

Parent/Guardian



Phone messages sent in emergency situations should be brief and to the point (approximately 30-35 seconds). Provide only the most essential information, and direct parent/guardians to the school's website for additional details.

Establish a schedule for sending messages, so that parents/guardians become specific day of the week so parents/guardians expect the message.

2. System-wide or multiple school messages: (messages from the HCDSB in conjunction with the appropriate Superintendent and/or the Director's Office and/or the

Notification System

Parent/Guardian Notification System for system-wide messages is carefully considered for relevance to the entire HCDSB community or targeted to a specific audience, as determined by the appropriate Superintendent and/or the Director's Office in consultation with the Strategic Communications Department.

Best practices for system-wide messages:

Sending a message by both email and phone message shall be reserved for emergency and critical messages.

System messages include specific calls such as, e.g., Kindergarten Registrations or all Grade 8 parents/guardians for Grade 8 Parent Information Evening.

The Strategic Communications Department, in conjunction with the Director of Communications, shall approve the use of the Parent Notification System for promotion of system-wide learning events, activities or information.

School administrators, school office staff and appropriate HCDSB staff shall be advised of all system-wide messages and provided a copy of the message.

Trustees shall be copied on all school-wide, and HCDSB-wide messages.

Adult Students – Information Sharing and Parental/Guardian Access

In accordance with the *Age of Majority and Accountability Act* and the *Education Act*, a student attains adult status when he or she reaches the age of 18.

When a student turns 18 years of age, or when a student (16 or 17) has withdrawn from parental/guardian control,

unless permission is granted by the adult student, or by the student who has withdrawn from parental/guardian control, the student's name shall be automatically removed from the Parent Information Evening and Guardian Notification System distribution list and will no longer receive school-based or system-wide messages for the adult student and/or student who has withdrawn from parental/guardian control.

