

Administrative Procedure 152 – Appendix B

Appendix B – PARENTS AS PARTNERS IN EDUCATION

Background

Black Gold School Division acknowledges that parents and guardians have a legitimate right to participate in educational decision-making for their children and express their concerns within appropriate channels. Questions and concerns are welcome, and Division Office staff will make every effort to address them in a timely manner.

Procedures

Refer to the following procedures below to contact Division Staff:

1. Classroom teachers: For classroom-related questions or concerns, the classroom teacher is your first point of contact. Classroom teachers can assist with:
 - 1.1 Classroom expectations
 - 1.2 Homework, class assignments and assessment
 - 1.3 Any questions or concerns about the classroom
 - 1.4 Student behaviour (interpersonal conflict, bullying/harassment)
2. School Administration: For questions and concerns beyond the classroom, contact the school Principal. Principals can assist with:
 - 2.1 Questions or concerns about the school
 - 2.2 School education / health / assessment / professional development plans
 - 2.3 Student registration
 - 2.4 Student schedules
 - 2.5 School safety and security
 - 2.6 School budgets and fundraising
 - 2.7 School Councils
 - 2.8 Report Card concerns
 - 2.9 School Code of Conduct
 - 2.10 Discipline concerns/suspensions
3. Associate Superintendents: Division Associate Superintendents will work with parents and school administration to address parental concerns only once they have been addressed to the appropriate person(s) without satisfaction. The Associate Superintendents can be contacted if you have questions or concerns in the following areas:

- 3.1 Resident students
 - 3.2 Programming/attendance issues
 - 3.3 Staff/personnel issues and concerns
 - 3.4 Transportation issues
 - 3.5 Alternate attendance requests
4. Superintendent of Schools: The Superintendent of Schools is responsible for all schools in Black Gold School Division. The Superintendent is the liaison between the Board of Trustees and Senior Administration. The Superintendent of Schools is responsible for ensuring Division Policies and Administrative Procedures are in compliance with the Provincial legislation and associated regulations.
- 4.1 The Superintendent is the final administrative arbiter when dealing with issues that cannot be resolved by other means.
5. Board of Trustees: Trustees are your elected school board officials. Trustees are available to assist with:
- 5.1 Governance and Leadership
 - 5.2 Board policies
 - 5.3 Community engagement and advocacy on educational issues
 - 5.4 Ideas and suggestions for improvement

The Board of Trustees will listen to issues within their purview that have not been satisfactorily resolved by Senior Administration.