

CONDUCT AND BEHAVIOR WITH STUDENTS

POLICY:

Employees and volunteers always conduct themselves in a professional manner appropriate to an ethical teaching service environment, including:

- Maintaining an appropriate atmosphere for students, parents and volunteers
- Being courteous, friendly, cooperative and respectful
- Showing respect to students and his/her family
- Maintaining appropriate professional boundaries with students, parents and volunteers.

Abusive language, disrespect for students or fellow staff and volunteers, or engaging in sexual or other forms of personal harassment will not be permitted.

CREATING SAFETY FOR STUDENTS

POLICY:

Ullens School's educational philosophy's central aim is to develop the whole child through the Developmental Interactive Approach which focuses on the child's cognitive, affective, and psycho-motor development. Ullens School recognizes that parents are essential in the process of developing the whole child. Therefore all within Ullens School strive to make the school environment "parent friendly" where parents, students, and teachers interact. To that effect teachers and students as well as the whole school community work towards this goal by providing a safe, respectful disciplined and loving educational environment.

PROCEDURE:

Creating a safe, respectful disciplined and loving educational environment is achieved through the practice of "Developing Capable Persons", a program that teaches student's how to become capable, significant and influential. Teachers therefore strive to develop the following attitudes and behaviours towards and in teaching students.

Teacher's Attitudes:

- Keep the habit of confidentiality
- Explain in age appropriate language to students what keeping class information in the class confidential means; that is, the difference between – confidentiality and secrets.
- Admit honestly when the teacher makes a mistake
- Show that mistakes are OK and mistakes help towards learning.
- Explain that differences in colour, race, ethnic background is normal, necessary and useful.
- Teach students that having different talents, abilities, capacities and coming from diverse backgrounds is something to be proud of.
- Notice the differences in the student's and make a point of appreciating these differences in a verbal or non-verbal manner

Teachers Develop:

- Develop a friendly and fearless atmosphere within the classroom
- Provide opportunities for student exploration
- Encourage and praise efforts not only "good" work
- Appreciate not only the works of students but find something personally to appreciate in each student. Ex. Today I really appreciate your smile....
- Teach students respectful freedom and independence
- Use politeness and respect for each person in the class
- Take time to talk to student individually
- Avoid criticizing students in front of their peers. Teachers take the student aside to explain to them

Teachers Help Students Learn By:

- Explain to students what needs to be improved and/or changed in their behaviours
- Model the sharing of honest appropriate feelings
- Have faith in student's ability
- Learn by doing
- Accept student's ideas and respect their creative ideas

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- Encourage freedom to ask questions
- Avoid judging students by their work and/or behaviour. Find out what is really happening with the student by talking to them personally.
- Make students feel wanted and valued
- Explore ideas through arts, crafts, songs, rhymes, field trips
- Treat each student fairly and equally
- Use simple role plays to teach social behaviours
- Engage students in simple group activities appropriate to their cognitive and affective developmental level.
- Accept student mistakes and even encourage them to make mistakes
- Encourage a cooperative learning environment
- Discourage a competitive learning environment
- Give class jobs according to the ability of the students and train student's in class jobs
- Use student feedback – depending on class level of student
- Provide equal opportunities for all students.
- Use scaffolding exercises to help with learning
- Group students in ways that they can help each other in learning through using the technique of “zone of proximal development”
- Include them in decision making within the classroom

PERSONAL AFFAIRS OF STUDENTS AND/OR PARENTS/GUARDIANS

POLICY:

Employees will not become directly involved in the personal affairs of a student's family and/or an Ullens School volunteer relating to legal, financial or property matters.

CONDITIONS:

Employees may not:

- Witness the signing of wills or other legal documents for student's family members
- Handle or manage a student's family members monies or assets.

PROCEDURES:

- In the event that an employee is requested by a student's family member[s] to carry out any of the above, the employee will decline or refer the individual to the Principal.
- During the course of a student's time at Ullens School, the teacher may discuss various aspects of legalities concerning a particular family situation. This is not seen as a direct involvement as long as the discussion does not lead to active participation in the family situation.

CONFLICT OF INTEREST, INCLUDING OUTSIDE EMPLOYMENT AND GIFTS

POLICY:

Ullens School recognizes the right of employees to be involved in activities as citizens of the community. However, employees will keep their role as private citizens separate and distinct from their responsibilities as employees of Ullens School.

Conflict of interest may include but is not limited to the following situations:

- Where an employee's private affairs or financial interests are in conflict with his/her work duties, responsibilities and obligations, or may result in a public perception that a conflict exists;
- Where an employee's ability to act on behalf of the Ullens School for the public interest is impaired;
- Where an employee's actions would compromise or undermine the trust, which the public places in the organization.

Employees will not knowingly place themselves in a situation where they are under obligation to any person who might benefit from or seek to gain special consideration or/and favor in this regard. Employees will be fair and impartial.

Outside Employment:

- Employees may engage in remunerative employment with another employer, carry on a business, or receive remuneration from public funds for activities outside their position provided that:
 - It does not interfere with the performance of their duties as a staff member;
 - It does not bring Ullens School into disrepute;
 - It is not performed in such a way as to appear to be an official act of the Ullens School, to represent Ullens School's opinion or policy; or
 - Unless authorized by the Principal, it does not involve the use of Ullens School premises, services, equipment or supplies to which the employee has access by virtue of their employment.
 - Employees **must** inform the Principal in writing of outside work so that Ullens School is informed if any issues arise.

Gifts:

- No employee will accept compensation or rewards from individuals or groups because of the position they occupy at Ullens School.
- Money or other gifts offered to individual staff will be firmly but kindly refused. If a student or his/her family insists and the gift is of a minor nature such as chocolates, flowers, stationary and/or cups, it may be accepted.

Donations:

- Persons wishing to make a donation to Ullens School will be directed to administration. Donations to Ullens School are not directly given to all employees.

Selling of Goods to Students:

- No employee will sell goods or services to a student[s]/student[s] family member[s] nor accept money or loans from a student[s]/student[s] family member[s]. Employees may contribute to fund raising efforts of student[s]/student[s] family member[s] if offered for general sale. Examples of this are raffle tickets, tickets to a student[s] performance at an outside venue.

Political Affiliation or Involvement:

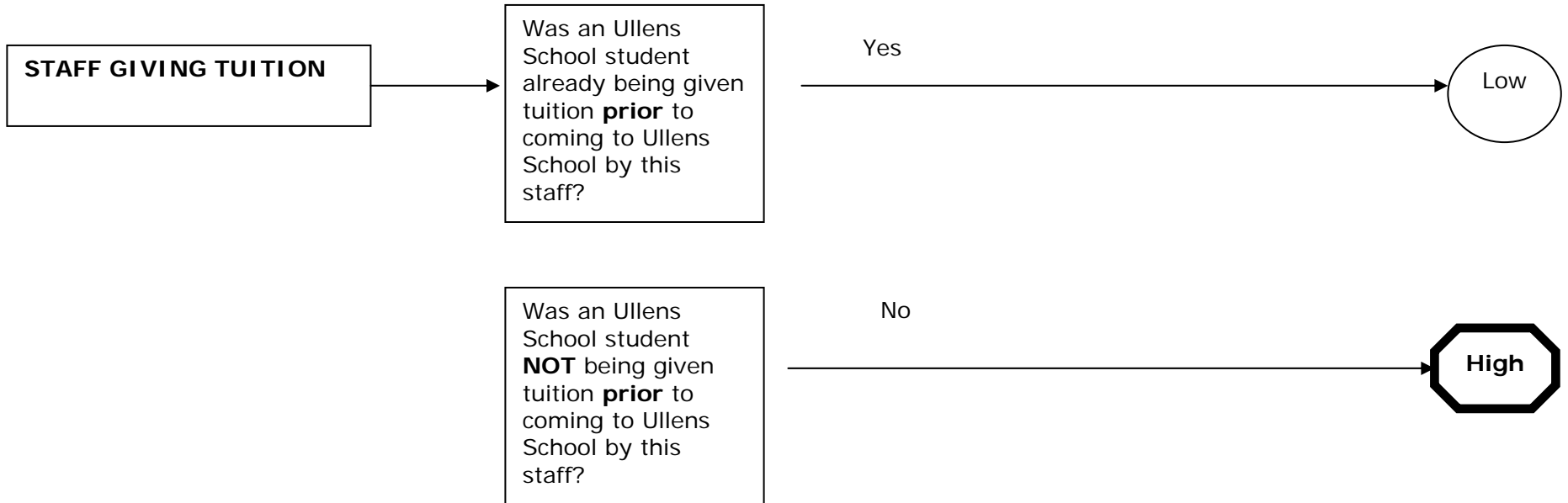
- Employees will not engage in any partisan political activity during working hours.
- Employee's personal political affiliation will be kept separate and distinct from Ullens School affairs.
- Employees will not at any time affiliate Ullens School with any political activity or party for the benefit of the political party.
- Employees cannot organize strike action and/or school closure within Ullens School's compound for political or for any other reason.
- Employees cannot join any type of work-related union as this can lead to political involvement and action.
- Employees cannot incite students to form an Ullens School student union as this action can lead to political involvement and action.
 - Note: A student council is no a student union. A student council is a body either appointed or chosen by each class level and it primary function is to assist in developing a healthy school community where students lean leadership skills and social responsibility.

Conflict of Interest:

- Teachers will not offer independent services to students such as tuition, while the students are currently attending Ullens School. Teachers may offer independent services to students only after the students have left Ullens School for a minimum period of twelve months.
- An exception to this conflict of interest policy is if a student **originally** obtained independent tuition services from a teacher **before** attending Ullens School. In this case the teacher may continue to provide independent tuition services at the same time that the student is attending Ullens School. The teacher will notify the Principal of each case where this exception applies.

- The ethical direction of this policy is to ensure;
 - that extracurricular activities not interfere with the teacher's performance or work schedule at Ullens School.
 - that Ullens School not be held responsible for acts of a teacher who is performing services in an individual capacity;
 - that no teacher compete with Ullens School.

A PROCESS FOR ASSESSING RISK OF CONFLICT OF INTEREST WITH STUDENTS



PURCHASING AND SELLING GOODS AND SERVICES

POLICY:

The purchasing and selling of goods and services between staff and students, and/or their family member[s], is not permitted.

PROCEDURE:

- Employees may not sell goods and services to student[s]/students[s] family member[s] nor may they encourage them to purchase any products or services. Employees will not use their position of trust to initiate any purchase or sale of goods and services to student[s]/student[s] family member[s].
- Excluding raffle tickets and goods/services offered for general sale, employees may not purchase services or goods from student[s]/student[s] family member[s]. A breach of this policy will result in disciplinary action, which may include dismissal.

REPORTING – CHILD ABUSE

POLICY:

Though Ullens School is **not legally responsible** to report incidences of children being abused either physical and/or sexually any and all information regarding the potential or actual harm and abuse to a student will be reported immediately to the Principal. Ullens School's Principal is not bound by any confidentiality agreement in such issues since the safety and well-being of the child maybe at risk.

Any and all staff/volunteers that is aware of potential or actual harm and/or abuse to a student will report this to the Principal immediately. The situation and information will be dealt with the available resources. All documentation and information regarding any child abuse or actual harm to the child will be maintained in a confidential file accessible only to the Principal.

ABUSE: STUDENTS

POLICY:

Students of Ullens School can expect an environment that is safe and free from any abuse. Any teacher, employee or volunteer who, upon investigation, has inflicted abuse on a client may be terminated. All reported incidents will be thoroughly investigated and dealt with immediately.

Any teacher, employee or volunteer who has knowledge of an incident of suspected abuse of a student by a teacher, an employee or volunteer, has the responsibility to report the incident immediately to the Principal. Failure on the part of any teacher, employee or volunteer to report such an incident will result in severe disciplinary actions and may result in termination of employment.

The policy does not stop an employee'/volunteer's right to move away from a student[s] who is acting in a way that might harm the employee and/or volunteer. The employee/volunteer will immediately report the incident to the Principal.

Definition of terms:

Abuse is defined as an action or behavior by an employee or volunteer which may result in physical, emotional or mental harm to a student except where physical harm to a student may be the result of safety and/or self-defense.

CATEGORIES OF ABUSE:

Physical:

- Assault, e.g. slapping, hitting, kicking, punching, and/or undue restraint

Psychosocial:

- Verbal or emotional abuse, e.g. yelling, making demeaning or derogatory remarks, teasing, swearing, name-calling;

Financial:

- Theft: money or personal property;
- Fraud: deceitful manipulation of finances;
- Solicitation of compensation.

Sexual Abuse / Assault:

- Any form of sexual conduct.

Violation of Rights:

- Denial of basic civil / human rights.

Neglect:

- **Active neglect:** willful withholding of educational services that are the right of all students at Ullens School.

- **Passive neglect:** withholding of educational services that are the right of all students at Ullens School usually due to lack of experience or information.

PROCEDURE:

- All concerns raised by students, families, employees, volunteers or other persons, of possible abuse must be reported immediately to the Principal.
- If a situation arises where an employee/volunteer is abused by a student, the employee/volunteer must withdraw himself/herself from the situation as soon as practical and seek assistance. On no occasion is it appropriate for an employee/volunteer to punish or take retaliatory measures against a student.
- The Principal will commence an investigation immediately which consists of;
 - Interviewing all parties involved,
 - Keeping written notes of all interviews,
 - A thorough review of all the information obtained,
 - Determination of any conflict information,
 - A decision will be made by the Principal regarding the appropriate response.
- If the investigation provides proof of such abuse, the employee will be discipline with an appropriate penalty up to and including termination.
- Any parent volunteer and/or volunteer who has abused a student or whose behavior puts a student at risk shall be relieved of their volunteer responsibilities.

STUDENTS IN NEED OF COUNSELING**POLICY:**

Students may arrive at Ullens School with a range of cognitive, social, emotional, physical and developmental needs. When a student's needs exceeds what can be met by the teachers in the classroom, the school seeks to work with parents/guardians to determine the best direction for the student's continued educational progress.

One possible direction is to access the School Counselor. The process to involve the School Counselor is as follows.

PROCEDURES: [Note: the procedures below are the same as those outlined in the Parent Handbook]

- **First:** The teacher fills out a "Counseling Referral" form, which indicates the steps that have been done within the classroom to assist the student.
- **Second:** Once this is filled out the teacher needs to meet or talk with the parents/guardians concerned so that the referral can be submitted to the School Counselor. At this point in the process the teacher can request that the counselor presence when communicating with the parents/caregivers. The Level Coordinator is informed by a written memo and can also participate in this initial parent-teacher interview if the teacher deems it necessary.
- **Third:** The School Counselor reviews the "Counseling Referral" form and contacts the teacher involved with or without the student to appraise the student's situation. Once that is done then the counselor plans a tentative strategy to help the student.
- **Fourth:** A meeting is scheduled by the counselor with the parents/caregivers at the earliest possible convenience to discuss and approve the planned strategy to help their child. The class level teachers and/or the Coordinator can attend this parent's meeting if it is deemed necessary by the counselor. Parents/guardians are encouraged to discuss the plan openly with the counselor since the parent's/guardian's have intimate knowledge of their child. Changes are made to the plan depending on the outcome of this discussion. The parents/guardian signs their child's plan. A reporting schedule is established with the parents during this meeting so that the student's progress can be relayed to the parents/guardian's and/or teachers concerned.
 - **Confidentiality:** In a counseling situation, the school strictly honors the family's confidentiality. The parents first sign a "Counseling Consent" form to allow their child to work with the School Counselor.
 - The student's identity is not revealed to persons who are not involved with this student. The School Counselor must have a signed "Request for Information" form from parents before any outside contact is made concerning the student. The parents indicate on the student's plan the persons that can be privy to this information.
 - The counselor is under obligation to keep any communication with the family only about the child concerned. Discussions about other student, opinions about the School and/or the teachers is avoided.

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- **Fifth:** The School Counselor opens a confidential file for this student. The counselor keeps all confidential student files in a locked cabinet where they are easily accessible. The counselor needs to fill out the "Confidential File" form for the Main Office's student records. No student's confidential File is put into the Main Office student records.
- **Sixth:** A copy of the student's approved plan is given only to the persons, which the parents/guardians indicate on the plan during their interview.
- **Seventh:** Regular meetings and/or telephone communication is established with the parents/guardians. If per chance the student shows little improvement or if the counselor assesses that outside assistance is needed the parents/guardians are again contacted. This meeting is called "A Team Conference" where the following persons attend; Principal, Level Coordinator, classroom teachers, counselor and any outside expert that may be called as a resource. Decisions are made in accordance to what is best for the student. The parents have the final word.
- **Eighth:** The counselor updates the student's plan and the parents/guardians must again sign for the changes. Copies are given to the persons concerned.