



## WEST BONNER COUNTY SCHOOL DISTRICT #83

Administrative Office  
134 Main Street, Priest River, ID 83856  
(208)448-4439 • www.sd83.org

# WEST BONNER COUNTY SCHOOL DISTRICT Communication Protocol

## Board Policy 4000

### Goals

The Board, through the leadership of the Superintendent and the assistance of the total staff, will seek to enhance the District's community relations by striving to achieve the following goals:

1. to encourage and enhance communications, understanding, trust and mutual support between the District and the people it serves;
2. to increase both the quality and quantity of public participation in school affairs, activities and programs;
3. to strengthen and improve relations and interactions among staff, trustees, citizens, parents and students;
4. to promote understanding and cooperation between the schools and community groups.

### Superintendent ↔ School Board

1. Idaho School Board Association (ISBA) establishes protocol, which can be tailored to meet local needs. It is documented in the District Policy Manual.
2. Monthly School Board meetings are noticed and open to the public, videoed, minutes posted to website.
3. Superintendent meets with School Board Chairman to set agenda.
4. Additional committee meetings (i.e. finance) can be set, public notification is provided according to Idaho Open Meeting Laws.
5. Communicate any emergency situations that arise (i.e. Bus accidents involving students).

### Superintendent ↔ Administrators

1. Any emergency situations that arise (i.e. Bus accident involving students).
2. District items that need to be addressed at the building level.
3. Final evaluations.

### Maintenance Issues

1. Superintendent communicates with Facilities Director for District issues.
2. Superintendent, Facilities Director, and building administrator to discuss and communicate building maintenance priorities at least once a year.
3. Facilities Director communicates with maintenance/custodial supervisor for each building.



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4. Maintenance/custodial supervisor for individual buildings communicates with building custodians and administrators.
5. Teachers or other staff need to report maintenance issues via email to maintenance/custodial supervisor for that building, and also cc the building administrators, maintenance worker, and Facilities Director.

### District ↔ Community

1. Building Liaison will coordinate building communication with community.
2. School Board minutes posted to website.
3. Administrators send school talk to Technology Department (Brenna Saccone brennasaccone@sd83.com, at this time) weekly by Tuesday.
4. Principals write and send school newsletters at least monthly.
  - a. Parents should receive a copy sent home with children, and a copy sent home electronically.
  - b. Electronic copy sent out to all District staff and School Board Trustees.
  - c. Remember that student names are not allowed in any form of communication, unless it is communication directly to that parent, or if parents have given approval to share their child's information through the Parent Objection to Release of Directory Information Regarding Their Child form that is filled out at the start of every school year.
  - d. If you are including celebrations, you must not include student names (i.e. Mrs. Jones' class celebrated being great spellers with a class pizza party).
5. Principals and School Board Trustees (when available) will attend PTO/Site Council meetings at least once quarterly.

### District Teams ↔ District Instructional Leadership Team and District Teams ↔ Buildings

1. Designated note taker for each District team (District Instructional Leadership Team (DILT), District Response to Intervention (Rtl), Building Rtl teams, Math Cadre, Literacy Cadre, Building Leadership Team (BLT), Report Card committee, Professional Learning Communities (PLCs), etc.
2. Committee representatives will share information from committees with building staff regularly.
  - a. Notes to be disseminated to staff within one week of meeting.
  - b. Building specific meeting notes are to be shared within the specific building.
  - c. District meeting notes need to be shared out District wide.
  - d. Notes need to be sent out electronically, posted to the shared network folder, and/or shared in staff meetings.
  - e. It is responsibility of each staff member to access desired information from emailed and posted minutes.

### Administrator ↔ Building Staff Members

1. Administrators to communicate any emergency situations to building staff as needed.



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2. Administrators to communicate any information directed by Superintendent or School Board.
3. Administrator to communicate building level information to all staff members in a timely manner.
4. Administrator to notify all staff members before 7:30 a.m. if they are out of the building. This is to include who will be acting administrator for the day.
5. Administrators to communicate any information coming from Crisis Team Leader.
6. Administrators to conduct walkthroughs and final evaluations.

### Crisis Team

1. Superintendent informs Crisis Team Leader of any crisis.
2. Crisis Team Leader to communicate with crisis team and building administrators.
3. Building administrator to communicate with building staff, and students when necessary.
4. Teachers communicate with students when necessary.

### Staff Members ↔ Other Staff Members

1. Go to the source of any conflict to try to resolve the problem before you go to a higher level.
2. Keep confidentiality in all matters.
  - a. No student names in emails.
  - b. All discussions should be done in a professional manner (i.e. when discussing a student, parent, or other staff member).
3. Staff Handbooks will be provided at the start of each school year to all staff members, or at any time they are hired on at a later date.

### Staff Members ↔ Parents

1. Staff communication to parents/community is to be shared with the building administrator before distribution (i.e. classroom newsletter)
2. A contact log must be kept of pertinent parental contacts.
3. Parents must be notified in a timely manner if there are concerns about their child, whether it is academic, behavior, or anything else.
4. Positive parental contacts should be made monthly.
5. Keep in mind when contacting parents, they prefer to be contacted via email or phone (according to parent survey results).
  - a. Confidentiality of other students, and staff members, must be kept, so when talking with parents, you may not discuss anything that does not pertain to their own child.
6. Grades need to be kept up-to-date in Skyward. The Skyward Calendar can be utilized for informing parents and students of important dates that are upcoming in the classroom.
7. Student handbooks will be provided for all students at the start of each school year, or if a new student enrolls.



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### Volunteers

1. Volunteers must fill out a volunteer application through the District Office before working in any school building.
2. Volunteers assigned to specific buildings will need to communicate any issues that arise to the building administrator, and/or the teacher that they are assigned to work with.

Parent Responsibilities: *Stakeholder communication plays an important role in the success of a school. Solutions are best found at the level closest to the issue or concern. As such, we have adopted the following region-wide protocol.*

### **Who to Contact:**

The West Bonner County School District #83 administration, faculty, and staff are eager to accommodate your needs, questions, and concerns in the most efficient manner. Please use the following guide to help you decide whom to contact first.

### **TEACHER**

For first contact regarding...

- Student issues
- A conference
- Questions about student grades or behavior
- Questions about specific activities related to the classroom
- Curriculum specific to the classroom

\*Please schedule specific times to meet with your child's teacher, as he or she needs time to communicate effectively. Teachers often have professional duties directly before and after school hours.

### **ADMINISTRATOR**

For information and assistance regarding...

- School programs, policies, and procedures
- Unresolved issues after teacher contact
- Security or safety related to school or student
- Feedback and/or suggestions about school-wide issues

### **SCHOOL NURSE**

For information and assistance regarding...

- Health information
- Vision or hearing screening
- Medical issues that will impact schooling of the child

### **SCHOOL OFFICE**

For information regarding...

- School-wide events
- Attendance
- Calendar



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**\*\*If a child's safety or school-wide safety is a concern, please contact the front office or a staff member immediately. Administration works diligently to ensure the safety of all students.**

### COUNSELOR

For information regarding....

- Academics (including scheduling)
- Career Development
- Family/School Issues
- **Social/Emotional Development**

### SKYWARD

For information regarding...

- Current classes
- Current grades
- Current assignments
- Contact the secretary if you have issues accessing Skyward.

### TRANSPORTATION

For information regarding...

- Bus Routes
- Problems on the bus
- Pickup and drop off times

### DISTRICT OFFICE

For information and assistance regarding...

- Unresolved site issues
- District-wide programs, policies, and procedures
- Curriculum
- Facilities
- Budgets
- School Closures
- Questions or information required in regards to the School Board
- Other questions you may have - we will direct your call

### Communication in the West Bonner County School District #83 School District

West Bonner County School District #83 recognizes the importance of creating and maintaining effective channels of communication between school and home. In order to provide important information to our families in a timely way, these are the primary communications tools we use:

**District Web Site Home Page** ([www.sd83.org](http://www.sd83.org)) contains links to important information in regards to the school district, and individual schools, etc.

**School Web Sites** contain individual school information relevant to each individual school, links to emails for staff members, and links to teacher websites



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(if applicable), newsletters, etc.

PRLHS: [lam.sd83.org](http://lam.sd83.org)  
PRJH: [jrh.sd83.org](http://jrh.sd83.org)  
PREP: [alt.sd83.org](http://alt.sd83.org)  
PRE: [pre.sd83.org](http://pre.sd83.org)  
PLE: [ple.sd83.org](http://ple.sd83.org)  
IHE: [idh.sd83.org](http://idh.sd83.org)

**Email from Principals and Teachers** with general school and classroom information or specific information sent to you regarding your child.

**Email from the Superintendent** when news (other than emergencies) affecting the entire District needs to be shared, such as local road closures, police incidents, or news items that affect our local community.

**YOUR FEEDBACK MATTERS:** Our goal is to make communication of important school information as easy for parents to use as possible. Please let us know what you think of District communication methods. The best way to do this is to email [leonijohnson@sd83.org](mailto:leonijohnson@sd83.org).