

ECOLE PARC SCHOOL COUNCIL AND FUNDRAISING SOCIETY **COMMUNICATION PROTOCOL**

2016/2017

Preamble

Though they are two separate legal entities, Ecole Parc School Council (EPSC) and Ecole Parc Fundraising Society (EPFS) often work in unison and as such, both follow the same Communication Protocol.

The Elk Island Public Schools (EIPS) Communication Protocol For Schools is the basis for the EPSC and EPFS specific Protocol and serves as a reference to this document. Where this protocol adopts content directly from the EIPS protocol, that content is shown in *italics*.

Communication Channels

Ecole Parc School Council (EPSC) and Ecole Parc Fundraising Society seek to communicate in many different ways so as to meet the needs of most parents/guardians. *Generally, the more issues-driven and/or detailed the information is, the more direct the communication channel chosen should be.*

Communication channels include:

- *Face to face communication*: Fundraising Society and Council meetings, events (both formal and informal), Classroom Representatives
- *Telephone conversations*
- *Hard copy, written communication*: letters sent home, foyer bulletins
- *Electronic Communications*: email, electronic newsletters, website, social media

EPSC and EPFS will maintain a **Facebook Group**.

(<https://www.facebook.com/groups/ecoleparcelementaireparents>)

The Facebook Group is for parents/guardians/staff. It is a closed group. Page administrators must be EPE staff and/or Executive members of EPSC/EPFS. The EPE Secretary will approve people wanting to join the group by sending a message asking what class(es) their child(ren) is/are in to confirm they have children attending our Ecole Parc Elementary. Students are not allowed to join, which is in keeping with Facebook's minimum age of 13. EPSC and EPFS will use the Facebook Group for sharing information and reminders, as well as, for gathering feedback or asking basic questions or clarification. The page administrators will delete criticism and negative comments and remove any disruptive or disrespectful members.

EPSC and EPFS will submit content to the **Gazette** on a weekly basis.

In partnership with the school, EPSC and EPFS each have a page on the **school website** (www.ecoleparcelementaire.ca). The school Secretary will post meeting agendas, minutes, general information, along with, names of the Executive, Committee chairs, and meeting dates for the year to the Fundraising Society and School Council pages respectively. Executive

members responsible will send the EPE Secretary the content, or information to be posted, changed, or removed as necessary.

Responsibility Matrix

The division of responsibility for communicating information for both EPSC and EPFS is laid out below in appendix A of this document.

Being Respectful in All Forms of Communication

Regardless of the communication channel used or the people involved, all communication should adhere to Board Policy 19, Welcoming, Caring, Respectful, and Safe Working and Learning Environments (<https://www.eips.ca/about-us/board-policies/535>) and Administrative Procedure 170, Welcoming, Caring, Respectful, and Safe Working and Learning Environments (<https://www.eips.ca/about-us/administrative-procedures/170>).

EPSC and EPFS will respond to all respectfully brought forward inquiries or concerns and will follow EIPS policy to deal with harassment.

Addressing Concerns

If Parents/Guardians have concerns, they are encouraged to address the appropriate person directly. General questions or concerns can be brought to any EPE staff member, EPSC or EPFS executive member, or Classroom Representative outside of the monthly meeting. There is always an Open Questions section on each monthly meeting agenda. Those with concerns are encouraged to try to address any issues directly with the appropriate party; they are welcome to address the concern at a meeting as long as it is done respectfully.

Response Time Frames

EPSC and EPFS will endeavor to respond promptly and within reason to all inquiries and concerns. Please be mindful, however, that our members are all volunteers and at times have other pressing commitments as well. If not able to respond, they will endeavor to at a minimum acknowledge the inquiry/concern and either indicate when they will be able to respond, or to ask another person to take over the response.

Referenced Addendum Documents

EIPS Communication Protocol for Schools <https://www.eips.ca/download/40981>
Board Policy 19, Welcoming, Caring, Respectful, and Safe Working and Learning Environments <https://www.eips.ca/about-us/board-policies/535>
Administrative Procedure 170, Welcoming, Caring, Respectful, and Safe Working and Learning Environments. <https://www.eips.ca/about-us/administrative-procedures/170>
Administrative Procedure 110, School Councils <https://www.eips.ca/about-us/administrative-procedures/110>

Appendix A:

Ecole Parc School Council and Fundraising Society Communication Protocol 2016/2017

Responsibility Matrix

Item	Lead	Action	Involved	Deadline
Meeting Agenda	Chair	Email Executive Committee, and relevant EIPS Staff. Post to EPE website.	EPE Secretary	One week prior to meeting.
Meeting Minutes	Secretary	Email Executive Committee, and relevant EIPS Staff. Post to EPE website.	EPE Secretary	One week after meeting.
EPE Website	Secretary	Review all relevant webpage content and provide updates as needed to EPE Secretary.	EPE Secretary	Monthly
Facebook	Chair or other designate as decided upon by Executive.	Post school news, event, and meeting information.	EPE Secretary. Authorized page administrators. Lead person for event to be promoted.	As required
Foyer Bulletin Board	Event Coordinator	Post event information.		As warranted.
Foyer Digital Display	Chair	Identify highlights from Gazette content to be displayed on screen.	Principal	As warranted.
Event Promotion	Event Coordinator	Create appropriate take home information and in school posters for event to be promoted. Provide content for all communication channels.	Any additional volunteers for event. Leadership students	1 month prior to event and then management and updates during the event.
Gazette	Chair	Write content for weekly Gazette and send to Principal.	Principal	Friday
Classroom Reps	Vice Chair	Vice Chair assists with coordinating classroom reps. Reps field parent questions/feedback and report to Council. Provide support to teacher for class they are representing.	EPE Staff	Task specific

Note: Event Coordinator refers to any volunteer who is in charge of coordinating a particular event for EPE, EPFS, or EPSC.

In adherence to Administrative Procedure 110, School Councils, *Procedure 19 – All school council communication materials shall be reviewed by the principal prior to distribution.*