



# **SECTION I: BOARD OF EDUCATION      POLICY 1180**

## **EMPLOYEE COMMUNICATIONS AND LEVELS OF AUTHORITY**

Purpose: The purpose of this policy is to establish and describe the District's communication procedures and levels of authority.

The Board of Education directs the Superintendent to establish and maintain clear and regular communication on the part of all personnel of the working relationships in the District.

Levels of direct authority will be those approved by the Board and shown on District organization charts.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. That administrator will refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

Levels of authority should not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The lines of authority establish direction of authority and responsibility, but the lines also represent avenues for a two-way flow of ideas and communications to improve District programs and operations.

Source:            *Broken Arrow Board of Education policy adoption, July 13, 2009.*  
                      *Broken Arrow Board of Education policy reviewed & affirmed, February 27, 2012.*