

# DISTRICT COMMUNICATIONS PROGRAM

## Background

The District strongly supports and encourages good community relations and involvement in the District schools.

The District also encourages public interest in the programs and practices of the District, and recognizes its obligations to the public to provide full, objective and timely information about its programs and practices to all interested parties.

The District encourages dialogue on the programs and practices of the District. In order to aid that discussion, the District will provide information on District achievement and on plans for improvement

In general, the District's objectives with respect to the community shall be:

- To promote effective and open communication with the public and within the District itself, on all matters pertaining to the operation of schools.
- To make freely available any information that pertains to programs and practices that are concerned with the educational welfare of students in our schools.
- To foster and encourage effective two-way communications between each school and its parent community.
- To encourage community involvement directly in the schools in such a way as to provide reinforcement to the learning situation.

The District encourages parents to discuss their interests regarding their children's education as early and as directly as possible.

## Procedures

1. The Board has established meetings on a regular publicized schedule in an open manner before assembled members of the press and public who shall be furnished an agenda.
  - 1.1 Private session meetings will be conducted whenever the privacy of individuals needs to be preserved, and the Board's business affairs need to be kept confidential.
2. Delegations shall be accepted at all regular Board meetings as set down in Policy 7.
3. Notices of regular Board meetings and approved minutes of them will be sent to those associations representing employees, to all schools, to parents' advisory councils, and to any other groups and individuals requesting these items.
4. Extra copies of agendas and related material will be available at each Board meeting. In addition, one copy of Board agendas will be sent to each school and, upon request, to other community groups or individuals.

5. A copy of the minutes of each regular Board meeting will be made available to the public in the District Office. Copies of minutes will be made available to each school, to all parent organizations, and to the unions and associations representing District employees. A citizen may obtain a copy of the minutes upon written request to the Secretary Treasurer.
6. In addition to the circulation of the agenda and minutes, the District will:
  - 6.1 When appropriate ensure that press releases are made available to local news outlets;
  - 6.2 Provide documents and information which have been presented to the Board, or other information which is in the "public domain"; upon request within a reasonable time.
  - 6.3 During the year have circulated publications related to the management of education in the District through the schools and other agencies;
  - 6.4 Encourage each Principal to publish regularly a school newsletter with appropriate announcements and relevant information for circulation in the local school community.
7. The District promotes effective, balanced and civil communications, and will develop procedures to facilitate consensus-building and accountability. Parents' advisory councils will be vehicles for this at the school level.
8. The District recognizes the need to be sensitive to the needs and concerns of the community and to encourage the multi-directional exchange of ideas between and among the Board, administration, staff, students, parents, non-parents and the community at large.
9. The District favours and encourages the establishment of consultative and advisory committees, associated either with a school or with a specific program or service.
10. When an incident occurs within the confines of District property and is such as to arouse public questions or indignation, the administrators of the area or school involved are to convey the complete facts immediately to the Superintendent or the Secretary-Treasurer. The Superintendent or the Secretary-Treasurer will immediately advise the Board Chair.
11. The Superintendent will coordinate a comprehensive communications program.

Reference: Section 8, 20, 22, 65, 85 School Act  
Freedom of Information and Protection of Privacy Act

Adopted: February 23, 1970  
Revised: March 27, 2007; May XX, 2019