

**Elizabethtown  
Independent  
Schools**



**Handbook**

**2011-12**

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Valley View Education Center  
701 Hawkins Drive  
Elizabethtown, KY 42701



**Panther Preschool phone number: 769-3960**

Program Director: Debbie Curry

Secretary: Kathy Smith

Teachers: Christy Butler Betsy Beach Carla Kinder Amber Pruitt

Assistants: Maggie Brockman Janet Graves Nina Hamler  
Belinda Hildesheim Julia Keathley Beth Watkins

Speech: Marci Kauffeld

Bus Drivers: Dwight Adcock John Zink

Required: Copy of **State** Birth Certificate  
Copy of Social Security Card  
Kentucky Immunization Certificate  
Record of Physical Examination  
Record of Chickenpox  
Record of Eye Exam

Supply List:

- 1 change of clothes
- 1 standard size book bag
- 4 rolls of paper towels
- 3 boxes of baby wipes
- 2 boxes of tissues
- Boys - 1 box of quart Ziplock bags
- Girls - 1 box of gallon Ziplock bags
- Diapers (for children who are not potty trained)

*Please remember to send a clean change of clothes back to school if your child brings home a wet or soiled set in his/her backpack. If your child has an accident (and we have no change) you will be called to come get them.*

Meal Fees:	Breakfast	Lunch
Full	.75	1.50
Reduced	.30	.40

# PHILOSOPHY

The Elizabethtown Independent Schools' Preschool Program is based on the philosophy that young children learn by directly interacting with their environment. Through a well-rounded program of guided free play, structured group time, active and quiet time, indoors and out, many opportunities are provided for young children to learn. With an emphasis on the on-going planning of a "developmentally appropriate" classroom environment and routine, our program encourages children to direct their own learning through such activities as exploring, manipulating, creating, pretending, dismantling, and reconstructing.

We believe that parents are a child's first and most important teachers and that a partnership between family and school is essential to fully meet each child's needs. We welcome parents to make appointments to visit us often and participate in their child's early childhood experiences. We welcome questions and suggestions and want to address any parental concerns. Through a close relationship between parents and teachers, the children will benefit most from their preschool experiences.

## PREPARING YOUR CHILD FOR PRESCHOOL

Beginning school is a big event in your child's life. You are the one who has the most influence over his/her attitude toward this new experience. This is the first step toward many years of formal education, and it is very important that you do everything that you can to help your child adjust and feel positive about this experience.

### General Suggestions:

- Be willing to listen to his/her fears about going to school.
- Answer all questions honestly.
- Try to have positive feelings about school and learning and show those feelings to your child.
- Talk with your child's teacher about specific concerns.

### Specific Suggestions:

- Tell your child that there will be lots of toys at school (puzzles, manipulatives, balls, etc.)
- Show your child where the school is located.
- Visit the classroom if possible before the first day of school.
- Tell your child their teacher's name (for example, Ms. Beach, Ms. Butler, Ms. Kinder, Ms. Pruitt, Ms. Kauffeld)
- Tell your child how they will get to and from school each day.
- Tell your child who will drop them off and pick them up each day.
- Tell your child the time they will be dropped off and picked up.  
(Draw a picture of a clock showing the times)
- Show your child the starting date on your calendar and count the days until school starts.
- Show your child where you will be while they are at school and tell him/her what you will be doing.
- Encourage your child to tell the teachers when they want or need something (to go to bathroom, to get a drink of water, etc.).
- Please do not bring food for an individual child into the classroom.
- Discourage your child from developing separation anxiety. Best practice is to leave them at the classroom door, even if crying. Reassure him/her that you will be reunited after school. Linger with a crying child will reinforce the behavior. We will call you if he/she doesn't settle in within a reasonable time.
- While your child's teacher does not mind answering a quick question when you bring or pick up your child from school, avoid asking questions that are better addressed during a home visit or parent-teacher conference. For instance, "How is he doing?" is not always easily answered when the teacher is trying to supervise other children. If your question is urgent, make an appointment and the teacher will be happy to meet with you to discuss your concerns.

## OVERVIEW

The EIS Preschool Program is based on the guiding principle that young children are capable of making decisions and solving problems about activities that are interesting to them personally. In the preschool classroom, teachers use these personal interests as the springboard for teaching the social and academic concepts needed to be successful in this society.

Active learning is initiated by the learner rather than handed down by the teacher. For an activity to be judged active it must include the following five key ingredients:

- |                     |  |
|---------------------|--|
| <b>Materials</b>    | A variety of interesting materials are readily accessible to children.   |
| <b>Manipulation</b> | Children are free to handle, explore, and work with materials.   |
| <b>Choice</b>       | Children have opportunities to set their own goals and select materials and activities.  |
| <b>Language</b>     | Children talk about what they are doing and what they have done.   |
| <b>Support</b>      | Adults encourage the children's efforts and help them extend or build upon their work, by talking with them about what they are doing, by joining in their play, and by helping them solve problems as they arise. |

Careful attention is given to room arrangement that is stimulating but orderly. The classroom environment is designed to encourage both social interaction and solitary play, and to provide comfortable spaces for both individual and group work. The space is divided into interest areas: for example, house, art, discovery, block and computer areas. Each area is equipped with a variety of materials, which are well organized, labeled and easy to get to. Children know where materials are, and they can get them out and put them away without adult help.

A daily routine is maintained which permits children to plan and carry out their own activities. During these activities, the teachers join in and ask children questions that help them to think. The teachers keep in mind and encourage the various "key experiences" that help children learn and develop from their activity.

A predictable daily routine is an important element that helps provide an orderly framework for children's activities. The routine allows time for individual, small group and large group activities.

*Support websites and training opportunities for families with children who has special needs –*

[www.dcps.org/rrc/](http://www.dcps.org/rrc/)  
[www.cec.sped.org](http://www.cec.sped.org)

## LEARNING GOALS AND OBJECTIVES

The overall goal of the EIS Preschool Program is to bring about a greater degree of social competence and oral language development in our preschool children, regardless of their developmental level. Social competence and strong language skills enable a child to more effectively deal with both present environments and later responsibilities in school, home and other facets of life. All other areas of development are interconnected with social and language competence, including cognitive, personal-social, self-help and motor skills. In an attempt to accomplish this goal, our program has set objectives.

The cognitive and language objectives of the EIS Preschool Program are to:

- Develop curiosity, self-expression, and creativity;
- Increase the attention span and listening skills;
- Expand early concepts, pre-reading and pre-math;
- Improve communication skills;
- Develop foreign language readiness;
- Develop literacy through meaningful experiences such as: listening to and making up stories, taking field trips, having special classroom guests, participating in dramatic play, having their own words written down, seeing print in use in the classroom and experimenting with writing by drawing, copying and inventing their own spelling;
- Develop their abilities to manipulate language by increasing spoken vocabularies and by recognizing the nuances of spoken language.

The personal/social and self-help objectives are to:

- Develop consideration for other people and respect for materials and equipment;
- Develop the skill of solving interpersonal problems effectively through talking, negotiating, and helping;
- Develop the capacity for relating in a positive way to adults other than the parents;
- Develop a positive self-concept and build self-esteem;
- Develop self-confidence and the willingness to try new things;
- Develop independence and responsibility;
- Develop self-control through positive guidance techniques;
- Develop the ability to handle problems constructively;
- Develop a positive attitude toward school;
- Develop the ability to interpret body language.

The motor objectives are to:

- Develop small muscle skills through daily experiences with working puzzles, painting, playing with play dough, cutting, gluing and use of a variety of manipulatives and blocks;
- Develop large muscle skills through daily experiences in running, jumping, balancing, catching, throwing, riding and moving with music;
- Develop the ability to track things visually, including print;
- Develop the ability to move the body in rhythm to a steady beat.

## POLICIES

### Arrival

Preschool children should **NOT** arrive at school **BEFORE** 7:30 a.m.  
**THERE WILL BE NO SUPERVISION FOR CHILDREN BEFORE THIS TIME.**

If you transport your child, please bring your child to his/her classroom at the proper arrival time. All children who arrive at school before class time must wait at the preschool entrance of the school until class time starts. Please keep in mind this is not the time to conference. If parents need to speak with the teacher, please call **(769-3960)** to schedule a conference time. Parents must stay with their child until they are united with their teacher or teacher assistants. An adult must bring them in.

### Attendance Policy

**Regular and punctual attendance is necessary for quality preschool programs.**

Parents play an important role in getting students to school on time and seeing that they are present for class. Unexcused absences, such as shopping, haircuts, etc., will cause the child to miss important learning experiences.

The first few hours of the day are crucial and children who consistently come in late will miss much of the instruction that sets the tone for the rest of the day. Late arrivals also interrupt/interfere with the classroom activities that are already in progress. Lunches are prepared and brought from another school. We must turn in the number of lunches to that school by 8:30. If your child is brought in later than 8:30, he/she will not have a school lunch available. Therefore, you will need to bring a lunch from home on that day. Please read the section on "meals from home" on Page 12.

In the event that the preschool child is absent from school, parents must call the Preschool Office concerning the nature of the absence. **(769-3960)**

Attendance is documented and forwarded to the elementary school with other preschool records.

Please be prompt when bringing or picking up your child from school. Parents should listen to the radio or tune into Hardin County TV channel 2 during bad weather to keep informed about school closings.

Remember: We are **Elizabethtown Independent Schools**, NOT Hardin County. ☺

### Birthdays and Holidays

Since birthdays are very important in the life of a child, we will recognize each child's birthday throughout the school year. Parents may provide simple store bought cookies, cupcakes, or nutritious snacks for birthday celebrations (nothing homemade please due to health regulations). Arrangements will be made with individual parents concerning holiday party supplies. Celebrations often connect to theme studies as noted in classroom newsletters. Additional information will be shared on this topic throughout the year.

## **Classroom Placement**

It is our policy to place children in classrooms where older siblings may have been in the past. The family is already connected with the teacher and knows the inner workings of the classroom. If you have never had a child in our program before, he or she will be placed based on the age/race/gender makeup of the groups to keep classrooms as evenly diverse as possible. In order to foster independence and encourage the development of new relationships no siblings will be placed with the same teacher at the same time.

## **Clothing**

When dressing your child, keep in mind that **active play** is a basis for our program. Your child will be encouraged to paint, play in water and sand, run and jump, cook, and other messy activities. Although we provide smocks for protection and use washable materials, your child should be dressed so that clothing does not inhibit his/her activities.

Please dress your child appropriately for outside play. We will go outside many days if the temperature is above 40 degrees. Children need coats, hats, and mittens or gloves in cold weather. Girls need to wear pants to stay warm during our outside time. Use your best judgment when choosing appropriate clothes for your child to wear to school, assuming that we will be having outside time whenever weather permits.

\*Please write your child's name in all removable items such as coats, hats, jackets, mittens, backpacks, etc.

Please dress your child for **independence**. In our preschool program, we will help your child learn to solve problems, think creatively and act independently. Clothes that children cannot buckle, snap, tie, zip, etc., interfere with his/her development in independent self care.

Your child will need to have a change of clothes (including underwear and socks) to be left at school. Please put these clothes in a bag and write your child's name on it. We will store these clothes at school to have on hand in case of an accident.

Please make sure your child wears shoes that allow them to play safely. Flip flops and shoes with elevated soles and high heels are not appropriate for playground activities.

## **Communication**

Please check your child's backpack daily. We will be sending home a calendar and regular newsletters to keep you informed. You will receive notes on your child's progress or areas of concern periodically. Parent conferences will be conducted on an as needed basis. Home visits will be conducted at least two times a year, usually at the beginning of school and again at the end of the school year.

**If parents need to speak with teachers between home visits, please call the Panther Preschool Office (769-3960) to set up a conference time.**

## **Daily Schedule**

The daily schedule for preschool is posted in the classroom. Although changes may be made periodically, the daily schedule will be similar to the following:

### **Full Day**

**8:00 – 2:00**

Arrival/restroom  
Breakfast  
Circle/calendar time  
Center time  
Restroom break  
Playground or song time  
Story time  
Restroom break  
Lunch  
Rest time  
Restroom break  
Snack time  
Playground or indoor play time  
Boarding buses

### **AM Only**

**8:00 – 10:30**

Arrival/restroom  
Breakfast  
Circle/calendar time  
Center time  
Restroom break  
Playground or song time  
Dismissal

Many of our 4 year olds are eligible for full day programming. However, these slots are limited and are made available to your child according to need at the discretion of the preschool staff. Loss of full day program may be due to (but not limited to) the following: child's lack of stamina for full day experience, child's continued aggressive or disruptive behavior, parent's failure to submit required paperwork, child being returned to school on bus frequently, child's inability to rest at naptime.

## **Departure**

Preschool children must be picked up promptly upon dismissal. Parents or designated adults must check in with the preschool office if retrieving the child prior to 2:00.

PROJECTED BUS SCHEDULES MAY NEED TO BE CHANGED AFTER SCHOOL BEGINS. PARENTS WILL BE NOTIFIED IF AND WHEN THEY DO.

## **Discipline**

The goal of guidance in the preschool is to teach the child self-discipline. The guidance techniques used will be based on the developmental level of the child, and include: positive reinforcement, redirection, time-out, and helping the children solve their own problems. Children will be made aware of expectations through the consistent use of clearly defined limits. No physical or harsh verbal discipline will be used. Parents will be contacted for a conference if their child's inappropriate behavior becomes chronic. In cases where extreme behaviors are threatening or perceived to be dangerous to others, the EIS code of conduct for primary aged children will be consulted (attached).

## **Emergencies**

You will be asked to complete emergency information for staff use if your child becomes ill or has an accident at school. This information must be kept up to date. Please notify the Preschool Office of changes in phone numbers. We must be able to reach someone at all times!

## **Enrollment Checklist**

Children enrolled in the Elizabethtown Schools Panther Preschool program are required to have on file a copy of the following:

- **Copy of state birth certificate**
- **Copy of social security card**
- **Up-to-date Kentucky Immunization Certificate**
- **Current medical examination**
- **Kentucky Eye Examination Form (completed by ophthalmologist/optometrist)**
- Application for enrollment
- Authorization to Release Preschool Students Form
- Publication Consent Form

## **Health Policy**

Preschool staff may dispense medications under very strict Kentucky Department of Education guidelines. Do not send medications of any kind with your child. Both prescription and over-the-counter medications must be brought in and hand delivered by an adult. A medication form must then be completed before we can give your child medicine.

-- Over-the-counter medication must be in the original bottle and will be given out based on your directions unless they differ from the directions on the bottle. In this case, a doctor's note will be required before we can give your child a higher dosage than indicated on the bottle.

-- Prescription medications must be in the original bottle with a current date.

You will also need to bring the appropriate dispensing/measuring tool...we are not allowed to use regular spoons, etc. for this purpose. If pills need to be broken in half, etc., you will also need to do that at home, as we are not allowed to alter the medications in any way. These same restrictions also apply to ointments, inhalers, and other medical devices.

Any child showing signs of communicable illnesses such as an elevated temperature, vomiting, or diarrhea **should not** be sent to school.

## **Meals**

Preschool children will be served breakfast, lunch and an afternoon snack depending on enrollment. Preschool children eat in the cafeteria, supervised by the teaching staff. This type of eating arrangement promotes healthy meal habits, appropriate table manners and communication skills among the children. Parents will be asked to take turns providing snacks for the class. We will provide you with a schedule early in the year.

**Because meals are transported from another school if you would like to have lunch with your child, please call the Preschool Office (769-3960) and make reservations at least one day in advance.**

The school breakfast and lunch menus are printed each week in the local newspaper and are available on the Elizabethtown Independent School website. Please refer to this for information about the food your child will be served.

Special diets for health reasons (such as food allergies) may be provided **with a written doctor's statement only**. Arrangements may also be made for religious beliefs and ethnic restrictions.

Your child may bring meals from home – but they must be nutritious and well-balanced.

**No sodas, candy, or fast food takeout meals will be permitted in the cafeteria.**

If your child receives free or reduced lunch assistance and you decide to have your child bring lunch on any given day, you must provide a drink (juice or water) also.

Federal guidelines do not permit us to give a milk by itself...your child is eligible for a full tray or nothing.

The cost of breakfast is \$0.75 for full price and \$0.30 for reduced price. The cost of lunch is \$1.50 for full price and \$0.40 for reduced price. For those children paying for their meals, it would be helpful for them to be paid by the week. You may bring or send the money in a sealed envelope labeled with the child's name. Those children of families who qualify for the Federal Free Lunch Program will receive their meals at no cost. Applications for the Federal Free Lunch Program will be sent home at the beginning of the school year to families that have not yet applied.

### **Nap/Rest Time**

All children are provided an afternoon nap/rest time. The school supplies each student with a warm blanket which is kept in a plastic tote labeled with the child's name. It will be laundered at school. Generally rest time is between 12:00-12:45. If you must pick up your child between these times, please give prior notice to the teachers as it is very disruptive to the other students.

### **On-going Assessment**

The progress of all preschool children will be monitored with various assessments which focus on the following skills: self-help, language, readiness, organizational, gross and fine motor, and social-emotional. Information is obtained from classroom observations and actual work samples from the children and then recorded at the beginning, middle and end of the school year. This information will be shared with parents/guardians and will become a part of each child's permanent record.

### **Parent Involvement**

Parent participation should be a part of your child's school experience. There will be programs for you and your child throughout the school year and we encourage your participation. We have our annual Open House at the beginning of the year, field trips, various presentations by the children at special times (holidays, etc.), and birthday parties that we hope you will be able to attend. Other programs specifically for parents are also offered from time to time and we will inform you as these opportunities become available.

Call ahead **(769-3960)** to schedule a conference.

Due to the needs of many of our students, we ask that parents **call ahead (769-3960) if they wish to visit the classroom.**

## **Parent Support**

Parents are very important to the overall success of the preschool experience for their children. There are many ways parents can help both at home and at school:

- Bringing your child to school regularly, except when ill;
- Being available for communication to take place;
- Teaching your child self-reliance; to put on, take off and hang up clothes; put away toys; and have regular meal times and bed time;
- Getting to know your child's teacher(s) and working with them concerning any problems;
- Talking with your child's teacher(s), but refraining from discussing the children in their presence;
- Taking an interest in the work your child brings home;
- Participating actively in the parents' programs;
- Helping your child to learn his/her full name, age, address, and phone number;
- Always saying good-bye to your child and picking them up promptly;
- Listening to your child's daily experiences and talking about them;
- Doing things with your child; working and playing together as a family group.

## **Phone Calls**

If you need to contact the preschool staff, please call **769-3960**. The number listed in the phonebook is for Panther Place After-school Program only.

## **Schedule**

The EIS Panther Preschool Program is located at Valley View Education Center. Children who are enrolled in the preschool program will attend Monday through Thursday with specific hours to be determined upon enrollment. Fridays will be for planning, home visits and training days for the preschool teaching staff.

## **School Records**

State law (KRS 158.035) requires that children entering preschool must present a state birth certificate and social security card. He/she must also have an up-to-date Kentucky Immunization Certificate and a form indicating that the child has had a physical examination, by a doctor of your choice, within the last six months, and a vision exam by an ophthalmologist/optometrist. The child must enroll under his/her full legal name.

## **Screening**

Preschool children will participate in a hearing and developmental screening. Trained preschool staff will administer the DIAL-3 screening to survey each individual child's strengths and areas of developmental need. If screening indicates areas of concern, permission will be sought from parent for further testing.

## **Supervision**

Children will be supervised at all times – to include the restroom areas – we teach them good health habits and assist them with toileting if they ask or we notice they need help.

## **Toys from Home**

Toys should not be brought to preschool from home except for soft toys for napping.

## **Transportation**

The Elizabethtown Independent School District provides bus transportation for most preschool children who are eligible for the program. A bus monitor will accompany children on preschool buses.

Any parent or guardian who wishes for their child to be transported by bus must complete an Authorization to Release Preschool Students form. This form discusses the parents' responsibilities in safely transporting their child and provides the school with a list of **adults**, other than the parent or guardian, who are authorized to pick up the child at school or from the bus stop. **The child will not be released to anyone who is not listed on the Authorization to Release Preschool Students form. Designated contacts must have ID ready.**

Preschool children will only be released to **adults** (18 years or older).

Please carefully read the following policy included in the EIS Authorization to Release Preschool Students form:

According to the regulations for transporting preschool children (KAR 5:150), 'It shall be the responsibility of the parent, or guardian, or person authorized by the parent of a child, to provide safe supervision from the bus stop and delivery to and receipt from the bus monitor. The bus monitor shall be responsible to deliver/receive the child safely to/from the parent, guardian, or person authorized by the parent.'

'If the parent, guardian or person authorized by the parent, is not present upon delivery, the child shall be taken to a prearranged location' (in the case of EIS Panther Preschool students, Valley View Education Center). In such situation, the parent or authorized person is obligated to transport the child.

\*Please refer to the bus rules and regulations specifically for preschool on pages 15 and 16.

Our students are taught safety rules for riding the bus; however, it takes young children some time before they understand all the rules. Please become familiar with these rules, and encourage your child to obey the rules.

Bus monitors are provided for the safety of preschool children. Bus monitors are not able to discuss issues and concerns with parents. Parents must call the preschool at **769-3960** to discuss any issues or concerns with the teachers or preschool director. We will be happy to schedule an appointment to meet with parents and/or guardians.



### **Bus Rules and Regulations**

**Bus transportation is a privilege. Only those who are consistently riding the bus will be transported.**

**For Pickups only – If a child does not ride the bus 3 days in a row transportation will be terminated.**

**For drop-offs only – ‘If the parent, guardian or person authorized by the parent, is not present upon delivery, the child shall be taken to a prearranged location’ (Valley View Education Center). In such situation, the parent or authorized person is obligated to transport the child.**

**If students are returned to school 3 days in a semester, transportation will be terminated.**

School Board policies governing school bus transportation of preschool children include:

- A. The driver and bus monitor are in full charge of the bus and pupils must obey him/her at all times.
- B. Parents or designated adult shall have their children at the place of loading the bus on time. Drivers will not wait unless they see you coming. We will try to stay on a predictable schedule; however the bus arrival time will vary. If the bus is not on time, please understand this is not the fault of the bus monitor.
- C. Parents and their children should stand a safe distance from the road while waiting for the bus.
- D. If the bus door opens on the same side of the street as your home, the parent or designated adult must wait on the sidewalk for the bus monitor to receive/deliver the child from/to the designated adult.
- E. If the bus door opens on the opposite side of the street of your home, please stay there and the bus monitor will come and get your child from and/or deliver your child to you. **NEVER WALK IN FRONT OF THE BUS!**
- F. Please **hold your child’s hand until the bus monitor has taken your child’s hand and please take your child’s hand from the bus monitor when he/she is dropped off.**
- G. Children are to sit with bus monitors in the center section of the bus next to the window.
- H. Drivers and/or bus monitor may assign pupils to a special seat which shall be occupied as directed until it has been determined that a change may be necessary.
- I. Students are to keep arms and all other parts of the body inside the bus at all times.
- J. Students are to keep the bus neat and clean at all times.
- K. No loud talking or unnecessary shouting inside the bus or through the windows will be tolerated.

- L. Students are not to change seats while the bus is in motion. This means they are not to be out of their seats for any reason until the bus stops at its destination.
- M. Pupils are not to use indecent language of any form while riding the bus.
- N. Students are not to leave the bus without the driver's and the monitor's consent and then only to the parent or designated adult.
- O. If a child's behavior on the bus becomes so disruptive as to endanger the safety of others, the parent will be called for a conference to determine the best course of action.

Changes made to transportation (i.e. different location for pickup or drop off) may take up to three (3) days to begin.

Changes may not be made by phone.

Remember, bus transportation to and from school is a privilege. Thanks again for your cooperation in the safe transportation of your child.

PLEASE keep the preschool office (769-3960) informed of any changes in phone numbers. If your child is returned to school we **MUST** be able to get in touch with someone.

## CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p><b>I. Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.</b> These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.</p>	<ul style="list-style-type: none"> <li>▪ Classroom disturbance</li> <li>▪ Classroom tardiness</li> <li>▪ Abusive language</li> <li>▪ Non-defiant failure to complete assignments or carry out directions</li> <li>▪ Dress code violation</li> <li>▪ Telecommunication device violation</li> </ul>	<p><b>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</b> Repeated misbehavior requires a parent/teacher conference, conference with the counselor or administrator or both. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member</p>	<ul style="list-style-type: none"> <li>▪ Verbal reprimand</li> <li>▪ Special assignment</li> <li>▪ Behavioral contract</li> <li>▪ Counseling</li> <li>▪ Withdrawal of privileges</li> <li>▪ Strict supervised study</li> <li>▪ Detention</li> <li>▪ Temporary removal from class</li> <li>▪ Temporary confiscation of telecommunication device</li> </ul>
<p><b>II. Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.</b> These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.</p>	<ul style="list-style-type: none"> <li>▪ Continuation of unmodified LEVEL I misbehavior</li> <li>▪ School tardiness</li> <li>▪ Truancy</li> <li>▪ Possession or use of tobacco on school grounds or school property.</li> <li>▪ Using forged notes or excuses.</li> <li>▪ Disruptive classroom behavior</li> <li>▪ Cutting class</li> <li>▪ Willful disobedience</li> <li>▪ Abusive language</li> <li>▪ Sexual Harassment</li> <li>▪ Leaving school grounds</li> <li>▪ Harassment</li> <li>▪ Intimidation</li> <li>▪ Bullying</li> </ul>	<p>The student is referred to the administrator for appropriate disciplinary action. The administrator meets with the student or teacher or both and affects the most appropriate response. The teacher is informed of the administrator's action. The administrator maintains a proper and accurate record of the offense and the disciplinary action. A parental conference is held Prior to student suspension, the principal or assistant principal will administer due process procedures.</p>	<ul style="list-style-type: none"> <li>▪ Teacher or schedule change</li> <li>▪ Saturday School</li> <li>▪ Detention</li> <li>▪ Counseling</li> <li>▪ Alternative Instruction</li> <li>▪ Suspension</li> <li>▪ Expulsion</li> </ul>
<p><b>III. Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.</b> These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures, which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interests of all students.</p>	<ul style="list-style-type: none"> <li>▪ Unmodified LEVEL II misconducts</li> <li>▪ Fighting</li> <li>▪ Vandalism (minor)</li> <li>▪ Furnishing or selling or possessing or using unauthorized substances</li> <li>▪ Stealing</li> <li>▪ Threats to others</li> <li>▪ Sexual Harassment</li> </ul>	<p>The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrators meet with the student and confer with the parent/guardian about the student's misconduct and the resulting disciplinary action. The administrator maintains a proper and accurate record of offenses and disciplinary actions. Prior to student suspension, the principal or assistant principal will administer due process procedures.</p>	<ul style="list-style-type: none"> <li>▪ Temporary removal from class</li> <li>▪ Alternative Instruction</li> <li>▪ Temporary out-of-school suspension</li> <li>▪ Full out-of-school suspension</li> <li>▪ Expulsion</li> <li>▪ Saturday School</li> <li>▪ Report behavior to law enforcement agencies as required by law</li> </ul>
<p><b>IV. Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.</b> These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the board of education</p>	<ul style="list-style-type: none"> <li>▪ Unmodified LEVEL III misconducts</li> <li>▪ Extortion</li> <li>▪ Bomb threat</li> <li>▪ Possession or use or transfer of dangerous weapons</li> <li>▪ Assault or battery</li> <li>▪ Vandalism</li> <li>▪ Theft or possession or sale of stolen property</li> <li>▪ Arson</li> <li>▪ Furnishing or selling or possessing or using unauthorized substances</li> <li>▪ Sexual Harassment</li> </ul>	<p>The administrator verifies the offense, confers with the staff person(s) involved and meets with student. The student is immediately removed from the school environment. Parents are notified. School officials contact law enforcement agency and assist in prosecuting the offender. Prior to student suspension, the principal or assistant principal will administer due process procedures. A complete and accurate report is submitted to the superintendent for possible board action. The student is given a full due process hearing before the board, if expulsion is recommended</p>	<ul style="list-style-type: none"> <li>▪ Alternative Instruction</li> <li>▪ Suspension</li> <li>▪ Expulsion</li> <li>▪ Report behavior to law enforcement agencies as required by law</li> </ul>