

Behavior / Safety Escalation Best Practice

Goal:

To keep all students at ASAP safe and to work out any issues internally. At ASAP it is our last resort to send students home.

Expectations:

1. I will arrive at ASAP on time. Upon arrival at ASAP, I must sign in with a staff member.
2. I will sign out with a staff member upon departure from ASAP and understand that my family and I are responsible for my transportation home by 6pm.
3. I will treat other students and the volunteers/staff of ASAP with respect. I will be polite and courteous in my actions and conversations with others.
4. I will keep myself and those around me safe by following the ASAP and school rules.
5. I will use personal/ASAP materials and equipment in a safe manner so items are not damaged or lost. If I break or damage something in a purposeful manner, I am responsible to replace it (If you break it you buy it).
6. I will listen and respond to the directions given by staff/volunteers of ASAP.
7. I will receive a warning if I fail to follow the rules. If I continue to ignore the rules, I will be given a consequence for my behavior.
8. If I have a problem with the rules, other students or other behaviors, I will ask a staff of ASAP for help and communicate my needs with them.
9. I will only consume ASAP foods and beverages while checked in to program. Everything else needs to be stored in the kitchen, backpack, or consumed outside before checking into ASAP.
10. I will not use my phone during ASAP program hours unless: (a) Use of phone is authorized by staff (b) there is an emergency or I need to contact my parents. If there is an emergency, communicate with an ASAP staff immediately. I will ask to use the ASAP phone to call parents/guardians if needed. My phone will be confiscated and held until the end of program if I continue to disobey the rule.
11. I will remember that no more than one student may be in the restroom at one time and will ask for permission before leaving to use the restroom.
12. I will not leave the building until ASAP program ends unless an early pickup is arranged with parents/guardians and staff at ASAP.
13. I will wear appropriate clothing at all times during program. ASAP and School Policies about appropriate clothing are the same.
14. I agree to abide by all the "Safe School" Policies from my school and this ASAP student behavior contract

Consequences:

Level I: Incidents of not meeting ASAP expectations (minor rule violations) that will result in an immediate instructionally based staff response.

Examples:

Put downs – Off-task – Disruptive transition – Lack of focus – Noise making – Hands/Feet/Objects not to self – Inappropriate comments – Note passing – Initially refusing directions/Low level disrespect – Inappropriate computer use – Dress code

Interventions:

Remind, redirect, reinforce – Verbal Correction

Teach appropriate behavior and student will demonstrate they understand.

Parents/Guardians may be involved at this step.

Level II: Repeated level one behaviors that are of a greater intensity, frequency, intent, or result but are not yet at the level of serious misconduct. Documentation written by a staff member and placed in the student's record and a phone call is made home to a parent/guardian by the Director.

Examples:

Repeated level one behaviors as listed above that require formal documentation and a phone call home by Director – Disrespect toward adults – Teasing – Verbal or Physical provocation – Directed profanity – Uncooperative behavior

Interventions:

Remind, redirect, reinforce – Call home – Separation from group

Teach appropriate behavior and student will demonstrate they understand.

Parents/Guardians will be involved at this step.

Level III: Serious misconduct and behaviors that endanger the safety or well being of students and/or staff or behaviors that result in the sustained disruption of normal ASAP function. These behaviors can result in immediate suspension but may also be corrected with a variety of consequences.

Students who engage in Level III behaviors will be referred to the Director for immediate corrective

action. The Director will issue appropriate consequences, notify parents, and facilitate corrective action designed to help improve the student's behavior.

Examples:

Repeated Level II behaviors and attempts to correct with parent notification

Fighting – Defiance – Harassment/Bullying – Theft – Refusal – Unsafe activities – Obscenities

Not complying with a consequence given for a Level II behavior.

Interventions:

Remind, redirect, reinforce (in non-emergencies)

Separate the student from the group (if necessary to gain control).

Director will contact Parents/Guardians.

Suspension from ASAP based on severity of misconduct or behaviors. The ASAP Director will determine the length of suspension up to and including expulsion from ASAP for the remainder of the school year.