

## Policies of the Board of Education

### Section E Personnel

#### BOARD-STAFF COMMUNICATIONS

##### 500.7

The Board desires to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the district administrator.

##### Staff Communications to the Board

All communications or reports to the Board or any Board committee from principals, supervisors, teachers, or other staff members shall be submitted through the district administrator. This necessary procedure shall not be construed as denying the right of any employee to appeal to the Board from administrative decisions on important matters, provided that the district administrator shall have been notified of the forthcoming appeal and that it is processed 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 at first hand the Board's deliberations on problems of staff concern.

##### Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the district administrator, and the district administrator shall employ all such media as are appropriate to keep staff fully informed of the Board's problems, concerns, and actions.

##### Visits to Schools

Individual Board members interested in visiting schools or classrooms will make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

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Adopted by the School Board December 7, 1992