

ADMINISTRATION

A. Staff to Board

The superintendent shall establish a system of communications between the board and its employees in order that the views of all school employees can be received in an orderly and constructive manner.

Cabinets, councils and committees designed to accomplish this objective shall have as one function the recommendation to the board of revisions in board policies. Such recommendations will be invited to the board's attention through the superintendent.

B. Board to Staff

Administrative regulations implementing board policies shall be included in the appropriate staff handbooks.

Monthly extracts of board minutes to include such matters that are of interest to employees or the community at large shall be circulated to the staff.

C. Publications/Directives

The superintendent may issue such administrative bulletins, circulars, memoranda, manuals or booklets as may be deemed necessary for the effective administration of the school division. All regulations or instructions shall be consistent with policies adopted by the school board and shall be binding on all employees.

Legal Reference

Code of Va., § 22.1-253.13:7. Standard 7. Policy manual.--" . . . D. Each local school board shall ensure that the policy manual include the following policies, which shall be developed giving consideration to the views of teachers, parents, and other concerned citizens.

1. A system of two-way communication between employees and local school board and its administrative staff where matters of concern can be discussed in an orderly and constructive manner; . . ." (1992)

Adopted by School Board: June 5, 1973

Revised by School Board: January 6, 1981