

	Administrative Procedure	
	Subject	Communication Protocol: Staff Concerns and Recommendations
	AP Code	151

Background

The school director is responsible to the Board for every aspect of the school. Accordingly, all communications regarding the operations of the school are to come to the Board through the school director.

Procedures

1. Generally, when a staff member has a concern with another person, they should first talk with that person to attempt a resolution. The following steps assume this has been attempted and has not been successful.
2. Recommendations or concerns regarding any concern with the school typically should be passed from staff to the principal, who may take it to the school director to be dealt with by the school director.
3. In instances where the concern is with the principal, a staff member may approach the school director directly. In instances where the concern is with the school director, the principal should approach the chairperson of the Board directly.
4. In instances where the concerned staff member is not comfortable approaching the principal or school director, they may contact the Director of Independent Schools at the Ministry of Education.
5. In instances where there is a question of misconduct or incompetence of a registered teacher, the complainant is obligated to report the behavior to the Saskatchewan Professional Teachers Regulatory Board.
6. In instances where there is a question of criminal activity, such as but not limited to assault, abuse, theft, or fraud, the staff member should report the activity to the police.

References

The Education Regulations, 2019

Date Adopted

October 31, 2023

Revised
