

POLICY GR Relations with Governmental Entities (Local Policy)-X

Communications with External Elected Officials

For purposes of this policy, external elected officials are defined as individuals elected to public office at the municipal, county, state, or federal level who do not serve on the District's Board of Trustees.

The Board recognizes the importance of maintaining professional and effective relationships with external elected officials while preserving appropriate lines of authority, uninterrupted District operations, and the integrity of the instructional day.

To promote accurate, consistent, and timely communication, all official communications between the District and external elected officials shall be coordinated through the Superintendent or the Superintendent's designee. This includes, but is not limited to, requests for District or campus information, data, interviews, meetings, campus visits, invitations, event participation, resolutions, proclamations, or other official actions.

The Superintendent or the Superintendent's designee shall serve as the District's primary point of contact for such communications.

District employees shall not independently respond to official communications or requests from external elected officials unless authorized by the Superintendent or designee. Any direct request received by a District employee shall be promptly forwarded to the Superintendent's office.

Invitations to participate in events, as well as requests for resolutions, proclamations, or recognitions initiated by external elected officials, shall be reviewed and coordinated through the Superintendent's office or designee to ensure alignment with District priorities, calendars, and operational considerations.

All campus visits by external elected officials shall be approved and coordinated through the Superintendent's office or designee to protect student safety, minimize disruption to instruction, and maintain orderly campus operations. During emergencies, crises, or other sensitive situations affecting the District or an individual campus, the Superintendent or designee shall serve as the sole District representative coordinating communications with external elected officials.