

**ONANOLE ELEMENTARY**  
**SCHOOL**

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An UNESCO Associated School

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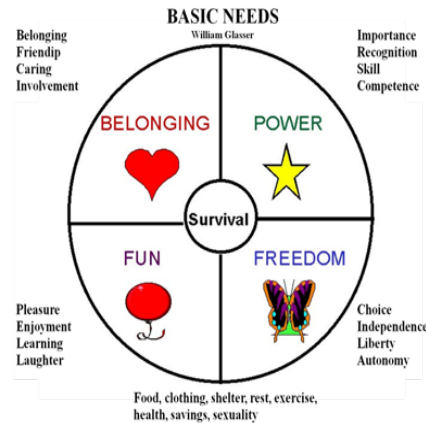
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United Nations  
Educational, Scientific and  
Cultural Organization



**The Three Steps of the Restitution Process**



# CODE OF CONDUCT

**ONANOLE SCHOOL**  
**"AN ADVENTURE IN**  
**LEARNING"**

**MISSION STATEMENT**

Onanole School's mission  
is to inspire and support  
learning while practicing  
global citizenship in a  
respectful environment.

WE BELIEVE  
ONANOLE SCHOOL  
SHOULD BE A PLACE  
WHERE STUDENTS  
HAVE PEACE  
PRODUCTIVITY,  
HEALTH AND  
HAPPINESS.

# Our Code of Conduct

**The intent of this Code of Conduct is to ensure the social and academic success of every student.**

## Our Code of Conduct is based on the Restitution Model

“We believe that every choice is made to fulfill a need the child may have. We want to teach what those needs are and how our beliefs and values tie in with those needs. We teach that mistakes happen—it is what we learn from them that is important. ”

### Staff can expect that parents will:

- Discuss the Code of Conduct with their child.
- Support our school beliefs
- Encourage their child to work to the best of his or her ability.
- Respect the rights of students and staff.
- Respect property and resources.
- Recognize the authority of the school staff in promoting a safe, secure, nurturing learning environment.
- Maintain regular communication with their child about school matters.
- Ensure that their child attends school regularly and punctually.
- Attend their child's school events and meetings and give constructive input to support the school.
- Maintain open communication with all staff.
- Provide the materials their son/daughter needs for school/learning.
- Abide by, support and promote the Code of Conduct.

### Appealing Process

All parties have an interest in ensuring that a fair and expeditious process is in place to deal with complaints. The purpose of this process is to find a satisfactory resolution to the complaint raised.

Important considerations include:

Addressing the complaint raised as early as possible and ensuring confidential treatment of the complaint using a process that is recognized as fair and equitable by all parties. The process outlined below recognizes that when a complaint reaches the Board of Trustees, it takes on a significance that requires more formality. An individual or group raising a concern or complaint needs to be advised on the appropriate process.

#### 1. School Level

- Whenever possible, the complaint should be dealt with at the school level.
- It is important for the complainant to meet first with the person against whom the complaint is made.
- If the meeting with the person against whom the complaint is made does not result in a satisfactory resolution, the parties would meet with the school principal in an attempt to resolve the issue.

#### 2. Division Level

- If the meeting between the person against whom the complaint is made and the school principal does not result in a satisfactory resolution, parties should meet with the Superintendent.
- If at this juncture, the complaint is still not resolved, the complainant may meet with the School Division Board.
- When complaints are made directly to the School Board about teachers or school administrators, they must be recorded in writing and must be signed by the person (s) lodging the complaint, with a copy of said written complaint given to the individual named with explanation and/or written response.

### Students and Parents can expect that staff will:

- ◆ Follow our school beliefs
- ◆ Establish and maintain a safe, secure, non- threatening learning environment.
- ◆ Be punctual.
- ◆ Clearly state course objectives and use a variety of teaching and assessment strategies.
- ◆ Provide lessons, assignments and tests that are clear and related to course objectives.
- ◆ Teach the Manitoba curriculum and provide the programs and services required by the Rolling River School Division.
- ◆ Assist students in resolving conflicts peacefully and using our beliefs and restitution to support appropriate behavior.
- ◆ Communicate with the home to address problems with respect to behavior, learning progress or attendance
- ◆ Provide information through a weekly newsletter regarding both in and out of school activities.

### Staff can expect that students will:

- Follow our school beliefs.
- Attend school regularly, be on time, and bring all required supplies.
- Participate in classes and strive for success.
- Complete all assignments and work missed due to absences.
- Study for tests and exams.
- Treat all others in the school community with respect, courtesy, dignity, and fairness.
- Respect school property and the property of others.
- Solve conflicts peacefully through discussion or by seeking help.
- Wear appropriate clothing that is conducive to learning, as outlined in the Rolling River School Division Dress Code (As provided in the handbook).
- Not engage in bullying, in any of its forms.  
i.e. physical aggression, social alienation, verbal aggression, intimidation, racial and ethnic harassment, or sexual harassment. This also includes play fighting.
- Report any incidents of bullying to a staff member.
- Not bring or be under the influence of prohibited substances (alcohol, drugs, tobacco products) on school property, or at school sponsored events.
- Use the following in an appropriate manner: Internet, email, cell phones (with or without cameras), digital cameras and any other personal electronic devices as identified by the board
- Not possess any weapon (as Weapon is defined in Section 2 of the Criminal Code).
- Not use any objects to threaten or frighten another person.
- Not have Gang involvement on school sites.