

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEE  
TITLE COMMUNICATION  
(DOWNWARD AND UPWARD)

ADOPTED: APRIL 20, 2015

REVISED: NOVEMBER 16, 2009  
FORMERLY 3900

## 409.1 COMMUNICATION (DOWNWARD AND UPWARD)

1. From time to time, teachers will receive bulletins and other communications from administrators concerning such things as official policies, standards, definitions of assignments, schedules, and various items of information. This downward communication is official and parallels the line of responsibility in the school system. Therefore, all teachers must check their emails a minimum of twice daily; once in the morning and once in the afternoon. Teachers are also required to respond in kind when the communications request them to do so.
2. The Board of School Directors also encourages upward and horizontal communication. Teachers are encouraged to make their evaluations and suggestions known at small conferences, faculty meetings, and within committee work.
3. While every teacher can speak freely with the Superintendent or the Principal, a standard of protocol shall be required.

Reviewed 3/12/01, 2/20/06, 11/16/09