

Communications To and From the Board

The School Board welcomes communications from staff members, parents/guardians, students, and community members. Individuals may submit questions or communications for the School Board's consideration to the Superintendent or may use the electronic link to the Board's email address(es) posted on the District's website. The Superintendent or designee shall:

1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the School Board, and
2. Provide the Board with all emails that are received and any feedback regarding them.

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business with a majority of a Board-quorum.

Board Member Use of Social Media

School Board members, when using social media in their capacity as a School Board member, are encouraged to use social media responsibly and in a manner consistent with Board policies 6.235, *Access to Electronic Networks*, and 6.236, *Websites and Social Media*, which outline the principles of professional and ethical communication. When using social media, Board members should take care to avoid creating confusion among the public about whether they are speaking on behalf of the Board or as private citizens. Posts made in a personal capacity must not imply

endorsement, represent the collective views of the Board, or disclose confidential or sensitive information.

To maintain public trust, Board members should clearly distinguish between official and personal accounts, avoid discussion of pending Board matters, and refrain from interactions that could constitute deliberation under the Open Meetings Act. Board members are expected to model respectful and accurate communication, consistent with the Board's expectations for decorum, transparency, and the responsible use of electronic networks.

Use of District Logos, Images, and Media

In alignment with Policy 8.25, *Advertising and Distributing Materials in Schools Provided by Non-School Related Entities*, and the District's communications protocols, Board members and candidates for election are prohibited from using official District logos, images, or media in ways that may suggest the District's endorsement of a campaign, candidate, or personal initiative. The use of District-created images or materials that may lead the public to believe a Board member or candidate holds an official relationship beyond their elected capacity is not permitted.

Candidates and Board members are encouraged to create their own materials for public communication or campaign purposes and should not draw from District-produced logos, photographs, or visual media. This ensures compliance with Board policy, prevents the appearance of political endorsement, and maintains the integrity of District's official communications.

Readopted: 2/16/76

Revised: 11/20/78, 4/15/85; 2/27/06; 12/15/08; 7/19/10; 2/23/15; 09/16/19; 04/20/26