>
</tr>
<tr>
<td>Lost/Unreturned Uniform Fee</td>
<td>$200 per sport</td>
<td>Charged to any student athlete who does not return uniforms that are part of the uniform rotation (Soccer, Basketball, Baseball, Softball, Track, Cross Country, Volleyball) in High School (Varsity or JV)</td>
</tr>
<tr>
<td>Technology Certifications (GMetrix) Microsoft Certifications</td>
<td>$120</td>
<td>Digital Literacy</td>
</tr>
<tr>
<td>Graduation Fee (Assessed to all Seniors)</td>
<td>$40</td>
<td>Cap, Gown, and Tassel</td>
</tr>
<tr>
<td>Lock Replacement</td>
<td>$10</td>
<td></td>
</tr>
<tr>
<td>Lost/Damaged Technology (computer, tablet, charger, etc.) Replacement</td>
<td>Actual replacement cost</td>
<td></td>
</tr>
<tr>
<td>Lost/Unreturned Textbook or Replacement Workbooks</td>
<td>Actual replacement cost</td>
<td></td>
</tr>
<tr>
<td>Lost/Unreturned Library Book Fee</td>
<td>Actual replacement cost</td>
<td></td>
</tr>
<tr>
<td>Field Trips</td>
<td>Variable</td>
<td>Actual fee based on specific trip and activities.</td>
</tr>
<tr>
<td>Background Check Volunteer (non-employee)</td>
<td>$15*</td>
<td></td>
</tr>
<tr>
<td>Background Check w/Fingerprint (non-employee)</td>
<td>$25*</td>
<td>*initial screening and at change of school (e.g. elementary to secondary)</td>
</tr>
<tr>
<td>PSAT (Grade 11 who elect to take it)</td>
<td>$18</td>
<td>Amount charged by The College Board</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$25</td>
<td>Required payments paid after the 20th of any month</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$25</td>
<td>Per check</td>
</tr>
<tr>
<td>Credit Card Processing/Convenience Fee</td>
<td>4% of total transaction</td>
<td></td>
</tr>
</tbody>
</table>

*These amounts are determined by external providers.*
Model Laboratory Schools assess and collect additional dues for clubs, organizations, activities for which students opt to join, be part of, or attend, as well as for graduation regalia, class rings, yearbooks, school pictures, senior portraits, ACT, spirit wear and memorabilia, snacks, etc. for which the school makes payment on behalf of the student.

These fees do not include any fees or charges assessed by the university’s food service provider.

In emergency or unanticipated situations, the Superintendent may approve other necessary fees in the interim until the Board of Regents convenes and approves the fee schedule.

Upon parent request, the Superintendent may approve deferment agreements and/or waiver of late fees in extenuating circumstances. Students who apply for financial assistance/aid must submit an application and pay the review fee of $30.00 to the school’s approved clearinghouse.

Model Lab School Extended Learning Program For 2022-23

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Annual Registration/Enrollment/Application Fee</td>
<td>$50 per family</td>
</tr>
<tr>
<td>Full-Time Weekly Tuition Rate</td>
<td>$65 per child, per week</td>
</tr>
<tr>
<td>Part-Time, Drop-In Tuition Rate</td>
<td>$8 per child, per hour</td>
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</tbody>
</table>

Summer Enrichment Program For 2022-23

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration/Enrollment/Application Fee</td>
<td>$5 per child, per summer</td>
</tr>
<tr>
<td>Class Tuition</td>
<td>$3 per child, per hour</td>
</tr>
</tbody>
</table>

Summer School – Secondary For 2022-23

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Tuition</td>
<td>$50 per credit</td>
</tr>
</tbody>
</table>

Eastern Kentucky University Dual Credit Tuition and Fees

Eastern Kentucky University Dual credit tuition rates are based on KRS and tied to the KCTCS rates which are established annually. The 2022-23 tuition is $91 per credit hour ($273 for a 3 credit-hour course). All students must purchase their own textbooks (including digital textbooks), course materials and parking passes, if applicable, regardless of KHEAA Scholarship status. Additional information available at https://dualcredit.eku.edu/.
APPENDIX C: Extracurricular and Athletic Activities

ATHLETICS AND EXTRACURRICULARS
2022-23

Athletics
Archery (4-12)
Baseball, Varsity Men (High)
Baseball, JV Men (High)
Baseball (Middle)
Basketball, Varsity Men (High)
Basketball, Varsity Women (High)
Basketball, JV Men (High)
Basketball, JV Women (High)
Basketball, Freshmen Men (High)
Basketball, Freshmen Women (High)
Basketball, Boys (8th Grade)
Basketball, Girls (8th Grade)
Basketball, Boys (7th Grade)
Basketball, Girls (7th Grade)
Basketball, Boys (6th Grade)
Basketball, Girls (6th Grade)
Cheer (High)
Cheer (Middle)
Cross Country
eSports
Golf, Men (Secondary)
Golf, Women (Secondary)
Soccer, Varsity Men (High)
Soccer, Varsity Women (High)
Soccer, JV Men (High)
Soccer, JV Women (High)
Soccer, Boys (Middle)
Soccer, Girls (Middle)
Softball (Middle)
Softball, Varsity Women (High)
Softball, JV Women (High)
Swimming and Diving (Secondary)
Tennis, Men and Women (Secondary)
Track and Field (Secondary)
Track and Field (Middle)
Volleyball, Varsity Women
Volleyball, JV Women

Extracurricular

Elementary:

4-H
Academic Team
Drama
Future Problem Solving
Girls on the Run
National Honor Society
Odyssey of the Mind
Student Technology Leadership Program
Student Council
Safety Patrol

Secondary:

Academic Team Varsity (High)
Academic Team JV (High)
Academic Team (Middle)
Chess Club (Secondary)
Diversity Union (Secondary)
Drama/Theater/Musical (Secondary)
Ecological Club (Secondary)
First Priority (Secondary)
Future Problem Solving (Secondary)
Humane Society Club (Secondary)
Key Club (High)
Kentucky United Nations Assembly (Middle/High)
Kentucky Youth Assembly (High)
Mock Trial (High)
Mock Trial (Middle)
National Art Honor Society (High)
National Honor Society (High)
Odyssey of the Mind (Middle)
Patriot Pals (Secondary)
Random Acts of Kindness Club (Secondary)
Student Council (Secondary)
Spanish Club (Secondary)
Speech and Debate (High)
Speech and Debate (Middle)
Student Y Club (High)
Student Technology Leadership Program (Secondary)
Yearbook (High)
APPENDIX D: 2022-23 School Calendar

![Calendar Image]

Legend:
- Student Instruction
- Student Instruction 1/2 day
- No School (Offices Closed)
- No School (Offices Open)
- Make-up (if needed)
## APPENDIX E: Faculty & Staff

**2022-23**

**MODEL LABORATORY SCHOOL FACULTY & STAFF**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin</td>
<td>Dawn Nurse</td>
</tr>
<tr>
<td>Blakeman Ph.D.</td>
<td>Jennifer Director of Special Education</td>
</tr>
<tr>
<td>Budano, Ph.D.</td>
<td>Christopher Assistant Superintendent for Teaching and Learning / Director of Advising &amp; Counseling</td>
</tr>
<tr>
<td>Bustle</td>
<td>Cheyanne Elementary Counselor</td>
</tr>
<tr>
<td>Campbell</td>
<td>Beth Director of Admissions and Alumni Relations, K-12</td>
</tr>
<tr>
<td>Campbell Morgan</td>
<td>Morgan Extended Learning Coordinator</td>
</tr>
<tr>
<td>Castillo</td>
<td>Alix Kindergarten</td>
</tr>
<tr>
<td>Clark</td>
<td>Stephanie Administrative Coordinator, Counseling Office</td>
</tr>
<tr>
<td>Collings</td>
<td>Erick Director of Communications</td>
</tr>
<tr>
<td>Dedic</td>
<td>Laura Director of Business &amp; Operations</td>
</tr>
<tr>
<td>Dedic</td>
<td>Natalie Student Worker</td>
</tr>
<tr>
<td>Dillon, Ph.D.</td>
<td>Chris Vocal Music</td>
</tr>
<tr>
<td>Dotson</td>
<td>Drew School Resource Officer</td>
</tr>
<tr>
<td>Dutton</td>
<td>Shane Life Science, Secondary</td>
</tr>
<tr>
<td>Dyehouse</td>
<td>Beverly Student Information &amp; Records</td>
</tr>
<tr>
<td>Edwards</td>
<td>Karen Visual Art</td>
</tr>
<tr>
<td>Edwards, Ed.D.</td>
<td>Pete Art, Secondary</td>
</tr>
<tr>
<td>Eldridge</td>
<td>Carissa Special Education</td>
</tr>
<tr>
<td>Emanuel</td>
<td>Mary Tom Grade 3</td>
</tr>
<tr>
<td>Fitzgerald</td>
<td>Jenna Paraeducator</td>
</tr>
<tr>
<td>Gannon</td>
<td>Beth Grade 1</td>
</tr>
<tr>
<td>Hammond</td>
<td>Mary Beth Speech &amp; Language</td>
</tr>
<tr>
<td>Hampton</td>
<td>Ray Physical Education &amp; Health</td>
</tr>
<tr>
<td>Hardin</td>
<td>Angela Grade 2</td>
</tr>
<tr>
<td>Hardin</td>
<td>Jason Media/Film/Broadcasting</td>
</tr>
<tr>
<td>Hastie</td>
<td>Heather Paraeducator</td>
</tr>
<tr>
<td>Henton</td>
<td>Mary Elizabeth Orchestra</td>
</tr>
<tr>
<td>Holmes</td>
<td>Jessie ELA, 4/5</td>
</tr>
<tr>
<td>Hoover</td>
<td>Tim Technology Director</td>
</tr>
<tr>
<td>Hunt, Ed.D.</td>
<td>Holli Secondary Principal</td>
</tr>
<tr>
<td>Jacobs</td>
<td>Sarah Jo Drama/Theater/Dance</td>
</tr>
<tr>
<td>Jenkins</td>
<td>Angela Paraeducator</td>
</tr>
<tr>
<td>Jorgensen</td>
<td>Debbie Administrative Coordinator, Reception/Office</td>
</tr>
<tr>
<td>Kelley</td>
<td>Melanie Finance Specialist &amp; Transportation Coordinator</td>
</tr>
<tr>
<td>Kendrick</td>
<td>Dana English, Grades 6-12</td>
</tr>
<tr>
<td>Kinsman</td>
<td>Anne Calloway ELA, 4/5</td>
</tr>
<tr>
<td>Kipp</td>
<td>Annie Grade 2</td>
</tr>
<tr>
<td>Lake</td>
<td>Mendi MTSSA</td>
</tr>
<tr>
<td>Lane</td>
<td>Samantha Special Education - MSD</td>
</tr>
<tr>
<td>Lewis</td>
<td>Eden Social Studies / History, Secondary</td>
</tr>
<tr>
<td>Long</td>
<td>Taylor Grade 5</td>
</tr>
<tr>
<td>Lynch</td>
<td>Justin Grade 4/5 Math/Science</td>
</tr>
<tr>
<td>Maher</td>
<td>Jennifer Paraeducator</td>
</tr>
<tr>
<td>Maxwell</td>
<td>Rachel Grade 3</td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Mayer Jana</td>
<td>Secondary Leadership and Citizenship</td>
</tr>
<tr>
<td>McCardle, Ed.D. Jilliane</td>
<td>Gifted/EL Coordinator</td>
</tr>
<tr>
<td>McGhee Donna</td>
<td>Academic Advisor</td>
</tr>
<tr>
<td>McGuire Halley</td>
<td>Library Media Specialist</td>
</tr>
<tr>
<td>McMaine Leah</td>
<td>Special Education</td>
</tr>
<tr>
<td>Miller Sheila</td>
<td>Paraeducator</td>
</tr>
<tr>
<td>Morgerson John</td>
<td>Special Education</td>
</tr>
<tr>
<td>Naylor David</td>
<td>Principal Model Elementary</td>
</tr>
<tr>
<td>Nix Adrian</td>
<td>Life Science, Secondary</td>
</tr>
<tr>
<td>Noblitt, J.D Lynnette</td>
<td>Honors Chemistry</td>
</tr>
<tr>
<td>Paxtle-Granjeno Jeniffer</td>
<td>World Language - Spanish, Secondary</td>
</tr>
<tr>
<td>Petrey Rebecca</td>
<td>Counselor, 7-12 &amp; 504 Coordinator</td>
</tr>
<tr>
<td>Powell Braden</td>
<td>Special Education, K-12</td>
</tr>
<tr>
<td>Powell Darius</td>
<td>English, Secondary</td>
</tr>
<tr>
<td>Puckett Kim</td>
<td>Assistant Superintendent for Student Services</td>
</tr>
<tr>
<td>Reed De</td>
<td>Office Associate</td>
</tr>
<tr>
<td>Rhodus Liese</td>
<td>Social Studies, Secondary</td>
</tr>
<tr>
<td>Rhodus Rodney</td>
<td>English, Secondary</td>
</tr>
<tr>
<td>Rice Robin</td>
<td>Paraeducator</td>
</tr>
<tr>
<td>Roberts Adam</td>
<td>Facilities Coordinator</td>
</tr>
<tr>
<td>Robinson Jean</td>
<td>Marketing/Business, Secondary</td>
</tr>
<tr>
<td>Saylor Megan</td>
<td>Paraeducator</td>
</tr>
<tr>
<td>Scenters Jessica</td>
<td>Paraeducator</td>
</tr>
<tr>
<td>Seale Kim</td>
<td>Special Education</td>
</tr>
<tr>
<td>Smith, Ed.D. Melanie</td>
<td>Physical Education</td>
</tr>
<tr>
<td>Smith, Ph.D. Michelle</td>
<td>Math, Secondary</td>
</tr>
<tr>
<td>Sokolowski Eric</td>
<td>Instrumental Music</td>
</tr>
<tr>
<td>Spata Jasmine</td>
<td>Grade 1</td>
</tr>
<tr>
<td>Stillwell, Ph.D. Darrell</td>
<td>Mathematics, Secondary</td>
</tr>
<tr>
<td>Sutton Scotty</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>Taylor Heather</td>
<td>MTSSA</td>
</tr>
<tr>
<td>Thomas Staci</td>
<td>Physical Science, Secondary</td>
</tr>
<tr>
<td>Turner Ellie</td>
<td>Kindergarten</td>
</tr>
<tr>
<td>Tyra Francis</td>
<td>Graphic Designer / Digital Art</td>
</tr>
<tr>
<td>Wangler Amanda</td>
<td>World Language - German, Secondary</td>
</tr>
<tr>
<td>White Alexander</td>
<td>Mathematics, Secondary</td>
</tr>
<tr>
<td>White Teresa</td>
<td>Paraeducator</td>
</tr>
<tr>
<td>Williams Mandy</td>
<td>Kindergarten</td>
</tr>
<tr>
<td>Williamson John</td>
<td>Superintendent &amp; Dean K-12 Programs</td>
</tr>
<tr>
<td>Willmes Jessica</td>
<td>Grade 1</td>
</tr>
<tr>
<td>Wilson Kim</td>
<td>Paraeducator</td>
</tr>
<tr>
<td>Winters Sarah</td>
<td>Grade 4/5 Math &amp; Science</td>
</tr>
<tr>
<td>Woolery Ellen</td>
<td>Mathematics, Secondary</td>
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### 2022-23

**MODEL LABORATORY SCHOOL COACHES**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Sport</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Anania Ed</td>
<td></td>
<td>Women’s Soccer</td>
<td>Asst. Coach</td>
</tr>
<tr>
<td>Austin Mike</td>
<td></td>
<td>Women’s Soccer</td>
<td>Head Coach</td>
</tr>
<tr>
<td>Blakeman Daniel</td>
<td></td>
<td>Tennis</td>
<td>Asst. Coach</td>
</tr>
<tr>
<td>Bourn Jasmine</td>
<td></td>
<td>Track</td>
<td>Head Coach</td>
</tr>
<tr>
<td>Castillo Alix</td>
<td></td>
<td>Girls’ Soccer</td>
<td>Head Coach</td>
</tr>
<tr>
<td>Dyer Melissa</td>
<td></td>
<td>Cross Country</td>
<td>Head Coach</td>
</tr>
<tr>
<td>Eldridge Carissa</td>
<td></td>
<td>Cheerleading</td>
<td>Asst. Coach</td>
</tr>
<tr>
<td>Gonzalez Ivonne</td>
<td></td>
<td>Volleyball</td>
<td>Asst. Coach</td>
</tr>
<tr>
<td>Hampton Ray</td>
<td></td>
<td>Girls’ Basketball</td>
<td>Head Coach</td>
</tr>
<tr>
<td>Honaker Jerry</td>
<td></td>
<td>Boys’ Soccer</td>
<td>Head Coach</td>
</tr>
<tr>
<td>Kidd Donnie</td>
<td></td>
<td>Men's Golf / Archery</td>
<td>Head Coach / Asst. Coach</td>
</tr>
<tr>
<td>Knezevich Kevin</td>
<td></td>
<td>Varsity Swim</td>
<td>Head Coach</td>
</tr>
<tr>
<td>Knezevich Kyle</td>
<td></td>
<td>Varsity Swim</td>
<td>Asst. Coach</td>
</tr>
<tr>
<td>Manuel Shawn</td>
<td></td>
<td>Men's Basketball</td>
<td>Asst. Coach</td>
</tr>
<tr>
<td>Morgerson John</td>
<td></td>
<td>Men's Basketball</td>
<td>Head Coach</td>
</tr>
<tr>
<td>Paxtle-Granjeno</td>
<td>Jeniffer</td>
<td>Women’s Soccer</td>
<td>Asst. Coach</td>
</tr>
<tr>
<td>Powell Braden</td>
<td></td>
<td>Men's Soccer</td>
<td>Head Coach</td>
</tr>
<tr>
<td>Rowe Ian</td>
<td></td>
<td>Tennis</td>
<td>Head Coach</td>
</tr>
<tr>
<td>Smith Michelle</td>
<td></td>
<td>Archery</td>
<td>Head Coach</td>
</tr>
<tr>
<td>Smith Ryan</td>
<td></td>
<td>Women’s Golf, Cheerleading</td>
<td>Head Coach</td>
</tr>
<tr>
<td>Smith Shawn</td>
<td></td>
<td>Archery</td>
<td>Asst. Coach</td>
</tr>
<tr>
<td>Sokolowski Eric</td>
<td></td>
<td>E-Sports</td>
<td>Head Coach</td>
</tr>
<tr>
<td>Turner Ellie</td>
<td></td>
<td>Volleyball</td>
<td>Head Coach</td>
</tr>
<tr>
<td>Woolery Ellen</td>
<td></td>
<td>Cross Country / Track</td>
<td>Asst. Coach</td>
</tr>
<tr>
<td>Yoder Andrew</td>
<td></td>
<td>Men's Soccer</td>
<td>Asst. Coach</td>
</tr>
</tbody>
</table>
# APPENDIX F: Key Contacts

<table>
<thead>
<tr>
<th>Topic</th>
<th>Who to Contact</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>504s</td>
<td>Rebecca Petrey</td>
<td><a href="mailto:Rebecca.Petrey@eku.edu">Rebecca.Petrey@eku.edu</a></td>
</tr>
<tr>
<td>Academic Advising</td>
<td>Christopher Budano</td>
<td><a href="mailto:Christopher.Budano@eku.edu">Christopher.Budano@eku.edu</a></td>
</tr>
<tr>
<td>Accident Reports</td>
<td>De Reed</td>
<td><a href="mailto:Delia.Reed@eku.edu">Delia.Reed@eku.edu</a></td>
</tr>
<tr>
<td>ACT, Registration</td>
<td>Stephanie Clark</td>
<td><a href="mailto:Stephanie.Clark@eku.edu">Stephanie.Clark@eku.edu</a></td>
</tr>
<tr>
<td>Admissions / Student Tours</td>
<td>Beth Campbell</td>
<td><a href="mailto:Beth.Campbell@eku.edu">Beth.Campbell@eku.edu</a></td>
</tr>
<tr>
<td>Advisory Council</td>
<td>John Williamson</td>
<td><a href="mailto:John.Williamson@eku.edu">John.Williamson@eku.edu</a></td>
</tr>
<tr>
<td>After School Program (Extended Learning)</td>
<td>Morgan Campbell</td>
<td><a href="mailto:Morgan.Campbell@eku.edu">Morgan.Campbell@eku.edu</a></td>
</tr>
<tr>
<td>Alumni Hall of Fame</td>
<td>Laura Dedic</td>
<td><a href="mailto:Laura.Dedic@eku.edu">Laura.Dedic@eku.edu</a></td>
</tr>
<tr>
<td>Alumni Relations</td>
<td>Beth Campbell</td>
<td><a href="mailto:Beth.Campbell@eku.edu">Beth.Campbell@eku.edu</a></td>
</tr>
<tr>
<td>AP (Advanced Placement)</td>
<td>Kim Puckett</td>
<td><a href="mailto:Kim.Puckett@eku.edu">Kim.Puckett@eku.edu</a></td>
</tr>
<tr>
<td>Apparel, Model</td>
<td>Jean Robinson</td>
<td><a href="mailto:Jean.Robinson@eku.edu">Jean.Robinson@eku.edu</a></td>
</tr>
<tr>
<td>Archives/Memorabilia</td>
<td>Beth Campbell</td>
<td><a href="mailto:Beth.Campbell@eku.edu">Beth.Campbell@eku.edu</a></td>
</tr>
<tr>
<td>Assessment/Testing, Data</td>
<td>Kim Puckett</td>
<td><a href="mailto:Kim.Puckett@eku.edu">Kim.Puckett@eku.edu</a></td>
</tr>
<tr>
<td>Athletics</td>
<td>Scotty Sutton</td>
<td><a href="mailto:Scotty.Sutton@eku.edu">Scotty.Sutton@eku.edu</a></td>
</tr>
<tr>
<td>Attendance</td>
<td>Beverly Dyehouse</td>
<td><a href="mailto:Beverly.Dyehouse@eku.edu">Beverly.Dyehouse@eku.edu</a></td>
</tr>
<tr>
<td>Background Checks - Volunteers</td>
<td>Donna McGuire</td>
<td><a href="mailto:Donna.McGuire@eku.edu">Donna.McGuire@eku.edu</a></td>
</tr>
<tr>
<td>Billing</td>
<td>Melanie Kelley</td>
<td><a href="mailto:Melanie.Kelley@eku.edu">Melanie.Kelley@eku.edu</a></td>
</tr>
<tr>
<td>Branding / Logo Guidelines</td>
<td>Francis Keene</td>
<td><a href="mailto:Francis.Tyra@eku.edu">Francis.Tyra@eku.edu</a></td>
</tr>
<tr>
<td>Budget</td>
<td>John Williamson</td>
<td><a href="mailto:John.Williamson@eku.edu">John.Williamson@eku.edu</a></td>
</tr>
<tr>
<td>Building Scheduling/Use</td>
<td>Beth Campbell</td>
<td><a href="mailto:Beth.Campbell@eku.edu">Beth.Campbell@eku.edu</a></td>
</tr>
<tr>
<td>Calendar, Academic &amp; School Year</td>
<td>Kim Puckett</td>
<td><a href="mailto:Kim.Puckett@eku.edu">Kim.Puckett@eku.edu</a></td>
</tr>
<tr>
<td>Calendar, School Events</td>
<td>Beth Campbell</td>
<td><a href="mailto:Beth.Campbell@eku.edu">Beth.Campbell@eku.edu</a></td>
</tr>
<tr>
<td>Capstone Diploma</td>
<td>Christopher Budano</td>
<td><a href="mailto:Christopher.Budano@eku.edu">Christopher.Budano@eku.edu</a></td>
</tr>
<tr>
<td>Center for Educator Excellence</td>
<td>John Williamson</td>
<td><a href="mailto:John.Williamson@eku.edu">John.Williamson@eku.edu</a></td>
</tr>
<tr>
<td>Chaperone Training</td>
<td>Kim Puckett</td>
<td><a href="mailto:Kim.Puckett@eku.edu">Kim.Puckett@eku.edu</a></td>
</tr>
<tr>
<td>CoGAT</td>
<td>Jilliane McCardle</td>
<td><a href="mailto:Jilliane.McCardle@eku.edu">Jilliane.McCardle@eku.edu</a></td>
</tr>
<tr>
<td>College Advising</td>
<td>Christopher Budano</td>
<td><a href="mailto:Christopher.Budano@eku.edu">Christopher.Budano@eku.edu</a></td>
</tr>
<tr>
<td>Counseling, 7-12</td>
<td>Rebecca Petrey</td>
<td><a href="mailto:Rebecca.Petrey@eku.edu">Rebecca.Petrey@eku.edu</a></td>
</tr>
<tr>
<td>Counseling, K-6</td>
<td>Cheyanne Bustle</td>
<td><a href="mailto:Cheyanne.Bustle@eku.edu">Cheyanne.Bustle@eku.edu</a></td>
</tr>
<tr>
<td>Curriculum, Offerings &amp; Programs</td>
<td>John Williamson</td>
<td><a href="mailto:John.Williamson@eku.edu">John.Williamson@eku.edu</a></td>
</tr>
<tr>
<td>Curriculum, Standards</td>
<td>John Williamson</td>
<td><a href="mailto:John.Williamson@eku.edu">John.Williamson@eku.edu</a></td>
</tr>
<tr>
<td>Discipline, 6-12</td>
<td>Holli Hunt</td>
<td><a href="mailto:Holli.Hunt@eku.edu">Holli.Hunt@eku.edu</a></td>
</tr>
<tr>
<td>Discipline, K-5</td>
<td>David Naylor</td>
<td><a href="mailto:David.Naylor@eku.edu">David.Naylor@eku.edu</a></td>
</tr>
<tr>
<td>Drivers Permit/Permissions</td>
<td>Stephanie Clark</td>
<td><a href="mailto:Stephanie.Clark@eku.edu">Stephanie.Clark@eku.edu</a></td>
</tr>
<tr>
<td>Dual Credit Scheduling</td>
<td>Christopher Budano</td>
<td><a href="mailto:Christopher.Budano@eku.edu">Christopher.Budano@eku.edu</a></td>
</tr>
<tr>
<td>EHO (Educational Enhancement Opp.) - Elem.</td>
<td>David Naylor</td>
<td><a href="mailto:David.Naylor@eku.edu">David.Naylor@eku.edu</a></td>
</tr>
<tr>
<td>EHO (Educational Enhancement Opp.) - Sec.</td>
<td>Holli Hunt</td>
<td><a href="mailto:Holli.Hunt@eku.edu">Holli.Hunt@eku.edu</a></td>
</tr>
<tr>
<td>EKU Student Liaison</td>
<td>Kim Puckett</td>
<td><a href="mailto:Kim.Puckett@eku.edu">Kim.Puckett@eku.edu</a></td>
</tr>
<tr>
<td>EL (English Learners)</td>
<td>Jilliane McCardle</td>
<td><a href="mailto:Jilliane.McCardle@eku.edu">Jilliane.McCardle@eku.edu</a></td>
</tr>
</tbody>
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# APPENDIX G: Progress Reports/Grading Periods/Assessment Dates

<table>
<thead>
<tr>
<th>Term</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>
<th>Number of Hours</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Aug. 29 (M)</td>
<td>Sept. 21 (W)</td>
<td>Sept. 26 (M)</td>
<td>Oct. 21 (F)</td>
<td>Oct. 28 (F)</td>
<td>33</td>
<td>229</td>
</tr>
<tr>
<td>2</td>
<td>Oct. 24 (M)</td>
<td>Nov. 22 (T)</td>
<td>Nov. 28 (M)</td>
<td>Dec. 15 (T)</td>
<td>Jan. 6 (F)</td>
<td>36</td>
<td>237</td>
</tr>
<tr>
<td>3</td>
<td>Jan. 3 (T)</td>
<td>Feb. 1 (W)</td>
<td>Feb. 6 (M)</td>
<td>Mar. 10 (F)</td>
<td>Mar. 24 (F)</td>
<td>47</td>
<td>317</td>
</tr>
<tr>
<td>4</td>
<td>Mar. 20 (M)</td>
<td>Apr. 19 (W)</td>
<td>Apr. 24 (M)</td>
<td>May 24 (W)</td>
<td>May 31 (W) (State Testing)</td>
<td>46</td>
<td>301</td>
</tr>
</tbody>
</table>

Number of Instructional Days in Semester 1 = 69  
Number of Instructional Hours in Semester 1 = 466  
Number of Instructional Days in Semester 2 = 93  
Number of Instructional Hours in Semester 2 = 618

## Anticipated Assessment Dates

- **PSAT:** October 25, 2022 (Grades 8-10 and optional Grade 11)
- **ACT:** October 2022 (Optional Grade 12)
- **Iowa Assessments:** September 19-23, 2022 (Grades 3-7)  
  January 9-13, 2023 (Grades K-2)
- **State Testing:** May 2023
- **AP Exams:** May 1-12, 2023
- **iReady / STAR:** 3 x per academic year

*Updated 8/1/2022*
APPENDIX H: Acceptable Use Agreement

Model Lab Schools has initiated a 1:1 initiative for students and teachers in grades K – 12 in an effort to embrace twenty-first century learning. Students will be using these devices in the classroom as a part of routine instruction each day. After reading and returning the required agreement, students in grades four (4) through twelve (12) will be allowed to take their designated devices home to continue schoolwork. Please remember the devices are the property of the School and their contents may be viewed at any time. **Students are expected to have their devices with them each day, fully charged and ready for use.**

**GOALS FOR STUDENT USERS**

- Increase proficiency in twenty-first century skills
- Increase productivity and organization
- Develop student ownership of learning and the learning process
- Utilize a wide array of digital educational materials
- Achieve technology proficiency

**GUIDELINES**

Student use of the issued devices falls under the Acceptable Use Policy for technology. Internet and device use will be monitored through school level management software. Anyone found to be violating acceptable use will be disciplined. All software, applications, and documents stored on the issued devices are the property of the School and subject to review/monitoring.

**School Devices should NOT:**

- Be modified in any way other than instructed by administration or school personnel.
- Have applied marks, stickers, or other decoration placed on the device.
- Be exchanged with anyone.
- Have school asset/inventory tags modified or tampered with in any way.
- Have heavy objects placed on top of them.
- Closing lid with items inside of device (i.e. pencils/pens).
- Have browsing history cleared of disabled.

Failure to comply with these guidelines will be treated as a violation of the Acceptable Use Policy and will be handled according to the school discipline code.

**CARE AND USE OF ISSUED DEVICES**

- Use a soft, lint-free towel to clean the screen – **do not use spray or liquid cleaners.**
- Make sure hands are clean before using device.
- Keep devices away from food and drink.
- Use only the included charger and a standard outlet to charge your device. Charge daily.
- Report software/hardware issues as soon as possible to the Tech Help Desk.
- Keep the issued device in a climate-controlled environment – do not expose to extreme temperatures.

**SAVING DOCUMENTS**

Documents are saved with your device using cloud storage. This will require you to have a school issued account. Using this account, you can save, export, and import documents. This allows you to access and share your documents, as appropriate, from other devices via the Internet.
REPORING TECHNICAL ISSUES

Errors or problems should be reported as soon as is practical. This can be done by informing the Tech Help Desk, so the issue can be addressed in a timely manner. Damage due to a determined accidental cause will be addressed by the school through normal procedures. Damage due to negligence or carelessness will result in the student assuming the financial responsibility of the replacement/repair of the issued device. Students taking the device from school property must sign and submit the User Agreement Application. Student use of the device off school grounds may be revoked at any time by school administration.

SECURITY

Students should NEVER share their account information with others, unless requested by an administrator, this includes all online services such as: (Google Apps for Education, Microsoft 365, Infinite Campus, etc.). Students are responsible for following the guidelines and rules set forth in the Acceptable Use Policy. Violations of these policies may result in disciplinary actions.

If a violation of the Acceptable Use Policy or discipline code occurs, appropriate consequences will be imposed by school administration.

It is expected that students will:

- Maintain control of their assigned device unless otherwise directed by administration.
- Not have the device out around food/drink (breakfast, lunch, snacking).
- Not leave the device unattended.
- Not play games during instructional time.
- Not clear or disable browsing history.
- Maintain adequate battery charge for school use.

*Not adhering to these guidelines will be considered negligence.*

General Rules

- After failing to bring your device to school five (5) times in a semester (or less by recommendation of Principal), the student may become a “day user” until appropriate by administration.
- General misconduct or failing to have the assigned device at school/charged may result in student being assigned to “day user” status for a length of time determined by administration.

Please Remember:

- Devices may be monitored by administration at any time.
- Administration reserves the right to take a school issued device at any time.
- Teachers reserve the right to limit the device use during class.
- The device is the property of the School.

REMARK OF NO PRIVACY GUARANTEE

School personnel have the right to access information stored in any user directory, on the current user screen or in electronic mail. They may review files and communications to maintain system integrity and ensure that individuals are using the system in accordance with School policies and guidelines. Students should not expect files stored on School servers or through School provided technology services to be private. By accepting these terms and conditions, students waive any right to privacy or confidentiality to material that was created, sent, accessed or stored using a school computing device or school provided account.

LOSS OR DAMAGE

If an issued device is damaged or lost, please report to the Tech Help Desk as soon as possible. If theft is suspected, a police report must be filed. If an incident happens in the evening, please inform the Tech Help Desk via email immediately and in person by 8:00 A.M. the following school day.

Students (and their parent/guardian) are responsible for replacement costs of technology equipment and peripherals that are lost, stolen, damaged or vandalized while under their issue.
Repair Costs are as follows:

K-2  
10.5" iPad Air 3rd Gen (A2152) = $250.00
K-2  
10.5" STM Dux Plus Duo iPad case (HNEL2ZM/A) = $49.00
K-2  
Apple 12W USB Power Adapter for iPad (A2152) = $19.00
K-2  
Apple Lightning to USB Cable (.5m) (MGN03AM/A) = $19.00

3-5  
10.2" iPad 9th Gen Wi-Fi 64GB (A2602) (MK2K3LL/A) = $443.00
3-5  
Apple 20W USB-C Power Adapter (MHJA3AM/A) = $19.00
3-5  
Apple USB-C to Lightning Cable (1m) (MM0A3AM/A) = $29.00
3-5  
Logitech Rugged Combo 3 Case/Keyboard = $100.00

6-12  
Apple 30W USB-C Power Adapter (MY1W2AM/A) for MacBook Air = $39.00
6-12  
Apple USB-C Charge Cable (2m) (MLL82AM/A) = $19.00
6-12  
STM Dux Case for MacBook Air (HPA52ZM/A) = $50.00

USER AGREEMENT TERMS

I agree to the terms in the user agreement 08.2323 AP.2.

I have read and understand the Acceptable Use Policy (AUP) found in the Handbook for Students and Parents.

As a user of the Model Laboratory Schools computer network, I hereby agree to comply with the School's Internet and electronic mail rules and to communicate over the network in a responsible and appropriate manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken.

As the parent or legal guardian of the student (under 18), I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

CONSENT FOR USE

If you agree to the user agreement terms, you hereby accept and agree that your child’s rights to use the electronic resources provided by the School are subject to the terms and conditions set forth in School policy/procedure. Please also be advised that data stored in relation to such services is managed by the School pursuant to policy 08.2323 and accompanying procedures. You also understand that the email address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the School, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between designated service providers or between the end user and the service provider. Before your child can use online services, they must accept the service agreement and, in certain cases, obtain your consent.

Reviewed/Revised: 8/1/2022
APPENDIX I: Contract for Dual Credit Off-Campus Opportunities

Students and Parent(s)/Guardian(s),

Completion of this contract permits students enrolled in Eastern Kentucky University’s Dual Credit Program and Model Lab School’s Early College Program to leave the Model Lab School campus during specified Model periods in order to attend college courses.

Prior to reviewing this contract, please read the entirety of Model Lab School’s Dual Credit Procedures and Policies, which is attached.

Students who have fulfilled all dual credit eligibility requirements and completed the application process for Eastern Kentucky University’s Dual Credit Program and Model Lab School’s Early College Program must also complete this contract for each semester that they participate in the program.

Failure to complete this contract each semester may result in a student’s ineligibility to participate in the programs. Moreover, students who violate any of the dual credit policies and procedures established by Model Laboratory School or Eastern Kentucky University may forfeit their eligibility to enroll in the program.

Model Laboratory School is not responsible for students’ transportation to and from college courses. Students, their parent(s), and/or legal guardian(s) do hereby release the Model Laboratory School and Eastern Kentucky University, and their staff, employees, Regents, and agents from any and all liability and causes of action which might arise concerning issues of transportation to and from college classes. If students find a conflict in the time schedule, they will be responsible for making arrangements with teachers for any missed assignments, tests, projects, and work. It is also the responsibility of the student to arrange for parking permits for their vehicle while participating in the Dual Credit Program or Early College Program.

Students cannot substitute more than one period for a dual credit course. Online dual credit courses may not be substituted for school day periods.

If a college class meets during Model’s first period, a student enrolled in this class will report directly to their college class; after, the student will report to their scheduled second period course on Model’s campus. On days when the college class does not meet, students are to report to their second period class.

Similarly, if a college class meets during Model’s seventh period, a student enrolled in this class will report to their college course immediately after Model’s sixth period ends. On days when the college class does not meet, students are required to leave Model’s campus. Additionally, they are permitted to leave EKU’s campus.

If a college class meets during Model’s fourth period, a student enrolled in this class will report directly to their college class after Model’s third period ends. After the college class ends, this student must report back to their scheduled fifth period class at Model. On days when the college class does not meet, this student shall not be permitted to remain on Model’s campus. Students may not aide for a teacher or office during this time: instead, students must remain on EKU’s campus.

Students who do not have the signed Dual Credit Contract for Off-Campus Opportunities on file will be assigned to a high school course for audit credit on their non-college course days for the entirety of the rest of the semester.

Absolutely no student is to aide with an office or a teacher at Model at any point in time.

Students are required to inform the high school counselor if they add, drop (withdraw), or otherwise change their registered college course(s).

Any student who withdraws or drops 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.

By signing the contract, you:
Understand and agree to the Dual Credit Program and Early College Program policies and procedures established by both Model Laboratory School as well as Eastern Kentucky University.

Acknowledge that Eastern Kentucky University and Model Laboratory School reserve the right to terminate any student’s dual credit enrollment for inappropriate behavior or lack of performance/attendance at any time.

Accept responsibility for your child while they are off Model Laboratory School’s campus.

Understand that you release Model Laboratory School and Eastern Kentucky University, and their staff, employees, Regents and agents from any and all liability and causes of action which might arise concerning transportation and participation in the program as is spelled out in the contract letter.

Affirm that your child has at least a 3.0 GPA and is in good academic and behavioral standing with the school.

Affirm that your child meets college readiness in English (ACT 18 in English, equivalent SAT, KYOTE, EKU Placement Test scores, ENG 101 AP credit).

Recognize that it is the student’s responsibility to submit to the Model High School Counseling Office a copy of this contract for each semester that the student participates in the program.

Acknowledge that students are required to inform the high school counselor in writing within 24 hours if they add, drop (withdraw), or otherwise change their registered college course(s) 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.

Acknowledge that if a student does not inform the high school counselor in writing within 24 hours if they add, drop (withdraw), or otherwise change their registered college course(s), the student’s parent/guardian will be billed for the cost of the tuition for the course.

We have read, understood, and agreed to the policies and procedures herein as well as those of Eastern Kentucky University related to the Dual Credit Program.

_________________________________________________  ________________________________  _______________________
Student Name                       Student Signature                      Date

_________________________________________________  ________________________________  _______________________
Parent Name                          Parent Signature                      Date

Reviewed/Revised: 7/30/2021
APPENDIX J: Contract for Off-Campus Opportunities

Contract for Off-Campus Opportunities 2022-2023 School Year

Completion of this contract permits students enrolled in Eastern Kentucky University’s Dual Credit Program, the Model Scholars Early College Program, vocational classes at the Kentucky Area Technology Center housed on Madison Central High School’s campus, and a COOP program (seniors only) to leave the Model Laboratory Schools campus during specified Model periods in order to attend courses or participate in a COOP program.

Prior to reviewing this contract, please read the entirety of the Model Laboratory Schools Procedures and Policies for Alternative Credit Options (08.1131), which is attached.

Students who have fulfilled all eligibility requirements and completed the application process for the appropriate program must also complete this contract for each semester that they participate in the program.

Failure to complete this contract each semester may result in a student’s ineligibility to participate in the program. Moreover, students who violate any of the policies and procedures established by Model Laboratory Schools or Eastern Kentucky University may forfeit their eligibility to enroll in the program.

Continued participation in the program is dependent upon successful completion of courses/program requirements. Students are expected to maintain a 2.0 minimum GPA in their program courses. Any student who does not meet these requirements at the end of a semester must get approval from the Principal to continue in the program.

Model Laboratory Schools is not responsible for students’ transportation to and from courses and/or programs. Students, their parent(s), and/or legal guardian(s) do hereby release the Model Laboratory Schools and Eastern Kentucky University, and their staff, employees, Regents, and agents from any and all liability and causes of action which might arise concerning issues of transportation to and from classes and/or programs. If students find a conflict in the time schedule, they will be responsible for making arrangements with teachers for any missed assignments, tests, projects, and work. It is also the responsibility of the student to arrange for parking permits for their vehicle while participating in the program.

Students who do not have the signed Contract for Off-Campus Opportunities on file will be assigned to a high school course for audit credit on their non-college/vocational/course or COOP days for the entirety of the rest of the semester.

Absolutely no student is to aide with an office or a teacher at Model at any point in time.

Students are required to inform the high school academic advisor if they add, drop (withdraw), or otherwise change their registered course(s).

Any student who withdraws or drops a course must notify the high school academic advisor in writing within 24 hours or the course will be transcribed 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 Program

Students may only enroll in courses approved by the current year's bell schedule.

Students are expected to participate in the class per the course instructor's directions and according to the EKU academic calendar.

If a college class meets during Model’s first period, a student enrolled in this class will report directly to their college class; after, the student will report to their scheduled second period course on Model’s campus. On days when the college class does not meet, students are to report to their second period class at Model.

Similarly, if a college class meets during Model’s sixth period, a student enrolled in this class will report to their college course immediately after Model’s fifth period ends. On days when the college class does not meet, students are required to leave Model’s campus after Model’s fifth period ends. Additionally, they are permitted to leave EKU’s campus.

If a college class meets during Model’s fourth period, a student enrolled in this class will report directly to their college class after Model’s third period ends. After the college class ends, this student must report back to their scheduled fifth period class at Model. On days when the college class does not meet, the student must leave Model’s campus and return to report for their fifth period class. Students may not aide for a teacher/office during this time.

Model Scholars Early College Program

Students classified as seniors may apply to participate in the Model Scholars Early College Program. Students participating in the program must enroll in Senior English and Senior Project/Research at Model. Students must enroll in a math or computer science course at EKU or Model for the entire year. Students must enroll in a minimum of 12 college credit hours at EKU each semester.

Students are expected to participate in the class per the course instructor's directions and according to the EKU academic calendar.

Students should arrange their schedules (to the greatest extent possible) to take classes at Model before their college classes and only return to Model for after-school activities and/or athletics. If a college class meets face-to-face, the student should report to the college class on EKU’s campus. Once the student’s classes are finished for the day, the student is permitted to leave EKU’s campus. Students may not aide for a teacher or office during this time.

Vocational Classes

Students classified as juniors or seniors may enroll in vocational classes at the Kentucky Area Technology Center housed on Madison Central High School’s campus. Students are expected to participate in the class per the course instructor's directions and according to the Center’s academic calendar.

If a class meets during Model’s first period, a student enrolled in this class will report directly to their vocational class; then, the student will report to their scheduled second period course on Model’s campus. On days when the vocational class does not meet, students are to report to their second period class at Model.

Similarly, if a vocational class meets during Model’s last period, a student enrolled in this class will report to their vocational course immediately after their final Model class ends. On days when the vocational class does not meet, students are required to leave Model’s campus.

If a vocational class meets during Model’s fourth period, a student enrolled in this class will report directly to their vocational class after Model’s third period ends. After the class ends, this student must report back to their scheduled fifth period class at Model. On days when the vocational class does not meet, the student will report to Model’s library for the duration of that period. Students may not aide for a teacher or office during this time.
Student Name: ___________________________  Current Grade: ____________

Please circle the *semester* and indicate the *year* that this contract agreement applies to.

FALL  _____
SPRING  _____

**Course/Program Information**

If you are taking dual credit or vocational classes, please list the *days, time(s), and course(s)* you plan to attend off campus:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

If you are participating in the COOP program, please list the **name of the worksite, location of the worksite, name of the on-site supervisor, and contact information for on-site supervisor:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
By signing the contract, you:

- Understand and agree to the Alternative Credit Option and other applicable policies and procedures established by both Model Laboratory Schools as well as Eastern Kentucky University.
- Acknowledge that Eastern Kentucky University and Model Laboratory Schools reserve the right to terminate any student’s enrollment in the programs for inappropriate behavior or lack of performance/attendance at any time. 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 GPA in their program courses. Any student who does not meet these requirements at the end of a semester must get approval from the Principal to continue in the program.
- Accept responsibility for your child while they are off Model Laboratory Schools’ campus.
- Understand that you release Model Laboratory Schools and Eastern Kentucky University, and their staff, employees, Regents and agents from any and all liability and causes of action which might arise concerning transportation and participation in the program as is spelled out in the contract letter.
- Affirm that your child has at least a 2.5 GPA (3.5 GPA for the Model Scholars Early College Program), meets other eligibility requirements, and is in good academic and behavioral standing with the school.
- Affirm that your child meets college readiness in English (ACT 18 in English, equivalent SAT, KYOTE, EKU Placement Test scores, ENG 101 AP credit).
- Recognize that it is the student’s responsibility to submit to the Model High School Counseling Office a copy of this contract for each semester that the student participates in the program.
- Acknowledge that students are required to inform the high school academic advisor in writing within 24 hours if they add, drop (withdraw), or otherwise change their registered college course(s) 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.
- Acknowledge that if a student does not inform the high school academic advisor in writing within 24 hours if they add, drop (withdraw), or otherwise change their registered college course(s), the student’s parent/guardian will be billed for the cost of the tuition for the course.
- Understand that all scholarships and tuition waivers must be applied to the cost of any tuition, and only after these have been applied shall Model pay for the remaining tuition costs at the EKU dual credit rate.
- Acknowledge that Model will not pay any course or other fees (e.g., parking permit, lab fees, etc.) or tuition costs for a course for which the student earns a failing grade.

We have read, understood, and agreed to the policies and procedures herein as well as those of Eastern Kentucky University related to off campus opportunities.

Student (printed name) _________________________________ Student (signature) _________________________________ Date __________

Parent/Guardian (printed name) _________________________________ Parent/Guardian (signature) _________________________________ Date __________
APPENDIX K: Infinite Campus Log-in Guide

Welcome to the new Campus Student and Campus Parent portals! Campus Student and Campus Parent put school information at your fingertips with real-time access to announcements, assignments, attendance, grades, schedules, tuition and fees payments, and more!

NEW PARENT USER

1. Go to bit.ly/model-infinitecampus, then click "Campus Parent."
2. Click "New User" at the bottom of the login screen.
3. Enter the activation key sent to your primary email.

If you are a parent and do not have an activation key, please contact the Model Counseling Office (ModelCounseling@eku.edu).

LOGGING IN TO THE INFINITE CAMPUS APP

The Campus Student and Campus Parent apps provide the same tools as the browser version with the added benefit of the option to stay logged in and receive push notifications! You should log into your account from a web browser first before logging into the app.

1. Download the Infinite Campus app (Campus Parent/Campus Student) from the App Store or Google Play. To use the Campus Student or Campus Parent apps, mobile devices must be on an Android version of 4.4 or later and iOS devices must be on a version of 9.0 or later.
2. Search and select Model Laboratory Schools at EKU (District Name) and Kentucky.
3. Enter your Username and Password.
4. If using a secure, private device, mark Stay Logged In to receive push notifications
5. Click Log In!

LOGGING IN FROM A WEB BROWSER

Students and parents have different login pages. If you are a parent, make sure you are using Campus Parent. If you are a student, make sure you are using Campus Student.

1. Go to bit.ly/model-infinitecampus, then click the “Campus Parent”. NOTE: Ensure that you are logging in under the district Model Laboratory Schools NOT Madison County Schools.
2. Enter your Username and Password.
3. Click Log In!

STUDENT LOG-IN INFORMATION

If you are a student, make sure you are using Campus Student. Contact the Counseling Office for log-in assistance at ModelCounseling@eku.edu.

Username: Student’s SSID Number
Password: first name, last name, six-digit birthdate — Example: samjohnson051505
Receipt of Student/Parent Handbook

My signature below verifies I received the 2022-23 Model Laboratory School Student/Parent Handbook, which denotes all policies and procedures, including the Acceptable Use Policy for Technology. I understand that it is my responsibility to read and abide by all policies and procedures. I acknowledge my responsibility in conducting myself in the appropriate manner while at school with school-property, and while attending any school sponsored activities as outlined in the handbook and any addenda.

____________________________________________________________________

Student Name

____________________________________________________________________

Student Signature                 Date

As the parent/legal guardian of the student above, I have reviewed the Model Laboratory Student/Parent Handbook, which denotes all policies and procedures, including the Acceptable Use Policy for Technology, with my child/student and understand and will abide by its contents and any addenda.

____________________________________________________________________

Parent/Guardian Name

____________________________________________________________________

Parent/Guardian Signature                Date

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Submitting the Receipt

**Elementary (Grades K-5):** Please return to your homeroom teacher and/or front office.

**Secondary (Grades 6-12):** In order to check out your 1:1 school technology, both you and your parent/guardian must have signed and submitted the Receipt of the Student/Parent Handbook to the Director of Technology.