



Student Handbook

2020-2021

*Together; we CARE, we LEARN, we GROW*

## **SOUTHWOOD SCHOOL STAFF 2020-2021**

<u>Principal</u>	Rod Kehler	<u>Kindergarten</u>	
<u>Vice-Principal</u>	Chantal Johnson	K1D	Christie Durston
<u>Admin. Assistant</u>	Amber Van Ma'iingan	K2G	Jessica Gowen
<u>Secretary</u>	Sheri James	K3B	Cheri Boschman
<u>Guidance</u>	Courtney Baudry	K4C	Lisa Coulter
<u>Learning Support</u>	Nicole Billiald	K5V	Helga Vogt
<u>Learning Support</u>	Melissa Heinrichs	<u>Grade 1</u>	
<u>Learning Support</u>	Jordan Hurton	1C	Tabitha Cavanagh
<u>Literacy Support</u>	Donna Neufeldt	1G	Susan Gudmundson
<u>Numeracy Support</u>	Megan Smyth	1M	Catrina McKay
<u>Music (1-4)</u>	Karla Brown	1S	Sherilyn Sawatzky
<u>Phys. Ed</u>	Cheryl Chernos	1P	Brad Peters
<u>Phys. Ed</u>	Megan Smyth	<u>Grade 2</u>	
<u>Library Support Specialist</u>	Sarah Locke	2C	Laurie Cox
<u>Custodian</u>	Russ Sobering	2F	Corliss Friesen
<u>Evening Custodian</u>	Angela McDonald	2K	Sandi Kauenhofen
<u>Evening Custodian</u>	Chelsea Dawson-Sayer	2N	Shania Neyron
<u>Educational Assistants</u>		<u>Grade 3</u>	
Kathy Bergen	Hilda Hildebrand	3B	Tara Bairos
Sandy Stampe Sobering	Erica Nickel	3H	Julia Hibert
Amber Friesen	Sharon Osiowy	3J	Holly Janke
Jennifer Schroeder	Karen Hoffman Peters	3P	Kristjana Peterson
	Kristy Klassen	<u>Grade 4</u>	
		4B	Manuel Brotzmann
		4H	Cassie Healey
		4M	Loribelle Monchamp
		4N	Marianne Neufeld

**Southwood Calendar** Please check Southwood's Calendar on our website for additional dates

Date		Event	Date		Event
Sept	8	Admin Day/Meet the Teacher	Feb	26	HTA PD Day - no school
	9	First Day of classes for Gr. 1-4	Feb/Mar	22-12	Chocolate Sales
	9. 10 .11. & 14	Kindergarten Staggered Entrance Days	March		Artist in the School
	15	First day regular Kindergarten classes		12	Admin Day - no school
	18 & 21	Strong Connections Gr. 1-4		24	Report cards on Parent Portal
	24	Terry Fox Run		25	Student Learning Expo
	30	Orange Shirt Day		26	Last Day of classes before Spring Break
Oct.	6 & 7	Photo Day	Apr	5	Back to School
	12	Thanksgiving - No School		7	Pink Shirt Day
Nov.	9	Admin Day - No School		16	Admin/PD Day - no school
	10	Remembrance Day Assembly		27	Kindergarten Welcome Evening
	11	Remembrance Day - no school		28 & 29	Kinder Orientation Days
	13	Photo retake day	May	5	Volunteer Appreciation even
	25	Report cards on Parent Portal		24	Victoria Day - no school
	26	Student Led Conferences/Book Fair		27	Spring Concert Even (Gr. 1 & 2)
Dec	10	Christmas Program (Gr. 3 & 4)	June	24	Grade 4 Farewell
	18	Last day of classes		29	School Picnic and Last Day of School
Jan	4	Back to school		29	Final Report Card on Parent Portal
Feb	5	Admin/PD Day		30	Admin Day
	11	Kindergarten reports on Parent Portal			
	15	Louis Riel Day - no school			
	17	Winter Fun Day			

## **DAILY ROUTINE**

8:50	Students enter school in the morning
9:08	O'Canada and Announcements
9:08-11:05	Learning Block 1
11:05-11:30	Nutrition Break
11:30-11:55	Activity Break
11:55-1:10	Learning Block 2
1:10-1:35	Activity Break
1:35-2:00	Nutrition Break
2:00-3:45	Learning Block 3
3:45	Dismissal

School doors are open as of 8:50 am and students are welcome to come into the school at that time. Students should not arrive prior to 8:30 am as there will not be supervision until that time. As children arrive at school they will be expected to stay outdoors until 8:50 am. They will not need to come into the school or classroom to put away their school bags - they can keep their bags on their backs, hang it on the fence, or place it on the ground near their door. Supervision is available for early bus students and on the schoolyard starting at 8:30 am.

## **ATTENDANCE**

It is expected that students will attend school each day. However, please do not send students who are ill to school. If a student becomes ill during the day parents/guardians will be notified. Please be aware that missing even a few days of school each month can have a great impact on your child's learning.

## **CALL BACK SYSTEM**

As a safety measure, this system is used to ensure the whereabouts of our children. The process involves three important steps.

- 1) The parent/guardian of a child who will be absent from school **must** notify the school. This could be done by contacting the teacher or office by phone or email between 8:30-9:00.

Phone: 204-326-3518

Email: [southwood@hsd.ca](mailto:southwood@hsd.ca)

- 2) Shortly after 9:10 am, 12:00 pm, and 2:00 pm teachers will notify the office of unexcused absences.
- 3) Our phone system will call the home or given numbers to confirm the student's absence.

### **COMMUNICATION WITH THE SCHOOL:**

Our school website is a great place to find school schedules, newsletters, staff names and email addresses, PAC information and much more.

We encourage you to follow our Twitter feed on the website for day by day updates on school news. You may also choose to follow us directly with the Twitter app. Our Twitter name is @SouthwoodHSD.

In addition, you can always reach the school via email at [southwood@hsd.ca](mailto:southwood@hsd.ca). The secretary or principal will respond to your emails as promptly as possible. Our phone number is 204-326-3518 if you prefer to call.

### **RECESS**

All students are expected to go outside for some fresh air and exercise. Exceptions are made only if there is a doctor's note stating that the child is well enough to be at school but has a condition requiring he/she stay indoors. Another exception would be in the case of rain and/or extreme cold. Winter weather guidelines are:

***-25 to -29 Celsius (with a wind chill)*** Students will stay indoors for all or partial recesses.

***-30 Celsius or below (with a wind chill)***

Students will stay indoors for the whole recess.

In the case of multiple indoor recesses due to cold weather, teachers may choose to take their class outside for a 5 – 10-minute break if needed. At these times, the class will be very closely supervised.

Parents, please ensure that your child is dressed appropriately for weather conditions.

### **HEALTHY LUNCHESES**

Healthy food is essential for learning. Therefore, we encourage all students to bring a balanced lunch to school that reflects the guidelines in the Canada Food Guide. Please avoid large portions of junk foods and sugary drinks. We appreciate your efforts to provide a healthy lunch for your child. If providing a healthy lunch is difficult, please talk to our secretary and we can include your child in our daily lunch program, without cost to you.

### **NUTRITION BREAK SUPERVISION**

Hanover School Division provides supervision for students during the nutrition breaks. Educational assistants on our staff and one teacher on call will be responsible for the students during this time. All students are welcome to stay at school during the nutrition breaks, as long as they follow the rules of the lunchroom/playground and are respectful to the supervisors. If

students are disrespectful or uncooperative during lunch break, alternative arrangements will have to be made for the student to eat elsewhere.

Please understand that teachers are not available during nutrition breaks to supervise students.

### **ACTIVITY BREAKS**

Activity breaks occur twice throughout the day for two 25 minute periods. Teachers will be on supervision during this time. There will also be activities that students can sign up for that will be run by teachers as well.

### **SOUTHWOOD SCHOOL IS A “NUT AWARE SCHOOL”**

At Southwood School, we are committed to providing a safe environment that is inclusive for all children. In common with most other schools, we have a number of children with nut allergies. Southwood School is ‘Nut Aware’. We do not describe the school as being ‘Nut Free’ because we can’t guarantee that students or adults have not brought nuts, or traces of nuts, into the building. We ask that you are aware of this policy and take care to make sure your child’s lunch does not contain nut items that would put someone else’s child in danger. If you have any questions, please feel free to contact the school.

### **BUS TRANSPORTATION**

As has been the policy for the last few years, bus passes are not permitted. Students are required to use their assigned bus only and will not be able to bring guests on the bus. All students are expected to respect the bus driver and follow rules for safety, both on field trips and to and from school. Bus misconduct reports could result in a loss of transportation privileges. Our goal is to ensure the safety of all students using bus transportation.

### **FOOTWEAR AT SCHOOL**

Students must wear appropriate footwear inside and outside at all times. We request that all students keep a pair of runners at school which they can wear inside. Concerns for school cleanliness, personal hygiene, and safety prompt our request for this change of footwear.

### **CLASSROOM ACTIVITIES/PET VISITS**

Teachers are in charge of planning activities for the classroom. Any change from the regular schedule such as surprise parties, bringing pets to school, etc. should be arranged with the teacher well in advance. When bringing pets to school for "Show & Tell", parents should make sure that this will fit into the teacher’s plans as well as any classroom concerns regarding allergies. Thank you for arranging this in advance.

### **TELEPHONES**

Students who obtain a telephone pass from their homeroom teacher may use the phone in an emergency. Students need permission from an adult in the school to make and accept phone

calls. Calls need to be made or taken under the supervision of a staff member. Students seeking permission to go to a friend's house after school should arrange this before coming to school.

### **SCHOOL RECORDS**

Please make sure the school is advised of any changes in telephone numbers, places of employment, medical information, etc. It is important that we have updated information in case of an emergency.

### **LEARNING COMMONS**

Each class has one period in the learning commons in a 6-day cycle. Please help your child return his/her books with a loan period of 2 weeks.

Please help your child to:

1. Handle books with care and place them in a safe spot.
2. Carefully supervise interested preschoolers.
3. Keep books away from pets.
4. Transfer the books in a plastic bag to and from school, especially on rainy days or if drinks are kept in the backpack.

Getting a book wet often destroys a book completely. In this case, a fine letter is sent home and a specific fee is requested which is determined by the age of the book, its original condition, and replacement cost. If a book has obviously been misused (evident by rips, markers, drawings, etc.) but does not need to be replaced a small fee will be requested. A note from the parent explaining the reason for the book's bad condition is much appreciated.

### **COMPUTER USE POLICY**

Hanover School Division has implemented policy and procedures regarding student and staff rights and responsibilities in the use of computers in our school division. (See HSD Acceptable Use Policy, Code GA, at [www.hsd.ca](http://www.hsd.ca). You will find this under the Trustees tab, Policies, etc.) Staff and students must adhere to the policy respecting appropriate use of electronic mail and the Internet, including the prohibition of accessing, uploading, downloading or distributing material that HSD determined to be objectionable or contrary to the divisional mission statement. Upon entry to school, parents will be expected to read the policy and sign it indicating they understand the policy and give their child permission to use the Internet in our school. This is done at the time of registration. At Southwood School students are only allowed to use the Internet with a teacher's permission. Our larger goal is to teach students to be good "digital citizens", as they use technology for their learning.

### **DIVISION ACCEPTABLE USE POLICY**

Use of Personal Electronic Devices by Staff, Students or Visitors to the School Staff and visitors to the school, in possession of a personal electronic communications device, must have it turned

off at any time they are in class, supervising students in school or participating in any school event. Staff must not send or receive personal communications while on duty. Use of communication devices for emergency communications related to safety and well-being of students, staff or visitors is allowed, at the discretion of the administrator. Individual schools are authorized to set general limitations on possession of electronic devices of any kind, including cell phones, digital cameras, music or video players and gaming devices. Students with administrative permission to be in possession of electronic devices in school are bound by the following conditions: All communication devices must be turned off when the student boards the school bus or enters the school building. These devices may not be activated when classes are in progress or during any school event during the regular school day. Students may not leave class to make or receive an electronic communication - cell phone call, text message or internet communication. During school outings, field trips or extracurricular events, use of a cell phone is by permission of the supervising academic staff (principal or teacher) or the designated community coach, where no academic staff is present. Use of electronic communication devices or digital cameras for any reason during a test or assessment will result in removal of the student from the assessment and the assessment will be considered invalid. A mark of zero may be assigned. Cell phones equipped with cameras should be avoided. Cameras or phones equipped with cameras must be kept out of sight and not activated in washrooms, change rooms or any other private areas. Use of an electronic communications device or digital camera to record video, still shots or sound must be done with express permission of the supervising staff member and with full advance knowledge and permission of any individual or group being recorded. Sharing, distribution or broadcasting of any such material must be done with full permission of every individual being recorded. Posting to the Internet may require written permission of parents. Recordings made secretly and/or used maliciously will result in disciplinary action up to and including expulsion and a police report. Any use of an electronic communication device during prohibited times or in an inappropriate manner will result in immediate confiscation of the device by school staff. Devices will be returned to parents or guardians under conditions set by administration. Hanover School Division assumes no responsibility, in any cases, for the loss, destruction or theft of any electronic device brought to school or to any school related activity by a student.

### **SCHOOL GUIDELINES AND PROCEDURES**

Teacher permission is required for all students to either send or receive outside communication during school hours.

### **LOST AND FOUND**

*Lost and Found* items are displayed on shelves in the front foyer. Items such as watches, jewelry, glasses, etc. are kept in the office when found. You are encouraged to check the *Lost & Found* for missing items. Unclaimed items will be brought to the Steinbach MCC Thrift Store at the end of every month. Be sure to **clearly label** your child's shoes, boots and ski pants - this will be a great help in reclaiming lost items.

### **DROPPING OFF AND PICKING UP STUDENTS**



Please, ***DO NOT USE THE BUS LANE OR THE STAFF PARKING LOT TO DROP OFF YOUR CHILD.*** Doing so puts your child and others at risk! The parking lot is for staff use only.

You may STOP on Barkman Avenue or 3<sup>rd</sup> Street in the loading zones to drop off or to wait for your child; however, if you want to PARK and leave your vehicle you **may not use** the loading zones. Parking in a loading zone has resulted in many drivers being ticketed.

### **VISITORS REPORTING TO THE OFFICE**

All visitors, including parents, are required to identify themselves at the office before proceeding through the school. This is one of the ways we ensure that children in our building are safe.

It is also important for the office to be aware of relatives or friends who have been asked to pick up children from our school. These visiting adults should have a note of permission from the parents/guardians of the child.

### **EMERGENCY SCHOOL CLOSING**

When weather conditions are questionable or extreme, please listen to AM 1250, AM 950 or CJOB 680, for up to date school cancellation information. School closures will be announced between 7:00 and 8:00 in the morning. You will also receive an automated phone call from the Superintendent, to inform you of the school closure. You may also check the Hanover School Division website ([www.hsd.ca](http://www.hsd.ca)) for the announcement, as well as information about bus delays/cancellations.

### **PUBLIC HEALTH NURSE**

Although the public health nurse is not available at our school on a regular basis, any problems such as pinkeye or head-lice should be reported to the school immediately as they are highly infectious and need to be dealt with at once. Our Public Health nurse is Jacqueline Brandt (204-346-7008). Her email address is [jbrandt@southernhealth.ca](mailto:jbrandt@southernhealth.ca)

### **PERSONAL BELONGINGS**

Personal items from home can inadvertently get damaged due to the carelessness of other students. Theft is also a concern. We cannot be responsible for any loss or damage done to these items.

### **BICYCLES**

Bicycles are to be parked in bike stands during school hours. Students are not to go near the bike stands during the school day. Students must walk their bikes while on the schoolyard. It is strongly recommended that students use locks on bikes.

### **STUDENT DRESS CODE**

Students are asked to dress appropriately for the elementary school environment. Clothing that has offensive language or suggestive wording is not permitted. Students are permitted to wear

hats outside but not during class time unless agreed upon by the classroom teacher. This procedure is compatible with other schools in Hanover School Division.

## **VOLUNTEERS**

Volunteers are an essential part of Southwood School. It is important for the sake of all of our students that volunteers are required to sign a Pledge of Confidentiality form, as well as to be checked out on the Child Abuse Registry. We require this check for all of our parents that will be going on any kind of field trip. There are many different opportunities for parent volunteers for as little or as much time as you are willing to commit. All new volunteers at Southwood will receive our volunteer handbook which provides further details for you.

## **EMERGENCY and SAFETY PROCEDURES**

Southwood School tries to anticipate the many types of emergencies or dangers that can take place in a school setting. Each year we review the procedures and responses that would be used if and when an emergency arises. If your child is injured at school we will assess the nature of the injury, apply any necessary First Aid and if necessary call the parent. An ambulance would be called in case of a serious injury.

Some proactive safety strategies;

- Staff teams have been given training in CPR and First Aid
- Procedures and plans for fire emergencies, bomb threat, response to dangerous individuals
- Identification tags for all volunteers and for HSD employees that are not a part of our daily staff.
- Crisis teams and plans in place to address a wide variety of scenarios.
- Practice drills for fire, tornadoes and lockdowns.

## **HOUSE COLOUR SYSTEMS**

The house colour system is designed to help build our school community, citizenship, and give students a sense of belonging and ownership. Each student is assigned to a house colour, identified by one of six colours: Red, Yellow, Purple, Orange, Green or Blue.

Within their house colour designation, students participate in special events like house hooplas, house colour day, assemblies, and other cross-grade activities throughout the year. Each house color is made up of students from grades kindergarten to grade four and provides opportunities for positive interaction among the grade levels.

Our aim of the house system will give students a focus of identity outside of their classroom. By mixing the students from across the grade levels in a house, it provides opportunities for students to meet peers with whom they may not otherwise interact. It also allows older students to build skills related to citizenship, responsibility, and mentorship.

Students earn points for their house by participating in school activities, community service, and adhering to our school motto – CARE, LEARN, GROW. Houses are also awarded points for

positive behaviour and citizenship. Over the course of the year, colour house teams will be drawn to participate in house hooplas led by the school principals. All staff members are also part of the house colour teams.

**BEHAVIOUR INTERVENTIONS**

**The Zones of Regulation**

- A curriculum designed to foster self-regulation and emotional control.
- Southwood School has adopted this great resource and is working at putting it into practice as a whole school involving all grades K-4.
- The students learn that they have zones or different levels of emotional states. They become aware that their emotions and sensory needs, as well as their environments, can influence which zone they are in.
- Students identify what colored zone they are in and why. They then are learning what tools or strategies to use to get themselves back to the “Green Zone.”

BLUE	GREEN	YELLOW	RED
Sad	Happy	Frustrated	Mad/angry
Sick	Calm	Worried	Terrified
Tired	Okay	Silly/Wiggly	Yelling/hitting
Bored	Focused	Excited	Out of control
Moving slowly	Ready to learn	Loss of some control	

**Managing Behavior**

Sometimes students are not ready to work at a higher level of self-control and self-reflection. In these cases, we manage their behaviour more “externally” with consequences, with the hope of one day moving to more self-understanding. The following pages have some descriptions of behaviour levels and possible consequences we would consider.

**Level I Behaviours**

Examples of level 1 behaviours are

- Running in building
- Unsafe/rough play
- Littering
- Spitting

- Failure to follow classroom/playground beliefs.
- Classroom disruption/excessive noise
- Uncooperative behaviours
- Disruptive transitions
- Hands-on/ Play fighting
- Non-directed profanity
- Out of assigned area
- Put-downs/name-calling
- Inappropriate displays of affection

### **Level I Consequences**

Consequences for Level 1 behaviours may include but are not limited to:

- Verbal discussion
- Loss of privileges
- Time out with supervision
- Clean up duty

### **Level II Behaviours**

Here are some possible examples of Level II behaviours:

- Repeated Level I behaviour
- Aggression – severe verbal and physical

### **Level II Consequences**

Consequences for Level II behaviours may include but are not limited to:

- Verbal correction
- Loss of privileges
- Behaviour plan
- Time out
- Clean up duty

### **Level III Behaviours**

Level III behaviours could include:

- Chronic Level II behaviour  
Stealing

- Physical aggression
- Vandalism
- Possession of inappropriate and potentially unsafe objects
- Intimidation/verbal threats
- Harassment/bullying
- Verbal abuse/directed profanity
- Disrespect, non-compliance or defiance toward adults
- Assaultive behaviour
- Cyber-bullying

### **Level III Consequences**

Level III consequences could include:

- Pay for damages
- Behaviour plan
- Referrals for Programming
- In-school suspension
- Out of school suspension.

### **FREEDOM FROM HARASSMENT POLICY**

Southwood School's Code of Conduct Plan is supported by Hanover School Division's *Freedom from Harassment Policy* (3B-45 at [www.hsd.ca](http://www.hsd.ca)). 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.

### **CYBER-BULLYING**

Cyber-bullying is bullying using any electronic media and includes text, images, and video sent via email or posted on blogs or on-line public forums such as YouTube, FaceBook, Twitter, Instagram, etc.

Cyber-bullying is considered a Level III Behaviour and, if proven to be connected to the school community in any way, will not be tolerated. Cyberbullying that does not affect students at school will need to be handled by the parents at home.

Digital Citizenship is taught in the Phys. Ed./Health curriculum and is revisited constantly as students use technology at school. Parents are also encouraged to remain very vigilant in monitoring your children's activities on the computer while at home or at a friend's home.

**Conclusion :** The purpose behind every expectation and procedure outlined in this handbook is to create a safe, secure and respectful environment for all members of our school

community, facilitating academic and social growth. We are looking forward to a fabulous year! Thanks for joining with us in making it successful and memorable.

## **SCHOOL BUS DISCIPLINE POLICY**

The Hanover School Division has adopted the following rules and regulations. It is hoped that these guidelines will help us to provide safe transportation to and from school for your student. Students should be at the bus stop at least 5 minutes prior to the scheduled time. It is a privilege, not a right, to ride school buses in Hanover School Division.

### **I. Bus Discipline Policy**

Students who have the opportunity to ride division school buses may do so as long as they display behavior that is reasonable and safe. Choosing to follow unacceptable behavior may result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The building principal is available to give assistance to the driver and will determine consequences of misbehaviour and the reinstatement of bus service for the offending students should a suspension become necessary. The responsibility for student supervision by the Hanover School Division shall begin when the student boards the bus in the morning and is retained until the student leaves the bus at the end of the day or is released to the parent/guardian in a manner consistent with the guidelines on release of students.

Note: The bus is an extension of the school day. The bus driver has the authority to assign seats. The sexual/racial harassment policy of Hanover School Division will be strictly enforced on the school bus as well as at school.

### **II. Behavior Guidelines and Consequences**

#### **A. Class I Offenses**

1. Spitting
2. Excessive noise
3. Excessive horseplay
4. Eating or drinking on bus
5. Riding unassigned bus without permission or attempting to ride any bus after receiving a suspension
6. Leaving seat//standing while bus is in motion
7. Profanity, verbal abuse, harassment or obscene gestures or possession of unacceptable material
8. Radios and electronic games are not allowed on the bus
9. Disobedient or impudent to the driver

10. Other offenses as reported by the driver or principal

**B. Class II Offenses**

1. Hanging out of window
2. Throwing/shooting of any object
3. Use of tobacco or any controlled substance
4. Physical aggression against any person
5. Vandalism to bus (restitution will be made)
6. Holding onto/or attempting to hold onto any portion of the exterior of the bus
7. Lighting of matches, fireworks or any flammable object or substance
8. Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
9. Other offenses as reported by driver or principal
10. Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shop shuttles, etc.) will carry a minimum penalty of a class II offense.

**C. Consequences**

1. Class I
  - a. First Offense – Warning or 1 to 5 days suspension
  - b. Second Offense – Warning or 1 to 5 days suspension
  - c. Third Offense – 5 to 10 days suspension
  - d. Fourth Offense
    - 10-day minimum suspension
    - Possible loss of all bus service
    - Parent/Principal meeting (optional)
2. Class II
  - a. First Offense – Warning or 1 to 5 days suspension
  - b. Second Offense – 5 to 10 days suspension
  - c. Third Offense
    - 10-day minimum suspension
    - Possible loss of all bus service
      - Parent/principal meeting (optional)
  - d. Fourth Offense – loss of bus service

Note: A fourth offense of any class or combination thereof may result in loss of bus service.

A severe offense may result in immediate loss of bus service

## **PROTOCOL FOR ADDRESSING CONCERNS**

### 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 Southwood 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 (Responsible for providing educational programming and working with parents to achieve that goal)
2. Principal (Responsible for running the school and overseeing the learning environment including safety, discipline of students, and care and maintenance of the building)
3. Superintendent (Responsible for providing leadership in all matters relating to education in the school division)
4. School Board (Responsible for determining school policy and overseeing its implementation. The divisional school board is generally accepted as the 'final word' on school division concerns)
5. Education Administration Services/Dispute Resolution Coordinator (Education Administration Services can provide assistance to parents on government policy and legislation. The Dispute Resolution Coordinator assists parents with concerns involving programming and placement for students with IEPs)

*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)



**What is bullying? What is it?**



<p><b>TEASING</b></p> <ul style="list-style-type: none"><li>• Everyone is having fun</li><li>• No one is getting hurt</li><li>• Everyone is participating equally</li></ul>	<p><b>CONFLICT</b></p> <ul style="list-style-type: none"><li>• No one is having fun</li><li>• There is a possible solution to the disagreement</li><li>• Equal balance of power</li></ul>
<p><b>MEAN MOMENT</b></p> <ul style="list-style-type: none"><li>• Someone is being hurt on purpose</li><li>• Reaction to a strong feeling or emotion</li><li>• An isolated event (does not happen regularly)</li></ul>	<p><b>BULLYING</b></p> <ul style="list-style-type: none"><li>• Attacked physically, socially, and/or emotionally</li><li>• Unequal balance of power</li><li>• Happens more than once over a period of time</li><li>• Someone is being hurt on purpose</li></ul>

