

SCHOOL DISTRICT
BOARD OF EDUCATION POLICY

SAMPLE - modify as needed

LEVELS OF RESPONSIBILITY

(Adopted _____, 2000)

In an efficient, effective and publicly sensitive school district there must be a means of dealing with questions, inquiries, complaints, communication, decision making and problem solving at their appropriate organizational level of responsibility. Therefore, the _____ School District Board of Education declares that all such matters shall be referred to the appropriate level of responsibility for response and/or resolution.

Matters are referred to the appropriate level of responsibility (Board of Education, administration, supervisor or staff) to allow the responsible individual(s) to understand the matter and seek an acceptable resolution prior to review by the next higher level of responsibility. This demonstrates respect for the responsible individual, encourages good communication, conserves the time and energy of those in the school community who are not directly responsible for resolution of a particular matter, and allows the person(s) with a concern to obtain resolution, or seek review at the next higher level of responsibility.

All matters brought before the entire Board of Education by an individual or group shall be addressed by the Board of Education, or if appropriate, referred to the responsible district individual(s) for resolution. Only those matters that are obviously the Board's concern or that have proceeded through the appropriate levels of responsibility shall be reviewed by the Board of Education.

In like manner, it is the responsibility of every District employee and each individual board member to refer such matters to the appropriate level of responsibility for review and/or resolution.