

## **Communications with Staff**

The Board believes that an effective communications program is a necessary component of a school system's organization and operation. It is through the concerned sharing of information, feelings and ideas that we remain in accord with each other, the children to whom we are responsible, parents and the community at large. Our aim is to maintain an organization where cooperation, trust and feelings of belonging exist in a climate of open problem solving among individuals and groups within the district and community. Therefore, the Board shall support the staff philosophically and financially in the organization, maintenance and operation of an effective communications program.

### **District staff communication program**

The district's communication program shall:

1. Encourage a better understanding of the goals, needs and accomplishments of the total educational program.
2. Be a planned, systematic, two-way process in which the Board, superintendent, district employees and the community shall be encouraged to work cooperatively in planning, implementing and evaluating the district's communication program.
3. Include the use of a variety of methods such as meetings, electronic devices, letters, circulars, seminars, publications and personal contacts.
4. Provide the communication channels necessary for resolving grievances and eliminating misunderstandings.
5. Encourage informal, as well as formal, methods of communication within and between building staffs, departments and grade levels.

### **Individual schools' staff communication program**

Each school's communication program shall:

1. Encourage informal as well as formal methods of communication.
2. Include the use of a variety of methods such as meetings, electronic devices, publications and personal contacts.
3. Supplement and support the general communications program of the district.

4. Encourage the development of unity within the district in a genuine spirit of cooperation.

District-level and school level planning shall keep the above components in mind and provide for the cooperative implementation of the components.

Good Board-staff-administration relations shall be maintained in a climate of mutual trust and respect. It is the Board's intent to create an open, problem-solving climate where problems are confronted, differences are clarified and concerns are addressed.

The Board believes that an educational institution functions best when all staff members are aware of its major activities and concerns and contribute to the decision-making processes. At the same time, the Board and administration, in exercising their public charge to provide a thorough and efficient public education, cannot relinquish their responsibilities.

The Board desires a continuous exchange of ideas and pertinent information both laterally throughout the district and vertically from the staff to the administration and Board, and from the Board and administration to the staff.

The superintendent and principals shall be responsible for developing channels for the ready intercommunication of ideas and feelings regarding the operations of the schools with professional and support staff members. In devising rules and procedures for the operation of the schools, the administration shall seek the suggestions of those employees who will be affected by such provisions. The professional staff shall be given the opportunity to contribute to curriculum development and to recommend policies and regulations pertaining to students and instruction. Each elected staff committee shall act in an advisory capacity to the administrative officer responsible for the area in which the committee was elected to operate. Each appointed committee shall act in an advisory capacity to the administrative officer by whom it was appointed.

The Board recognizes and supports the existing channels of communication created by such organizations as the coordinating council, the West Garfield Education Association, the accountability committee and school/parent/staff councils.

Adopted: November 24, 1987  
Recorded: September 25, 2007  
Reviewed: January 9, 2018

CROSS REFS.: AE, Accountability/Commitment to Accomplishment

BHCA\*, Board-Staff Meet and Confer Process  
BDF, Advisory Committees  
GBK, Staff Concerns/Complaints/Grievances

Garfield School District No. Re-2, Rifle, Colorado

