

	<h2>GOVERNANCE POLICIES</h2>
Policy Type	Governance Process
Policy Name	Communication
Policy Number	ASD-W-GP8
Effective Date: September 20, 2012	Revised: October 23, 2014, September 22, 2016

<p><u>Policy:</u></p> <p>The governance structure requires effective communication between the District Education Council and the system it serves. Generally, Council issues will be addressed by the Chair and District operational issues will be addressed by the Superintendent. It is imperative that the Chair and Superintendent work in concert on issues of a public nature.</p>
<p>To this end, regular communication shall be accomplished as follows:</p> <ol style="list-style-type: none"> 1. Communication with the Superintendent <ul style="list-style-type: none"> • The Chair represents the DEC in ensuring two-way formal communication between the Councillors and the Superintendent. • The Chair, in consultation with the DEC and the Superintendent, shall define the policy governance agenda. • The Superintendent will communicate through the Chair to the DEC. • The Superintendent ensures that the DEC policies and decisions are communicated to the employees. • Immediate contact with the chairperson should occur after disclosure of any information to the media. Any situation that occurs within the district (bus accident, grievance, etc.) should be communicated to the Chair as soon as possible. 2. Communication with Parent School Support Committees (PSSC) <ul style="list-style-type: none"> • The DEC will communicate with the PSSC directly through its Chair. The Superintendent and school Principal will be copied on all written communications and updated on verbal communications. • PSSCs are requested to send copies of minutes of their meetings to the Superintendent. PSSC minutes will be posted to the DEC portal for review by DEC members. Minutes of the DEC meetings will be forwarded to PSSC Chairpersons and school Principals. • As we are charged with the mandate to establish linkages between DEC and PSSC, DEC members will be responsible for communicating regularly with the PSSCs/Chairs of their respective sub-district.

3. Communication with Parents/Guardians

- DEC members, who are contacted by parents/guardians on issues related to their children, will refer them to the teacher and Principal as a first step, then to a District Supervisor, Director of Education and Superintendent. The Principal may wish to consult with the PSSC on school-wide issues.
- DEC Members may communicate to the Chair, for consideration by the DEC, issues raised by parents which have policy governance implications.
- Letters or written communication received prior to the DEC meeting, but after the agenda has been prepared, may, at the Chair's discretion, be added to the DEC meeting agenda.
- Communication via e-mail will be accepted as correspondence, provided that
 - the e-mail indicates it is signed by the sender; and
 - the e-mail includes the name, address, and telephone number of the sender.

4. Communication with Employees

- The DEC Chair will formally communicate with staff through the Superintendent in recognition of the 'principle of one employee'.

5. Communication with Media

- Communication with the media will be the responsibility of the Chair and the Superintendent. Generally, council issues will be addressed by the Chair, and district operational issues will be addressed by the Superintendent. It is imperative that the Chair and Superintendent work in concert on issues of a public nature.
- All public meetings will be announced in a timely fashion through the media.
- The minutes of the regular DEC meetings will be posted to the Anglophone West website and forwarded to the media.

6. Consultation

- The council believes that education is a shared responsibility among students, parents, educators, and the community. Recognizing this shared responsibility, the council will conduct open, timely, pro-active, broad-based consultations on subjects vital to improving the quality of education in this district. Consultation will be conducted on a basis of mutual respect and shall include all parties affected by the issue being considered.
- Specific methods and procedures shall be developed for each issue on which consultation occurs. These procedures will be produced considering the issue, the affected parties and the methods required to ensure informed advice.

MONITORING:

Method(s)	Frequency	Month
• Council Self-evaluation	• 2 times per year	• December • May
Appendix Name	Letter	
• Naming of a school room	• A	

Naming of a school room

Pursuant to policy 409 section 8.3 (see also 409 section 6.3.1) the DEC establishes the following guidelines for the naming of a school room (e.g. theatre, library, gymnasium or play area)

Under the direction of the PSSC,

- At least one public consultation meeting must be held
- The results of the consultation must be made public at a PSSC meeting
- The recommendation of the PSSC must be made public at a PSSC meeting

A letter from the PSSC with the recommended name must be submitted to the DEC along with the public consultation results/findings and the PSSC meeting minutes.

Reference

6.3 Naming of public schools

6.3.1 The following process applies to the naming of a new school and the renaming of an existing school, including schools housed in community centers and schools located on leased properties. This section does not apply to the naming of a school room (e.g. theatre, library, gymnasium or play area). This is the responsibility of the DEC.

8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING

8.1 A DEC will establish a district policy outlining the steps to be followed when studying a school's sustainability and grade reconfigurations not inconsistent with this policy and the principles of procedural fairness.

8.2 A DEC will establish a district policy that is not inconsistent with this provincial policy to address a call for a new school name and public requests to name local schools.

8.3 The naming of a school room (e.g. theatre, library, gymnasium or play area) is a decision of the DEC, in consultation with the PSSC.