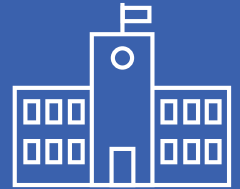


Promoting Respect in the Workplace



Steps to Address Questions and Concerns

Below is the best way to talk to us, and who you should reach out to and when. Please also refer to the TDSB Parent Concern Protocol (PR505) for more information.



All TDSB schools and buildings should be welcoming spaces for working and learning.

Visitors to TDSB schools and buildings are expected to treat our staff and everyone within the TDSB community with kindness, dignity and respect. Harassment of any kind will not be tolerated.

TDSB recognizes the importance of a positive and constructive working relationship with the school community and welcomes feedback.

We want to hear your questions and concerns. As per PR739: *Promoting Respect in the Workplace*, all staff have a responsibility to deal with complaints objectively, fairly, and

in a timely way.



1

Step One

Step 1 - Classroom Teacher

The first place to go about any classroom-related question or concern is your classroom teacher. They can help you with:

- Any questions about the classroom
- Homework and assignments
- Classroom rules and consequences

2

Step Two

Step 2 - School Principal

If you would like more information or if you have questions that are beyond the classroom, talk to your school principal. They can help with:

- Concerns about an individual school
- Student suspensions
- Budget and fundraising
- Student registration
- School Council
- Report card concerns
- Student schedules
- Code of Conduct
- Homework and assignments
- Safety and security

3

Step Three

Step 3 - School Superintendents

Superintendents are responsible for a Network of Schools.

They support school staff and can be contacted if you have questions that have not been answered or for help with:

- Alternate attendance request
- Suspension appeals

4

Step Four

Step 4 - Trustees

Trustees are your elected community officials. They are available to help you with the following areas of the TDSB:

- Concerns about your community
- Collective bargaining
- Ideas and suggestions for the Board
- Board policies under review
- Items on Board Agendas
- Board budget



Kindness



Dignity



Respect