



2023-2024 EXPANDED LEARNING PROGRAM POLICIES

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WELCOME

Welcome to Happy Hall's Expanded Learning Program! Our devoted team offers an enriching and safe environment with activities such as homework support, STEAM, Social-Emotional Learning, and Mindfulness. We also provide daily snacks and time for socialization.

Locations & Hours

Happy Hall Admin Office

233 Santa Inez Ave, San Bruno, CA 94066

Justin Jimeno, Program Coordinator

learning@happyhall.com

650.583.7370

Office Hours: 8:30 AM - 5:30 PM

Taylor Middle School

850 Taylor Blvd, Millbrae, CA 94030

Taylor White, Program Director

taylormiddle@happyhall.com

650.609.1117

Mon, Tue, Fri 3:00-6:00 PM, Wed/Thu 2:00-6:00 PM

Green Hills Elementary

401 Ludeman Ln, Millbrae, CA 94030

Tiffany Tamin, Program Coordinator

greenhills@happyhall.com

650.872.2582

Before School: 7:00-8:15 AM

After School: 1:30-6:00 PM

Spring Valley Elementary

817 Murchison Dr, Millbrae, CA 94030

Annie Quintana, Program Coordinator

springvalley@happyhall.com

650.686.6936

Before School: 7:00-8:15 AM

After School: 1:30-6:00 PM

Lomita Park Elementary

200 Santa Helena, San Bruno, CA 94066

Shelley Marquez, Program Coordinator

lomitapark@happyhall.com

650.609.1116

Before School: 6:45-8:15 AM

After School: 1:45-6:00 PM (Wed 1:15 dismissal)

Meadows Elementary

1101 Helen Dr, Millbrae, CA 94030

Marina Hamack, Program Coordinator

meadows@happyhall.com

650.872.2585

Before School: 7:00-8:15 AM

After School: 1:45-6:00 PM (Wed 1:15 dismissal)

Our program is in partnership with Millbrae Elementary School District (MESD). This handbook is intended to inform you of all guidelines associated with this program so that participation is uninterrupted and positive. After reading this handbook, please let us know if you have any questions. We look forward to serving you and your family this school year!

Non-Discriminatory Policies

It is the policy of Happy Hall to be in compliance with all state and federal regulations relative to discrimination in childcare services. All children, regardless of race, religion, color, gender identity, creed or national origin are eligible to participate in programs offered by Happy Hall, and will be given equal treatment and services.

Further, it is the policy of Happy Hall to comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et. seq.) to provide reasonable accommodation for persons with physical and/or mental limitation or disabilities without undue hardship to Happy Hall.



PROGRAM COMPONENTS

Happy Hall's Expanded Learning Program has two main activity components. They are academic skill building and enrichment programming. All activities work to incorporate elements of social responsibility, the arts, leadership and community involvement.

Academic Time

Happy Hall provides homework assistance and/or academic skill building activities Monday-Thursday. Academic time is generally 15-60 minutes of homework depending on the grade level of your student. Generally, students in TK to Grade 3 will have 15-30 minutes of homework time and students in Grades 4 - 8 will have 30-60 minutes of homework time. Please read the following guidelines for this part of our program:

- In order to take full advantage of this time, your student is required to come to the program with their homework and any necessary materials.
- If your student does not have homework or finishes their homework early, they can choose from a variety of academic activities for the remainder of the academic time.
- Student engagement during homework time will be tracked by Happy Hall staff and available for review in the ICORE Family App.

Important Note: Although we provide the space and time for students to work on homework, Happy Hall staff is not responsible for homework completion, accuracy or the student turning in their homework by the due date. It is the responsibility of the student and their family to ensure that homework is complete, accurate, and turned in on time.

Enrichment

Enrichment activities provide students with engaging and valuable experiences. Each activity follows a curriculum that guides students in building new skills. Our aim is for students to learn more about themselves and the world around them. Students will participate in a wide variety of fun and engaging activities which may include:

- **Arts:** Visual and Performance
- **Personal Development:** Character Building, Mentoring Programs, Health and Wellness
- **Community Engagement:** Community Building, Service Projects
- **Physical Activities:** Sports, Movement, Mindfulness
- **Literary Expression:** Creative Writing and Poetry
- **Technology and Science:** STEAM (Science, Technology, Engineering, Art, and Math)

All our enrichment activities aim to enhance communication and leadership skills in youth while fostering better understanding of their peers and community.



ATTENDANCE & TIME POLICIES

Student attendance and parent/guardian communication regarding attendance are critical to our entire program. Failure to adhere to these guidelines may result in your student's dismissal from the program..

- Happy Hall offers Expanded Learning on all 180 days that school is in session. Please refer to the MESD calendar for these dates.
- MESD students who do not attend school cannot attend Happy Hall (this includes if a student did not attend school for disciplinary reasons).

Absence Policy

Student Absences must be reported:

- If a student will be absent from the program for any reason, parents/guardians must call, email, or text Happy Hall (see contact information) prior to the bell ringing at the end of the school day.
- The school office staff are not responsible for communicating absences to Happy Hall staff.
- For safety reasons, if a student goes to school but does not attend the program and the program receives no prior notification, we must locate them. If we cannot, the authorities may be called due to our missing student protocol. **To avoid unnecessary worry, please stay in communication with us regarding your student's attendance.**

Sign-in / Late Arrival Policy

- Students in grades TK - 1 will be picked up directly from their classroom and students in grades 2 - 8 will have a designated meeting spot.
- The program starts immediately at the end of the school day. Students must go directly to the designated meeting spot, and they cannot detour for any reason.
- We require all students to bring a pass from a teacher if they arrive more than 5 minutes late. Upon the 4th time being late without a pass your student will be dismissed from the program.
- Students who leave campus and/or are found on campus but not attending Happy Hall will need to be picked up immediately. Students will be dismissed from the program upon 3rd incident.
- Late arrivals are recorded and tracked daily.
- Students participating in On Campus Parallel Program must have written parent/permission on file.

Sign-out / Pick-up Policy

- Authorized persons picking up students need their unique ID Code (found in the 1CORE Family App). You can add an authorized pick up in the 1CORE Family App. If Happy Hall staff don't recognize an adult or if they lack the required pin, a Government ID will be asked for verification. Students won't be released unless the adult's identity matches the approved pick-up list.
- ONLY students whose parent/guardian has completed a self-signout authorization form can sign themselves out and/or walk home. Students must be in grade 4 or higher (younger siblings can walk home with an older sibling in grade 4 or higher).
- Students must be picked-up on time, daily. See below for Late Pick-up policy.
- Students may only be picked up from the designated pick-up area. Parents cannot go into classrooms.
- Please be patient and courteous to Happy Hall staff while picking up your child. Be prepared to wait while your child is being called and while they gather their belongings to come to you. Any inappropriate behavior towards staff may restrict parents from accessing school property from the end of school until 6:00 PM.



On Campus Parallel Programs Policy

Student participation in all after school activities must have written permission on file before the child is able to participate in any on-campus parallel program and attend Happy Hall. Students will not be allowed to leave the program without written approval.

Late Pick-up Policy

- Please call Happy Hall as soon as you realize you will not pick up by 6:00 PM and let us know when you will be arriving. Knowing you are late allows us to keep students calm and continue to close the program down without worry.
- Happy Hall staff will call you at 6:00 PM for an update. If we cannot get a hold of a parent/guardian or any emergency contact person by 6:15 PM, law enforcement or other authorities will be called.

ENROLLMENT TYPES

There are three types of enrollment in the Happy Hall Expanded Learning Program:

Fee-Waived Enrollment - No-Cost

- Families who are enrolled in the Free and Reduced Meal Program or are identified as Foster Youth or Homeless are eligible to attend the Expanded Learning Opportunities Program at no cost. Families receiving CalFRESH or CalWORKS qualify for the Free and Reduced Meal Program.
- The District's Free and Reduced Meals Application is available at <https://mesdk8childnutrition.org/>

Fee-Paying - Reduced Rate

- Families not eligible for no-cost enrollment may qualify for the Happy Hall Scholarship Program.
- This program is limited to 50 students per year on a first-come, first-serve basis.
- Participation requires application to the 4Cs ACCESS Program.
- See financial assistance policy for more details.

Fee-Paying - Full Rate

Families that do not meet the eligibility requirements to participate at no cost or a reduced rate must pay the full rate.

Enrollment Priority

Priority enrollment will be given to "unduplicated" student groups, as defined by the California Department of Education as students from socio-economically disadvantaged homes, students who are English Learners, foster youth, and students experiencing homelessness. All program fees will be paid by the District for any unduplicated student. Additional scholarships may be available for families upon request through Happy Hall Schools and San Mateo County 4C's program, based on financial need.



TUITION POLICIES (applies to fee-paying full and reduced rate)

Fees, Rates, & Discounts

Registration Fee: \$150 per student

- The registration fee apply to all schedules and is collected at time of registration.
- The registration fee is non-refundable, and are not prorated based on enrollment date.

Before School				
Type	Grades	Days	Drop-Off Time	Monthly Rate
AM ADD-ON*	TK - 5	5	7:00 AM	\$90
AM ONLY	TK - 5	5	7:00 AM	\$480
*In order to qualify for the AM Add-On rate, your child must also be enrolled in an After School Program. AM Programs are 5 days ONLY, regardless of After School Schedule.				

After School				
Type	Grades	Days	Pick-Up Time	Monthly Rate
EARLY PICK UP	TK/K	3	3:00 PM	\$370
		5	3:00 PM	\$565
REGULAR PICK UP	TK/K	3	6:00 PM	\$780
		5	6:00 PM	\$990
	1 - 5	3	6:00 PM	\$685
		5	6:00 PM	\$865
	6 - 8	2	6:00 PM	\$380
		3	6:00 PM	\$485
		5	6:00 PM	\$735

Discounts		
Type	Annual Registration Fee	Monthly Tuition
Sibling*	\$50	\$50
MESD Employees	No Fee	20%
*Sibling Discounts applies to additional children.		



Tuition Payment & Terms

- Tuition is divided into 9 equal payments from September - May.
- Payments are due in advance and are processed on the 3rd of each month via Tuition Auto Pay (TAP).
- You are required to enroll in TAP via the Parent Portal.
- TAP can be set up with your credit card (2% service fee) or bank account (no fee).
- Returned payments (insufficient funds or card denials) are subject to a \$50 late fee.
- Enrollment will be terminated if full payment is not received by the 10th of the month.
- When more than one person is responsible for tuition, each person is responsible for all amounts due.
- There are no credits, refunds, trading, or making up days for absences.
- Rates are subject to change.

Attendance Based Fees

- **Additional Hours:** If your child attends our program outside of their scheduled hours, you will be charged \$18 per hour (or any fraction of an hour).
- **Late Pick Up:** You must call if you will be late to pick up your child. Happy Hall Schools closes at 6:00 PM. After a grace period of five minutes, you will be charged \$5 for every minute your child is in attendance. Frequent lateness may result in dismissal.

Schedule Changes

- **Reduction in Days:** A request for a new schedule must be submitted via the Parent Portal. All schedule reductions must be submitted 30-days in advance of requested change of date or you will be charged your current tuition for 30 days from the date we receive the new schedule request, even if your child does not attend.
- **Changing Days:** 3-day schedules require that you select 3 weekdays your child will consistently attend. In order to change the days your child will attend, you must submit a Notice of Change Form 30 days in advance of the newly requested schedule. Approval of the newly requested schedule will be based on availability.
- **Withdrawals:** A 30-day notice is required or you will be charged your current tuition for 30 days from the date we receive this notice, even if your child does not attend. Withdrawals must be submitted via a Withdraw Form.

Proration

- Happy Hall prorates fees based on the following days of the month (no exceptions).
- Days 1 - 7: Enrollment - No fee reduction / Withdrawal - 75% fee reduction
- Days 8 - 15: Enrollment - 25% fee reduction / Withdrawal - 50% fee reduction
- Days 16 - 23: Enrollment - 50% fee reduction / Withdrawal - 25% fee reduction
- Days 24 - 31: Enrollment - 75% fee reduction / Withdrawal - No fee reduction

Subsidy Payments and Vendor Timesheets

Completed timesheets and signatures on timesheets are considered as completed payments. Happy Hall does not get reimbursed until we turn in completed timesheets to your third-party vendor. Enrollment will be terminated if the completed timesheet with signature is not received by the 1st of the month.



FINANCIAL ASSISTANCE POLICIES

Happy Hall Scholarship Program

This program is limited to 50 students per year on a first-come, first-serve basis. Participation requires application to the 4Cs ACCESS Program.

Application Process and Reduced Tuition

Applying is easy! The chart below determines income eligibility. If your income is below the maximum amount for your family size, please [complete an ACCESS application online](#). NOTE: Please check your email spam/junk folder for the application link after submitting your email address at the link.

Family Size	1-2	3	4	5	6	7	8 or more
Monthly Income Limit	\$6,128	\$6,931	\$8,025	\$9,309	\$10,593	\$10,834	\$11,074

Once Happy Hall has received a copy (forwarded email to info@happyhall.com) that your application was submitted, your student can be enrolled. During the eligibility determination period by 4Cs, which can take up to 30 days, students may attend Happy Hall at a reduced rate of \$100 per week.

Waitlist Protocol

If the 4Cs ACCESS Program determines eligibility but places your student on a waitlist, Happy Hall will maintain the reduced tuition rate of \$100 per week. This arrangement will continue until the family is removed from the waitlist and begins receiving financial aid from the 4Cs ACCESS Program.

Full Tuition Requirement

In the event that the 4Cs ACCESS Program determines your family is not eligible for assistance or your income is above the maximum amount for your family size, you will be required to pay the full tuition amount for the Happy Hall Expanded Learning Program.

We aim to ensure quality after-school care is accessible for all families. For questions or support with the application process, please reach out to Happy Hall.



HEALTH & SAFETY POLICIES

Program Meals / Outside Food Policy

Each day students in the Expanded Learning Program will receive a nutritious snack.:

- Snack is served between 3:00 - 3:30 PM
- We encourage students to bring their own water bottle with their name on it.
- Snack provided by the district or Happy Hall cannot leave the snack area per district guidelines.
- Outside foods are permitted if they are healthy or necessary for food allergies.
- We are a nut-aware program and food containing any nut products are not allowed on campus.
- We will have vegetarian options but cannot guarantee vegan options.
- We cannot refrigerate or heat outside food.

Medication & Illness

If your student must take medication you must complete the Happy Hall medical information form, which you can get at the time of registration. Staff cannot administer medication.

- Happy Hall Staff cannot clean wounds with anything but water.
- Staff cannot give over the counter medicine to students.
- Epi-Pens must be kept on-site with Happy Hall (not with the school).
- Please ensure you communicate all allergies upon registration.

Children may **not** attend the the program if any of the following symptoms are present.:

- **Fever:** Children should remain home if they have a temperature. Fever must be completely gone for 24 hours before child may return to the program.
- **Diarrhea:** (Three times in one day at school) or other symptoms are involved.
- **Vomiting:** Repeated forceful evacuation with other symptoms or child's inability to eat.
- **Conjunctivitis** (Pink Eye): is highly contagious. Child may return only after the doctor signs a release and the child is free of symptoms.
- **Rashes:** Unidentified rashes must be diagnosed by a doctor and a signed release to return to school.
- **Impetigo:** Red pimples that become small pustules.
- **Ringworm** (tinea corporis): The infection takes on a circular shape and the center seems to heal as it spreads outward. The area is sore and itchy. Child should stay home until all ringworm is dried and gone (10 days).
- **Chickenpox:** Child should stay home until all pox are dried and gone (10 days).
- **Covid-19 and Related symptoms:** Loss of taste, smell, difficulty breathing, fever, chills, etc.
- **Any other contagious conditions:** Measles, Mumps, Whooping cough, Hand, foot and mouth disease, Fifth Disease ("slap cheek"), Herpes, Roseola, Pinworms, Meningitis, Mononucleosis, Scabies, Infectious Diarrhea, and streptococcal infections (including strep throat and scarlet fever) which are still contagious.

If your student is ill, please do not send them to school or Happy Hall. **If a child becomes ill during the school day, they will remain in school district care until they are picked up.**

If your student falls ill or has a bathroom accident, you will be called to pick up your child immediately (within 1 hour). **Happy Hall staff cannot assist your child in the bathroom or help clean them up. You may keep wipes and a change of clothes with us however, excessive wetting may mean the child is not ready to be in our program.**



Concussion Protocol: If a child sustains a head, neck or back injury we will follow a concussion protocol that includes a checklist of concussion symptoms. Based on the result, staff will either clear the child of a concussion, call for a pickup, or call for EMT services. In the event the child leaves our care we will require a doctor's clearance in order for that child to return to program. Likewise, if we are made aware that a student experienced a similar injury outside of program, we need to be notified right away. Pending the circumstance, they may be required to be cleared by a doctor before returning, or we must be given notice of program restrictions if they have one.

It is essential that you answer our phone calls. It is most likely urgent that we speak to you if we are calling during program hours. If we call and there are no answers or we do not get a call back within 1 hour your child may be dropped from program for safety reasons.

Medical Emergency

In the event of a medical emergency, staff will use their judgment when calling a parent/guardian or emergency contact before calling 911. If we cannot contact anyone, we will follow the advice of the 911 dispatcher and/or emergency responders.

All parents or guardians must provide a current address, and telephone number(s) to be used in case of an emergency. The emergency contact information is of great importance and must be kept current. It is the parent's responsibility to notify the office of any changes.

Disaster/Emergency Policy

In the event of a natural disaster or other area-wide disaster Happy Hall will follow the outlined steps:

If building/structure is designated safe by the local police or fire department, the programs will remain on site with Happy Hall staff until the child is picked up or specific instructions received. In the event of structural instability the programs will go to the Millbrae Community Center. All buildings have smoke alarms and fire extinguishers and a staff member who is certified in American Red Cross First Aid and CPR will be on campus.

Child Abuse Reporting

The California State Penal Code Section 11165-11174 provides that ALL professionals and lay persons working with children must report any incidence of suspected abuse to the proper authorities. If Happy Hall staff have a reasonable suspicion that abuse has taken place we will report it. Retaliation on a staff person for reporting suspected abuse is in violation of our adult code of conduct. Retaliation on a child for disclosing information leading to a child abuse report will also be reported as child abuse.

Reference: California State Department of Education/Child Development Division, Reporter No. 85-1. Subject: Child Abuse Prevention and Reporting Responsibilities.



BEHAVIOR POLICIES

Positive Behavior Guidelines

In this next section you will familiarize yourself with Happy Hall's expectations for student behavior. Please go over this with your student(s) in detail, prior to their first day of program.

Behavior Standards for Participants

Our goal is to provide a safe, positive environment where your student can grow and develop. We have created rules that contribute to this safe and harmonious atmosphere. It is important that all participants and parents/guardians review, understand and support these rules prior to the first day of school.

Program Rules for Participants:

- Food can only be eaten during designated eating times.
- Keep your body and objects to yourself. Do not violate others personal space.
- Cooperate with staff and follow instructions the first time they are given.
- If you have a question, comment or suggestions say it respectfully.
- Respect other children, staff, equipment, and facilities through your words and actions.
- Be open to new ideas, experiences and have fun!
- Always stay with assigned group and staff. Ask for permission to use the restroom so staff know where you are. Only go to where you have permission to go and return in a timely manner.
- Foul language, physical aggression, teasing and bullying will not be tolerated.
- No toys can be brought from home. If we see them, we will only return them to a parent/guardian.
- Happy Hall is not responsible for lost, stolen, or damaged toys.
- Electronics/Cell phones are only to be used for their intended purposes during designated times. Cell phones cannot be used during free time, even for teens. They need to be silenced and put away.
- If there is a conflict, try to use calm language or ask an adult to help solve it with you. A physical altercation based on an argument or miscommunication is not justified. Self-defense is defined by Happy Hall as using physical force to escape a physical assault already in progress. **Retaliation is not self-defense.**

Families, please make sure that you're calling the program directly if you'd like us to relay a message to your child and avoid calling them on their phone. Happy Hall is not responsible for lost, stolen or damaged devices or cell phones. Please be responsible for your child's belongings, do not forget to take your coats, lunch boxes and activities home. Happy Hall is not responsible for lost, stolen or damaged personal items.



HAPPY HALL BEHAVIOR EXPECTATIONS BY PLACE

Place	Be Safe	Be Responsible	Be Respectful
Cafeteria / Snack Time Students will...	<ul style="list-style-type: none"> Keep their hands, feet and objects to themselves Walk while in the cafeteria Identify spills and get them cleaned up quickly Eat and drink safely 	<ul style="list-style-type: none"> Place extra/unwanted items in the share bin Be kind, don't leave trash behind 	<ul style="list-style-type: none"> Eat/touch only their snack or supper Use kind words about other's foods Use their manners Help others clean up
Bathroom Students will...	<ul style="list-style-type: none"> Inform an adult before going to the bathroom Walk calmly in the bathroom Prevent and report safety hazards Use sinks, toilets, and stall doors appropriately 	<ul style="list-style-type: none"> Notify an adult if the bathroom requires supplies Walk purposefully and calmly to, in, and from the bathroom Ensure only suitable items are flushed Dispose of trash in the garbage 	<ul style="list-style-type: none"> Flush/clean off toilet before leaving the stall Use supplies appropriately Respect other people's space and privacy Prevent and report graffiti and vandalism
Walkways / Walking in a line Students will...	<ul style="list-style-type: none"> Keep bodies and objects to themselves Take one stair at a time and use the railing if needed Stay with their group and face forward Walk to the side, keeping the center clear Proceed with a steady walk 	<ul style="list-style-type: none"> Walk with purpose, in a straight line, one behind the other Stay in line order and help others find their spot in a respectful way Be helpful to new teachers or subs who don't know the, "line expectations" 	<ul style="list-style-type: none"> Respect the walls Keep your place in line Ask for space when needed. Greet familiar faces with a friendly hand gesture
Playground / Outside Activities Students will...	<ul style="list-style-type: none"> Be aware of their surroundings Keep bodies and objects to themselves Use equipment appropriately Stay with their group or within the allowed boundaries Prevent and report safety hazards 	<ul style="list-style-type: none"> Take care of and maintain program equipment Return equipment neatly and to their proper place 	<ul style="list-style-type: none"> Take turns Agree on the rules and play by the rules Include and positively encourage everyone's participation Use conflict resolution skills to solve conflict
Classroom / Indoor Activities Students will...	<ul style="list-style-type: none"> Keep bodies and objects to themselves Keep chairs upright Use materials for their intended purpose Walk at a steady pace 	<ul style="list-style-type: none"> Be on time and prepared Actively participate in enrichment activities Help others as needed Participate in learning Try new things at least twice 	<ul style="list-style-type: none"> Treat others how they'd want to be treated Include and positively encourage everyone's participation Actively listen and stay on task Maintain the expected voice level
General Expectations Students will...	<ul style="list-style-type: none"> Go directly to the Expanded Learning Program once the bell rings. Never leave adult supervision or campus without notifying staff 	<ul style="list-style-type: none"> Empower peers' success by offering assistance Keep personal electronics and toys at home Ensure cell phones are off and stored away Come prepared daily with pencils, homework, and books. 	<ul style="list-style-type: none"> Consider the outcomes before making decisions Respect and adhere to Happy Hall staff's guidance Ask politely for clarity if unsure Always strive to be your best!



Homework Time Expectations

- Be honest about not having homework or already finishing homework.
- Be proud to do your own work or ask for help when you need it, don't copy or cheat.
- Begin your homework quickly and use homework time wisely.
- Ask for support using the allowed method but move on to the next question or subject if help is not immediately available.
- Bring your homework and any necessary books or materials to do their homework. You will not be allowed to return to class.
- Bring a book and another academic activity daily, just in case you finish early or don't have any homework to do.
- Never criticize your peers if they ask for help. Be willing to help them if you can and admire their bravery for asking for help and for knowing how to get smarter, together.
- You are responsible for homework completion, making sure your homework is correct and, turned in on time.
- **Tips for students:**
 - Do the hardest thing first in order to get peer or adult help before you go home. Prioritize what you need help on from hardest to easiest.
 - Read the directions, entire passage or question at least 3 times if you're stuck. Look for familiar words in previous sections to figure out what you have to do. Also, think about what you are learning in school and use the process of elimination.
 - If it's hard, that means you haven't finished learning it yet. Keep trying, ask for help and don't give up!

Behavior Intervention Process

We are committed to fostering an environment where every student feels valued, supported, and encouraged to reach their full potential. To ensure a positive and productive atmosphere, we have implemented a 6-step strategy for addressing student behavior:

- **Step 1: Positive Reinforcement**
 - What is it? A way to acknowledge and celebrate desired behavior in students.
 - How it works: We might offer words of praise, stickers, or other meaningful rewards tailored to individual students.
 - Why we do it: Positive reinforcement promotes a vibrant learning environment and motivates students to maintain good behavior.
- **Step 2: Respectful Verbal Warnings**
 - What is it? A calm and clear alert to students about behaviors that are not acceptable.
 - How it works: We communicate with a respectful tone, allowing students an opportunity to self-correct.
 - Why we do it: This approach fosters mutual respect and allows students to be aware of and rectify their behavior.
- **Step 3: Time In**
 - What is it? An inclusive approach that encourages students to stay engaged and reflect on their actions.
 - How it works: Instead of isolating students, "time in" keeps them involved in the group, sometimes with a reflective task.
 - Why we do it: This method lets students consider their behavior and its impact without feeling ostracized.



- **Step 4: Parent/Caregiver Engagement**

- What is it? Collaborative communication between our program and parents.
- How it works: Through meetings, calls, or written communication, we keep you informed and actively involved in discussing strategies for behavior improvement.
- Why we do it: Your insights and partnership are invaluable, ensuring that we're working together for your child's best interests.

- **Step 5: Team Meetings**

- What is it? A collaborative discussion involving key stakeholders to brainstorm effective interventions.
- How it works: Structured meetings where we discuss observations, potential triggers, and intervention ideas.
- Why we do it: This collective approach ensures that everyone is aligned and that interventions are comprehensive.

- **Step 6: Individualized Behavior Plans**

- What is it? A tailored plan addressing each student's unique behavioral needs.
- How it works: With insights from the above steps, our Intervention Specialist collaborates with you, our teachers, and your child to develop a specialized plan.
- Why we do it: Customized plans provide a clear path to behavioral improvement, addressing root causes and actionable steps.

Our Commitment: We promise to approach every situation with understanding, care, and the commitment to helping your child grow both academically and personally. By working collaboratively, we can ensure the success and well-being of every student in our care.

Immediate Referral, Suspension or Dismissal

Students may receive an immediate behavior notice, suspension or dismissal from the program for the following actions. Decisions will include discussion around intent and the amount of physical or emotional harm done by the student.

- Inappropriate Language (including profanity, insults towards family members, racial and ethnic slurs, offensive language relating to gender identity, physical appearance, or sexual orientation.)
- Bullying/Harassment
- Physical Fighting/Hitting a Teacher
- Theft
- Not meeting attendance requirements
- Vandalism/Property Damage
- Bringing a Weapon to School/Program
- Leaving program or adult supervision without permission/not reporting to program within a timely manner
- Going to the bathroom without permission and/or without adult supervision
- Not using materials, equipment safely
- Using "Self-Defense" as a reason to harm others. Happy Hall defines self-defense as stopping someone from causing bodily harm to you as it is happening and stopping when you are physically safe. Retaliation and revenge are not self-defense. Make the choice to find help, walk away or use your voice to resolve the conflict. Words do not warrant physical harm towards others.



Parent/Caregiver/Approved Pick Up Person Conduct While on Campus

All parents/caregivers and approved pick up persons (adults) are expected to follow the code of conduct used by the school district. We want to highlight the following:

- Requests for exceptions must be directed to a supervisor and not group leaders. They do not have the authority to make exceptions or make changes to program.
- Please be patient and courteous to staff while picking up your child. Be prepared to wait while your child is being called and while they gather their belongings to come down to you.
- A family that is not supportive of behavior management strategies the City has put in place to maintain the physical/emotional safety of their participant and others will be grounds for termination of services.
- Use appropriate and respectful language and tone of voice toward each other at ALL TIMES. Whether asking a question, voicing a concern, or airing a complaint, inappropriate language should NEVER be used. Such language includes profanity, insults towards family members, racial and ethnic slurs, offensive language relating to gender identity, physical appearance, or sexual orientation.
- Adults on campus cannot approach a student or group leader to resolve a conflict. If you would like to request a mediation or discuss a concern, please contact the school or your Happy Hall coordinator.
- The authorities will be called if parents arrive to campus under the influence of drugs or alcohol.
- Adults who are wearing inappropriate clothing will be asked to wait outside and wait for their child. Pending the child's age, a Happy Hall staff will walk them out.
- Personal relationships with Happy Hall staff must be disclosed and can't jeopardize the quality of programming or violate any policy or procedure Happy Hall has set forth.
- Any adult that violates our code of conduct will be asked to leave campus and a formal request to restrict them from the campus will be made.

Custody Arrangements

The parent/guardian is responsible for providing legal documentation concerning custody arrangements and instructions indicating who has access to the child and permission to pick up the child. The program may not deny a parent/guardian access to their child without legal documentation.

School and District Expectations

All students in the Expanded Learning Program are expected to be safe, responsible and respectful individuals. Although the program takes place after regular classes are over, the school and district rules are enforced, and the Principal will be informed of any behavior problems and incidents.

Toys, Cell Phones & Electronics Policy

Toys, cell phones, and electronic devices, including all hand held video games, are not permitted. School issued laptops or tablets are only to be used while doing program related activities. If your student has a cell phone/electronic device they must keep it turned off and put away until they are signed out and leave campus. Cell phones and electronic devices will be taken away and returned to a parent or guardian if the device is seen during program hours. Happy Hall is not responsible for lost or stolen items. If you need to speak with your student, families must contact the Happy Hall directly. Likewise, if a student wants to call you they can use the Happy Hall phone. Please ensure that you Happy Hall's contact information.



TERMINATION OF SERVICES

Termination of services reasons may include but aren't limited to:

- Family request.
- Failure to comply in providing required documentation mandated by the government or by our program.
- Upon the 4th drop due to Delinquent Program Fees.
- Upon the 4th late arrival without a pass from a school staff/faculty
- Upon the 3rd time going off campus and/or being on campus but not in program
- After two (2) Returned checks by the bank (will also incur a NSF fee).
- Disciplinary action is not changing student behavior
- Failure to follow established program policies & procedures
- Failure to pick your child up within 1 hour of a medical/behavior issue.
- Failing to follow adult conduct policies