

The School Board wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the District Administrator.

- Staff Communications to the Board: All communications or reports to the Board or any Board committee from principals, supervisors, teachers, or other staff members will be submitted through the District Administrator. This necessary procedure will not be construed as denying an employee the opportunity to appeal administrative decisions to the Board where a District procedure includes an appeal level that involves the Board.

Complaints or appeals regarding employee discipline, termination of employment or workplace safety may be made in accordance with the grievance procedure stated in the handbook. Appeals regarding other administrative decisions may be made through the established lines of authority/communication as shown on the District Organizational Chart. All personnel shall refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem or concern arises. An employee may appeal any decision made by the administrator to the HR Director or his/her designee. If the District Administrator determines that the matter merits consideration by the Board, the decision may be appealed to the Board through the District Administrator. Responsibility should flow simply and clearly from staff through principals and the District Administrator to the Board.

- Board Communications to Staff: All official Board communications, policies and directives of staff interest and concern will be communicated to staff members through the District Administrator, and the District Administrator will employ all such media as are appropriate to keep staff fully informed of the Board's desires, concerns and actions.
- Communications and Interactions between Individual Staff Members and Individual Board Members: Except where expressly authorized by Board action or by the District Administrator, or necessitated by the legal duties related to positions held by Board officers, individual employees are not expected to engage in work-related tasks directly with, or at the direction of, individual Board members. For this reason, if an individual Board member contacts an employee in connection with the employee's assigned duties and responsibilities, the employee is expected to involve his/her immediate supervisor and the District Administrator in establishing an appropriate response to the Board member's inquiry. In the event an individual employee, notwithstanding expectations concerning the use of established lines of authority, communicates with an individual Board member pursuant to the duties and responsibilities of the employee's position, the individual Board member should contact and work with the District Administrator in resolving and responding to the issue or concern. Each individual employee retains ultimate responsibility for ensuring that all communications pursuant to his/her assigned duties to the Board and/or to any individual Board member are authorized and follow appropriate procedures.
- Visits to Schools by Board Members: Individual Board members interested in visiting schools or classrooms will make arrangements for visitations through the District Administrator. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Board members shall have access to their own children's classrooms under the same guidelines as any other parent.

The Board and school administrators understand that Board members and District employees share a keen interest in the schools and in education generally. Therefore, it is to be expected that individual Board members and individual employees will meet in the community and through social events and functions and informally discuss such matters as educational trends, issues, and innovations. On such occasions, the Board's expectation is that employees and Board members will use sound judgment in ensuring that they are not purposefully undermining the established lines of authority in the District or violating the other expectations established in this policy.

**Cross References:** Teacher and Support Staff Handbooks  
District Organizational Chart  
WASB PRG 521.1 Sample Policy 2

**Adoption Date:** 5/10/82

**Revised:** March 1994  
March 2024  
April 2024