DIAKON LUTHERAN SOCIAL MINISTRIES

## PROGRAM OPERATING PROCEDURE

##  Center Point Day Program

Subject: Skipping/sleeping in Class Policy

Effective Date: 4.12.22

**Standard:** Students need to ensure that they are attending all classes in the program for them to be successful at the Center Point Day Program.

**Resources:**

1. SWIS
2. Information Sheet
3. Behavior Scores in Google Shared Drive
4. IEP’s in Diakon Shared Drive
5. PBSP, SDIs, and 504 Plans
6. 0-4 point scale system for accurate and consistent scoring (see Matrix)

**Location**:

1. CAIU Building, George Hall, Culinary and Horticulture.

**Staffing:**

1. All staff able to write SWIS reports
2. All staff complete behavior scores by the end of the day
3. Behavior Interventionist Monitor behavior scores and SWIS
4. CRPC will make phone calls home unless designated to another staff member

**Procedure:**

1. Students must check in to each of their classes
2. Students may take space appropriately by asking staff to take space
3. Students will use any behavior intervention plans and PBSP’s that align with their IEP’s
4. Complete behavior score in the google shared drive by the end of the day
5. Complete SWIS reports by end of the day
6. Behavior Interventionist monitor behavior scores and SWIS

**Compliance:**

1. 1st offense
	1. Swis Report
	2. Restorative Conversation & Think Sheet
2. 2nd Offense
	1. Swis Report
	2. Restorative Conversation & Think Sheet
	3. Restorative Rec and/or lunch to complete make-up work
	4. Phone call home
3. 3rd Offense
	1. Swis Report
	2. Restorative Conversation & Think Sheet
	3. ½ day of Restorative Learning Center
	4. Letter Sent home & Returned with parent/guardian and student signatures
4. 4th Offence
	1. School Meeting will be held to discuss student plan and progress
		1. CAIU Supervisor or CRPC will schedule

**Sleeping in class:**

1. If a student is sleeping in class, attempt to wake them up in an appropriate manner
	1. Offer a break, to speak to a counselor, MHW, Interventionist, SW
2. If a student does not wake up they will earn a 0 in that class
	1. Swis report must be submitted
	2. Restorative conversation Must occur with a think sheet before the next class
3. If sleeping in class becomes a habit (a settled or regular tendency or practice, 3+ days in a row)
	1. Notify Supervisors, CRPC, interventionist, & SW
		1. School meeting will be set up to discuss students behavior and progress
			1. CAIU Supervisor or CRPC will schedule