



Human RIGHTS
POLICY CONSULTATIONS
PHASE 2

Draft - How Do I Raise a Human Rights Issue or Complaint? Information Sheet for Students and Families

If you are experiencing discrimination or harassment, please tell us. We want to know so we can look into it and fix it. We want everyone to come to school and feel safe and welcome. It's our job to address discrimination and stop it from happening again.

You can choose one of two ways to report it to us:

1. Tell your teacher or principal, or any DDSB employee. If your issue is about your principal, you can contact the superintendent; or
2. You can file a formal complaint to the superintendent of your school.

We know it can be hard to talk about discrimination or harassment. Whichever way you choose, here are some things that may help you:

1. **Your information is confidential.** There are some things that we need to share with other people so that we can look into your issue, but we will keep your personal information private. Everyone involved must keep it confidential, too.
2. **You do not have to do it alone.** You can bring someone with you for support at any meetings where we talk about your issue or complaint. This can be your parent/guardian, another trusted adult or DDSB employee, a friend or a family member.
3. The policy confirms you cannot be treated badly or punished because you tell us about a human rights issue, or you make a complaint.

Did you know? Reprisal is a violation of the Human Rights Policy. Reprisal means threatening or retaliating against someone for raising (or helping another person raise) a human rights issue, complaint or accommodation request, or for being part of an investigation. The [policy and glossary](#) have more information.

Reprisal is unacceptable in DDSB learning and working environments. If you feel you are being treated badly because you raised a complaint, tell us right away so we can take action.

If you choose to tell someone at your school, our procedure outlines the steps that the employee and principal will take to look into your issue and let you know what we did to address it.

If you choose to file a formal complaint with your superintendent, you can contact your superintendent or use this form [Note: To be developed with final version of the policy] and send it to your superintendent. The name of the superintendent for your school is on your school's website.

The superintendent will contact you about next steps. The next steps will depend on what your complaint is about and other things that are outlined in the procedure. For example, we can arrange for mediation or an investigation. The superintendent will give you more information and will let you know what is happening along the way.

Learn more about [human rights](#) at the DDSB and the [Student/Family Human Rights Issue, Incident and Complaint Resolution Procedure](#). If you need more information, please contact your teacher, principal or superintendent.