



Engage 360° – Extended Learning Program

PROGRAM CLOSING PROCEDURES

| Action Steps | Timeline | Responsibility |
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| <p>The following procedures will ensure the school site is secure and ready for the next day.</p> <p><u>Classrooms</u> Prior to leaving for Program Dismissal, Instructional Providers take the following steps to prepare the classroom for the next day of instruction:</p> <ul style="list-style-type: none"> • Make sure students clean up their immediate area (desk and floor) <ul style="list-style-type: none"> ○ All trash in the trashcans • Rearrange furniture to the classroom’s original set up if any furniture was moved • Take all of their Engage 360° materials with them prior to leaving the classroom • Check the condition of the room prior to Dismissal to note if there are any issues (e.g., broken furniture) and inform the Site Coordinator • Close the classroom door and make sure it is locked <p><u>Dismissal</u> Site Coordinators ensure students are released to their Parent/Guardian at a common dismissal location (See Dismissal Procedures for further information).</p> <ul style="list-style-type: none"> • Students keep their immediate area at Dismissal clean <p><u>Communication Forms</u> Receive, process, follow up on, and distribute communication forms. Refer to specific form procedures for further information.</p> <ul style="list-style-type: none"> • Homework Communication Form • Classroom Communication Form • Behavior Notification Form <p><u>Leaving the Site</u> Prior to leaving the site, the Site Coordinator must:</p> <ul style="list-style-type: none"> • Lock up the Multipurpose room if used for Dismissal • Contact the Lead Night Custodian to inform them that they are leaving and Program is done <ul style="list-style-type: none"> ○ If there is no Lead Night Custodian at your site, lock up all access doors and gates, call School Police (714) 558-5535, and let them know that you are the last one on campus and are leaving. | <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> | <p>Instructional Provider Students Instructional Provider</p> <p>Site Coordinator Students</p> <p>Site Coordinator</p> <p>Site Coordinator</p> |