



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Policy Name: Communications with Staff
Section: Board and Community

Policy Code: B-5.3

Established: February 25, 1999

Revised or

Reviewed: October 27, 2005, October 29, 2009, October 24, 2013, September 28, 2017,
October 25, 2022

1. POLICY STATEMENT

The Kawartha Pine Ridge District School Board values its employees and recognizes the importance of creating and maintaining an environment engendering mutual understanding, confidence and trust. In keeping with these underlying principles, the Board is committed to timely, open, and accessible communications with its employees.

The Board further believes that its staff members have much insight and valuable experience to offer for the benefit of the school system. Employees should feel that their ideas and information are welcomed, and that channels exist through which they can offer suggestions.

2. OBJECTIVE

This policy formally establishes the Board's key commitment to fostering open and transparent communications with staff and establishing channels within the workplace that support effective two-way communication practices.

3. DEFINITIONS

AODA
Accessibility for Ontarians with Disabilities Act

4. APPLICATION

This policy applies to all employees and representatives of the Board.

5. RESPONSIBILITY

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

6. POLICY

The Board will provide channels for communication to attain an open, reciprocal flow of information between employees, the Board, and senior administration, as well as opportunities for consultation and response. All communications within the Board, with the community and with the media are based on the following principles:

- Information is provided openly, honestly and with integrity, and reflect the Mission, Vision and Values of the Kawartha Pine Ridge District School Board. The Board endeavors to promote a culture of information sharing and overall transparency. Communications are timely, to ensure individuals and groups have access to relevant information as promptly as possible. Release of information complies with legislation including the Municipal Freedom of Information and Protection of Privacy Act and the Education Act.
- Communications are barrier-free and accessible in accordance with the AODA. Upon request, the Board endeavors to provide or arrange for the provision of accessible formats and communication supports or arrange for the provision of a comparable resource for persons with disabilities.
- Communications are culturally sensitive, inclusive and responsive to the diverse information needs of stakeholders. Upon request, the Board endeavors to provide translation of written materials, to help prevent miscommunication and/or cultural disconnect.
- Communications are accurate, free from error, politically neutral, and avoid the unnecessary use of jargon.
- Communications are prepared with sensitivity to language, tone and appropriateness of the message.
- Communications are streamlined and delivered using the most appropriate method (e.g., email, website, phone, social media, etc.), to be determined based on the situation. The Board will prioritize digital over paper-based communications to support its commitment to environmental sustainability.

7. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Administrative Regulations
[B-5.3.1, Communications with Staff](#)

8. REFERENCE DOCUMENTS

Legislation:
Accessibility for Ontarians with Disabilities Act
Education Act
Freedom of Information and Protection of Privacy Act