## Appendix A

**SUGGESTED TOPICS FOR INCLUSION IN
THE SCHOOL POSITIVE LEARNING ENVIRONMENT PLAN**

The School Positive Learning Environment Plan may:

- define expected behaviour standards for in-school, co- and extra-curricular activities and conduct on school buses;

- state expectations and responsibilities for staff, pupils, parents and volunteers and include a process to follow should any partner have a complaint;

- specify steps to be taken when a serious incident occurs;

- identify strategies for recognizing good behaviour, successes and accomplishments and for monitoring progress;

- promote activities which develop: self-esteem, communication, social skills, respect for self and others, self-control, productive behaviour, peaceful and cooperative problem solving, conflict resolution and the practice of democratic principles;

- ensure differences in age groups, abilities, learning styles, needs and strengths are recognized;

- promote age-appropriate pupil participation in decisions affecting them, as a group or individually, and encourage team-work with staff and peers;

- include equitable, common-sense, consistent consequences for pupil misconduct. Consistency should be evident to pupils from situation to situation and staff member to staff member;

- ensure a fair process for finding out what happened when things go wrong and for finding a remedy;

- include a reporting plan to ensure parents, volunteers, bus drivers and other staff involved with a pupil are informed of significant events such as: interventions in school or on buses, injuries/illness, absences, achievements, etc., as appropriate;

- identify training needs for staff, parents and pupils and contain a plan for obtaining the necessary training;

- address coordination of services received by pupils;

- include a communications plan to ensure the School Positive Learning Environment Plan is understood by pupils, parents, volunteers, staff and the community and is communicated annually to all involved in the school; and

- contain steps for monitoring and furthering successes achieved in creating a positive learning environment.

*September 2001*