

Approved: December 8, 1986  
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## BOARD-STAFF COMMUNICATIONS

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 official Board or any Board committee from principals, supervisors, teachers, or other staff member 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 provide input and 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.

### Visitors to School

During the school day, visits by individual board members to schools or classrooms shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.