



District Communication Plan

Emergency Communication

In the event of an emergency, building and district administrators will push information through multiple appropriate platforms, including email, social media, and automated phone calls. This process will be clearly outlined in a confidential document.

Board of Education → Superintendent

Individual Board of Education Members may email, call, or meet with the superintendent to discuss the business of the district.

Superintendent → Board of Education

The superintendent will send a weekly update (typically sent Friday-Sunday), summarizing the district happenings of the week. In the event of other necessary communication, the superintendent will email or call the members of the Board of Education.

Superintendent → Community

The superintendent will send a monthly publication via email and post the document on the district website.

Superintendent → Faculty/Staff

The superintendent will send a weekly update (typically sent Friday-Sunday), summarizing the district happenings of the week.

Principal/Director → Superintendent

The Principal/Director will send a weekly summary of the happenings in each building and /or significant events to the superintendent and other administrators.

Principal/Director → Community

As part of a weekly publication, each principal and the director will contribute a brief (1-2 paragraphs) update to the appropriate clerical staff to be included in the publication.

An annual letter to the community is encouraged welcoming them back to the upcoming school year.

Social Media should be used appropriately to advertise events happening in the building/district.



BOQUET VALLEY

CENTRAL SCHOOL DISTRICT

Principal/Director → Faculty/Staff

Each principal and the director will send a weekly email to their staff including any building or district level updates. It is also suggested that upcoming professional development opportunities be included in this document as well as any other appropriate information.

An annual letter to the faculty and staff is encouraged welcoming them back to the upcoming school year.

Faculty/Staff → Parents

Faculty and Staff are strongly encouraged to reach out to parents and families to develop a positive rapport on a regular basis. In the event of disciplinary action, it is required for all faculty and staff to reach out to parents prior to submitting a discipline referral. Phone calls and emails are the recommended forms of communication.



BVCS Communication/Complaint Flow Chart

STEP 1: Address the communication/complaint directly to the person whom which the communication/complaint concerns.

If a satisfactory resolution is not reached, contact their



STEP 2: immediate supervisor. This is likely to be the building principal.

If a satisfactory resolution still is not reached, contact the



STEP 3: Superintendent of School by submitting a written letter to the secretary to the superintendent.

If a satisfactory resolution still is not reached, contact the



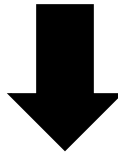
STEP 4: Board of Education by submitting a written letter to the District Clerk



BVCS Communication/Complaint Flow Chart

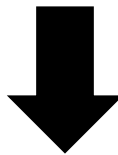
STEP 1: Address the communication/complaint **directly to the person** whom which the communication/complaint concerns.

If a satisfactory resolution is not reached, contact their



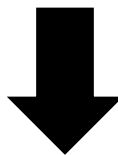
STEP 2: **immediate supervisor.** This is likely to be the building principal.

If a satisfactory resolution still is not reached, contact the



STEP 3: **Superintendent of School** by submitting a written letter to the secretary to the superintendent.

If a satisfactory resolution still is not reached, contact the



STEP 4: **Board of Education** by submitting a written letter to the District Clerk