

RANDOLPH KIDS

Behaviour Policy and Discipline Procedures 2023

Randolph Kids is committed to providing a safe, positive, and structured environment for all students in our programs. To make the most out of class time, we require all students to demonstrate appropriate behaviour from their first day. This allows us to maintain the quality, and safety of every activity, for all participating students.

Staff will reinforce appropriate behaviour through positive reinforcement, firm statements, and redirection of activity. All students must understand and follow the guidelines set forth.

We do not tolerate bullying, hitting, or other violent and/or belligerent behaviours. Parents or guardians will be informed of inappropriate behaviour, and contacted to discuss corrective solutions. Senior Staff reserve the right to immediately dismiss a child from their class due to violent or abusive behaviour.

Key Definitions

Staff – Any Randolph Kids Performing Arts employee including the Manager, Coordinator and Liaison Officer, Instructors, Assistants, and Volunteers.

Bullying - Unwanted, aggressive behaviour that involves a real, or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behaviour must include:

An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time, and in different situations, even if they involve the same people. Bullying includes actions such as making threats, spreading rumours, attacking someone physically or verbally, and/or purposefully excluding someone from a group.

Violence – The use of physical force to injure, abuse, damage, or destroy.

Belligerent – Hostile and aggressive; inclined to or exhibiting assertiveness, hostility, or combativeness.

Abusive – Using harsh, insulting language; using or involving physical violence or emotional cruelty.

Please review these guidelines with your child.

- Talk in a pleasant manner. Foul language, put downs, and bullying will not be tolerated.
- Be safe! Always obey class and studio space rules, and staff.
- Treat all equipment and supplies with proper care and respect.
- Show respect for all instructors, assistants, volunteers, and managerial team.
- Running and excessive shouting while indoors is not allowed.
- Unsupervised acrobatics, and overtly physical games are not allowed while on class breaks.
- Aggressive or violent behaviour that is threatening to another student, staff member, or other person will not be permitted.

Behaviour Expectations & Follow Up

Listed below are the disciplinary procedures for students who are exhibiting unacceptable behaviour. Depending on the severity of the behaviour, we may skip a particular step. (I.e. aggressive behaviour will not be tolerated.)

A three-strike model will be used when managing behavioural issues. It is the responsibility of the parent or guardian to ensure that their student(s) is/are aware of the three-strike model. The behaviour policy will be sent to parents or guardians prior to the student's first day of programming.

Parent/guardian acknowledgment of the behaviour policy is required before the first day of their student's program. Staff will also ensure that students are aware of this model, as well as expectations for keeping all students and Staff safe while in class.

Step 1: Verbal Warning

Examples of First Step Behaviour: Group disruption, mild language, putting safety at risk, etc.

Step 2: - Time Out or time away from the group. During a time out, a student may have to sit out from activities, including games, crafts, or a special event. They will be joined by their instructor or another member of Staff at a quiet location, where they can discuss the behavioural issue(s). The student will be asked to help come up with a positive solution. Parents/guardians will be contacted at this stage to ensure that they are informed, able to assist, and provide support to their student, and Randolph Kids Staff. After discussing the issue, and agreeing on how to best move forward, the student will be welcomed back to the class.

Examples of Second Step Behaviour: Unwelcomed teasing, indirect inappropriate or abusive language, destruction or abuse of property, endangering themselves or others, etc.

Step 3: - Written Warning* given to the parent/guardian if a student persists in unacceptable behaviour. The Manager or Coordinator will speak with the student and their parent/guardian. The parent/guardian will be required to sign the written warning, and pick up their student from class.

Examples of Third Step Behaviour: Directed bullying, aggressive body contact, violence, theft, directed inappropriate or abusive language, other repeated behaviour as listed previously, etc.

***After receiving two written warnings, the student will be asked to leave the program, and will not be permitted to return. No refunds will be given. Any student who is violent, or who shows great disrespect for the program or staff will be asked to leave with no refunds provided.**

All Stages

At all stages within this process, Staff will speak calmly, and openly with the student(s) involved. All parties involved will have their opinions heard and considered. Students will be involved in finding solutions. The “steps” will not be used as threats. All behavioural expectations will be communicated in advance. It is also the responsibility of the parent/guardian to ensure that their student is aware of the behaviour policy, and potential consequences. Staff will complete an internal record (Incident Report) for any behavioural incidents. This report will be forwarded to the Manager, and may be referenced if/when a parent/guardian is contacted. Parents/guardians will always be notified of a step 2 incident, and a call to the parent/guardian will always follow in the case of a step 3 incident.

Dealing with Behaviour

We at Randolph Kids work hard to ensure that students understand what behaviour is acceptable, and what is not. These expectations are introduced at the beginning of our programs, and the culture of respect for everyone and everything is fostered from that point forward. This behaviour policy is not intended to restrict how each student is dealt with. Staff will always use their best judgment, and work with Supervisors to ensure that everyone is having a positive experience in our programs.

Thank you in advance for your support, and cooperation.

We hope to have a great year ahead!