



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: Communications with Staff
Section: Board and Community

Regulation Code: B-5.3.1
Policy Code Reference: B-5.3

Established: June 14, 1999

Revised or

Reviewed: December 1, 2009, October 24, 2013, April 9, 2018, October 25, 2022

1. OBJECTIVE

This administrative regulation provides specific guidelines for fostering open and transparent communications with staff and establishing channels within the workplace that support effective two-way communication practices.

2. DEFINITIONS

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Board of Trustees

The elected governance branch of the Board.

3. APPLICATION

This administrative regulation applies to all employees and representatives of the Board.

4. RESPONSIBILITY

The Communications and Corporate Affairs area is responsible for the guidelines and directives developed to inform positive communication practices with staff.

5. PROCEDURE

5.1 Communications from the Board/Senior Administration to Staff

5.1.1 All superintendents, executive officers, principals, managers and supervisors are responsible for ensuring effective communication of relevant information from the Board of Trustees and senior administration to their employees.

5.1.2 The Board of Trustees and administration, with assistance from the Corporate Affairs Department, will provide tools to facilitate and assist with such communications. These tools may include immediate email

updates, postings on the Board's internal networks, posting on the Board's social media accounts, staff newsletters, memos, meetings, sharing of corporate communications developed for community members, and other means.

5.1.3 All employee groups and individual staff members are welcome and encouraged to attend public meetings of the Board.

5.1.4 The Corporate Affairs Department will work with the Board of Trustees, senior administration and staff to identify further effective methods for communicating with staff, and to improve existing communications tools.

5.2 Communications from Staff to the Board/Senior Administration

5.2.1 The Board of Trustees and senior administration, with assistance from the Corporate Affairs Department, will continue to explore and establish methods to facilitate consultation and two-communication with staff.

5.2.2 Wherever possible and practical, the Board of Trustees and senior administration may seek employee suggestions on major changes being contemplated.

5.2.3 An accepted process for individual staff members to express specific concerns has been established, as follows:

5.2.3.1 Any member of staff who has a concern should discuss it with the principal or immediate supervisor.

5.2.3.2 If the employee is not satisfied with the results of this discussion, a meeting should be arranged with the employee's superintendent.

5.2.3.3 It is further understood that the employee, if not satisfied thus far, may request a meeting with the Director of Education, or designate, and if necessary, ultimately with the Board of Trustees.

NOTE: It is recognized that employees represented by formal bargaining agents have established in their collective agreements specific dispute resolution mechanisms for items covered within their collective agreements.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[B-5.3, Communications with Staff](#)

7. REFERENCE DOCUMENTS

Legislation:

Accessibility for Ontarians with Disabilities Act

Education Act

Freedom of Information and Protection of Privacy Act