

EMPLOYEE COMMUNICATION PRACTICES AND EXPECTATIONS

The wellbeing of our staff is a priority. To maintain effective communication practices, please be reminded of the following expectations:

1. **Evening Communication:** There is no expectation for staff to communicate with families in the evenings. Staff should feel free to disconnect and recharge outside of school hours.
2. **Digital Communication:** All staff to student (student to staff) digital communication, including direct messaging from social media accounts, should be conducted through Divisional accounts and devices. All Divisional employees and students have access to Microsoft (360), including TEAMS and Divisional email, and Google; these are the recommended platforms for digital communication, including direct messaging. This communication should occur only during school hours, unless specific timelines have been agreed upon with parent(s)/guardian(s). This policy also applies to non-employee coaches.
3. **External Inquiries:** Staff are directed not to respond to inquiries from outside organizations, including lawyers or family support workers until consultation school administration has occurred. School administration will consult with the Superintendent department, as needed.

Cooperation in upholding these guidelines helps to ensure a balanced and supportive work environment for all staff members.