

# Public Concerns & Complaint Protocol

## *(Policy KE)*

The Pembina Trails School Division Board believes that concerns and complaints are best handled and resolved as close to their origin as possible and in a timely manner. Therefore, the proper channeling of concerns involving instruction, discipline or learning materials will be as follows:

1

Talk to the person most directly involved – the teacher.




If talking to the teacher does not resolve the issue, make an appointment to discuss with the school principal.

2



If talking to the principal does not resolve the issue, call or email the Superintendent's department. Contact information on the next page.

3



Appeal of a Superintendent's decision shall be handled by the Board through written correspondence.

4



## 2023/24 Senior Administration Team School Links

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Arthur A. Leach School	Bairdmore School	Acadia Junior High School
Beaverlodge School	Beaumont School	Alternative High School
Bison Run School	École R.H.G. Bonnycastle School	École Charleswood School
Chancellor School	Fort Richmond Collegiate	École Dieppe
École Crane	General Byng School	École secondaire Oak Park High School
Dalhousie School	Laidlaw School	Prairie Sunrise School
Henry G. Izatt School	Oakenwald School	Ralph Maybank School
Linden Meadows School	Pacific Junction School	École Tuxedo Park
Pembina Trails Collegiate	Royal School	Westdale School
River West Park School	École St. Avila	Westgrove School
Institut collégial Vincent Massey Collegiate	Shaftesbury High School	
Whyte Ridge School	École South Pointe School	
	École Van Wallegghem School	
	École Viscount Alexander	