

Pine Street School Parent Council & Society Communication Protocol

Preamble

Though they are two separate legal entities, Pine Street School Parent Council (the “Council”) and Pine Street Volunteer Parents Society (the “Society”) 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 Council/Society specific Protocol and serves as a reference attached to this document. Where this protocol adopts content directly from the EIPS protocol, that content is shown in *italics*.

Communication Channels

Council and 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*: Council and Society meetings, events (both formal and informal)
- *Telephone conversations*
- *Hard copy, written communication*: letters sent home
- *Electronic Communications*: email, electronic newsletters, websites, social media

Council and Society maintain a separate email distribution list from the school. Parents are invited to join and are at liberty at any time to withdraw consent, at which point they will be removed from this list. Council and Society will use this email list to send out meeting minutes and agendas, along with other information as deemed appropriate.

Council and Society have an email address: pinestreetsvp@gmail.com, which is used to send out information to our email distribution list. It is also a way for others to contact us with questions, ideas or concerns.

In partnership with the school, Council and Society have a page on the school website (www.pinestreet.ca). The Principal, Vice Principal or designate, will post meeting minutes to this page, beginning with the DRAFT minutes and followed by the APPROVED version after the Council/Society approves them. In addition, we will post general information about the two groups on this page, along with, names of the Executive Committee and meeting dates for the year. The Principal, Vice Principal or designate, updates the information, with input from the Executive.

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, Respectful Working and Learning Environments (<http://www.eips.ca/policies/535>) and Administrative Procedure 490, Respectful Working and Learning Environments (<http://www.eips.ca/procedures/490>). Everyone has the right to be treated with respect, whether it's in a face-to-face meeting, in a telephone conversation, or through email. Both of these documents are attached hereto.

Council/Society will address all respectfully brought forward inquiries or concerns.

Addressing Concerns

If Parents/Guardians have concerns, they are encouraged to address the appropriate person directly. If contact information is not available, email pinestreetsvp@gmail.com and we will forward it. General questions or concerns can be addressed to this email as well and we will respond or try to set up a face-to-face meeting to discuss. 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

Council and Society 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

Board Policy 19, Respectful Working and Learning Environments

Administrative Procedure 490, Respectful Working and Learning Environments



CommunicationsProtocol EIPS.pdf



EIPS_Policy 19_RespectfulWorkingAndLearningEnvironments.pdf



EIPS_AP490_RespectfulWorkingAndLearningEnvironments.pdf