

**SCHOOL BOARD**

**Communications To and From the Board**

Staff members, parents, and community members should submit questions or communications for the School Board’s consideration to the Superintendent. The Superintendent shall provide the Board with a summary of these questions or communications and provide, as appropriate, his or her feedback regarding the matter. If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members’ questions or communications to staff or about programs will be channeled through the Superintendent’s office. Board members will not take private action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members individually, whether sent by letter, e-mail, or other means.

**Board Member Use of Electronic Mail**

E-mail to, by, and among Board members, in their capacity as Board members, shall not be used for the purpose of discussing District business. E-mail among Board members shall be limited to:

1. Disseminating information; and
2. Messages not involving deliberation, debate, or decision-making.

E-mail may contain:

1. Reminders regarding meeting times, dates, and places;
2. Board meeting agendas or information concerning agenda items; or
3. Individual responses to questions posed by the community members, subject to the other limitations in this policy.

LEGAL REF.: Ill. Rev. Stat., ch. 122, para. 10-21.4; ch. 122, para. 10-11.31a;  
23 Ill. Admin. Code 1.220.

CROSS REF.: 8.50, 3.30, 8.110, 8.100, 2.200, 2:220, 3:30, 8:50

ADOPTED: November 3, 1987

REVISED: December 3, 1991

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