

Communications Policy

Communications - Board member, head of school, teacher, other staff, volunteer, parent, and/or community member

Because of the unique nature of our community and school, roles of board member, head of school, teacher, other staff, volunteer, parent, and community member often overlap. These guidelines will help to assure that all communication is done in a positive manner. (for simplification, **staff** will be used to refer to head of school, teacher, other staff, and volunteers collectively)

1: Board and Staff Communication -

- a. Communication between board members and staff is encouraged. This communication may include visits to the school by board members, and staff attending board meetings to stay informed. Frequent communication fosters trust and understanding between the board and the staff.
- b. Staff may address questions and concerns regarding school board policy or issues to the staff board representative.
- c. Board members may communicate board related items to the staff through the staff board representative or the head of school.
- d. In dealing with staff, individual board members do not have the authority, formally or informally, to act as a representative of the whole board except when this authority has been given to them by the board.
- e. Community members are encouraged to attend board meetings and may provide public comment during board meetings.

2: Parent and Teacher Communication:

- a. Parents are encouraged to contact their student's teacher first if they have questions or concerns regarding their child. If this communication proves to be unsatisfactory, the parent may then contact the head of school. If the issue is still not resolved refer to the grievance policy for guidance.
- b. Teachers are encouraged to communicate with parents on a regular basis to update parents on their student's progress.
- c. Because a board member or head of school may also be a parent, it is important to keep communication with their student's teachers strictly as a parent. There should be no mention of their position as board member or head of school. Any mention of their position could be construed as a threat or an effort to intimidate the teacher, and this communication will be directed to the school board for investigation and possible further consequences.

3: Confidentiality of Communications: Sharing of confidential information about students, parents, staff, and board members to parties not directly involved is not acceptable. Any such sharing of confidential information will be investigated and disciplinary action may be taken.