

Evergreen Learning Centre – A Place of Growth

Dearest Evergreen Family Member/s

Our **Code of Conduct** is a set of guidelines, for you, our Parents and Guardians of learners that attend Evergreen Learning Centre. Our Code of Conduct explains the ethical norms and values that we implement at Evergreen Learning Centre. We expect our Parents, Guardians, Staff members and Learners to adhere to these guidelines to ensure the safety and well-being of all members of our Evergreen Family.

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Section A: Our Discipline Approach:

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- a. Treat our learners with respect.
- b. Speak to our learners at their eye level. We do not talk down to them.
- c. We communicate in pleasant, respectful tones. We do not yell at our learners, under any circumstances.
- d. In the event that learners require discipline, we speak with the learners involved and we offer two safe choices. If a learner is unable to choose a safe choice, we pick an activity for them and sit with them to complete it. (*play dough, drawing, puzzles*).
- e. We use logical consequences. For example; If a learner refuses to line up after outside play, the respective learner will be called to have a conversation with a teacher/class assistant about expectations about making good choices.
- f. We use positive reinforcement and redirection. We do not use threats. For example, we do not say; 'if you don't do....., then you can't.....'. This includes empty threats.
- g. We maintain ratio at all times. Our Staff to learner ratio is 1:10. Maintaining ratio means Teachers and Class Assistants do not entertain any side bar/adult conversations, utilize cell phones or participate in events that will keep us distracted from our learners.
- h. Parents/ Guardians MUST make an appointment to see Class Teachers as we focus on our learners during the school day.
- i. We call our learners by their names. We do not call them pet names or nick names, unless specifically asked to do so by parents and guardians.
- j. We deal with discipline issues privately. We do not call out learners in front of the class.
- k. We do not under any circumstances belittle our learners. For example; 'you're acting like a baby'.
- l. In the event that a learner is being disruptive/unsafe, a teacher or assistant will accompany the learner to a safe space and help them refocus and redirect.
- m. We only remove learners from the room/go to the hallway for extreme occurrences.
- n. If the above measures do not suffice, parents/guardians will be asked to come and visit the class teacher/principal to discuss a suitable solution to develop appropriate and acceptable behavior.

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