

REGULATION #3440.1

INTERNAL COMMUNICATIONS PROCEDURES

Organizations need to have clear and effective communication channels for official purposes. School District No. 36 (Surrey) utilizes a standardized system to achieve their communication objectives providing current information to assist staff in performing their duties and responsibilities.

1. WEEKLY PVP MEMOS

The Weekly PVP Memo is circulated via email, to all principals, vice-principals and copied to exempt (EPEG) staff, and the “all schools” distribution list by the superintendent’s department. This memo contains information that includes, B-Memos, notices regarding district programs and reminders about events, procedures or opportunities.

A second confidential version of the memo is sent once per week, when needed, to all principals and vice-principals, copied to EPEG staff, when sensitive information needs to be circulated.

2. “B” MEMOS

- a) “B” Memos contain practices, procedures and/or instructions to be followed in the day-to-day operation of the schools and/or departments, which can include information or instructions that apply to only one set of circumstances.
- b) “B” Memos are available online for reference.
- c) “B” Memos may be destroyed one year after the date of issue.
- d) “B” Memos may be issued only by members of the senior leadership team.
- e) “B” Memos are distributed via the Weekly PVP Memo, or in emergent situations, via email to the same recipients.
- f) “B” Memos are published through the auspices of the secretary-treasurer’s office, who maintain numerical sequencing, indexing and archiving of the documents.

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