



POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
BOARD COMMUNICATION WITH THE PUBLIC: CORRESPONDENCE FROM THE SCHOOL COMMUNITY	BHDA

I. POLICY

The Louis Riel School Board strives to maintain the integrity of Divisional protocols for addressing matters that may constitute concerns or complaints about programs, services or personnel.

Accordingly, the Board articulates the **GUIDELINE** and **PROCEDURES** below to direct Trustees who receive correspondence from students, parents or members of the greater school community.

II. GUIDELINES

Correspondence received through any medium by the Board or individual trustees will be referred to the Superintendent of Schools and Chair for consideration of the appropriate follow-up action.

III. PROCEDURES

- A. The Superintendent of Schools, in consultation with the Board Chair, shall forward correspondence to the next regular or special Board meeting, along with a recommendation for follow-up.
- B. Correspondence addressed to the Chair of the Board or to any Trustee on or after the Thursday prior to the Regular Meeting of the Board will be forwarded to the Superintendent of Schools for review and inclusion with other Board Correspondence at the next Regular Meeting of the Board.
- C. Electronic correspondence, including email and social media, will be subject to the same review process as that received by other written correspondence.

Adopted:	February 1, 2005	Legal References:
Revised:	November 5, 2019	