

Process for Communicating Concerns

What's the process for Communicating Concerns? In any situation, your child's classroom teacher is the first point of contact, followed by the school's principal, the school superintendent and your Trustee. A concern can be a school-related problem or issue affecting a child/ren, families or the community.

1. **Speak with the classroom teacher** - (academic, social, program questions/concerns) – a discussion and plan to address the concern should take place (parent & teacher). If the concern is around social issues with another student, we ask that you speak to the teacher and not the student.
2. **Re-visit with teacher** - revisit if plan is not working and revise plan together
3. **Talk to Administration** - request administrator (P/VP) meeting (admin & parent)
4. **Teacher + Admin + Parent** - (parent, teacher, admin, possibly support staff)

The Process for Communicating Concerns is intended to be a '**positive – solutions based**' process. It requires that you know what your goal is going into the communication. Everyone wants to be successful and feel supported (students, parents, staff).

Please know if your child has had a conflict with another child, it is not appropriate to approach the child. If it's a school related issue, please ensure that the above protocol is followed.