

**Hart County Charter System
Board of Education Norms and Protocols
Approval Date: February 9, 2026**

I. Chain of Command (Domain I: Governance Structure)

The Board agrees to:

1. When Board members are approached with community, stakeholder, parent, or staff concerns, they will refer the issues to the proper chain of command:
 - a. Teacher
 - b. Assistant Principal/Principal
 - c. Director, if applicable
 - d. Superintendent or his/her Designee
2. The Superintendent will be the only employee that reports directly to the Board of Education.
3. The Superintendent will always be available to Board members.

II. Governance Roles and Responsibilities (Domain I: Governance Structure, Domain II: Strategic Planning)

The Board agrees to:

1. The Board of Education will be fiscally accountable, managing and aligning finances to meet the needs of the implementation of the strategic plan.
2. The Board will act as one body. Board members will recognize that the authority of the Board rests only with the Board as a whole. Board members will refrain from taking unilateral actions.

III. Communication with Media (Domain III: Board and Community Relations)

The Board agrees to:

1. The Board Chairperson will be the official spokesperson regarding Board matters.
2. The official spokesperson for the district will be the Superintendent or his/her designee.

3. Board members will refrain from engaging in controversial topics on social media (i.e., politics).
4. Board members will use social media as a tool to promote positive and important news about the district.
5. In crisis, Board members will rely on district social media sites to relay information.

IV. Communication with Staff (Domain I: Governance Structure, Domain III: Board and Community Relations)

The Board agrees to:

1. Board members will direct all communication regarding staff to the Superintendent. Board requests of staff will be directed to the Superintendent.
2. When a Board member has concerns related to staff, he/she will privately address the Superintendent.
3. The Board will be respectful to staff (i.e., when touring schools, listening to presentations, etc.).
4. Board members will adhere to the chain of command for all concerns/communication.

V. Decision Making (Domain I: Governance Structure)

The Board agrees to:

1. Board members will put the best interest of students first.
2. Board members will keep student achievement and student success as the focus of Board actions.
3. Board members will be supportive and respect Board decisions, even when votes are not unanimous.
4. Board members will remain open-minded and willing to deeply listen to all speakers/presenters. Board members will refrain from addressing impromptu

complaints 'in the moment'. Board members will assure the individual that the school district will follow up on the issue at hand.

VI. School Visits (Domain III: Board and Community Relations)

The Board agrees to:

1. Board members will notify the Superintendent 24 hours in advance to visit if it is in a Board member capacity. Visiting in a parental capacity and/or attending events open to all community members will not require notification.
2. Board members will follow visitor procedures.
3. Board members will refrain from entering classrooms unless invited to do so by classroom teachers and/or administrators.
4. Visits will be research related for agenda specific items, excluding personnel.

VII. Capital Project/Construction Visits (Domain I: Governance Structure)

The Board agrees to:

1. Board members will tour construction sites when invited by the Superintendent or his/her designee.
2. Board members will refrain from making unscheduled visits to active construction sites.
3. Board members will refrain from engaging in outside, individual contact with the construction manager, the architect, and/or their staff. All questions regarding projects and progress will go through the Superintendent or his/her designee.
4. Regular updates on capital projects will be provided by the Superintendent or his/her designee during Board meetings.

VIII. Board Meetings Agenda (Domain II: Strategic Planning, Domain V: Board Meetings)

The Board agrees to:

1. Board members will contact the Board Chairperson within one week of the meeting date to communicate potential agenda items. The Board Chairperson will share potential agenda items with the Superintendent.
2. The agenda will be shared with Board members at least 3 days prior to the meeting.
3. Questions regarding agenda items will be submitted to the Superintendent before noon on the day of the meeting.
4. All Board members will come to the meeting prepared by reviewing the Board packet.
5. Agenda items will support the district's strategic improvement plan.
6. Board members will adhere to the topics of the prepared agenda and utilize discussion for the purposes of seeking clarity, furthering understanding, and preparing to act.
7. Board members will refrain from discussing executive session information outside of executive session or with non-board members.

IX. Addressing Concerns Regarding Board Norms and Protocols Among Board Members

The Board agrees to:

1. Attempt to resolve any perceived deviation from Board Norms and Protocols in the following manner:
 - a. Board member with a concern about another Board member will express the concern to the Board Chair privately.
 - b. The Board Chair will meet with the Board member of concern and review the Code of Ethics with him/her, discuss best Board governance practices, and remind him/her of the team's commitment to following approved Norms and Protocols.
 - c. If the concern remains unresolved from the Board Chair's viewpoint, the Board member of concern will meet with the Board Chair and Superintendent. The Board Chair and Superintendent will review the Code of Ethics for a second time and discuss the following: best Board governance practices, the team's commitment to following approved Norms and Protocols, and any potential impact a deviation from best practices could have on the school system.

- d. If the aforementioned actions, in the view of the Board Chair, do not bring resolution, then the Board Chair and one other Board member will meet with the noted Board member and remind him/her to follow governing policies and protocols as outlined in the Code of Ethics and approved Norms and Protocols and seek to garner a commitment to display appropriate action.
 - e. If the Board Chair is the member of noted concern, the Vice Chair and/or Superintendent will hear the concern from any Board member. The Vice Chair will meet with the Board Chair and include the Superintendent or another Board member.
2. If the above steps are unsuccessful, then Policy BH will be followed. The policy provides the following provision: "Upon a motion supported by a two-thirds (2/3) vote, the Board may choose to conduct a hearing concerning a possible violation of this Code of Ethics by a member of the board."