

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO. 1130
GOVERNANCE/COMMUNICATIONS	<u>Steps for Addressing Concerns and Conflicts</u>	

DATE ADOPTED: January 13, 1998

DATE AMENDED: May 13, 2008

October 11, 2016

The proper procedure for addressing questions or concerns regarding school-related matters is as follows:

- Students or Teacher – talk to the teacher first, then the Principal, then the Superintendent of Schools, if necessary.
- School Personnel – talk to the person first, then the Principal then the Secretary-Treasurer in the case of non-educational staff, or the Superintendent of Schools in the case of educational staff.
- Busing – talk to the driver first, then the Principal, then the Operations Manager and, if necessary, the Secretary Treasurer.
- District policies or regulations – talk with the Superintendent or Secretary-Treasurer.
- Principal or Vice-Principal – talk to the Principal or Vice-Principal first, then the Superintendent of Schools, if necessary.

General Information

- The school Parent Advisory Committee may be of assistance in answering inquiries of a general nature. The District Parent Advisory Committee may be consulted and may provide an advocate for assistance.
- If the concern is not resolved satisfactorily and is covered by the Appeal Process Policy and By-law then the parent or student may initiate an appeal.

It is understood that in some circumstances, a step may need to be skipped in order to resolve a concern.

Any other matter of either an educational or non-educational concern that cannot be resolved at the school or Senior Administration level will be presented to the appropriate Board Committee or to the Board as a whole.