

Arco Iris School Board Communication Policy

- A. Emails to the Board email address
 - a. The Board email address will have an auto reply to acknowledge receipt of all emails.
 - b. The Board President will make every reasonable effort to reply to an email within 2 business days. The Board President should send a response incorporating known school details commonly available on the website or in existing Board Policy. If the Board President would like to include other key information in his/her response, another Board member should approve the email.
- B. Emails to individual Board Members email addresses
 - a. The Board Member should make every reasonable effort to reply to an email within 2 business days. The Board Member should respond incorporating known school details commonly available on the website or in existing Board Policy. If the Board Member would like to include other key information in his/her response, the Board President should approve the email.
- C. Community Statements
 - a. A Board Member or staff alerts the Board President of the potential need for a statement.
 - b. The Board President, Board Member or staff drafts a response/statement.
 - c. The Board President ensures that the appropriate staff and at least 2 other Board Members approve the language.
 - d. The Board Secretary ensures that the statement is published in approved Arco Iris School communication channels.

Approved January 2015