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# Policy Series 700

## PUBLIC RELATIONS

## Policy Series 700: Public Relations

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## Policy 701: Community Information Program

The Board believes if parents and community members are to maintain an interest in education, it must keep them informed of school and Education Authority policies, programs, problems and plans through various communications channels including radio.

### Guidelines & Procedures

The Board and administration shall provide information to the public by:

1. Hosting an annual general meeting once in the fall each year
2. Holding public meetings as necessary
3. Posting copies of minutes of all regular meetings at the school, the Board Office and the Band Office
4. Requiring the school to publish a monthly school newsletter, which should include student activities and examples of student work. The school Principal must approve school-newsletter content before distribution.

## Policy 702: Community Involvement

The Board believes the school belongs to the people and community of Nelson House. The people elect Board Members to represent them and determine local education plans and policies, and to establish publicly endorsed goals and objectives for education. The Education Authority functions as a community agency in the best interest of students. The Board appreciates community-member participation and invites them to participate in all aspects of education in the community. Community members are welcome to attend both Board and school meetings.

The Board recognizes and accepts the people as the ultimate governors of education in Nelson House with the Board directly accountable to the people through the elective process. However, the Board also believes this accountability is a shared responsibility involving students, parents, teachers, the Director of Education, support staff and the Board itself.

### Guidelines

1. The Board appreciates community-member participation and invites participation in all aspects of education, including both Board and school meetings. A Board Member may assist a parent in expressing a community member's concern, however, the Board Member cannot independently resolve the issue since the Member's power is only effective in his/her participation in a Board meeting.
2. The Board asserts the beliefs and expectations stated above respecting the shared responsibility for education at Nisichawayasihk Cree Nation.
3. Students should be educated both at home and by the school so they will learn to hold themselves accountable for their own lives, actions, and decisions as maturing members of a democratic society.
4. The Director should hold students accountable for achieving the objectives of each learning experience within the limits of each student's abilities.
5. The Board should hold teachers and other employees accountable for working with diligent effort, intelligence, and imagination in achieving the objectives directly related to their stated job responsibilities.

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6. Board Members individually may assist Nisichawayasihk Cree Nation members with specific concerns by directing them to appropriate channels in the educational system. Board Members do not have authority to resolve issues by themselves.
  7. The Board should appoint the most capable person available to hold the position of Director of Education and should hold him/her accountable for providing creative professional leadership and counsel in all aspects of the Education Authority's program.
  8. The Board should also hold itself accountable for carrying out its mandate to plan, to make policy, and to lead in identifying goals and objectives, and the resources necessary to achieve them.
  9. The Community public should hold itself accountable for maintaining a vigorous interest in, concern for, and constructive criticism of the school.
  10. The Board invites parents to visit their schools.

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## Policy 703: Visitors To The School

The Board believes parents, relatives, visiting educators, and officials may normally be expected to visit the schools from time to time and these guests should be made to feel welcome at the schools.

### Guidelines

1. All visitors, including teachers, on initial arrival at Nisichawayasihk Cree Nation are expected to visit the local RCMP before entering the school.
2. Since the Principal is responsible for all persons in the school building, all visitors must first proceed to the central office to obtain permission before proceeding to visit individuals or locations within the school. Please see Safe Schools: [http://www.edu.gov.mb.ca/k12/safe\\_schools/index.html](http://www.edu.gov.mb.ca/k12/safe_schools/index.html)

### Safe and Caring Schools Initiatives: Information for students, families and schools

Manitoba Education, Citizenship and Youth develops and supports school and community initiatives that encourage safety, caring, and security of all learners through:

1. Professional development workshops and materials for educators
2. Website information on personal safety, violence and bullying prevention.

Resources include:

- a. [Brochures and documents for families, communities and schools](#)
- b. Websites on personal safety, violence and bullying prevention
  - i. [Student websites](#)
  - ii. [Parent websites](#)
  - iii. [Educator websites](#)
- c. [Assistance and consultation](#)
- d. [Professional development opportunities for educators](#)
- e. [Provincial Positive Behaviour Support.](#)

## Policy 704: Public Complaints

The Board recognizes that the Director of Education, Board Members, or school administration staff may receive public complaints concerning issues affecting education. The Board believes no member of the community should be denied the right to lodge a complaint or to petition an individual Board Member. However, any complaint received should be referred through the proper administrative channels for solution before Board action.

### Guidelines

1. Complaints about staff, instruction, discipline, learning materials, or transportation should be handled in accordance with Policy 510.
2. Complaints about the Director of Education shall be directed to the Board through the Board Chairperson.
3. Complaints about individual Board Members or the Board shall be directed to the Board Chairperson.
4. Persons or groups wishing to file a complaint about the Chairperson of the Board or an individual Board Member will be provided an opportunity to appear before the Board to have their concerns heard and considered.
5. Any individual Board Member or the Director shall always be provided with the opportunity to respond to a complaint received about their performance or activities. This hearing shall be held in-camera and on a confidential basis.
6. All actions the Board takes related to public complaints shall be approved at a regular or special Board meeting.

## Policy 705: Relations with Other Schools, Colleges, Universities

The Board believes in the importance of cooperating and maintaining connections with other Education Authorities, schools, colleges, and universities to share information and access educational opportunities for the community's students.

### Guidelines

1. The Board supports Members attending regional/provincial meetings of Education Authority members and government officials.
2. The Board will participate in educational research projects intended to promote and improve educational opportunities for Nelson House students, the Province of Manitoba, and Canada.
3. The Principals and Director of Education are encouraged to visit and talk with officials from other schools to identify and learn about potentially successful programs and services that could be incorporated into our school system.
4. The Education Authority supports higher education for all Nisichawayasihk Cree Nation members.



## Policy 706: Student Teaching and Internships

The Board believes it has a responsibility to assist in improving the quality of teacher-training programs in the Province of Manitoba. The Board encourages the administration to cooperate with teacher-training institutions and authorizes student-teacher placements in its schools.

### Guidelines

1. The Principal is responsible for approving all student-teacher placements in the school.
2. Student teachers shall only be placed with teachers who have been deemed, through evaluation procedures, to be professionally competent teachers and ones who indicate their willingness to participate in the student-teacher program.
3. Student teachers shall not be used to relieve regular classroom teachers of professional responsibility for their class.

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## Policy 707: School/Parent Advisory Council

The Board believes community involvement and participation in school affairs is imperative if the schools and the community are to maintain mutual confidence and respect in working together to improve the quality of student education. The Board endorses formation of a School/Parent Advisory Council (Home & School Association) and designates the council as an agency through which the Board may seek to engage active school/community involvement in education.

### Guidelines

The Board encourages formation of a School/Parent Advisory Council with the following objectives in mind: (The following list is only suggested and not intended to reflect objectives the Council must achieve.)

1. Develop, improve and enhance effective communications between the school, community and the Education Authority
2. Assist Board Members and school administration in providing educational information to the community
3. Study and report on educational issues/problems as recommendations to the school administration and/or the Board
4. Assist with programs intended to increase awareness and understanding of:
  - a. Parental rights and responsibilities
  - b. Details of the administrative structure including responsibilities and duties of Board Members, the Director of Education, and Principals
  - c. Role of the Department of Education and Indian and Northern Affairs regarding support services and curriculum development
  - d. Policies and procedures relative to reporting parental concerns
  - e. Ways parents can become involved in school activities
5. Assist in identifying opportunities for parents and/or guardians, grandparents, community Elders, and other community resource groups to become part of a resource base for the local school
6. Assist in developing a mutually agreeable code of behaviour among representatives of the students, teachers and parents or guardians.

## Procedures

1. The Board, along with the school administration, in cooperation with the community, shall establish a School/Parent Advisory Council.
2. All Board Members, parents, teachers, community members and students are automatically members of the School/Parent Advisory Council.
3. The School/Parent Advisory Council shall be organized to have an executive consisting of a chairperson and recording secretary and other officers it determines are required to manage Council affairs. Having on the executive at least one teacher representative and at least one student representative from the Student Council is strongly recommended. The school administrator shall serve as an official advisor to the Council.
4. The Council is expected to plan its own program for the school year keeping in mind the best interests of the students, the school, and the community.
5. The Council shall not discuss individual teachers' or students' competency.
6. The Council shall report annually in writing to the Board by the end of June and may be invited or may request to report in person. The annual report should include a summary of the year's activities, recommendations for improvement and commendations where appropriate.