

# **Communication Protocol for Extra-Curricular Activities**

The Calgary Catholic School District believes in the dignity and worth of the individual. Abuse, harassment or bullying of students, District employees, volunteers, parents or anyone else will not be tolerated.

Student engagement in extra-curricular clubs/teams is greatly encouraged. When students get involved in such activities, their school experience is enriched through the building of positive relationships with peers and coaches/teacher supervisors.

On occasion, students' relations within a club/team may become strained. In such cases, it is important that students try their best to deal with the issue by acting with integrity and working directly with the peer or coach/teacher supervisor, with whom the relationship may be strained.

Below is the communication protocol that a student is asked to use to resolve issues with another student:

1. Student directly addresses the person with whom there is an issue. Use respectful and honest dialogue to express challenges. Do not resort to gossip or speaking ill about the situation with individuals who are not involved.
2. Student informs parents/guardians of the situation and lets them know that he/she is working on dealing with it directly. Parents are encouraged to guide the student in dealing with the situation but should not intervene at this point unless student safety is at risk.
3. If the issue cannot be resolved, the student informs the coach/teacher supervisor and asks for help to mediate. At this point, the coach/teacher supervisor will make contact with parents/guardians to inform of progress.
4. If the issue cannot be resolved with the help of the coach/teacher supervisor, an administrator will be asked to mediate. At this point, the administrator will make contact with parents/guardians to inform of progress. If required, administrators may bring in students, coach/teacher supervisor and parents/guardians to come up with an agreement.

Below is the communication protocol that a student is asked to use to resolve issues with a coach/teacher supervisor:

1. Student directly addresses the coach/teacher supervisor. Use respectful and honest dialogue to express challenges. Do not resort to gossip or speaking ill about the situation with individuals who are not involved.
2. Student informs parents/guardians of the situation and lets them know that he/she is working on dealing with it directly. Parents are encouraged to guide the student in dealing with the situation but should not intervene directly unless student safety is at risk.
3. If the issue cannot be resolved, the parent may contact the coach/teacher supervisor directly to resolve the issue.
4. If the issue remains unresolved, the parent or coach/teacher supervisor may request for an administrator to mediate. If required, administrators may bring in the student, coach/teacher supervisor and parents/guardians to come up with an agreement.

Conflict resolution is an important skill that students will only learn if they are in control of dealing with issues at hand. It is important that parents/guardians allow their child to resolve these challenges directly without intervening, whenever possible. Be mindful that conflict is best resolved when all involved parties can communicate in a respectful manner.