

Adopted:

Reviewed: May 18, 2023

Twin Cities International Schools COMMUNICATION POLICY (495)

I. PURPOSE

The school will honor the following steps to be taken by students, employees, parents or other persons that are necessary to support effective communication. If a person has an idea or concern that will benefit our students or the school, communication procedures and steps are provided within this communication policy.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees or other persons, may report concerns or ideas to the school. While written reports are encouraged, a concern or idea may be made orally. -It is encouraged that discussion takes place at the lowest, appropriate level (ie: teacher ideas; talk to other teachers or appropriate school representatives to communicate, staff member: all parties involved in communication).
- B. Depending upon the nature of the idea or seriousness of the concern, the administrator or board member(s) receiving the statement shall determine the nature and scope of the investigation or follow-up procedures. If requested, the concerned party or other parties involved may be provided with formal documentation. The administrator or a designated investigator shall ascertain details concerning the statement(s) and report promptly to the administration or board of directors concerning the status or outcome of the matter. The board of directors can request information from administration at any time regarding concerns.
- C. The appropriate administrator shall respond to the concerning party regarding the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The response to the concerning party shall be consistent with the right of others pursuant to the applicable provision of the Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.