

## Elmdale School Code of Conduct

Our expectation is that at Elmdale all students, parents, community members and staff act in a respectful manner and comply with our Code of Conduct:

Elmdale School's Code of Conduct Plan is supported by Hanover School Division's Respectful Workplace Policy (Policy AE, AE-A, AE-B at [www.hsd.ca](http://www.hsd.ca)) and Code of Conduct (Policy AG) . The policy outlines the consequences of harassment and procedures for reporting harassment. This policy also outlines the procedure for investigating and dealing with harassment claims.

At Elmdale School our Code of Conduct is based on the belief that every student is unique, special, and an important part of our school community. We have established the Elmdale Good Conduct Program to encourage and reinforce positive behaviours and to prevent and address, when necessary, negative behaviours. We believe that building into positive behaviours plays a large role in preventing negative behaviours. Being proactive with behaviour issues, and keeping communication lines open can prevent many behaviour problems from escalating.

### Bullying

We do not tolerate bullying of any kind, including cyber bullying, physical, psychological and all other forms of abuse, whether it be in writing, verbally or digitally. Acts of bullying or abuse will be dealt with according to the Elmdale Good Conduct Program (amber or red slip).

### What is Bullying? What is it NOT?

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted;	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully's behavior, the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	CANNOT be resolved through mediation

**Discrimination** is defined as action or a decision that treats a person or a group badly for reasons such as their race, age or disability (<https://www.chrc-ccdp.gc.ca/eng/content/what-discrimination>). Since at Elmdale we believe that every student is unique, special, and an important part of our community, (as are staff members and community members) discrimination of any kind will not be tolerated, and will be dealt with swiftly and appropriately.

Questions about Elmdale's Good Conduct Program and Code of Conduct can be directed to the Principal at [vhiebert@hsd.ca](mailto:vhiebert@hsd.ca).

## PROTOCOL FOR ADDRESSING CONCERNS

Students aren't always going to get along, and conflicts are a normal part of childhood. In fact, learning how to resolve issues on our playgrounds and in our classrooms can teach many social skills, including empathy and sharing. At Elmdale School, we use a variety of student centered and classroom wide interventions to support students when dealing with conflict. We also understand that issues of conflict come home to you as the parents and guardians. When this occurs and there are concerns or questions that need addressing, we ask that parents and guardians follow the protocol below when addressing these concerns.

Generally speaking, a parent should start with the person most directly involved with the concern. For example, if you have a concern with something that took place in the classroom, you would speak first to the classroom teacher.

Understanding the line of communication in Manitoba schools is essential in working to resolve a concern in a school community. This line of communication should be followed in this order:

1. Classroom Teacher
2. Principal
3. Superintendent
4. School Board

Resource: A Guide To Addressing Concerns in Manitoba Schools (p.12)

<http://www.mapc.mb.ca/PDFs/Advocacy%20Guide%20APPROVED%20APR%202015.pdf>

Working Together: A Guide to Positive Problem Solving for Schools, Families and Communities

[https://www.edu.gov.mb.ca/k12/specedu/problem\\_solving/pdf/complete\\_document.pdf](https://www.edu.gov.mb.ca/k12/specedu/problem_solving/pdf/complete_document.pdf)