

## **BOARD/STAFF COMMUNICATIONS**

Code **BHC** Revised **11/12**

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**Purpose:** To establish the basic structure for board communication with staff members.

The board intends to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the superintendent.

### **Staff communications to the board**

Principals, supervisors, teachers, or other staff members will submit all communications or reports to the board or any board committee through the superintendent.

This necessary procedure will not be construed as denying the right of any employee to appeal to the board from administrative decisions, provided such appeal is in accordance with the board's policy on complaints and grievances.

Staff members are also reminded that board meetings are public meetings. As such, they provide an excellent opportunity to observe first-hand the board's deliberations on problems of staff concern.

### **Board communications to the staff**

The board will make all official communications, policies and directives of staff interest and concern to the staff through the superintendent. The superintendent will employ such media as are appropriate (e.g. superintendent's notes) to keep the staff informed of the board's problems, concerns and actions.

### **Visits to schools**

Board members should make official visits to the school only under board authorization and with the full knowledge of staff including the superintendent, principals and other supervisors.

Board members may make informal visits to schools or classrooms after making arrangements for visitations through the superintendent or his/her designee. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

Adopted 6/2/97; Revised 11/5/12