

## Extended Classroom Placement Guidelines

1. After appropriate documentation, teachers may refer a student to the Principal or Assistant Principal for appropriate disciplinary action. Teachers should complete the Greene County School disciplinary referral form and present this to the Principal or Assistant Principal for appropriate disciplinary action.
2. Students may be assigned to the Extended Classroom for a designated amount of time by the school administrator. The time served should be commensurate with the offense. Students should not be referred to Extended Classroom for Level I offenses. Maximum time spent in Extended Classroom should be three days per offense. Other options should be utilized.
3. A completed assignment sheet must be sent daily to the Extended Classroom area. Since there are no breaks, assignments must be extensive enough to keep the student working all day. The teacher will indicate on the sheet if special instructions are to be followed. The teacher will make certain that all materials needed are sent, including paper, pencil, and textbooks.  
Teachers must check on the student's progress periodically.
4. Students should be sent to the Extended Classroom at the beginning of the school day. They may eat breakfast and stay on bus duty in a designated area. Students will not be allowed to attend any outside activities or classes. Lunch will be brought to the student. Completed assignments will be returned to the regular classroom teacher.
5. If misbehavior occurs while in the Extended Classroom area, the student may have days added or be suspended from school.
6. Once the student returns to class, his/her behavior will be closely monitored. If behavior does not improve, the student should be referred to the Extended Classroom for a longer stay or other alternatives used.
7. Special education students must be provided direct services and related services as stated on their Individual Education Program (IEP).
8. The Parental Contact Form should be sent home and signed when the student comes to Extended Classroom. If possible, parents will be contacted when a student is placed in Extended Classroom.