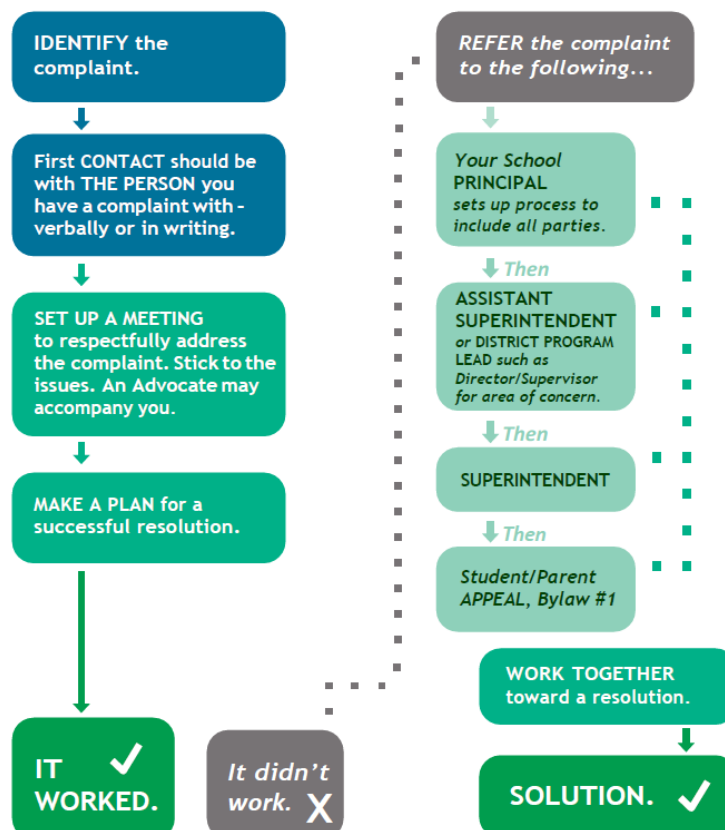


AP 1310: Communication

School District No.8 (Kootenay Lake) believes that good external and internal communications are important to support trusting relationships. The district endeavors to keep the staff, public and partners informed in a variety of means, and to address requests for information and concerns in a judicious and expeditious manner.

Procedures:

1. Requests for information regarding school matters are to be directed to the school.
2. Requests for Information of a general nature can be directed to the district office. Requests which, in the opinion of the Superintendent, require considerable effort on the part of staff or relate to personal information will be addressed in accordance with current legislation.
3. Any individual expressing a concern or a complaint may choose to be accompanied to any meetings by an advocate.
4. Staff concerns, or complaints will be subject to procedures defined in the appropriate union Collective Agreement or individual contract.
5. Steps to resolving a concern:





6. All harassment complaints will be dealt with in accordance with AP 4001: Respectful Workplace Program and/or the provisions of the appropriate Collective Agreement.
7. Allegations of physical or sexual abuse against an employee must be reported to the Superintendent or designate, reported to the Ministry for Children and Families, and the RCMP or local police detachment.