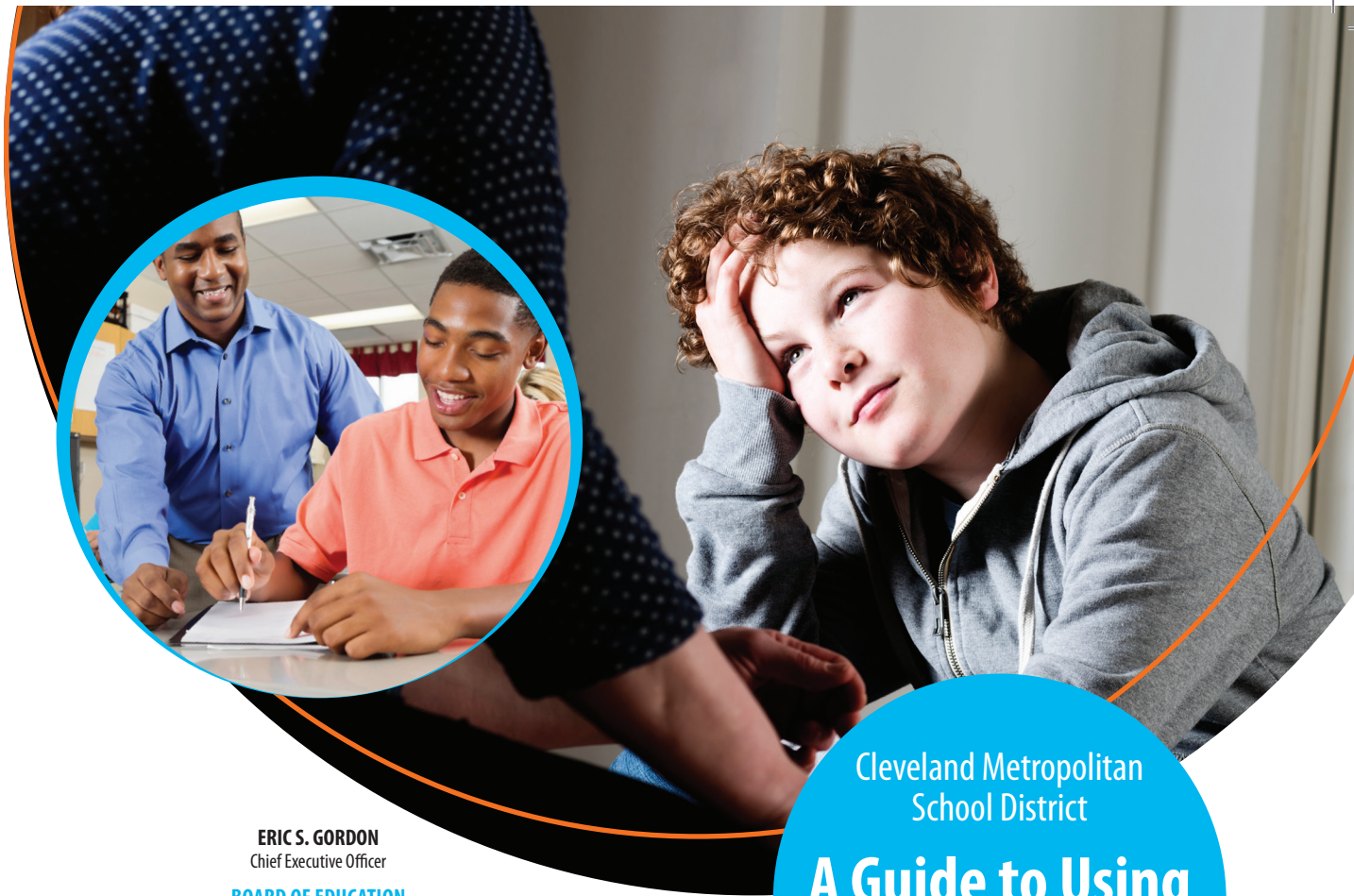


PURPOSE

Planning Centers were developed by the District's Humanware Executive Committee, which includes members of the District's leadership team and members of the Cleveland Teachers Union Executive Board.

The Planning Center provides support and interventions for students, teachers and families. These supports and interventions help prevent the escalation of inappropriate student behaviors by addressing academic, emotional and/or behavioral issues before they become crises.

The Planning Center serves as an alternative space within the school to provide a temporary cooling down period, as well as provide intervention/alternative coping strategies and resources for students.



Cleveland Metropolitan
School District

A Guide to Using the Planning Center

ERICS. GORDON
Chief Executive Officer

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With the support of American Institutes for Research
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The Cleveland Metropolitan School District is committed to providing
safe and supportive schools where students can succeed and thrive.

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Goals of the Planning Center

1. Decrease out-of-school suspensions
2. Improve grades
3. Improve attendance
4. Improve social and emotional skills
5. Increase instructional time due to fewer behavioral interruptions
6. Decrease office referrals

Roles of the Planning Center Instructional Aides

- Monitor and interact with students
- Help students learn and use appropriate behaviors
- Keep data and monitor progress
- Make referrals through the administrator
- Communicate with teachers
- Communicate with families
- Communicate with outside agencies
- Communicate with principals
- Provide and receive support from school teams

FREQUENTLY ASKED QUESTIONS

What is the difference between an Alternative to Suspension Room and a Planning Center?

The Planning Center is a proactive setting designed to help students solve problems, develop appropriate school and classroom behaviors and reduce the need for classroom removal. It can provide social and emotional support, interventions and remedial supports for academics while the students are supervised. The Planning Center Instructional Aide (PCIA) assumes the role of a supportive resource to help students improve their conduct, to develop their self-esteem, to encourage them to achieve and behave positively and to experience a respectful environment with firm behavioral expectations.

Who can refer a student to the Planning Center?

The student must be referred to the Planning Center through a building administrator in one of three ways:

- a. self-referral** – a student may be anxious about a problem at home, school or the community
- b. staff member referral** – right of Educational Intervention, student safety, tutoring and/or class disruption
- c. parent referral through the principal/teacher** – student safety or special arrangement

The Planning Center is the last stop before a student is removed from the building and the first stop when a student returns from being suspended or involuntarily transferred from a school. This initial visit may consist of a 15-minute meeting between the PCIA and the student, which is an important part of transitioning students from suspension or as new enrollees to a school. Students will receive supports to help prepare them to return to a

cohesive learning environment. If a student continues to experience difficulties, the PCIA may refer the student to the Student Support Team.

Why is my child being sent home and not to the Planning Center?

The principal is responsible for assigning the student to the Planning Center or out-of-school suspension. Parents should contact the principal for an explanation.

How long is a student assigned to the Planning Center?

Students may be assigned to the Planning Center for up to five consecutive days.

