

Toronto District School Board

Policy P018

Title: **TRUSTEE CONSTITUENCY COMMUNICATIONS**

Adopted: **February 24, 1999**

Revised:

Reviewed: December 2012

Authorization: Board

1.0 OBJECTIVE

Trustee constituency communications, such as newsletters, that have mass distribution and are paid for with Board funds, will adhere to the following policy.

2.0 RESPONSIBILITY

The Director of Education holds primary responsibility for this Policy.

Within the Director's Office, the executive oversight and responsibility for the implementation, coordination and day-to-day management of the Policy is assigned to the Associate Director, School Operations and Service Excellence.

3.0 DEFINITIONS

This policy applies to constituency communications sent by trustees to all households /ratepayers in their ward. These communications include newsletters, brochures, announcements and other forms of written communications.

This policy does not apply to letters sent to individual constituents, school councils, school-community groups, letters sent home with students, or communications required by Board policy.

4.0 POLICY

4.1. Limit on Number

Staff resources and funds will be allocated by the Board for two constituency newsletters per year.

4.2 Content

Trustees are responsible for the content of their communications and will retain full editorial control. Trustees are entitled to access copy from Board minutes, documents and publications or special newsletter copy prepared for trustees by staff.

4.3 Content Restriction

Trustee newsletters or similar trustee publications produced and paid for by the Board and intended for mass distribution to constituents shall not contain criticisms of other trustees or statements that could cause the Board embarrassment or liability.

4.4 Translations

[Pending the establishment of a Board translation policy]

5.0 SPECIFIC DIRECTIVES

The Director has authority to issue operational procedures to implement this policy.

6.0 REFERENCE DOCUMENTS

Operational Procedure

PR503: Translation and Interpretation