



EXTENDED LEARNING PROGRAMS

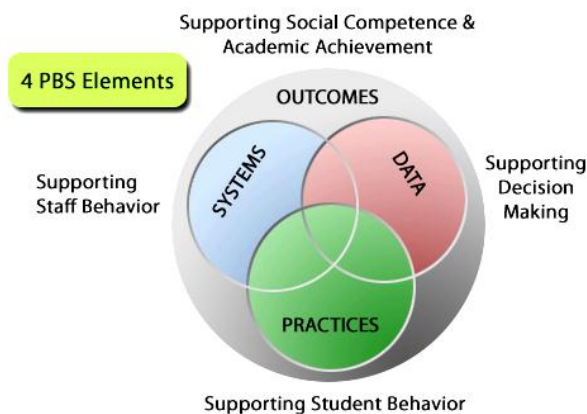
ENGAGE 360° PROGRESSIVE BEHAVIORAL PLAN



PBIS - POSITIVE BEHAVIORAL INTERVENTIONS

PBIS at Engage 360° After School Programs are designed to produce effective systems, which would generate positive attitudes, caring relationships, school spirit, strong work ethics, and a healthy learning community. In order to achieve this, the PBIS focuses on the following:

- **Outcomes:** academic and behavior targets that are endorsed and emphasized by students, families, and educators. (What is important to each particular learning community?)
- **Practices:** interventions and strategies that are evidence based. (How will you reach the goals?)
- **Data:** information that is used to identify status, need for change, and effects of interventions. (What data will you use to support your success or barriers?)
- **Systems:** supports that are needed to enable the accurate and durable implementation of the practices of PBIS. (What durable systems can be implemented in the classroom and school wide that will sustain this over the long haul?)



STUDENT CONDUCT & RESPONSIBILITY

In order to ensure a safe and orderly environment, all students are subject to the Engage 360° progressive discipline policy and Education Code 48900. As a condition of enrollment in SAUSD's Engage 360° After School Programs, all students and their parents have signed a Parent-Student Agreement Form. The Extended Learning Programs is committed to enforcing the responsibility of every student to conduct himself or herself in accordance with those policies. As a student and parent/guardian interacts with staff members, teachers, counselors, assistant principals, or the principal on discipline matters, measures will be clearly communicated to the student and the parents or guardians. This progressive discipline policy is a cumulative process extending over the entire year. The California Education Code governs all public schools in California. Section 48900 of the Education Code states that pupils are subject to the jurisdiction of school rules:

1. While on school grounds
2. While coming to or going from school
3. During the lunch period, whether on or off the campus
4. During, or while going to or coming from, a school-sponsored activity

The following infractions warrant immediate removal from program, suspension, referral to a Pupil Placement Committee, or expulsion: injury to persons; damage or theft of private or school property; possession or sale of

firearms, knives, explosives or other dangerous objects or look-alike weapons; possession, use or sale of alcohol, any controlled substance or drug paraphernalia; sexual harassment, assault or battery; harassment; intimidation or threatening of a witness in a school disciplinary proceeding.

Standards of Appearance

The purpose of the Santa Ana Unified School District's Dress Code Policy is to create an atmosphere where students can focus on the tasks related to being a high school student. It is expected that students' clothing and personal hygiene create a scholarly and safe environment where all students can be successful. Students' clothing should not be a distraction to school activities, create a hazard to the safety of others and/or become a disruption to the educational program. All students are required to adhere to the Dress Code Policy on a daily basis. An administrator will make the final determination of student's dress code infraction.

Monitoring of Student Expectations

In a collaborative effort, the staff of Engage 360° will monitor and re-teach student expectations throughout the year. This effort will be accomplished through:

- Site Coordinator classroom walkthroughs during Instructional Provider and Community Provider rotation periods
- Site Coordinator supervision during check-in times, rotation transition periods, snack time, and release times
- School wide student expectations assemblies presented by Site Coordinator and Instructional Providers
- Instructional Provider supervision during check-in times, rotation transition periods, snack time, and release times
- Engage 360° Staff and Community Provider meet-and-greet upon student entrance
- Engage 360° Staff and Community Provider implementation of classroom PBIS matrix
- Engage 360° Staff and Community Provider redirection of students and reminder of school wide expectations
- Implementation of behavior/academic interventions when needed

CLASSROOM MATRIX

A safe, quality learning environment is essential for student success. Students are expected to maintain this successful learning environment by following school wide and classroom expectations.

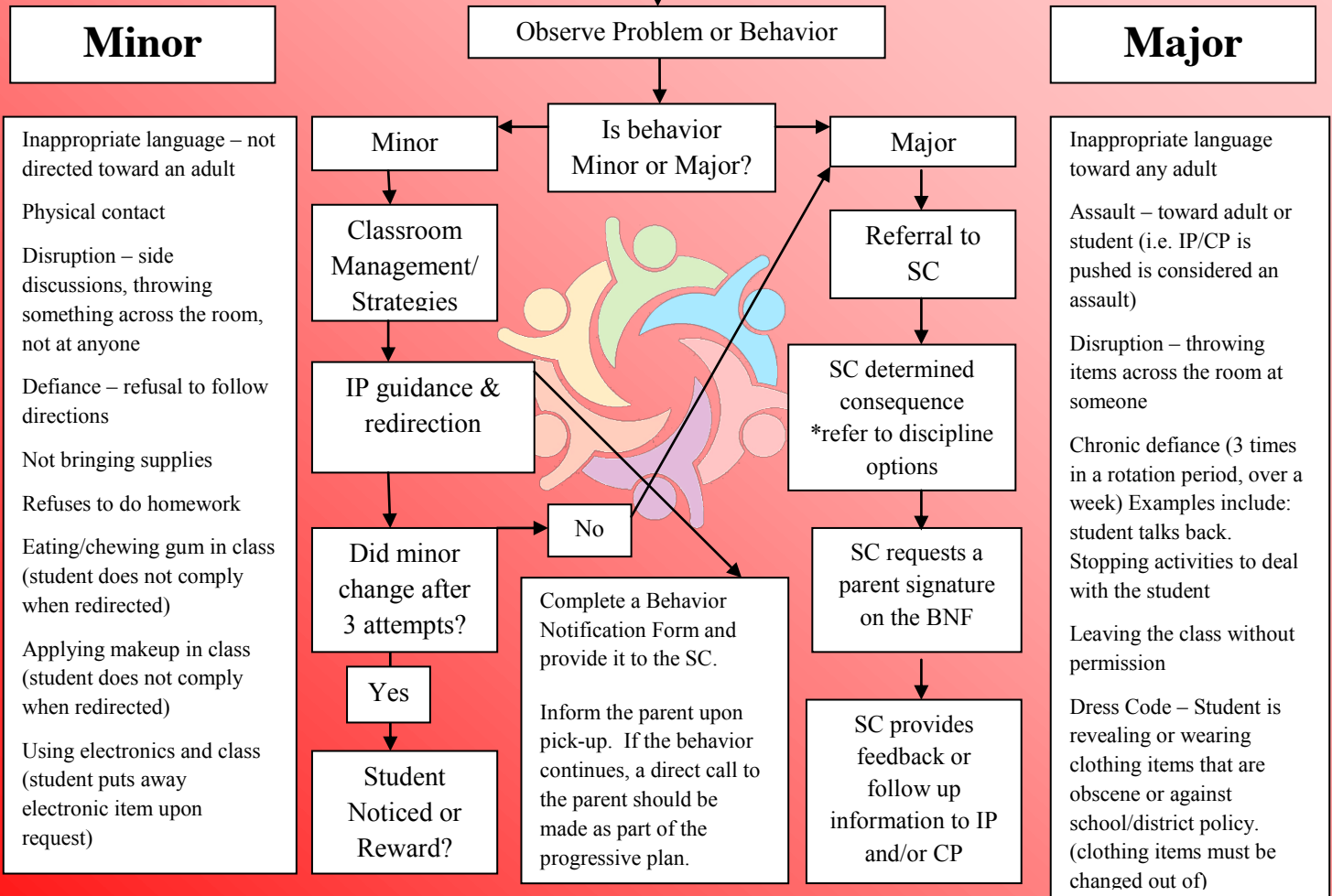
Engage 360° staff will develop a matrix with student input, within the first two weeks of school. Engage 360° staff will model and practice their classroom expectations with students.

School wide expectations will be communicated to students through:

- Instructional Provider
- Community Provider
- PBIS Motivational Assemblies
- Snack Rotation Announcements
- Individualized Student Conferences
- Parent/Student Conferences

Instructional Provider Discipline Options

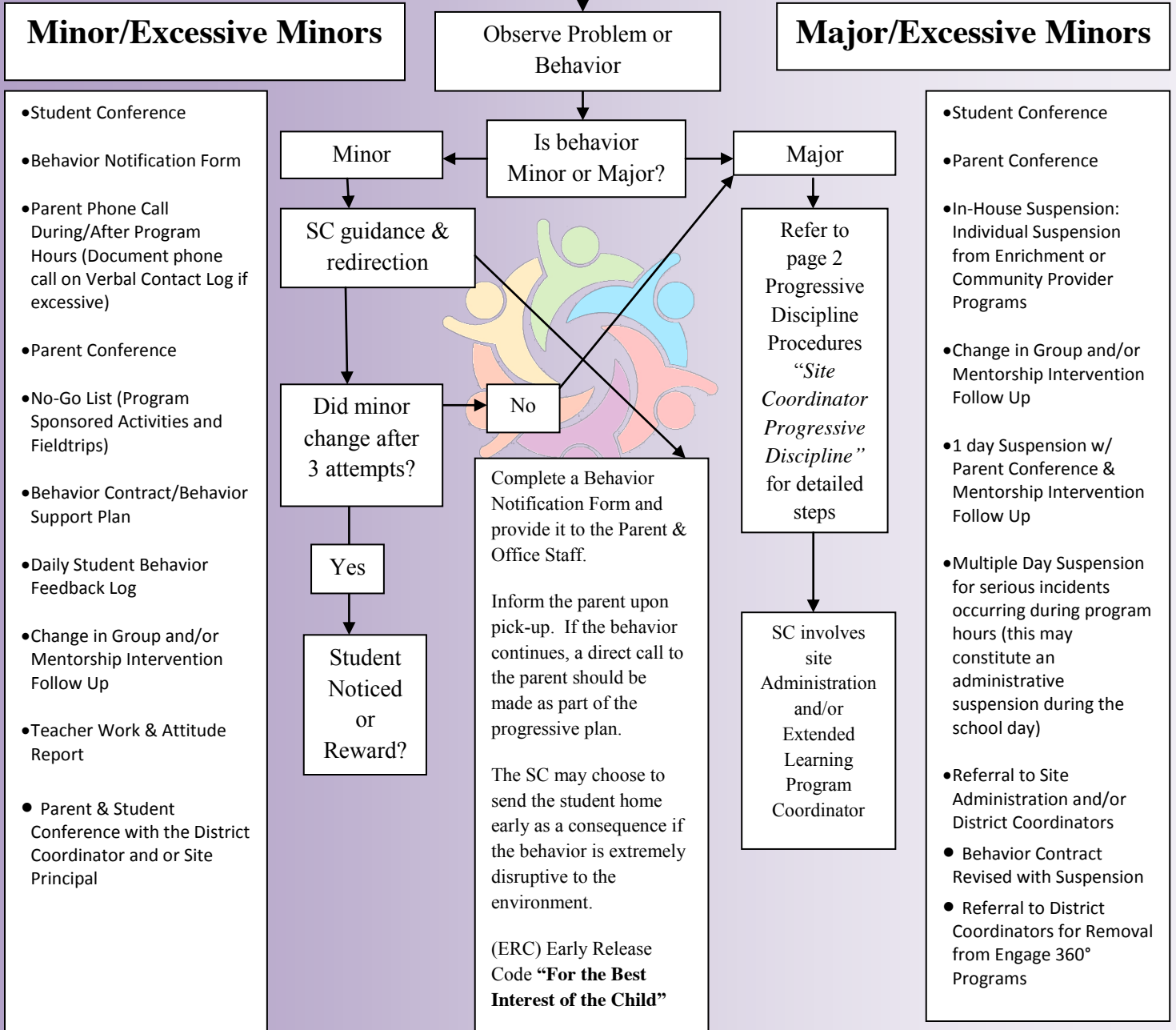
“Effective and engaging student activities diminish behavior problems”



**Additional Site Coordinator Discipline Options
continue on the next page**

Site Coordinator Discipline Options

“Effective and engaging student activities diminish behavior problems”



Instructional Provider Progressive Discipline

Student consequences will depend upon the nature of the behavior issue as well as the student's history.

*****The sub-topics listed below target the most frequently occurred. For any other incidents, Instructional Providers are to respond appropriately and redirect students to the desired behavior. When in doubt, Instructional Providers are to consult with their Site Coordinator to determine the next appropriate strategies and or steps. Refer to the Progressive Discipline Procedures in the Staff Operations and Policies Handbook.***

Class/Enrichment Disruption/Defiance/Disrespect

*****This system may vary in steps as it depends on the behavioral card chart being implemented.***

- 1st offense:* Instructional Provider/Community Provider redirects behavior (possible strategies: warning, problem solve with student, conference with student, proximity, etc.).
- 2nd offense:* Seat change & redirect student
- 3rd offense:* parent contact Behavior Notification Form
- 4th offense:* Major – Call Site Coordinator for support. Site Coordinator will obtain facts related to the incident, assign appropriate progressive consequences, and provide adequate intervention in order to help prevent future incidents. Parent contacted.
- 5th offense:* Major - Call Site Coordinator for support. Site Coordinator will obtain facts related to the incident, assign appropriate progressive consequences, and provide adequate intervention in order to help prevent future incidents. Parent contacted.

Not Bringing School Supplies

- 1st offense:* Instructional Provider redirects behavior, provide loaner school supplies and will find a solution for homework compliance. Homework Communication Form filled out for the parent and teacher.
- 2nd offense:* IP redirects behavior, provide loaner school supplies, and fill out a Homework Communication Form to the parent and teacher. Parent phone call.
- 3rd offense:* IP redirects behavior, provide loaner school supplies, live contact with parent (if parent doesn't answer three attempts recorded) and write a Behavior Notification Form and turn into Site Coordinator. Site Coordinator will provide a copy to the teacher, administrator/counselor
- 4th offense:* Major – Call Site Coordinator. Site Coordinator will obtain facts related to the incident, assign appropriate consequences, and provide adequate intervention in order to help prevent future incidents. Site Coordinator will call parents and provide copies of the Behavioral Notification Form and/or Homework Communication Form to the teacher, administration/counselor.
- 5th offense:* Major – Call Site Coordinator. Site Coordinator will obtain facts related to the incident, assign appropriate consequences, and provide adequate intervention in order to help prevent future incidents. Site Coordinator will call parents and provide copies of the Behavioral Notification Form and/or Homework Communication Form to the teacher, administration/counselor.

Refusal to Complete Homework

- 1st offense:* Instructional Provider redirects behavior (possible strategies: warning, problem solve with student, conference with student, proximity, etc.).
- 2nd offense:* Instructional Provider redirects behavior and parent contact (voice mail ok).
- 3rd offense:* Fun activity may be taken away and live parent contact. Write a Behavior Notification Form. Site Coordinator will provide the teacher a copy.
- 4th offense:* Major – Call Site Coordinator. Site Coordinator will obtain facts related to the incident, assign appropriate consequences, and provide adequate intervention in order to help prevent future incidents. Site Coordinator will provide the teacher and/or counselor a copy.

5th offense: Major - Call Site Coordinator. Site Coordinator will obtain facts related to the incident, assign appropriate consequences, and provide adequate intervention in order to help prevent future incidents. Site Coordinator will provide the teacher and/or counselor a copy

General profanity

1st offense IP/CP redirect behavior (possible strategies: warning, problem solve with student, conference with student, proximity, prompts, model appropriate response, etc.).

2nd offense IP/CP redirects behavior, contact parent (Voice mail ok)

3rd offense IP/CP redirects behavior, Behavior Notification Form and parent contact.

4th offense: IP/CP redirects behavior, Behavior Notification Form. Site Coordinator will follow up with progressive consequences (such as suspension from activities, community service) and a parent contact.

5th offense: IP/CP redirects behavior, Behavior Notification Form. Site Coordinator will follow up with progressive consequences (such as suspension from activities, community service) and a parent contact.

Profanity directed towards staff

1st offense Major - Call Site Coordinator. Site Coordinator will obtain facts related to the incident, assign appropriate consequences, and provide adequate intervention in order to help prevent future incidents. Site Coordinator may change the student's rotation schedule for the day and provide the teacher and/or counselor a copy of the Behavior Notification Form. Parent Contact.

2nd offense: Site Coordinator must be called and the student will be placed on a behavior contract and may be issued a 1 day suspension from program.

3rd offense: Site Coordinator must be called and the Site Coordinator may issue a 2 suspension. Parent conference must be held on the day of the incident. Site Coordinator provides copies of Behavior Notification Forms to site administration and teacher.

4th offense: Site Coordinator must be called. Student is to be suspended for 5 days pending the request for program removal.

Site Coordinator Level of Progressive Discipline Options

(In addition to assigning student consequences, refer to page 2 of the Progressive Discipline Procedures for effective communication and intervention practices).

Student consequences will depend upon the nature of the behavior issue as well as the student's history

- Student Conference
- Parent Conference
- No-Go List (Program Sponsored Activities and Fieldtrips)
- Behavior Contract/Behavior Support Plan
- In-House Suspension: Individual Suspension from Enrichment or Community Provider Programs
- Change in Group and/or Mentorship Intervention Follow Up
- 1 day Suspension w/ Parent Conference & Mentorship Intervention Follow Up
- Multiple Day Suspension for serious incidents occurring during program hours (this may constitute an administrative suspension during the school day)
- Referral to Site Administration and/or District Coordinators
- Daily Student Behavior Feedback Log
- Teacher Work & Attitude Report
- Parent & Student Conference with the District Coordinator and or Site Principal
- Behavior Contract Revised with Suspension
- Referral to District Coordinators for Removal from Engage 360° Programs - Refer to "Referral for Student Removal Procedures" or "Referral for Immediate Dismissal Procedures".

In order to increase positive student behavior and reinforce the student conduct and attendance expectations, site coordinators will be out during transition periods, snack times, and CATCH times to monitor student expectations and program quality. Engage 360°'s administrative team will work to support student behavior and attendance in all necessary ways.

Site Coordinator Communication Process

- Behavioral Notification Forms: Copies with Site Coordinator progressive steps returned to IPs/CPs within 48 hours. Copies will also be provided to site administration and teachers.
- Suspension & In-House: IPs/CPs of the suspended student will be contacted. Teachers and administration will also be informed.

Student Behavior Documentation Process

- Violations are recorded on Behavior Notification Forms and filed in the student's file.
- Verbal Contact Forms are put in place for students that show patterns of non-compliance or conduct that interrupts activities or the safety of the program.

DISCIPLINE TERMINOLOGY

Behavior Contract

- Tracked every 6 weeks by the Site Coordinator
- Students are referred to site administration and district coordinators if they fail to show improved behavior within the 2nd revised contract

“No-Go” Policy

Any student who has not fulfilled required detentions, Saturday School attendance or other disciplinary actions may lose the privilege of attending school-sponsored activities. Students may be excluded from participating in:

- Attending fieldtrips (Fieldtrip supervisor is to enforce this)
- Athletic games
- Athletic participation during pre-season/season games, or tournaments (Coaches are to enforce this with their athletes)
- Extended Learning Program Assemblies
- School dances
- Other after-school sponsored student activities

In-House Suspension (all day)

- In-house suspension is assigned to students by a Site Coordinator with parent contact. The student will be housed in a homework rotation classroom and supervised at all times. The student may not participate in any enrichment activities. The student will engage in individualized high-yield academic learning activities.
- 2nd In-House results in parent conference and behavior contract

Suspension OPTIONS (all suspensions are to be communicated with site administration & district coordinators)

- Conference with Site Coordinator upon return. Follow up parent contact by phone; Behavior Contract
- 2nd Suspension: Site Coordinator checks in with student every other week for 6 weeks; parent contact made as part of check-in.
- 3rd Suspension: Student is referred to district coordinator for program removal