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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 3440.1

## REGULATION: INTERNAL COMMUNICATIONS PROCEDURES

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Within large complex organizations, there needs to be clear and effective communications channels developed for official purposes. The school district utilizes a standardized system to achieve their communication objectives, thereby, providing up-to-date information to assist *district* staff in performing their duties and responsibilities.

The currently approved methods are “A” Memos and “B” Memos. Their issuance procedures are detailed below:

(a) **“A” MEMOS**

“A” Memos are permanent documents which contain practices, procedures and/or instructions to be followed in the day-to-day operation of the schools and/or departments. An alphabetic index, cross-referenced, will be maintained with updates provided with each addition, modification or deletion from the approved group.

“A” Memos are filed in the front of an “A/B Memo” binder for future reference.

“A” Memos are permanent and are not to be destroyed until advised by “B” Memo of such direction or revised.

“A” Memos are issued pursuant to approval by Management Committee.

(b) **“B” MEMOS**

“B” Memos contain information or instructions that apply to only one set of circumstances, or apply for a period of one year from the date of issuance.

“B” Memos are filed in the “A/B Memo” binder for the above period of time.

“B” Memos may be destroyed one year after the date of issuance.

“B” Memos may be issued only by individual standing members of Management Committee.

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**DISTRIBUTION**

“A” and “B” Memos are published through the auspices of the Secretary-Treasurer’s Office who maintain numerical sequencing and indexing of the documents.

“A” and “B” Memos are distributed to all district staff assigned an A/B Memo binder by the Secretary-Treasurer’s Office using the courier system, according to the current distribution lists of recipients and will also be provided as noted below:

- (a) Trustees
- (b) Trustees’ Lounge and Boardroom
- (c) Schools (2) - Principal  
- Staffroom
- (d) Administrative Staff
- (e) CUPE, Local 728 Office
- (f) DPAC President
- (g) STA Office

District staff are responsible to maintain the currency of the binders assigned.

Approved: 2000-10-12

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