



## School District No. 27 (Cariboo-Chilcotin)

### COMMUNICATIONS

#### Policy No. 1110

Confirmed: 2018.02

Effective: June 2016

Initial Adoption: March 1996

#### Preamble

The Board of Education believes it is in the best interest of students that the people who live in this district actively support and have confidence in their schools, and that mutual trust between the community and its schools is essential. To develop that support and confidence, it is essential that there is open dialogue and communication among all those who have an interest in the education of students in this district.

The Board believes that it is its responsibility to encourage all interested parties to work together for the betterment of the education of students.

#### Policy

**The Board of Education and administration will foster an environment of two-way communication with its employees, partner groups and the community to enhance awareness and understanding of the issues surrounding public education.**

#### Regulations

##### Communications Structure

1. The School District website ([www.sd27.bc.ca](http://www.sd27.bc.ca)) will be the Board's primary means of communicating with partner groups and communities.
2. The Chair of the Board, the Superintendent of Schools, and the Secretary Treasurer, or their designates, are the official spokespersons for the School District.
3. The school principal, or designate, is the official spokesperson for the school and is responsible for maintaining positive communications between the school and its community.
4. To ensure open communication, the Board shall invite representatives from partner groups and the community to be represented on appropriate standing and ad hoc committees.
5. Other means of communication shall include but are not limited to email, other electronic/digital media, newsletters, and bulletin boards.
6. The Board will receive input from partner groups and the community in the following suggested, but not limited to, manner:
  - a. Committee representation

- b. DPAC and PAC membership
- c. E-mails and letters to the Board of Education
  - i. Correspondence addressed to the Board of Education or the Board Chair will officially be received by the Board of Education. Correspondence addressed to a trustee or a group of trustees is under the control of the said trustee(s) and does not constitute correspondence addressed to the Board. The individual trustee(s) have the option to bring the correspondence formally to the Board for receipt or consideration.
  - ii. Correspondence to be received by the Board of Education, and received at least two weeks prior to a monthly Board meeting, will be officially received at the following regular open or closed meeting of the Board.
  - iii. Correspondence to be received by the Board of Education, and received at least two weeks prior to a monthly Board meeting, will be considered by the Agenda Review Committee for placement on an appropriate Board agenda.
  - iv. Correspondence to be received by the Board of Education, and received after the two week prior deadline but prior to the regularly scheduled Board meeting, and is deemed urgent or emergent by the Board Chair and District Staff, may be considered for late placement on an appropriate Board agenda; otherwise the correspondence will be considered for the following month's agenda.
  - v. A trustee may, at any time, request the Agenda Review Committee consider any correspondence for placement on an agenda. A trustee also has the option, to make a Notice of Motion at the time of meeting that the correspondence be brought forward at the next meeting of the Board for discussion or action. If action is recommended, the trustee must put forth in the Notice of Motion what action is to be considered.
  - vi. Correspondence that is addressed to the Board of Education or Board Chair but is of an operational matter or is being addressed through other Board authorized processes will be redirected by District Staff to the appropriate department for response. The writer of the correspondence will be advised of such.
  - vii. Correspondence that is officially received by the Board of Education, that is considered by District Staff to be relevant to

local school district business (i.e. not solicitous in nature), will receive a written response on behalf of the Board of Education.

- d. Use of the “Communicating Effectively” protocol (Policy 1312 Complaints (Other than Child Abuse) Against Staff or Volunteers)
- e. Phone inquiries to the District Office or individual Trustees
- f. Attending open meetings of the Board of Education, or closed meetings at the request of the Board
- g. Booking appointments with Board representatives and/or District Staff
- h. Board initiated community meetings, including public forums
- i. Board initiated online survey requests.