

# *Christ the Teacher Catholic Schools*

## **ADMINISTRATIVE PROCEDURES**

---

|                   |                           |              |        |
|-------------------|---------------------------|--------------|--------|
| <b>SECTION:</b>   | 100 – BUSINESS PROCEDURES | <b>CODE:</b> | AP 150 |
| <b>PROCEDURE:</b> | <b>COMMUNICATIONS</b>     |              |        |

---

### **BACKGROUND**

As part of its Continuous Improvement Plan, the Board has developed the Division Communication Plan. Subject to and in support of the Division Communication Plan, the Director will establish an effective program of communications which will promote communication among and between the various stakeholder groups of the Division and facilitate the harmonious, dynamic and efficient operation of the Division.

### **PROCEDURES**

1. Based on and in support of the Division Communication Plan contained in the Continuous Improvement Plan, the Director will work with the Communications Coordinator to establish a comprehensive program of communications for the Division.
2. The primary purposes of the communication program are to:
  - 2.1 Inform Division employees, parents, students, stakeholders, and public of activities occurring within the Division;
  - 2.2 Provide opportunities for parents, staff, students, stakeholders, and members of the community to provide information to the Division Office staff and the Board regarding their perceptions of the Division's priorities, programs, and performance and to provide appropriate input into the decision-making process; and
  - 2.3 Enhance the public image of the Division and its programs.
3. The communication program will
  - 3.1 Identify what kinds of information will be communicated, to whom and by what means;
  - 3.2 Require each component of the system to identify its communication needs, develop and implement the appropriate strategies and mechanisms to meet those needs; and
  - 3.3 Identify the financial resources required to implement the program.
4. The Principal, in consultation with the staff and the School Community Council, is responsible for developing a communication program in his/her school which is consistent with the Communication Plan of the Division.

5. Each teacher is responsible for developing a classroom communications program in order to provide information to the students, parents and, as appropriate, to members of the public.

Reference: Sections 85, 87, 108, 109, 175, 231 Education Act

Date Issued: November 21, 2007