

## **STAFF INTERNAL COMMUNICATIONS**

### **Background**

The School Board, the Superintendent of Schools, members of the administrative and professional staffs, and all other employees of the Mt. Lebanon School District share one prime responsibility in common - namely, to maintain and to assure the progress of a school system and an educational program of marked excellence. All of these groups have major, inter-related duties and responsibilities, some established by the Pennsylvania School Code, some by Board policy and practice or by action of the Administration, and some commonly and generally accepted as matters of professional ethics. The full and free communication of ideas, recommendations, decisions, policies, attitudes and feelings among these groups is indispensable in the achievement of their common goal.

While communications in the past generally have been considered quite satisfactory, it is essential to assure that good communications are sustained and that constant attention and effort are given to their improvement.

### **Objectives**

1. To maintain an environment of frankness, confidence, and mutual understanding and respect among all those responsible for the progress and performance of the Mt. Lebanon school system.
2. To assure that significant ideas and recommendations of individuals and groups in the Mt. Lebanon school system are effectively communicated and given proper consideration in all decisions and actions.
3. To encourage maximum contributions by Mt. Lebanon school personnel to the progress of the school system.
4. To assure unity of purpose, and efficiency and effectiveness of operation, among all who are responsible for the policies, progress and activities of the school system.

### **Policy**

It is the policy of the Mt. Lebanon school board to encourage and promote the free communication of significant information and ideas among all groups involved in the direction and operation of the school system. Such groups include the Board, the Administration, professional personnel and all other employees of the School District. This policy is based on the firm belief that common understanding, acceptance and support of policies, programs, plans and actions are essential to the efficient and effective performance of all responsibilities related to achieving and maintaining excellence in the Mt. Lebanon schools.

Administration Responsibility

It is the responsibility of the Superintendent to:

1. Provide for timely and effective communication of the decisions and actions of the School Board and members of the Administration to other personnel in the School District who may be involved in or affected by such decisions or actions.
2. Assure that the Board is advised of ideas, proposals, attitude and feelings of School District personnel that should be given attention and consideration in Board action.
3. Recommend appropriate meetings of authorized designated members of the Board with School District personnel or committees for the purpose of exchanging ideas and to schedule and set up agendas for such meetings.
4. Establish and maintain procedures, consistent with applicable laws and collective bargaining agreements, for hearing complaints of any employee of the School District, either directly from the employee or through a designee, guaranteeing that use of proper procedures will not react adversely upon the employee making the complaint or the designee.

School Board Responsibility

It is the responsibility of the School Board to:

1. Communicate fully and effectively with the Superintendent and, where desirable, with other members of the Administration, professional staff or other personnel of the School District to assure that School Board policies and actions are properly understood.
2. Require the Administration to establish and maintain effective channels of communication, both oral and written, so that the Board and the personnel of the School District are promptly and adequately informed.
  - a) By communicating Board policy and action to personnel in the School District.
  - b) By keeping the Board informed of school activities and of attitudes and feelings of School District personnel which have important bearing on the responsibilities and actions of the Board.
3. Be responsive to recommendations by the Superintendent of appropriate occasions and topics for direct communications with the teachers, bargaining agents and committees, and other personnel of the School District or to initiate such communications when appropriate. Such communications may be written or oral and may involve the Board as a whole or appropriate committees of the Board.

4. Hear complaints of School District employees if such complaints have proceeded to School Board level in accordance with applicable laws and collective bargaining agreements.

Communication

The policy shall be communicated to all personnel employed in the Mt. Lebanon School District.

Adopted October 17, 1972  
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