

5.1 COMMUNICATION PROCEDURES

The Daajing Giids Youth Education Society is committed to providing a respectful, harassment free, bullying free learning environment for our students and working environment for our staff and parent volunteers. All communications between parents and staff, staff and staff and between parents and other parents in the school, whether in-person, by email or phone, must remain respectful.

Parents support the maintenance of a respectful learning and working environment by modeling respectful, appropriate communications with others in the school community.

Communication between Parents and Teachers

The teachers welcome questions and or concerns from parents. This communication should be specific to one's own child.

Teachers may request that parents address their concerns at appropriate times if parents are disrupting scheduled class activities with their concerns.

Parents will need to schedule a time to speak with a teacher before or after school or by telephoning the school or emailing the teacher and leaving a message for the teacher to arrange a meeting.

1. Both teachers and parents will be sensitive to time demands and will be willing to make additional appointments at a later date if more time is needed.
2. If necessary, the teaching team, including the Principal, may meet for discussion of a solution to a problem or issue raised by a parent about an individual child.
3. If a situation is not satisfactorily resolved either the teacher or the parent may make a written request to the board to review the situation for resolution.

Communication between the Parents and the Board

1. If parents have questions or concerns about the school program or issues related to a number of children, these concerns should be brought first to the Principal.
2. If the concerns are not satisfactorily resolved by the Principal parents may contact the board.
3. Parents raise these concerns by sending an email to all Board members stating what the issue is and that the parent requests this issue be added to the next Board meeting agenda.
4. If appropriate the parent may be asked to attend a portion of the Board meeting to discuss the issue in more detail; or a follow up phone conversation may be had with the parent(s) who raised the issue to clarify any points.
5. Information and decisions made at a Board meeting will be communicated to the teaching staff via the Principal.

Communication between the Staff and the Board

Part 5 – School Policies

- The principal will attend a portion of the monthly Board meetings to give a report on the teaching and learning situation at the school. Staff concerns will be communicated to the Board at that time.
- One board member will be designated as a staff liaison and will have an informal check-in with all staff at an frequency determined by the board. The staff liaison board member will share the results of this check-in at the board meeting.