

Staff Involvement in Decision Making

Draft policies and administrative rules, whether new or revised, will be posted in each facility and made available to employee groups, prior to presentation to the Board. Employees are encouraged to provide input regarding these draft policies. Unless otherwise noted, individual employees should provide their input to his/her immediate supervisor, who will review it and pass it on to the superintendent.

Communications generally are encouraged along the channel which has the employee first communicating a concern to the employee's immediate supervisor, then if there are still concerns, to the curriculum director, if it is a curriculum issue, then to the superintendent and finally, the Board.

Nothing in this administrative rule would prevent any employee/citizen from talking with any administrator or Board member about any issue or concern. It will be the practice of the various administrators and the individual members of the Board to listen to the person, and then ask if the administrator at the lowest appropriate level has had a chance to deal with the information and make a decision.

Administrators are expected to share information which is intended for, or may affect, the teachers of their building.

Such information may come from the state, the district, other administrators, other teachers or members of the community.

Information, ideas or suggestions made by staff, to the administrator will be shared with the superintendent as appropriate.