

Department of Defense Education Activity Reading Lab Guidelines

1. The target audience for the Reading Lab class is ninth through twelfth grade students scoring at the 25th percentile or below on the TerraNova or other standardized tests. The focus for the Reading Lab class is “learning to read,” and the focus for the Language Arts Lab class is “reading to learn.”
2. Course codes and course titles for reading lab classes are:
 - RED305 Reading Lab 9
 - RED405 Reading Lab 10
 - RED505 Reading Lab 11
 - RED605 Reading Lab 12
3. This lab class will carry elective credit only; they will not fulfill graduation requirements for language arts.
4. Students can not be mandated to take a lab class. However, we must do everything we can to make sure that students and parents understand the benefits of enrolling in these classes.
5. Attached is a sample letter that can be used for parents and students for enrollment in a lab class. The letter will have to be personalized for each school and lab class. Use of a letter will allow schools to keep a record of students who decline to enroll in lab classes.
6. Standardized test scores need to be reviewed for all new students enrolling for SY 02-03. If test scores are not available, grades can be reviewed for an indication of support needs. In the absence of standardized assessment data a Reading Lab teacher may administer the Scholastic Reading Inventory (SRI), an assessment tool from the READ 180 program, to determine student eligibility. When necessary, a call to the previous school should be made to determine if a newly enrolled student would be a candidate for a lab class.
7. Students with active Individual Education Plans (IEP) may be enrolled in lab classes as appropriate.
8. ESL students may be enrolled in lab classes as appropriate.
9. Recommended student enrollment in the Reading Lab class should be 15 – 18.
10. Each counselor should work closely with the lab class teachers to identify students who require support, to establish classes, and to monitor student progress.
11. Teachers should use the regular grading scale for students in the Reading Lab class.