



POLICY

1. The Windsor-Essex Catholic School Board shall exercise its authority in accordance with the Education Act and shall recognize that its mandate, powers and duties are invested in the Board as a whole.
2. The Board shall ensure that its operations are efficient and effective and conform to its By-laws, Mission and Vision.
3. The Board shall consider the Chairperson and the Director (or their designates) to be the official spokespersons for the Board.
4. The Board shall recognize that a formal and proper line of communication encourages the immediate resolution of issues at the local level for the benefit of all involved.
5. The Board shall encourage a positive and collaborative communication climate in its schools and system.

REGULATIONS

Education Act, Section 1,(1), (12), Section 170, (1), Section 176

PROCEDURES

1. The trustees and all personnel on staff shall adhere to proper channels of communication.
2. Board personnel shall inform parents, students, staff and other individuals of the appropriate lines of communication.
3. Trustees and staff shall ascertain that parents have first contacted the teacher, the principal and the superintendent.
4. Trustees shall seek information concerning all staff, programmes or business matters from the appropriate Superintendent.
5. Principals should not deal directly with teachers from another school but should go through the Principal of the specific school.
6. Teachers should not deal directly with the Superintendent regarding school related issues but should go through their respective Principals.

7. Principals should direct staff to effect that all communication with the school community and school partners should be made with the knowledge and approval of the principal.
8. Principals and the Board's Communication Services Coordinator shall communicate the Board's Communications Protocol to school communities and to stakeholders at the beginning of the school year.

Communication Guidelines

Parent Responsibility

1. Parents shall be encouraged to communicate directly with the **Teacher** regarding classroom matters. The Principal should intervene when there is an impasse and mediation is needed to move dialogue forward in a positive manner.
2. Parents shall communicate with the Principal in matters pertaining to plant, school operations, school policies and procedures.
3. Parents shall approach the Superintendent **only** if there has been an impasse to resolution or a concern that has not been adequately addressed at the school level.

Teacher Responsibility

1. Teachers shall be expected to respond to parental concerns and share information regarding a student's progress or problems openly with the parent(s) or legal guardian.
2. Teachers shall communicate directly with the Principal regarding classroom matters of concerns, or areas pertaining to implementing system/school policies or procedures. When there is an impasse and mediation is needed, the Superintendent becomes involved.

School Council Responsibility

1. Catholic School Councils shall communicate directly with the Principal. On occasion, the Board may request input on operational or policy matters pertaining to the system and, in such instances, School Councils may communicate directly with the Board.
2. Communication from Catholic School Councils shall always be directed first to the Principal, then to the Superintendent, before corresponding with the Board.

Principal Responsibility

Principals shall preserve the integrity of communication amongst all stakeholders and share their concerns with the Superintendent.

Superintendent Responsibility

Superintendents shall preserve the integrity of communication amongst all stakeholders and share their concerns with the Director.

Director's Responsibility

The Director shall communicate areas of concern with the Board members and shall provide open and honest communication with the Board.

Trustees' Responsibility

The Trustees, as a collective group, are expected to communicate with the Director regarding any of the following areas:

- < establishing and monitoring policies
- < implementing provincial educational policy
- < establishing a budget and monitoring its implementation
- < providing, equipping and maintaining schools
- < holding schools accountable for results
- < employing and compensating staff
- < liaison between constituents and Board

Approved by the Board: April 27, 1999

Amended by the Board: April 13, 2004

Related Policy:

Related Board Committees:

Policy Review Date: 2009