

BEHAVIOR AND DISCIPLINE POLICY

At Civic Nebraska, we believe student safety is the foundation for successful programming and is a top priority. In the interest of creating the safest environment possible for all of our students and staff, Civic Nebraska has developed guidelines and procedures for behavior and discipline.

Civic Nebraska works closely with building administration and personnel to ensure district and building rules and expectations are aligned with programming. We work jointly with building administration to successfully evaluate and determine possible modifications or accommodations students may need in conjunction—with—the programming we operate. Additionally, we work closely with the Department of Health and Human Services to ensure licensed programs are meeting and exceeding state regulations. We achieve these expectations by providing staff with the necessary tools: Preventive Strategies and Reactive Procedures.

- PREVENTIVE STRATEGIES -

Every staff member has a responsibility to ensure the safety of children at our programs. It is Civic Nebraska's belief that many negative and unsafe behaviors can be prevented by using the following behavior management strategies:

Elementary	Middle School	High School
Keep students in line of sight at all times.	Keep students in line of sight at all times.	Be present and active during activities.
Be present and active during activities.	Be present and active during activities.	Set and maintain appropriate boundaries.
Set and maintain appropriate boundaries.	Set and maintain appropriate boundaries.	Set clear rules and expectations. Be consistent in enforcing rules and expectations.
Set clear rules and expectations. Be consistent in enforcing rules and expectations.	Set clear rules and expectations. Be consistent in enforcing rules and expectations.	Be creative and make activities engaging.
Be creative and make activities engaging.	Be creative and make activities engaging.	Praise youth for making good decisions. Be specific.
Praise youth for making good decisions. Be specific.	Praise youth for making good decisions. Be specific.	Encourage an atmosphere of mutual respect. Address any negative behavior right away.
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<p>respect. Address any negative behavior right away.</p> <p>Provide meaningful choices and input.</p> <p>Give frequent reminders and reteach.</p> <p>Come to program prepared for the day's activity.</p> <p>Get to know your students and help them get to know each other.</p> <p>Build relationships with parents and provide frequent updates.</p> <p>Use incentives.</p> <p>Provide fidgets or pipe cleaners for students who need them.</p> <p>Use attention-getters for quieting your group.</p> <p>Check in with students using a mood meter.</p> <p>Use peer to peer conflict resolution.</p>	<p>Encourage an atmosphere of mutual respect. Address any negative behavior right away.</p> <p>Provide meaningful choices and input.</p> <p>Give reminders and reteach.</p> <p>Come to program prepared for the day's activity.</p> <p>Get to know your students and help them get to know each other.</p> <p>Build relationships with parents and provide frequent updates.</p> <p>Use incentives.</p> <p>Provide fidgets or pipe cleaners for students who need them.</p> <p>Use attention-getters for quieting your group.</p> <p>Check in with students using a mood meter.</p> <p>Use peer to peer conflict resolution.</p>	<p>Provide meaningful choices and input.</p> <p>Give reminders and reteach.</p> <p>Come to program prepared for the day's activity.</p> <p>Get to know your students and help them get to know each other.</p> <p>Use incentives.</p> <p>Check in with students using a mood meter.</p> <p>Use peer to peer conflict resolution.</p>
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- REACTIVE PROCEDURES -

Level 1

1. Behaviors

- a. Being disruptive, disrespectful, not following directions, running and screaming inside the building, inappropriate language, leaving without permission (but returning), not maintaining personal space or keeping hands and feet to self.

2. Interventions

- a. Verbal redirections
- b. In class or out of class movements.
 - i. If the student moves: they will be given time to calm down, process the behavior with a staff, and rejoin the group

- ii. If the student refuses movement, verbal redirections will be used.
 - 1. If the student is unable to follow redirects from program staff, Assistant/Site Supervisor will be notified to assist. If the student is unable to follow Assistant/Site Supervisor instructions they will be moved to Level 2.
- 3. **Communication** (*must complete for all ii interventions*)
 - a. Program staff will inform parents of incident at pick up or via email.
 - b. Incident report completed.
 - c. Optional - Processing tools such as a “Think Sheet” may be used.

Level 2

- 1. **Behaviors**
 - a. Refusal to complete Level 1 interventions, destruction of property, stealing, leaving without permission, racial slurs, threat of harm.
- 2. **Interventions**
 - a. Parents will be contacted and the student will be sent home immediately. Parents have 15 minutes to have a reasonable plan of pick up in place.
 - b. The student will sit with the Assistant/Site Supervisor until departure.
 - c. Site Supervisor will determine when the student can return following a suspension up to two weeks.
- 3. **Communication** (*must complete for all Level 2 interventions*)
 - i. Program staff will inform parents of incident at pick up or via telephone.
 - ii. Notify Civic Nebraska Program Manager and building principal
 - iii. Incident report completed.

Level 3

- 1. **Behaviors***
 - a. Physical endangerment or assault, exiting the program property without permission, inappropriate touching, possession of weapons (lighters, pocket knives, matches), possession of alcohol, drugs, or tobacco, intentional vandalism, recurrent aggressive behavior, 2 - Level 2 suspensions.
- 2. **Interventions**
 - a. Parents will be contacted and the student will be sent home immediately. Parents have 15 minutes to have a reasonable plan of pick up in place.
 - b. The student will sit with the Assistant/Site Supervisor until departure.
 - c. Site Supervisor and Program Manager will determine if the student can return to programming following a one month suspension or if the student will be withdrawn from programming.
- 3. **Communication** (*must complete for all Level 3 interventions*)
 - a. Program staff will inform parents of incident at pick up or via telephone.
 - b. Notify Civic Nebraska Program Manager and building principal
 - c. Incident report completed.

- d. Prior to readmittance; parents will meet with the Site Supervisor and/or Program Manager to determine a Behavior Plan to ensure safety.

**Behaviors at this level may require further action, such as: contact and assistance from school administration, police contact, or referral for additional support.*

Lincoln High & Lincoln Northeast