Medicine Hat Public School Division

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MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"

SECTION 600 – Students

ADMINISTRATIVE PROCEDURE: SUPPORTING CHILDREN WITH SOCIAL-EMOTIONAL NEEDS

PROCEDURE CODE:	*612 AP 002*
Policy Reference: 612 – Safe and Caring Environment that Fosters and Maintains Respectful and Responsible Behaviours, Diversity and a Sense of Belonging	**Exhibits:** 612 E 001 – Classroom Management Plan Template

BACKGROUND

To ensure safe and caring communities, Medicine Hat Public School Division (MHPSD) is committed to responding to children and students who have social/emotional/behavioural needs in a manner that demonstrates fairness, respect and integrity. Teachers do not work in isolation and therefore the response will be approached collaboratively, working to support all members of the school community with genuine empathy and care. It is through the establishment of positive and productive relationships that we will support student learning and success through a strength based approach.

When considering the procedures that are in place, after addressing the safety of all stakeholders, the goal of MHPSD staff is to improve student self-regulation.

PROCEDURES:

1. Principals will ensure that staff are knowledgeable about the Hour Zero School Emergency Response Program.
2. Each teacher shall develop a Classroom Management Plan that describes the:
   - 2.1. philosophical belief about classroom management;
   - 2.2. process in setting classroom expectations;
   - 2.3. listing of what the expectations are;
   - 2.4. positive behaviour supports used as a response to unmet expectations. These supports must:
     - 2.4.1. align with the Teaching Quality Standard; and

2.4.2. reflect the pyramid of intervention – having universal, targeted and specialized strategies; and

2.4.3. adhere to the school's values and beliefs.

3. Each teacher shall develop a Safety Plan for both staff and students, to address imminent and urgent safety situations. The physical safety of all students and staff must be the first priority. Safety Plans must include:
   3.1. identified staff members with current certification for emergency restraints;
   3.2. evacuation plan
   3.3. safety location
   3.4. colleagues that can act as first responders
   3.5. signal that alerts students to evacuate
   3.6. plan for rehearsal
4. Teachers will ensure that Classroom Management Plans and Safety Plans are shared with substitute teachers.
5. Teachers will develop Behaviour Support Plans for individual students who demonstrate aggressive and/or explosive behaviours.
6. When an imminent and urgent safety situation occurs the following steps may occur:
   6.1. Enact the school and/or classroom Safety Plan.
   6.2. The teacher will dialogue with the children impacted by the incident to reassure the children that they are safe and that the person(s) directly involved in the safety situation are being supported.
   6.3. The school administrator will arrange a debriefing session that may include the teacher(s), administrator, Family School Liaison Worker (FSLW) and any other staff that were involved. Consideration should also be given to include other staff and community partners such as mental health consultants and police officers.
   6.4. Consideration, by school administrator and Division office, will be given to communicate with all parents/guardians of the children impacted by the incident.
   6.5. All aggressive and/or explosive behaviour situations will be documented electronically in PowerSchool.
   6.6. If someone, either staff or student, has been injured, the appropriate online safety report must be completed.

REFERENCES

MHPSD School Emergency Program
Teacher Quality Standards

Approved: February 6, 2017
Revised: September 1, 2026