

# Halton District School Board

## *Operational Policy*

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<b>NUMBER:</b>	<i>to be determined</i>
<b>TOPIC:</b>	<b>COMMUNICATIONS</b>
<b>EFFECTIVE:</b>	<b>September 2003</b>
<b>CROSS-REFERENCE:</b>	
<b>REVISION DATE:</b>	<b>February 2007</b>
<b>RESPONSIBILITY:</b>	<b>Director of Education</b>

### **POLICY STATEMENT**

The Halton District School Board believes all Trustees and staff have a role in effective communication.

The Halton District School Board has a responsibility

- to foster a climate of understanding through an informed and responsive public and staff,
- to ensure effective communication with the public (students, parents and the community at large), Trustees and staff,
- to be accessible and accountable to the public, for the ultimate benefit of students,

Thus the Halton District School Board is committed to being responsive to the public and staff by

- encouraging dialogue whether supportive or constructively critical,
- developing cooperative and constructive relationships,
- providing accurate, understandable and timely information.

### **PROCEDURES:**

The Halton District School Board shall:

- develop and support an effective communication plan.
- provide open access to information subject to the limitations of the Education Act, the Municipal Freedom of Information and Protection of Individual Privacy Act, 1989, or other legislation.
- provide mechanisms for consulting with the public and staff.
- provide information and training for Trustees and staff to enhance effective communication.