SD8 Communication/Complaint Process

School District 8
Kootenay Lake

IDENTIFY the complaint.

First CONTACT should be with THE PERSON you have a complaint with - verbally or in writing.

SET UP A MEETING to respectfully address the complaint. Stick to the issues. An Advocate may accompany you.

MAKE A PLAN for a successful resolution.

IT WORKED. ✓

It didn't work. X

REFER the complaint to the following...

Your School PRINCIPAL *sets up process to include all parties.*

Then

ASSISTANT SUPERINTENDENT *or district program lead such as director/ supervisor for area of concern.*

Then

SUPERINTENDENT

Then

Student/Parent APPEAL, Bylaw #1

WORK TOGETHER toward a resolution.

SOLUTION. ✓