



2021 – 2022

Estill County Public Schools

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Student Discipline Code  
of Acceptable Behavior &  
Discipline

with Individual School Supplement

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West Irvine Intermediate

# West Irvine Intermediate Student/Parent Handbook



*“Home of the Engineers”*

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Irvine, KY 40336  
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Principal: Charlotte Arvin  
Assistant Principal: Brooke Young  
Counselor: Renae Wainscott  
Family Resource Coordinator: Courtney Barnes

## **Vision/Mission Statement**

**Become a School of Excellence by providing high-quality education  
for all students in a safe and supportive environment**

We will achieve our vision by:

- Evidence of high-level teaching and learning
- All stakeholders are actively engaged in continuous improvement
- All stakeholders participate in respectful and responsible partnerships

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# WEST IRVINE INTERMEDIATE STUDENT HANDBOOK

Supplement to: Estill County Public Schools Student Discipline Code of Acceptable Behavior & Discipline

REVISED: 4 /14/2021

## SCHOOL HOURS

School hours are from **8:00 am to 3:15 pm**. Students should not arrive at school before 7:30 am. Supervision will not be provided for students who arrive before 7:30 am or remain later than 3:45 pm (unless a planned extracurricular activity). You will be required to enter the building to drop off or pick up after these times. Instruction begins at 8:00 am. Tardies will be issued for any student arriving at or later than 8:16 am or checking out at any time. ***Afternoon checkouts must be made before 2:30 pm due to afternoon dismissal and safety.*** The above procedures are designed for the safety and well-being of our students.

## SCHOOL BREAKFAST AND LUNCH

Breakfast will be served between **7:30 am through 8:00 am**. Lunch will be served according to your student's specific lunch schedule. All students in Estill County will receive free breakfast and lunch; however, please complete the required documents to ensure your student is eligible to receive free breakfast and lunch. **Breakfast and Lunch items in fast food bags and cups are not permitted, nor are sugary drinks, such as soft drinks, in any container.** Students may bring breakfast and/or lunch from home. Snacks and ala carte items are available for purchase at various prices. There will be no ala carte items charged ***with no exception***. Prices are subject to change. Family members that attend school meals are expected to adhere to these regulations.

## SCHOOL CANCELLATIONS

Severe weather or an emergency can necessitate the delay or cancellation of school. Whenever school is delayed, dismissed, or cancelled, an announcement will be made on local radio, TV stations, Estill County School's website and ONE CALL NOW telephone service.

## **What is an Engineer Day?**

Engineer Day is the term that we are using for NTI or non traditional instruction. The non traditional instruction plan is designed to encourage the continuation of academic instruction on days when school would otherwise be cancelled. This is the plan to deliver instruction to every student at West Irvine Intermediate, with the ultimate goal of continuing instruction. These days will count as instructional days for Estill County Schools.

All Engineer Days are considered instructional days therefore, all PK-12 students are required to participate. All schools will track and record student attendance in Infinite Campus on these days. Participation includes participating in Google Meetings AND submitting assignments by 3:30 for the day.

## **ATTENDANCE**

West Irvine Intermediate **expects all students to be in ATTENDANCE every day.** KY State Law KRS 159.010 places the responsibility of school attendance with the parents/guardians. Student achievement is directly related to school attendance. Per KRS 159.150, a student that is absent from school without a valid excuse for three (3) or more days, or tardy without a valid excuse for three (3) or more days is truant. Any student that has been reported as truant two (2) or more times is a habitual truant. Habitual truancy will be pursued by school and district personnel for appropriate actions. Failure to attend school, without submitting a written excused absence WILL result in educational neglect. Appropriate action within the school system and the ESTILL COUNTY DISTRICT COURT SYSTEM will be initiated upon negligence of this very important requirement.

Students will receive a score of "0" on classwork and tests completed for Unexcused absences. If a student turns in an excuse after the nine-weeks, the updated grade will be indicated on the next report card.

## **CHECK-OUT PROCEDURES**

Students should never leave the school grounds without permission from the principal. Students may only leave the school with a parent, guardian or a person listed on the "General Information Sheet." **No Exceptions.** Persons permitted to pick up a student should report to the front office with identification. **No check-outs will be permitted after 2:45** pm due to the safety of our students. Requests for early dismissals should be limited to emergency situations, or activities and obligations which cannot be fulfilled except during the school day.

## **TRANSPORTATION CHANGES**

Safety of all students is the top priority. If your student must have a change in their normal afternoon transportation mode you **MUST** send a **written note or phone the front office no later than 2:45 pm.** **No transportation changes will be made without permission from the parent/guardian.** When changes are made, please include all relevant information i.e. parent pick up or Round 1, who will be picking up your student, bus number, bus stop, new address and phone number. This is required for all students who are transported through drive-thru and bus riders. Remind your child that they will not be able to call home in order to make after school arrangements to visit a friend. **If your child will be going home with another student in our building, we will need a permission note from both students' families.**

Parents/guardians who do not consistently meet the bus to pick-up their student(s) will be reported to the District Public Personnel Director and Child Services. Emergencies do occur and will be addressed as needed.

## **PARENT DISMISSAL**

Any family that wishes to pick-up their child(ren) from school rather than participate in school transportation, must have a CarRiderPro car tag. If your child had a tag from either Estill Springs Elementary or West Irvine Intermediate the tag will work for 2019-20.

- child(ren) will have the same car tag from kindergarten to fifth grade; the tag will be active for both Estill Springs Elementary and West Irvine Intermediate
- one tag will be issued to a family (even if the family has a student at both schools)
- additional tags may be purchased for \$5.00
- replacement tags can be purchase for \$5.00 if a car tag is lost, stolen or damaged

Fifth Grade pick up time: 3:15

Fourth Grade or multiple grades pick up time: 3:30

Third Grade - pick up time: 3:45

Do not arrive at school prior to these times as the road becomes blocked. This creates a safety hazard for our school. If you arrive in the line before your child is ready for dismissal, you will be asked to go to the back of the line.

## **VISITORS**

**Parents are encouraged and always welcome to visit our school.** The visitor procedure is as follows: office personnel will maintain a sign-in log, visitors will sign in and identify their purpose. Visitors will be required to wear a visitor's pass provided by the office staff. Visitors will be required to sign- out in the office. Students are not allowed to bring visitors to school. Staff of West Irvine Intermediate will monitor visitor arrivals each day.

## **VOLUNTEERS**

Volunteers will follow the same procedures described for Visitors.

Any individual who wishes to attend school related activities (e.g. school lunches, holiday parties), does not have to complete confidentiality training.

Any individual who wishes to consistently and directly supervise students (e.g. field trips and daily volunteers) must complete an in-depth confidentiality training and background check.

***No one will be allowed to volunteer and/or work if they have not completed this training.***

## **EMERGENCY DRILLS**

Every precaution is taken to ensure the safety of our students at all times. Periodic drills such as fire, tornado, earthquake, bomb threat, shelter-in-place, and lockdowns are practiced as determined by state and district guidelines to ensure all students and staff will **LEARN and KNOW** all proper SAFETY procedures.

### **MEDICATION**

West Irvine Staff **will not** dispense prescription medication to students **unless** it has been prescribed by a physician and with written approval of the parent/guardian. Medication must be in the original prescription container which includes physician's name and directions for dispensing. Over the counter medications are required to be in original containers and also require written authorization from parent/guardian. Please note that over-the-counter medication cannot be given more than three (3) days in a row without doctor approval. Students are **NOT** allowed to bring medication to school in backpacks or on the school bus. Parent/guardian **MUST** bring all medications to school and sign them in to the office and complete required documentation. This includes emergency medications such as inhalers, epi-pens, diastat, etc. **NO ONE WILL BE EXEMPTED FROM THIS PROCEDURE AT ANY TIME.**

School health clinics also offer over-the-counter medications to be administered during the school day. Consent for School Health Services form must be completed and signed by a parent/guardian. These medications can only be administered by a nurse, when a nurse is available.

### **ACCIDENT INSURANCE**

Accident insurance is provided to all students during the time they are at school. This is provided by the board of education.

### **IMMUNIZATION CERTIFICATES**

Kentucky State Law KRS214.036 requires that before enrolling in middle school all students have a current immunization certificate and a sixth-grade physical on file with the school. Any student who does not have the necessary documents to comply with this requirement will be notified immediately and given adequate time to comply. If these requirements are not fulfilled forthwith, appropriate actions will be taken to insure compliance.

### **GRIEVANCE PROCEDURE**

The staff and administration of the Estill County Middle School realizes that situations will arise that will necessitate school contact. The school principal should be contacted to set up a conference of all involved parties if it is deemed necessary. If the matter is not resolved to the satisfaction of all involved, the principal will set up another meeting between said parties and the district Superintendent or other appropriate central office personnel. Appeal to a district committee established by the superintendent will be the final option after the aforementioned steps. This procedure has been established for students and parents.

\*The Estill County Board of Education does not discriminate on the basis of sex in the education programs or activities that it operates, and is required by Title IX of the Education Amendments of 1972 (p. 192 – 318) not to discriminate on the basis of handicap in treatment, admission to, access to, or employment in its programs or activities as required by the Rehabilitation Act of 1973 (P.L. 93-11) as amended, Section 504; nor does the Board of Education, discriminate on the basis of race, color, national origin, religion, creed, or marital status in the educational programs or activities it operates.

### **STUDENT PROGRESS**

Student progress reports will be sent home at mid-term. Report cards will be sent home after each nine week grading period. All progress will be reported **in standard/traditional scores.** Parents/Guardians can access the Parent Portal to get updates on student grades throughout the year.

### **FAMILY-SCHOOL COMMUNICATION**

All students will receive a Thursday folder (envelope) on the first day of school. The Family-School Communication folder is used for the duration of the school year. The purpose of the Family-School Communication folder is to increase student and parent/guardian communication about weekly classwork, school programs and updates. Parents/guardians should review the information and return necessary paperwork back to school, as needed. Parents should sign and return weekly to indicate that you have received the Family-School Communication folder.





Parent/guardians can choose to receive a weekly email including a copy of the documents sent home in each week's Family-School Communication folders. Parent/guardians can choose to receive this email anytime throughout the school year. Parent/guardians can submit their email address to the Family Resource Center.



## WII Family Communication Plan

At West Irvine Intermediate, we know that we can only be as good as our partnership with our students' families. To promote healthy partnerships, we want to share our communication plan.

This plan will be used to share information needed by families to be an active part of our school community. This plan should increase two-way communication between school and home.

	<p>1. <b>Class Dojo</b>  <b>School Responsibility:</b> Dojo will be our first method of communication with families. We will use this for school announcements and updates.  <b>Family Responsibility:</b> Download and use this APP.</p> <p>This is our first choice because the APP supports two-way communication between home and school through messaging.</p>
	<p>2. <b>OneCall Now</b>  <b>School Responsibility:</b> OneCall will be our second method of communication with families. We will use this for school announcements and updates.  <b>Family Responsibility:</b> Keep your phone number up-to-date with the school office. Listen to the announcements and updates.</p> <p>This is our second choice because calls are usually delivered after school hours. Families must call or email school the next day for clarifications.</p>
	<p>3. <b>Facebook (can be accessed at school website)</b>  <b>School Responsibility:</b> FB will be our third choice of communication with families. We will use this for school announcements and updates. We will also share celebrations and pictures.  <b>Family Responsibility:</b> If you have an account, "like" our school FB page and check often for updates. If you do not have a FB account, check our school webpage often. You can also see FB posts on our school webpage.  <a href="https://www.estill.k12.ky.us/3/Home">https://www.estill.k12.ky.us/3/Home</a></p> <p>This is our third choice because access for two-way communication is limited and not all families have an account.</p>
	<p>4. <b>Email</b>  <b>School Responsibility:</b> Email will be our fourth choice of communication. We will use this for weekly school announcements and updates, mostly on Thursday.</p> <p><b>Family Responsibility:</b> Send your email address to Family Resource (<a href="mailto:courtney.barnes@estill.kyschools.us">courtney.barnes@estill.kyschools.us</a>) and keep it updated. Check your email often.</p> <p>This is our fourth choice because we currently do not have email addresses for the majority of our families. Email does increase two-way communication.</p>

### **DRESS CODE**

All students are expected to maintain the highest possible standards of personal hygiene. This includes personal cleanliness, as well as wearing clean clothing.

Appropriate shoes must be worn at all times.

No students will be allowed to wear clothing or jewelry which displays suggestive slang or advertising (alcohol, drugs), or inappropriate language.

### **ELECTRONIC DEVICES**

In order to create a positive learning environment for all students, any personal electronic devices may not be used for personal use on campus until 3:30 p.m. With the exception of using personal devices during school hours as directed by the classroom teacher. If students are not using the device for learning purposes the device must be put away. If a student does not follow the classroom rules and procedures that are in place, it may be confiscated and held until a parent comes to school to get it.

At Will we understand that many parents choose to have their students carry a cell phone for communication purposes in the event of emergencies or changes in plans. However, in order to not disrupt the school day any student bringing a cell phone to school must keep it turned off and out of sight during school hours unless using the device for educational purposes set by the teacher. If a student is seen with a cell phone when they are not to be using the device for educational purposes they will be given a reminder of the school policy, and/or it may be taken away and kept in the office until the end of the day or until a parent/guardian of the student comes to school to pick it up.

During school hours, if a parent/guardian needs to get a message to their student, they are welcome to call the office at 606-723-4800 or send a Dojo message to the teacher and the message will be delivered to the student as soon as possible and in a manner that will not disrupt learning. Students are permitted to use their cell phones after dismissal at 3:30 p.m.

### **PROOF OF TEACHER CERTIFICATION**

Parents may request qualifications of their child's teacher anytime. Please contact the Principal for more information. Certification can also be obtained at:

<https://wd.kyepsb.net/EPSB.WebApps/KECI/>

### **HOMELESS**

West Irvine Intermediate supports the mission of the Kentucky Department of Education's Homeless Education Program to be a supporter and nurturer of homeless children and youth; to help them achieve education success; and to prepare them for the challenges of adult life.

The school/district plan to identify students who are homeless may be requested anytime from the Family Resource Center.

### **FAMILY RESOURCE CENTER**

The mission of the West Irvine Intermediate Family Resource Center is to enhance students' ability to succeed in school by developing and sustaining partnerships that promote:

- Early learning and successful transition to school:
- Academic achievement and well-being; and
- Graduation and transition into adult life.

The West Irvine Intermediate Family Resource Center is open from 8:00 a.m. – 3:15 p.m.; Monday – Friday. Please call (606) 723-7733 to speak to FRC Coordinator, or to receive more information about services and resources available to West Irvine Intermediate families.

### **CHILD ABUSE TOLL-FREE HOTLINE**

If you're concerned that your child or another child has been abused, seek help immediately. If the child needs immediate medical attention, call 911 or your local emergency number.

Depending on the situation, contact the child's doctor, a local child protective agency, the police department or a 24-hour local abuse hotline. The National Child Abuse Hotline's number is 800-752-6200. If you need to report a situation outside of normal business hours, please phone the after-hours line at 877-597-2331.

### **FAMILY/SCHOOL COMPACT**

#### **FAMILY/GUARDIAN**

I want my student to achieve and be successful, therefore I will encourage my student by doing the following:

- Make sure my student attends school regularly, is on time and is prepared to learn with work complete
- Set aside a time to review school work on a regular basis
- Provide a positive place for study
- Encourage my student's efforts and be available for questions
- Stay interested and aware of what my student is learning
- Read with my student regularly
- Communicate frequently with my student's teacher through notes, emails, or conferences about my student's progress
- Sign reports and respond when student's teacher requests, such as the Thursday folder, homework assignments, planners, reading logs, practice test, behavior reports, assessments, report cards, permission slips, etc.

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Guardian Signature

Date

## **STUDENT**

It is important that I work to the best of my ability; therefore I will strive and do my best to do the following:

- I will attend school unless I am sick or have an excuse according to the Attendance Policy
- Work and learn in a cooperative manner with my classmates and school staff
- Ask questions when I need help
- Read on a daily basis
- Show respect for myself and others
- Make responsible choices
- Be honest
- Be prepared to learn every day
- Do my best

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Student Signature

Date

## **TEACHER**

It is important that students achieve and are successful; therefore, I will strive and do my best to do the following:

- Provide clear directions in writing for homework assignments so families may assist their student if needed
- Encourage students and families by communicating consistently about their student's progress
- Contact families regularly regarding positive actions about their student's behavior
- Consistently give students positive feedback on a regular basis
- Hold a minimum of two (2) family-teacher conferences per year
- Provide rigorous instruction for all students in a supportive, safe and positive environment
- Provide varied learning opportunities (differentiation) for all students
- Engage all students at all times
- Have high expectations for all students, thus believing all students can learn at high levels
- Make myself accessible to families and encourage them to volunteer in the school
- Be honest with students and families concerning progress
- Do my best to move each student to the next level of learning
- Be prepared to teach students each day
- Make responsible choices when planning for instruction
- Be respectful to myself and others at all times
- Promote excellence of our school
- Be positive, productive and patient

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Teacher Signature

Date

**PRINCIPAL**

I support this compact for family involvement; therefore I will strive and do my best to do the following:

- Provide an environment for learning which is safe, positive, productive and promotional for students, staff and families
- Provide a welcoming atmosphere for all students, staff, families and the community
- Involve all families in the education of their student
- Allocate and support resources to ensure a rigorous curriculum is taught in all classrooms
- Assist teachers in being life-long learners and provide on-going high quality professional development on a consistent basis
- Encourage and allow opportunities for teachers to communicate with families concerning their student’s progress
- Host a “welcome back to school” event before school begins in order for families to have the opportunity to meet their student’s teacher for the new school year
- Allow the opportunity for transitional grades to attend an orientation meeting to learn more about the new school and staff
- Be visible throughout the school to students, staff and families
- Monitor assessments and progress consistently and offer feedback
- Review classroom and school-wide behavior plans and ensure a printed copy is sent home
- Provide the opportunity and facilities for monthly PTO meetings
- Coordinate with Family Resource Center (FRC) Coordinator in providing families and students the opportunity to have all barriers removed to ensure more learning will occur
- Be honest with all students, staff and families
- Do my best to assist and guide all staff to move all students to the next level
- Organize my time and materials to ensure more time to assist staff with student learning
- Go for responsible choices when determining what is best for students
- Show respect for myself and others at all times

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Principal Signature

Date

## **DISCIPLINE**

Rules and procedures are posted in all areas of the building to support and promote appropriate behavior. Student behavior which disrupts the educational process, whether on school property or school-sponsored events and activities will not be tolerated. Such behavior shall subject the student to appropriate disciplinary action. Behavior which disrupts the educational process shall include, but not limited to:

- Conduct which threatens the health, safety, or welfare to self and/or others
- Conduct which is non-compliant with school authority
- Conduct which may damage public or private property, including the property of students and staff
- Conduct which interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional activities
- Conduct which disrupts the delivery of instructional services or interferes with the orderly administration of the school-related activities or operations.
- Illegal activity (i.e., bringing a weapon, alcohol, etc. on school grounds).

Note: Continued non-compliance of this discipline requirement could result in a student's loss of privileges (i.e. rewards, field trips, etc...) or suspension from school. The amount of time is dependent upon the specific offense.

Discipline Chart	Violation	Teacher Imposed Consequence	Conference	After-School Detention *	In-School Suspension	Saturday School	Short Term School/Bus Suspension	Long Term School/Bus Suspension	Expulsion or Bus Suspension for the Year	Law Enforcement
Abuse of Teacher	Verbal Abuse	X	X	X	X	X	X	X	X	X
Academic Dishonesty	Cheating	X	X	X	X	X	X			
Aggressive Behavior toward staff or student	Threatening or Verbal Abuse				X	X	X	X	X	X
Bullying or Cyberbullying	Bullying	X	X	X	X	X	X	X	X	X
Bus Rules Violation		X	X	X	X		X	X	X	X
Defiance of Authority	Disrespectful	X	X	X	X	X	X	X	X	X
Disorderly Conduct		X	X	X	X	X	X	X	X	X
Disrespect of School Employee	Disrespectful	X	X	X	X	X	X	X	X	X
Fighting	Fighting						X	X	X	X
Non-compliance with Classroom/School Rules	Failure to follow Staff	X	X	X	X	X				
Profanity or Vulgarity	Profanity	X	X	X	X	X	X	X	X	X
Theft, Stealing or Possession of Stolen Property	Stealing				X	X	X	X	X	X
Threat to others or property or Intimidation	Threat				X	X	X	X	X	X
Vandalism	Vandalism			X	X	X	X	X	X	X

For the full chart see the: Estill County Public Schools Student Discipline Code of Acceptable Behavior & Discipline

**\* Parents/Guardians must provide transportation for After-school Detention**

## **POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS SYSTEM)**

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework for improving and integrating all of the data, systems, and practices affecting student outcomes every day. It is a way to support everyone – especially students with disabilities – to create the kinds of schools where all students are successful.

PBIS isn't a curriculum you purchase or something you learn during a one-day professional development training. It is a commitment to addressing student behavior through systems change. When it's implemented well, students achieve improved social and academic outcomes, schools experience reduced exclusionary discipline practices, and school personnel feel more effective. (<https://www.pbis.org/pbis/getting-started>)

### **SYSTEM:**

Expectations:

R - Respectful

R- Responsible

S- Safe

### **Data**

The expectations are explicitly modeled by teachers and practiced with students during the first few days of school. The expectations are referred to often throughout the year to reteach appropriate behaviors and redirect misbehaviors.

Behavior data is collected from Referrals and is entered into 'School-Wide Information System' (SWIS).

The PBIS system is monitored and revised by the PBIS/Growth Team at West Irvine Intermediate.

### **Focus Practices at West Irvine Intermediate**

- Refer to the Expectations often
- 4:1 Ratio of Interactions (4 Positive, specific praise to 1 Redirect)
- Active supervision
- Opportunities to Respond (during class instruction)

## Communicating with Families

Class Dojo will be used to record classroom behaviors and communicate with families. If families can not access Dojo, information will be shared through the Family-School Communication folder or a means agreed upon by family and teacher.

## Behavior Matrix

West Irvine Intermediate  
Behavior Matrix

		<i>Hallway</i>	<i>Cafeteria</i>	<i>Bathroom</i>	<i>Gym</i>	<i>Library</i>	<i>Classroom</i>	<i>Recess</i>
<b>R</b>	Responsible	<ul style="list-style-type: none"> <li>Walk at all times</li> <li>Stay in a straight line</li> </ul>	<ul style="list-style-type: none"> <li>Stay in a single file line</li> <li>When finished, empty your tray</li> </ul>	<ul style="list-style-type: none"> <li>Be quick, quiet, and clean</li> </ul>	<ul style="list-style-type: none"> <li>Use gym materials only as instructed by the teacher</li> <li>Have tennis shoes on gym day</li> </ul>	<ul style="list-style-type: none"> <li>Listen to the teacher</li> <li>Put books in the book drop off</li> <li>Remember to bring books on library day</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared with paper, pencil, and any supplies needed</li> <li>Turn in anything to the teacher that is not yours</li> </ul>	<ul style="list-style-type: none"> <li>Take care of equipment</li> <li>Stay in the boundaries teachers have set</li> </ul>
<b>R</b>	Respectful	<ul style="list-style-type: none"> <li>Voice level = 0</li> </ul>	<ul style="list-style-type: none"> <li>Stay seated</li> <li>Voice level = 2</li> <li>Say please and thank you</li> </ul>	<ul style="list-style-type: none"> <li>Use bathroom appropriately</li> <li>Wash your hands with soap and water</li> <li>Voice level = 1</li> </ul>	<ul style="list-style-type: none"> <li>Voice level= 0 when teacher is talking</li> <li>Voice level= 2 when playing</li> </ul>	<ul style="list-style-type: none"> <li>Be kind</li> <li>Think of others</li> <li>Voice level= 1</li> </ul>	<ul style="list-style-type: none"> <li>Use correct voice level depending on activity</li> <li>Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Gentle play</li> <li>Include others</li> </ul>
<b>S</b>	Safe	<ul style="list-style-type: none"> <li>Keep your hands, feet and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Use good manners</li> <li>Report problems: sink/toilet</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment correctly</li> <li>Take turns</li> <li>Include others</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hands to yourself</li> <li>Walking feet</li> <li>Keep chair flat on ground</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Take turns</li> <li>Keep hands out of mulch and rocks</li> </ul>



Office Referral

**Minor Discipline Incidents**

- Lying
- Disrespect toward adults
- Unprepared for class
- Horseplay
- Provoking
- Chronic failure to follow directions

**Major Discipline Incidents**

- Bus referral
- Leaving class/building without permission
- Aggression toward others/self
- Disruption
- Skipping class
- Fighting
- Inappropriate language (including sexual)
- Physical/Verbal/Sexual/Racial/Threat Harassment
- Possession of tobacco, weapons, or other contraband

**2020-21 West Irvine Intermediate PBIS Behavior Management System**

<p><b>Step 1: Positive Correction Reinforcement</b></p> <ul style="list-style-type: none"> <li>• Praise (nearby student for positive behavior)</li> <li>• Non-verbal cues (Eye contact, head shaking, eyebrow raise)</li> <li>• Proximity</li> </ul> <p>Date/Time: _____</p> <p><b>Step 2: Positive Student Communication</b></p> <ul style="list-style-type: none"> <li>• Appropriate proximity (private not public)</li> <li>• Pause before giving directions</li> <li>• Speak in calm and neutral tones</li> <li>• Student redirection (explicit, quick reminders, restate expectations)</li> <li>• 4:1 Ration (positives vs. negatives)</li> </ul> <p>Date/Time: _____</p> <p><b>Step 3: Positive Parent Communication</b></p> <ul style="list-style-type: none"> <li>• Positive comments first</li> <li>• List of key point (explicit)</li> <li>• Calm neutral tone</li> <li>• Clear-cut goal of improvement</li> </ul> <p>Date/Time: _____</p> <p><b>Step 4: After-school Detention</b></p> <p>Date/Time: _____</p> <p><b>Step 5: Office Referral (Complete the reverse side of this document)</b></p> <p>Date/Time: _____</p>	<p align="center"><u>Student Behavior</u></p>
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**STUDENT DISCIPLINE REPORT**  
**West Irvine Intermediate**  
 155 Riverview Road, Irvine, KY 40336  
 Phone: 606-723-4800 Fax 606-723-5350

Principal: Charlotte Arvin  
[charlotte.arvin@estill.kyschools.us](mailto:charlotte.arvin@estill.kyschools.us)  
 Assistant Principal: Brooke Young  
[brooke.young@estill.kyschools.us](mailto:brooke.young@estill.kyschools.us)  
 Counselor: Renae Wainscott  
[renae.wainscott@estill.kyschools.us](mailto:renae.wainscott@estill.kyschools.us)

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Referring Staff: \_\_\_\_\_ Location: \_\_\_\_\_ IEP/504 \_\_\_\_\_

Teacher's Description of Incident: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Problem Behavior Check One	Possible Motivation Check One
<input type="checkbox"/> Bus referral <input type="checkbox"/> Leaving class/building without permission <input type="checkbox"/> Aggression toward self/others/property <input type="checkbox"/> Disruption <input type="checkbox"/> Skipping class <input type="checkbox"/> Fighting <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Physical/Verbal/Sexual/Racial Threat <input type="checkbox"/> Harassment <input type="checkbox"/> Possession of tobacco, drugs, weapons, or other contraband <input type="checkbox"/> Repeated Minor: _____	<input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Avoid peers <input type="checkbox"/> Avoid adults <input type="checkbox"/> Avoid task/activity <input type="checkbox"/> Unknown <input type="checkbox"/> Other: _____

Administrative Notes: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Administrative Decision	Due Process	PBIS Expectations
<input type="checkbox"/> Loss of privilege <input type="checkbox"/> Time in office <input type="checkbox"/> Conference with student <input type="checkbox"/> Parent contact/conference <input type="checkbox"/> In-school suspension _____ <input type="checkbox"/> After-school detention _____ <input type="checkbox"/> Out of school suspension <input type="checkbox"/> Referred to counselor <input type="checkbox"/> Individualized instruction <input type="checkbox"/> Expulsion	<input type="checkbox"/> Student was given oral or written notice of charges <input type="checkbox"/> Student was given an explanation of evidence <input type="checkbox"/> Student was given opportunity to admit or deny guilt <input type="checkbox"/> Parent was notified <input type="checkbox"/> Parent was sent a copy of the referral	<input type="checkbox"/> Respectful <input type="checkbox"/> Responsible <input type="checkbox"/> Safe

Principal's signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_