



Governance and Planning Anonymous Correspondence

Policy Number GP-17

The Simcoe Muskoka Catholic District Board recognizes that the primary role of correspondence, including memos, email and letters, and telephone inquiries is to maintain good, relevant and timely flow of information within the Board and to its key constituents. Responding to incoming correspondence and/or telephone inquiries underlines the Board's commitment to communicating effectively.

However, from time to time, the Board receives anonymous correspondence and/or telephone calls. The Board shall not give credibility to anonymous correspondence, **including anonymous Facebook group messages, tweets or any other message(s) communicated through social media platforms** and/or telephone calls relating to staff, students or Board business. No action shall be taken on these types of communication and they shall be deleted or shredded and disposed of immediately upon receipt by all recipients.

Anonymous correspondence, **including anonymous Facebook group messages, tweets or any other message(s) communicated through social media platforms** or telephone calls, which relate to any matter, which implies a threat to health and safety of staff, students or Board property or assets, shall not be governed by this policy. They shall be brought to the immediate attention of the Office of the Director for appropriate action.

Statement Number ADMIN 10-98-00 "Solicitors"

Approved: Board Meeting #14-2005 (Wednesday, September 28, 2005)

Revised: Board Meeting #04-2015 (Wednesday, March 04, 2015)

Revised: Board Meeting #14-2019 (Wednesday, November 20, 2019)

Reviewed: Board Policy Review Meeting #01-2021 (Wednesday, January 27, 2021)

Revised: Board Meeting #04-2021 (Wednesday, February 3, 2021)