

# SALISBURY MORSE PLACE SCHOOL

**795 Prince Rupert Avenue  
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204-668-9304**

## June Newsletter



### Your River East Transcona School Division Trustees

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For more information about the board of trustees, visit: [www.retsd.mb.ca/BoardofTrustees](http://www.retsd.mb.ca/BoardofTrustees)



*RETSD is on Facebook and Twitter!  
Like and follow us to stay up-to-date on what's  
happening in the division.*



# Principal's Message!



## Changes!

As we begin the last month of school, I am once again shocked at how quickly the school year has gone by! It's hard to believe that we only have one month left before we say goodbye to students and start preparing for the new school year. May was busy with staffing as retirements are announced and transfers are made. Congratulations to Mrs. C. Nazeravich who has been appointed to the position of principal of Munroe Junior High. Her term will begin in September of 2019. Welcome to Ms. J. Evans and Mr. L. Klassen who will be joining our SMP community as our two new vice principals. I am excited to build another strong administrative team to support our students, staff, and community.

Stay tuned later this month for more staffing announcements as we say goodbye to some staff members and welcome new teachers to SMP!

Once again, it's been a busy term:

- We started a yoga program in the middle years. Students and teachers have been enjoying this activity. Thanks to Mrs. McMahon for applying for the grant.
- Our milk spirit week was a lot of fun for all of our early years students. A big thank you goes out to Mme. Gagnon and Mr. Zajac for organizing this fun event every year.
- Middle years students participated in track and field on the Friday before the May long weekend. We had great weather and the kids had a lot of fun. Thank you to Mr. Reynolds and all staff involved. Thank you as well to our community volunteers who came to help.
- The MY Foods room is currently being renovated. We are excited about this new learning space.
- Our grade 3 – 5 students enjoyed the Jump Off where they were given all kinds of skipping challenges that required coordinated feet and teamwork! Again thanks to Mme. Gagnon and Mr. Zajac for organizing this event.



# Principal's Message: Continued

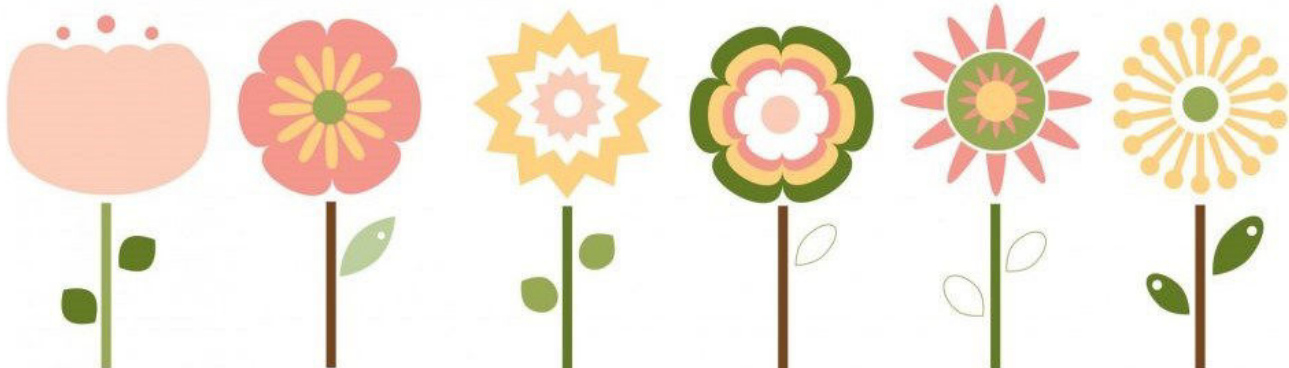


- Our grade 7 & 8 band students did very well at the MB Band Festival which was held this year at the Canadian Mennonite University. Thank you to Ms. Giese for taking our students to the festival every year.
- We were proud of the number of students who biked, scootered, or walked to school this month for Bike to School Month. Another thanks goes out to Mme. Gagnon and Mr. Zajac for applying for and organizing the event.
- SMP hosted A Day in the Life of Kindergarten on the evening of May 8<sup>th</sup> to welcome our new kindergarten students to school. Thank you to the CSA for coming to speak to our new parents.
- SMP hosted the Kindergarten Growing and Learning Event for our feeder schools on May 9<sup>th</sup>. We had over 80 families from 5 schools bring in their future kindergarten students for an afternoon of activities.
- The SMP Viper Voices, our early years choir, sang at the Legislative building on Thursday, May 16<sup>th</sup> to celebrate Music Month. Mrs. Neufeld said our students were applauded during their warm up! Thank you to Mrs. Neufeld for working with our students and giving them the opportunity to perform at the Leg.

This is just a snapshot of the activities and events that took place at SMP thanks to our wonderful, dedicated staff and our community volunteers!

June will be busy with as we wrap up our learning for another school year. We encourage your child to come to school every day as teachers complete assessments and plan special celebrations.

Warm Regards,  
Marjorie Millman  
Principal





### **Band Fundraiser: Plant Sale**

Thank you to all those who purchased plants from the Glenlea Plant Sale. They are beautiful plants and we hope you enjoy them in your gardens. Thank you to all the parents/grandparents who helped sort plants on delivery day. We will be back again next year.

### **Gr. 6 Spring Band Clinic**

The grade 6 band will participated in a special band clinic workshop with guest clinicians on the morning of **Thursday, May 23<sup>rd</sup>**. They concluded their morning by being treated to a complimentary **BBQ hotdog lunch** from the Band Parents Association.

### **Final Band Concert:**

Our final concert will be held on **Wednesday, June 5<sup>th</sup> at 7:00 pm**. It is **MANDATORY** that all Band students participate. Please make sure that your child's schedule is clear for them to attend. Families are invited to come and see your child perform. It is always much more exciting for your child to perform when they have family members in the audience. There is no admission charge. A Silver Collection will be taken at the door. **Band students are asked to arrive at 6:20 pm to warm-up and tune before the concert.**

We will also be performing for classes during the school day. There will be a concert for our EY students at **10:30 am** and an afternoon concert at **1:30 pm** for MY students. If parents are unable to make the evening commitment, please feel free to slip into one of these daytime shows. All concerts will be held in the **MY Gymnasium**.

### **Band Concert Bake Sale**

The **Band Parents Association** will be hosting a **Bake Sale** during the evening concert on **June 5<sup>th</sup>**. Please help us by providing some baking that could be sold. Baked goods may be dropped off in the band room or school office on Tuesday or Wednesday (June 4<sup>th</sup> or 5<sup>th</sup>), or brought to the concert, priced and packaged for sale by 6:00 pm.





## Early Years Phys. Ed News



Welcome spring and all the wonderful activities that come along with it!!! Here in the gym, we came back from Spring Break and got started right away with Milk Spirit Week. Early years students took part in individual and classroom challenges throughout the week including enjoying a nutritious dairy snack of the day. Tuesday was the Trivia Challenge which invited classrooms to answer 20 questions about their dairy knowledge. The Dancing Cow challenge was a new project where classrooms received a 3 second video clue of someone dancing in a cow costume. Classrooms that correctly guessed who the dancing cow was earned new recess equipment for their



classroom. The grade 3-5 JUMP OFF also took place during this week. On Wednesday, May 1, all grade 3-5 students came to the EY gym for an afternoon of activity and teamwork. Advance competitions had taken place during phys. Ed classes to find the best moonhoppers, pepper skippers and relay racers from each classroom. On Wednesday afternoon, the winners got to go head to head to declare the true skipping champions. The results included Connor, Ezekiel, Miley and Yohan as the top moonhopper jumpers

for grade 3. Grade 4 and 5 winners were Halau, Oaklin and Daniel. The skipping relay race was a tough one to judge. So many teams were very close but in the end Miss de Guzman's group of Julien, Arianna, Jhan, Mehya, Adam and Plio won. For the girl's pepper contest, the top three skippers included Ciara, Hailey and Arianna. The boys finished off the afternoon with Sebastian in top spot, followed by Oaklin and Carson.



## Early Years Phys. Ed News Continued

Did you know that May was Bike to School month?? Here at SMP all students were encouraged to bike, scooter, or walk to school **every Wednesday**. May 8<sup>th</sup> was our first bike to school day and 8 classes really worked hard to have top participation. The classes of Mme. Lebleu, Ms. Warkentin, Mrs. Lumb/ Miss Kerchak, Miss Maneluk, Miss de Guzman, Mrs. Morrison, Mrs. McMahon and Mr. Cowtan all earned a nutritious snack on Tuesday, May 14 when the Bike Blender came to school. The students all enjoyed a smoothie that was prepared with leg power in a bike blender. May 8<sup>th</sup> was also the day that the Bike Rodeo came to school. Proudly sponsored by Manitoba Public Insurance, the students learned about bike safety by riding their bikes through a very thought-provoking course.



On Wednesday, May 28 all grade 1-3 classes went to Centennial Park for the divisional Folk Dance Festival. Congratulations to our students who represented SMP well with their dance moves!

On Friday, June 7, the grade 5 students will be leading the kindergarten to grade 4 students in our annual Field Day. Preparations are under way and will certainly lead to a very successful day.

HEADS UP....Next year we will once again participate in the Terry Fox Challenge. All students are encouraged to donate one dollar to this cause. In the past, the classes that fundraise the highest amount gets to challenge Mrs. Evans to a task in front of the whole school. As we creep into summer break, this is a gentle reminder to put some of your change or a loonie aside so that when the call comes next fall, you will be ready.

Thanks for your support and encouragement of all the activities that take place in the gym.

-Mme. Gagnon



Congratulations to our Early Years Music Club, the Viper Voices, for their performance on the steps of the Manitoba Legislative building on May 16<sup>th</sup>! This event was held in celebration of Music Month in Manitoba and we are so proud of these students!

**This Club will also preform at our Volunteer assembly on June 3rd!!**

### ***TALENT SHOW, FRIDAY, JUNE 21st***



All early year's students from Grade 1-5 are invited to audition for our Talent Showcase. Auditions will be on Tuesday, June 4<sup>th</sup>. If your child is interested, forms to sign-up for auditions will be sent home on Friday, May 17<sup>th</sup>. If your child does not receive a form and is interested in auditioning, please e-mail Mrs. Neufeld @ [eneufeld@retsd.mb.ca](mailto:eneufeld@retsd.mb.ca). The talent showcase will be happening on Friday, June 21<sup>st</sup> in the Early Years Gym at SMP starting no later than 1:00 pm.

***SMP's GOT TALENT!***

Submitted by Mrs. E. Neufeld  
Music Specialist



# Grade 5 French Immersion Farewell

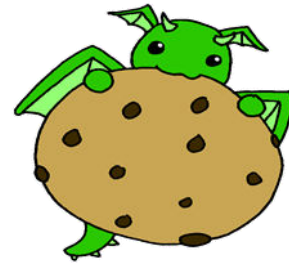
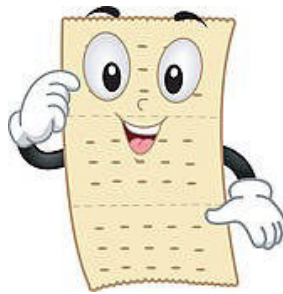
Please Join us as we bid farewell to the  
**Grade 5 French Immersion** at Salisbury Morse School

**Monday June 24th**  
**10:30am-11:30am**  
**In the Early Years Library**

If you have any questions please contact Jocelyn  
Vielfaure by phone at (204) 668-9304 ext. 5110 or  
by email at [jvielfaure@retsd.mb.ca](mailto:jvielfaure@retsd.mb.ca). Hope to see you  
all there!







## Our Camp Canteen is Still Going Strong!

It is available to all Grade 1-5 students. A canteen cart will travel to each classroom in the **afternoon** to sell items.

Ice Cream Sandwiches \$2.00	Fruit Gummies 75¢	Sour Keys 50¢
Frozen Yogurt Tubes \$1.00	Cheese Strings 75¢	

Please send money with your child on canteen day if they would like to purchase something.

If you have any questions, please contact the Grade 5 Team (Mr. Vielfaure, Ms. May, Mr. Glowacki and Ms. De Guzman) at 204-668-9304.

Thank you in advance for your support!

**Please note the remaining dates for canteen are Wednesdays and Fridays:**

**June 5<sup>th</sup>, 7<sup>th</sup>**

If your child has allergies, please talk to them about what they can purchase. All items are peanut-free; however please see the information below from RETSD:

"Our school is concerned about the health and welfare of all our students. Please note that we cannot guarantee that this snack option is allergy free. We have spoken to the provider and they have indicated that they have not used nuts, peanut butter or peanut oil in this snack. However, if your child has an allergy we encourage you to use this information to make the most appropriate decision for your child. Additionally, please note that RETSD policy states that it is the responsibility of students with life threatening allergies to only eat food provided from home and not purchase food products from school."

# MAKERSPACE

Dear SMP Families,

What is a makerspace you may ask? In simple terms, it is a place that allows for creativity and innovation to occur as students engage in learning through hands on experiences. Students will be given time to design, create, build and collaborate. We are so excited to bring this opportunity to our students at SMP, but in order to have spaces that are useful, we are in need of some general household, craft and miscellaneous items. Thank you in advance for any donations that you are willing/able to provide.

## ITEMS THAT MAY BE OF USE WOULD INCLUDE...

Legos (new or used)

K'NEX

Used Toy Cars

Popsicle Sticks

Velcro

Masking Tape

Yarn

String

Pipe Cleaners

Rubber Bands

Coffee Filters

Feathers

Felt

Paper Clips

Balloons

Plastic Spoons

Straws

Glue Sticks

Dominos

Paper plates

Toothpicks

\*Donations can be dropped off in the office\*



Dear Salisbury Morse Place School,

Dear SMP Families,

It has been an amazing 2018-2019 School Term and your Community School Association (Parent Council) was kept busy all year long with many fundraising efforts. Our total fundraising efforts this year brought in close to \$6000! A Big Thank You to our volunteers this year, we could not have done this without you!! It truly takes a village and Salisbury Morse Place School is the best village to be a part of.

The CSA supported many exciting activities this year including; School Patrols, Lunch Monitors, Freezies at Meet The Teacher Night, the middle years New Golf Program, Festival du voyageur Pancake Breakfast, Staff Appreciation, Toys for E.Y. Classrooms, Movie Night, Turkeys for Christmas Hampers, E.Y. Sage Garden, Oranges and Hot Chocolate, The Kindergarten Playroom, and New Choral Risers. We also hosted the well-known Canadian author Eric Walters!

Check out the monthly meeting dates for the 2019-2020 term and bring the kids along as Babysitting is always provided Free!!!

Enjoy your summer and see you in September!

Sincerely,



Christa Simard  
CSA Chairperson



# JOIN THE SMP CSA!

## Community School Association

(AKA: Parent Council)

This is *YOUR* opportunity to:

- Connect with the School Administration & fellow Parents
- Hear about important School news and upcoming events
- Have a **voice** in the activities and programs the CSA supports
- *Make a difference in our school community!*

**When: Every 3<sup>rd</sup> TUESDAY of the month**

**Dates: 2019 - 2020 School Term**

**September 17<sup>th</sup>, October 15<sup>th</sup>, November 19<sup>th</sup>, January 21<sup>st</sup>, February 18<sup>th</sup>, March 17<sup>th</sup>, April 21<sup>st</sup> & May 19<sup>th</sup>**

**Time: 6:30 PM to 7:30 PM**

**Place: SMP Middle Years Library**

**Bring Your Kids, FREE Child Care Provided!**



Contact us at: [smp.pac@gmail.com](mailto:smp.pac@gmail.com) or  
Join us on Facebook at "SMP CSA Parent Council"



# SUNRISE SUNSET CHILD CARE

(Located in the school)

Sunrise Sunset Child Care (a government licensed center for 55 children) located in Salisbury Morse Place school currently has openings for children in grades 1-6 effective immediately.

Here is what we offer:

- Child care from 7 am- 9 am and 3:15 pm-6:00pm  
Monday to Friday.
- Child care on all school in service days from  
7:00 am-6:00 pm
- A morning and afternoon snack
- Hot lunch on all in service days
- Subsidy- through Manitoba Early Learning and Child  
Care
- A variety of activities- gym, outside, science, art, drama,  
music, library, building areas.
- Fees are \$ 8.60/day school days and \$ 20.80 on in  
service days

For more information or registration for a child care space  
please contact the Director - Lisa Harakal at 204-415-2866.  
or e mail at [Sunrisesunsetchildcare@shaw.ca](mailto:Sunrisesunsetchildcare@shaw.ca)

Lisa Harakal



**All student absences are required to be reported to the school office.**

Messages regarding absences can be left at 204-668-9304 at any time.

Please state clearly your child's first and last name, grade, teacher and reason for absence.



### HAVE YOU MOVED? CHANGE OF TELEPHONE NUMBERS?

If you have moved, had a change to any of your telephone numbers (home, work, cell), or your e-mail address or if any of your emergency contacts' information has changed, please let the office know. We need to have current information on file in order to communicate with you if your child becomes ill or is injured during the school day. Thank you for keeping us informed.

## Allergies

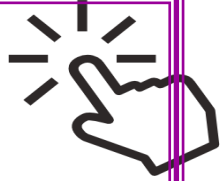
There are several students with life threatening allergies in our school. We work very hard to provide a safe environment for all students. We ask that all families consider the following in the interest of safety:

- Contact with even a tiny amount of an allergen can cause a severe reaction.
- Nuts are the most common allergen in the school (especially peanuts). **Please do not send nuts or tree nuts in your child's lunch**
- Check the labels on food products that are sent to school and avoid all nut products

Thank you for helping to keep the school safe as possible for all of our students.



## THE PARENT PORTAL



1. The Parent Portal site: [https://tyler.retsd.mb.ca/TSI Live 360/](https://tyler.retsd.mb.ca/TSI_Live_360/)
2. RETSD introductory videos: <http://retsdb.ca/Pages/Parent-Portal-Videos.aspx>
3. Your computer will need to have Adobe Acrobat installed to view the report card documents. This can be downloaded for free from: <https://get.adobe.com/reader/>
4. Instructions for access from your mobile device: [Mobile Application Instructions.pdf](#).
5. Password Reset
  - a. The portal login screen does have a "Forgot your password" link.
  - b. Users should be able to have their account reset if they have an email address on file.
  - c. If the user has forgotten their password and doesn't have an email address on file, they will need to contact the school.
6. Data Errors - If student contacts find any errors in the data (attendance, report cards, etc.) please notify the school office.

# KINDERLINKS

## FREE DROP-IN STAY & PLAY

Stick around after dropping off the older kids and pop in with your preschoolers  
(Kindergartens welcome on their days off) for a play, songs, craft and a snack.

**SALISBURY MORSE PLACE SCHOOL**

**April 9<sup>th</sup> - June 11<sup>th</sup>**

**EVERY TUESDAY ~ 9:15–11:15 A.M.**

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**For more information please contact  
Kinderlinks at 204.669.4043 or [kinderlinks@retsdb.ca](mailto:kinderlinks@retsdb.ca)**

# Dates to Remember

## June

- 5 Final Band Concert 7:00 p.m.
- 6 Patrols to Lilac
- 7 EY Field Day
- 7 No School in the Afternoon (K-8) - Dismissal 11:45am.
- 12 Grade 5 Camp Stephens
- 19 MY Activity Day
- 24 French Immersion Grade 5 Farewell—10:30 a.m.
- 26 Grade 8 Farewell
- 27 No School—Admin Day
- 28 Last Day of Classes  
Reports are Posted on Parent Portal  
Early Dismissal @ 2:20 p.m.

*Have a great*



# SUMMER!



# COMMUNITY

Bulletin Board

**Check out our new digital  
Community Bulletin Board to  
learn more about events, camps,  
and special offers for RETSD  
students and their families.**

**[retsd.mb.ca/community](https://retsd.mb.ca/community)**

GOING IN TO GRADE 6 AND LOOKING FOR A  
NEW CHALLENGE?

EXPLORE THE

**LATE ENTRY FRENCH IMMERSION PROGRAM**

AT

MUNROE JUNIOR HIGH

405 Munroe Avenue, Winnipeg, Manitoba

*Available to all RETSD students*

For more information, contact: 204-661-4451

***Celebrating Canada's Diversity***



# Register your child today!

Kindergarten Registration has begun for the  
2019-2020 School Year

Kindergarten registration is open for all children born in 2014. This means that your child must have had their 5th birthday on or before December 31st, 2019.

In order to register your child, you must bring: 2 pieces of identification regarding proof of address as well as 1 piece of identification regarding child's proof of age

#### Registration Required Documentation:

Proof of Address: (2 items are required) \*Driver's license \*Manitoba Health Card \*Tenancy Agreement \*Offer to purchase documents (completed – signature) \*Utility bill (current)

Proof of age: (1 item is required) \*Birth Certificate \*Baptismal Certificate \*Passport \*Certificate of Live Birth Registration (long pink form filled out in the hospital at time of child's birth), signed by Director of Vital Statistics \*Valid Treaty Card

This information is very important and must be presented at the time of registration. Please pass this information to any neighbours or friends who have children ready for Kindergarten, but do not receive this newsletter. Thank you for your help.

School of Choice - Parents/Guardians do have the ability to make a request that their child attend a different school from the one designated by their home address by the school division. School of Choice requests for students living within the River East Transcona School Division will be received along with the registration forms, but notification of acceptance will not be available until the end of June 2019.

Out of Division Schools of Choice applications will be received starting May 1st, 2019

If you require further information please call the school at 204-668-9304.



## **NOTICE TO GRADE 6 STUDENTS RE BUSING**

Grade 6 students transported by RETSD School Bus will not be eligible for busing in Grade 7. According to the Manitoba Education Public Schools Act Regulation (M.R. 259/2006) Grade 7 to Grade 12 students living within the city limits are not eligible for School Bus Transportation. Fee-for-Service may be available. If you are considering this option, submit a Transportation Application – Fee-For-Service 2019-2020 form. Forms are available from the school office or follow the Quick Link “Busing Information” on the RETSD website at [www.retsd.mb.ca](http://www.retsd.mb.ca) Fee-For-Service applications must be submitted to the Transportation Department by **June 30<sup>th</sup>** of each school year. Applications received after June 30<sup>th</sup> will be reviewed on an individual basis.

## **NOTICE RE FEE-FOR-SERVICE BUSSING**

If you are requiring Fee-For-Service transportation, the application form must be submitted to Transportation Dept. **each school year**. Transportation Application – Fee-For-Service 2019-2020 forms are available from the school office or follow the Quick Link “Busing Information” on the RETSD website at [www.retsd.mb.ca](http://www.retsd.mb.ca) Fee-For-Service applications must be submitted to the Transportation Department by **June 30<sup>th</sup>** of each school year. Applications received after June 30<sup>th</sup> will be reviewed on an individual basis.





# Block Parents Are Needed in Winnipeg

The Block Parent Program® of Winnipeg is experiencing a shortage of volunteers in YOUR AREA and is asking for YOUR help.



The Block Parent® Program has evolved over the years and now not only focuses on the safety of the children in our community but also seniors and any other citizen that may be in distress. It is here for the safety of all citizens in our community, but it desperately needs your help.

**Did you know that being a Block Parent® in your area can also help to reduce crime?** All just by hanging a sign in your window! In areas where the Block Parent® signs are displayed criminal activity can be deterred by letting everyone know that particular community has an organized program that works in close partnership with the Winnipeg Police Service and is always keeping a watchful eye in the community. We've all seen the posts on the community web pages that are talking about property or auto vandalism occurrences, becoming a Block Parent® is one active way to help to reduce these crimes.

## What does a Block Parent® do?

- Offer help from dangerous or frightening situations (caught in severe weather, strangers)
- Offer assistance to persons in distress (ill, bullied, injured) by telephoning the police or home of the child or citizen in need.
- Assist the police by reporting suspicious or criminal activity in the neighbourhood.
- Remove their BLOCK PARENT® sign when not available. (The sign is an indication to children and adults that someone is available and they will receive immediate help in the event of an emergency.)

## What do Block Parents NOT do?

- Provide food or beverage
- Provide toilet facilities
- Provide transportation
- Administer first aid
- Leave their home to break up fights
- Actively engage with any dangerous person or situation

**It's SO easy to become a Block Parent®** you must be a responsible citizen, aged 18 years and over who:

- Cares about the well being of everyone, especially children and seniors
- Is screened by the Winnipeg Police Service (Forms included in the BP application, no charge)
- Is willing to provide help when available
- Does not HAVE to be a parent

**It's free of charge to join**, there are **no meetings** to attend and if you are only available a couple hours a day that is great! **PLEASE consider joining to help make YOUR AREA a safer community by contacting:**

- Winnipeg Block Parent® web site at [www.winnipegblockparents.mb.ca](http://www.winnipegblockparents.mb.ca) or at 204-284-7562, or by email at [bppw@mts.net](mailto:bppw@mts.net).

## CONCERN PROTOCOL

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The River East Transcona School Division has established this policy to ensure effective steps in communication of concerns and/or questions between parents/guardians, adult students, members of the community and divisional staff and between staff members. Each member of the division's staff and the board of trustees should follow these steps.

If a parent/guardian, adult student, a member of the community or a staff member has a concern or question they should follow this sequence:

- (1) Contact the employee's work place and request to speak to the person. The employee may be unavailable, so leave a message with telephone numbers where you can be reached during the day as well as the evening.
- (2) If you are not satisfied with the employee's response to your concern, contact their supervisor. If you contact the supervisor first, s/he will refer you to step one.
- (3) If your concern is not resolved to your satisfaction, contact the superintendent. If you contact the superintendent first, s/he will refer you to step one or two.
- (4) In the event that you believe that your concern has not been addressed, you may write a letter to the chair of the board of trustees. If you contact the chair or any trustee without going through steps one to three, they will refer you back to step one. A trustee may assist you in making the appropriate contacts in steps one through three.
  - When a written concern about a staff member is received, the individual named will be notified and provided with a copy of the written concern and given an opportunity for explanation and written response.
  - At any point in the complaint process, the individual named has the right to have an advocate present.
- (5) All correspondence to the chair of the board of trustees is reviewed at a board meeting. However, all personnel matters must be dealt with in-camera.
- (6) At all steps in the process, you are requested to tell each level that you are not satisfied and are going up to the next level.

## CONCERN PROTOCOL

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This policy does not supercede:

- The Child and Family Act of Manitoba
- Student Welfare (Reporting Child Abuse)
- Harassment Policy
- Contractual Agreements with the Division
- Codes of Professional Practice of Staff Members

Effective Date:	June 30, 2003	Review Date: May 8, 2018
Amended Date:		
Board Motion(s):	288/03 JLEB - Children in Need of Protection; JLEB-E – Report of Suspected Child Abuse;	
Legal/Cross Reference:	GBAA/R – Respectful Schools and Workplaces *Harassment (Employees); The Child and Family Services Act, C.C.S.M. c. C80	



## CONCERNS AND COMPLAINTS PROCEDURES

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The formal procedures for managing a concern or complaint are as follows:

- (1) Contact the person who is most directly involved and ask to speak to the person. If the individual is not available, leave a message including daytime and evening telephone numbers.
- (2) If the concern has not been resolved, contact the individual's supervisor. Complaints that are brought directly to the supervisor will be redirected to step one.
- (3) If the concern still has not been resolved, contact the superintendent or designate. If contact begins at the superintendent's department, it will be referred to step one.
- (4) In the event that the concern has not been addressed, an appeal of the superintendent's decision shall be handled by the board of trustees through written correspondence to the chair. Neither the board, a committee of the board, nor a trustee shall consider or act on a complaint that has not been explored at the appropriate administrative level, nor shall they contact staff directly in a personal attempt to resolve the problem. A member of the board of trustees may assist the complainant in making the appropriate contacts required to complete steps one to three.
  - (a) When a written concern is received that names a staff member, the individual named will be notified and provided with a copy of the written concern and given an opportunity for explanation and written response.
  - (b) At any point in the complaint process, the individual named has the right to have an advocate present.
- (5) All correspondence to the chair of the board of trustees is reviewed at a board meeting. All personnel matters shall be dealt with in camera.
- (6) Written response of the board of trustees' decision will be provided to the parties involved in the complaint.

Effective Date: June 19, 2007  
Amended Date: June 19, 2018  
Board Motion(s): 218/07; 172/18  
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