

## **POLICIES & PROCEDURES: Safety Policy**

**POLICY:** All children have the right to learn in a safe and positive learning environment. Creating a safe and secure environment for the children that teaches them community within their own classroom. Each child must learn to be a positive and responsible member of not only their classroom, but also within their families, their immediate community and the global community.

### **GUIDELINES:**

1. Each child will increase in the ability to work and play with others, relate well to teachers and other adults and respond with warmth, interest and respect to the feelings and beliefs of others.
2. Self-discipline is important for every child. Although Hay Lakes ECS operates its program to encourage this growth, it does impose certain restrictions where the safety of the children is involved or where the behavior of a child interferes with others.
3. The ECS teacher has the authority to act as a judicious parent and is responsible for fostering a positive setting in which ECS students will learn discipline. As the person in the classroom who knows the most about the situation and factors involved, the teacher is the most qualified to make judgments that are in the best interest of all individuals involved.
4. The application of specific disciplinary measures to the variety of situations is considered to be dependent upon situational factors such as intent and frequency of occurrence. The teacher therefore will use his or her professional judgment to decide on a course of discipline.
5. The following guidelines will be taken into consideration: The teacher will be:
  - a. just and impartial in all relationships with pupils
  - b. assume responsibility for the safety and welfare of his/her pupils
  - c. be as objective as possible in dealing with controversial matters
  - d. acknowledge and encourage acceptable behaviors by students
6. Discipline is most effective when the teacher and the parent work in a supportive relationship. The teacher will immediately discuss with a parent any serious disciplinary action taken for their child and any ongoing unacceptable behavior displayed by their child in the classroom. Through mutual understanding and cooperation an acceptable solution will be developed that is in the best interest of the child and other students in the classroom.
7. Parents or guardians shall follow due process regarding discipline concerns: first, contact the teacher. In most cases, the issue can be resolved through open dialogue between the parents and the teacher. After three or more unsuccessful attempts to resolve the issue between parent and teacher, it is then appropriate for the issue to be brought forward to coordinator. The coordinator may then arrange a meeting of the parents/guardians, teacher and coordinator to discuss and hopefully resolve the issue. Finally if the issue remains unresolved, if necessary, the executive may be contacted.

8. Parents shall notify the teacher of any changes which occur in their child's life which may affect his/her behavior at school (e.g. new baby, new job, unemployment, divorce, change in medication, etc.)
9. Parents should monitor conversations about school related issues at home, to be fair and impartial in all relationships with school personnel.
10. Parents or guardians must ensure they do not support hearsay or rumours that are destructive to the Hay Lakes ECS and staff, and always verify the facts with the teacher and/or coordinator.

## **PROCEDURES:**

1. General discipline procedures will be shared with parents/guardians during the first general meeting of the kindergarten year.
2. Simple classroom rules will be developed by the teacher with the students during the first few weeks of class.
3. Children who exhibit extreme misbehaviors will have brief, concise notes recorded on their behaviors. The teacher will immediately discuss with a parent/guardian any serious disciplinary action taken for their child and any ongoing unacceptable behavior displayed by their child in the classroom. (The Coordinator or President or other executive member may attend too if requested by the teacher.) Continuous aggressive or otherwise harmful behavior (to self or other children) will be reported by teacher to the coordinator and Executive, who will work with the teacher to determine appropriate follow-up actions.
4. When extreme misbehaviors cannot be resolved after discussion between the teacher, parent(s), coordinator and Executive representatives, support from a neutral outside agency must be accessed. The Board reserves the right to suspend a child from the ECS program, should the parents/guardians not cooperate in accessing such appropriate support.
5. If the teacher recommends a student requires behavioural assessment by an outside agency or if Hay Lakes ECS is informed that a child has been recommended to be assessed by Battle River School Division, and the parent(s)/guardian(s) refuse to sign consent forms, the Hay Lakes ECS has the right to withdraw the student from the ECS program.
6. A student that the teacher has requested behavioural assessment for and has been withdrawn from the program, may not be re- registered in the Hay Lakes ECS program without proper assessments and supports in place.
7. If Hay Lakes ECS is informed that a child, *not yet registered*, has been recommended to be assessed by Battle River School Division, Alberta Health Services or by a previous preschool/ kindergarten teacher and the parent/guardian has refused these assessments to be carried out, or if the assessments have not been carried out yet, the Hay Lakes ECS has the right to refuse entry to that child until the proper assessments have been completed and supports are in place. This is to ensure that the child and other students have a successful learning experience in Kindergarten.