



POLICY:

REGULATION: **BG - Communication**

EXHIBIT:

Seine River School Division believes that all school sites and departments within the organization are expected to establish and maintain effective communication practices with local stakeholders. The Division shall establish communication links with the following stakeholders:

- a) The parents of students enrolled in the division
- b) The communities served by the division
- c) The internal organization including students, staff, and volunteers
- d) Other school divisions
- e) Department of Education
- f) Other community and governmental agencies and organizations
- g) Other relevant governments, agencies, groups and individuals

The School Division will develop and review a communication plan that is consistent with this policy on an annual basis with amendments being made as necessary.

Trustees Responsibilities

All Trustees shall ensure that:

- A copy of Board Agendas and minutes shall be posted on the division's website and shall be provided to principals, Parent Advisory Councils, media representatives, and employee group representatives and others as appropriate
- Following Board meetings mini-minutes and minutes shall be prepared and circulated to groups and others as appropriate.
- Each school trustee shall be assigned to be a trustee PAC liaison
- The Board will develop procedures for receiving feedback from PAC
- Parents, students, and members of the public who have specific suggestions, requests or complaints shall first be directed to follow the channel of communication for complaints through the employee's supervisor, the superintendent of schools, and the Board of Trustees.
- Individual trustees are prepared for, attend, and participate in meetings of the Board and Committees as appropriate, including regular meetings, special meetings, and planning retreats.

Superintendent's Department Responsibilities

The Superintendent's Department shall develop:

- A communication plan to keep internal and external stakeholders informed about program implementation, student achievement, and program offerings.
- Monthly administrator meetings with school visitation schedules to provide support for positive programs.
- Implement an annual divisional policy review process.

APPROVED: May 27, 2014

REVISED: April, 2014

SOURCE:

OTHER REFERENCE:



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- Implement divisional informational sources for programs through websites, brochures, school division community reports, and other relevant information
- Publish, distribute to residences and place on the website the Via the Seine twice annually
- Monitor each school's annual planning processes and community reporting requirements and ensure distribution and dissemination of information to parents and the broader community.

Principal Responsibilities

School Principals shall:

- Focus on student learning for their central purpose and develop a communication plan to inform parents of school programs, student achievement, and student success.
- Develop an annual school plan and community report to share information with parents and members of the community.
- School newsletters and information items shall be published a minimum of eight times per school year.
- Each school will host at least one Open House Activity that demonstrates and provides evidence of student learning.
- Provide a variety of opportunities for parents, students and community stakeholders to exchange information and ideas.
- Provide opportunities for Parent/Teacher Interviews, Student Led Conferences, and formal and informal parental communication opportunities.
- Develop Safe School and Tragedy Response Plans and communicate them with parents and students.

Teachers Responsibilities

- Communicate regularly and effectively the individual progress of student learning to parents.
- Organize Parent/Teacher Conferences and Student Learning Conferences utilizing visible evidence of student achievement and progress as the guiding principle for information sharing.
- Communicate with parents in a timely fashion when academic difficulties are emerging.
- Use multiple means of communication to inform parents of learning goals throughout the school year.

Media Relations

The Board of Trustees recognizes that the media plays an important role in the dissemination of information. Divisional policies, programs, procedures, student achievements, and critical issues are important information items to be shared with media. It is important to develop an effective, honest and continuous relationship and all media must be treated equally.

The Chairperson of the Board, or designate, is the spokesperson on behalf of the Board of Trustees.

APPROVED: May 27, 2014

REVISED: April, 2014

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EXHIBIT:

The CEO/Superintendent is the official spokesperson on behalf of the school division regarding instructional, administrative, and financial and operation matters. All professional communications with the media must be approved by the CEO/Superintendent prior to proceeding.

APPROVED: May 27, 2014

REVISED: April, 2014

SOURCE:

OTHER REFERENCE:

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