

## **CHANNELS OF COMMUNICATION**

### **Background**

It is important for elected officials, administrative staff and stakeholders to understand the formal lines of communication within the organization. This facilitates effective resolution of problems and prevents various levels of organization from giving mixed messages or working at cross-purposes.

The District supports the maintenance of a communication system that maintains open channels and recognizes the following chain of command:

- ◆ Staff member > Principal > Superintendent > Board

### **Procedures**

1. Staff members wishing to inform Board members about significant activities and events in the school will normally do so through the Principal and Superintendent.
2. Trustee or administrators receiving complaints from parents, groups or community members will respect lines of communication as outlined in Administrative Procedure 152 – Community Member Concern Protocol.
3. Trustees, administrators and staff will respect the established lines of communication associated with the work of Board appointed committees.
4. The Superintendent and Principals are responsible for ensuring that staff are aware of and follow established channels of communication.

Reference: Policy 13 – Appeals and Hearings Regarding Student Matters