

ADMINISTRATIVE PROCEDURE NO. 355

ANONYMOUS CORRESPONDENCE

Background

Issue resolution is most successfully achieved when mutually acceptable solutions are arrived at through procedures that are designed to find what is in the best interests of the students, as well as the individual school and the school division as a whole. Red Deer Catholic Regional Division takes pride in developing a climate of respect and trust which focuses on working towards mutually acceptable solutions. Anonymous letters are politically and ethically difficult to deal with. To achieve successful resolution of an issue, the issue must be officially brought forward and this can only be achieved if the author of the inquiry is identified.

Procedure

1. The Division is prepared to address all concerns with the person or persons making the inquiry. These concerns must be received in person or in writing to the person or persons involved.
2. No action will be taken on anonymous complaints.
 - 1.1 An anonymous letter shall not be circulated to members of the Board.
 - 1.2 An anonymous letter shall be shredded immediately and disposed of by the recipient.
 - 1.3 An anonymous letter received in a school shall be shredded and the Superintendent informed that a letter was received and shredded.
 - 2.4 An anonymous letter received by a Board member shall be shredded and the Superintendent shall be informed that a letter was received and disposed of.
3. The Division will deal with identified concerns as outlined in Administrative Procedure No. 353– *Parent Concern Protocol*.