

1 Great Falls School District

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3 **BOARD OF TRUSTEES**

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5 Board/Staff Communications

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7 Every reasonable means of communication is encouraged throughout the education community.  
8 Nevertheless, an organization must maintain some order and structure to promote efficient and  
9 effective communications.

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11 Staff Communications to the Board

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13 All official communications or reports to the Board from principals, supervisors, teachers, or  
14 other staff members shall be submitted through the Superintendent in accordance with the  
15 District organizational chart adopted in accordance with Policy 6121. This procedure shall not  
16 deny any staff member the right to appeal to the Board from administrative decisions, provided  
17 that the Superintendent shall have been notified of the forthcoming appeal and that it is  
18 processed according to the applicable procedures for complaints and grievances.

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20 The provision does not limit or restrict employees from engaging in public comment during  
21 Board meetings as permitted by Montana law. Staff are authorized to raise concerns about  
22 potential violations of District policy and applicable laws with the Board of Trustees through the  
23 procedures and protections established by Policy 1770, Policy 5012, Policy 5226, and Policy  
24 5125.

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26 Board Communications to Staff

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28 All official communications, policies and directives of staff interest and concern will be  
29 communicated to staff members through the Superintendent in accordance with the District  
30 organizational chart adopted in accordance with Policy 6121. The Superintendent will employ all  
31 such media as are appropriate to keep staff fully informed of the Board's concerns and actions.

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33 Visits to Schools

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35 Unless exempt under Montana law, Trustees shall visit every school at least once per year to  
36 examine its management, conditions, and needs. These visits are conducted with the entire Board  
37 or committees of the Board. Individual Board members interested in visiting schools without  
38 other Trustees shall request a visitation through the Board and Superintendent. If the request for  
39 an individual visit is approved by the Board, the Superintendent shall coordinate the requested  
40 visit with the principal of the school. Such visits shall be regarded as informal expressions of  
41 interest in school affairs and not as “inspections” or visits for supervisory, evaluative, or  
42 administrative purposes.

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44 Social Interaction

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1 Staff and Board members share a keen interest in the schools and education. When they meet at  
2 social affairs and other functions, informal discussion on such matters as educational trends,  
3 issues, and innovations and general District problems can be anticipated and are permitted.  
4 Official complaints, concerns, and communication shall be redirected and handled through the  
5 formal processes outlined in this policy.  
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7 Cross References

8 Policy 1770	Uniform Complaint Procedure
9 Policy 5012	Sexual Harassment
10 Policy 5226	Bullying, Intimidation, and Harassment
11 Policy 5125	Whistleblowing
12 Policy 6121	District Organization

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14 Legal Reference:

15 § 20-3-324(21), MCA	Powers and duties
16 § 20-3-103, MCA	Public Participation

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18 Policy History:

19 Adopted on:	July 1, 2000
20 Revised on:	December 9, 2013
21 Revised on:	May 9, 2022
22 Revised on:	April 22, 2024