Administrative Procedure 108

COMMUNITY ENGAGEMENT

Background

The Division strongly supports and encourages healthy community relations and involvement in the Division schools. It recognizes the importance of creating meaningful avenues for providing information and receiving feedback to support the Division's priorities and initiatives through an informed and engaged public. In addition to this the Division encourages parents to discuss their interests regarding their children's education as early as possible beginning these conversations with the staff member most closely associated with the concern (for example the classroom teacher).

In general, the Division's objectives with respect to the community shall be:
● To promote effective and open engagement with the community and within the Division itself, on all matters pertaining to the operation of schools.
● To make freely available information that pertains to programs and practices that are concerned with the educational welfare of students in our schools.
● To foster and encourage effective two-way communications between each school and its parent community, ensuring that the information received from the Division is consistent.
● To encourage community involvement directly in the schools in such a way as to enhance learning opportunities.

Procedures

1. The Division promotes effective, balanced and civil communications, and will use the Division's Community Engagement Framework (Appendix A) to ensure the purpose, and planning of the engagement is going to meet the desired outcomes of the Board. School Community Councils will be the primary vehicles for this at the school level.

2. The Division recognizes the need to be sensitive to the needs and concerns of the community and to encourage the multi-directional exchange of ideas between and among the Board, administration, staff, students, parents, non-parents and the community at large.

3. The Division favours and encourages consultation and advisory through established school and division committees, associated with a school (SCC) or with a specific program or service.

4. When an incident occurs and is such as to arouse public questions or indignation, the administrators of the school(s) involved are to convey the complete facts to their Superintendent.

5. The Superintendent of Schools in charge of Community Engagement will coordinate a comprehensive community engagement program and communications plan in consultation with the Director.

Approved: June, 5, 2023

Community Engagement Framework

Saskatchewan Rivers Public School Division

Excellence for Every Learner

Community Engagement Framework

Saskatchewan Rivers Public School Division is committed to gathering perspectives from our community in order to inform sound , intentional, decision making that inspires excellence for every learner.

Purpose of this Framework:

The purpose of this Community Engagement Framework is to provide an overview of the concept, principles, underlying values of community engagement and its value to the division while creating common protocol in identifying and planning engagement activities.

Objectives:

- To develop a common understanding of community engagement and to create a common language, context, and processes.

- To support the division in engaging the community in a variety of ways to inform decision making.

- To ensure engagement practices are purposeful, consistent, and of high quality.

- Community members gain confidence and trust that their insight is being considered in the decision making. The Board of Education and staff of our division have strong relationships with the community.

Community Engagement Principles

Clarity of Purpose

- Why are we engaging the community at this time?
- Who is included, and who is not?
- How will participants voices be used in decision making? What are the non-negotiables?
- What values and principles underlie the process?

Transparency

- Clear communication about process, purpose, timing, roles, responsibilities, constraints, and outcomes
- Ensure information about the full scope of the project is presented and publicize the outcome

Effective Communication

- Valuing and creating opportunities for dialogue
- Use a variety of communication avenues in clear language, in a timely manner
- Communications should enhance the quality of the relationship

Integrity

- Diverse views are appreciated, and held in high regard
- How the communities voice influence the outcome is celebrated
- Concerns are addressed with honesty and forthrightness
- Process is not focused on a predetermined outcome

Continuous Learning and Improvement

- Monitor, evaluate, modify process as necessary
- Use feedback on the process to plan future engagements

Human systems require continual refinement as they work towards excellence

Adapted from: The Town of Devon's Guiding Principles for Community Engagement

Engagement Procedures

1 The engagement spectrum will be used to ensure engagement processes align with the scope, complexity and outcome of the decision to be made.

2 The purpose and outcome of the engagement will be identified at the beginning of the process.

3 Participants will know what will be in included in the engagement and what will not and they will know what decision is to be made.

4 Timing, location, and format will reflect the needs of the participants ensuring that engagement activities are inclusive.

The Engagement Spectrum

	Inform	Consult	Involve	Collaborate
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	To obtain public feedback on analysis, alternatives and/or decisions	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution
Promise to the Public	We keep you informed	We will keep you informed, listen to acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how the public input influenced the decision	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible
Example engagement Techniques	·Fact Sheets ·Websites ·Open Houses	·Public Comment ·Focus Groups ·Surveys ·Public Meetings	·Workshops ·Deliberative Polling	·Citizen advisory committees ·Consensus-building ·Participatory decision-making

Adapted from: IAP2 Spectrum of Public Participation

The Engagement Planning Process

1

ARTICULATE
the outcomes and
identify the
stakeholders

2

DETERMINE
the level of
engagement within
the Engagement
Spectrum

3

CREATE
background, develop
timeline, scope,
dates, budget and
communications

4

RAISE
awareness and
invite participation

5

CONDUCT
engagement activities,
analyze the data

6

EVALUATE
the input, and report
back on engagement
process and outcomes