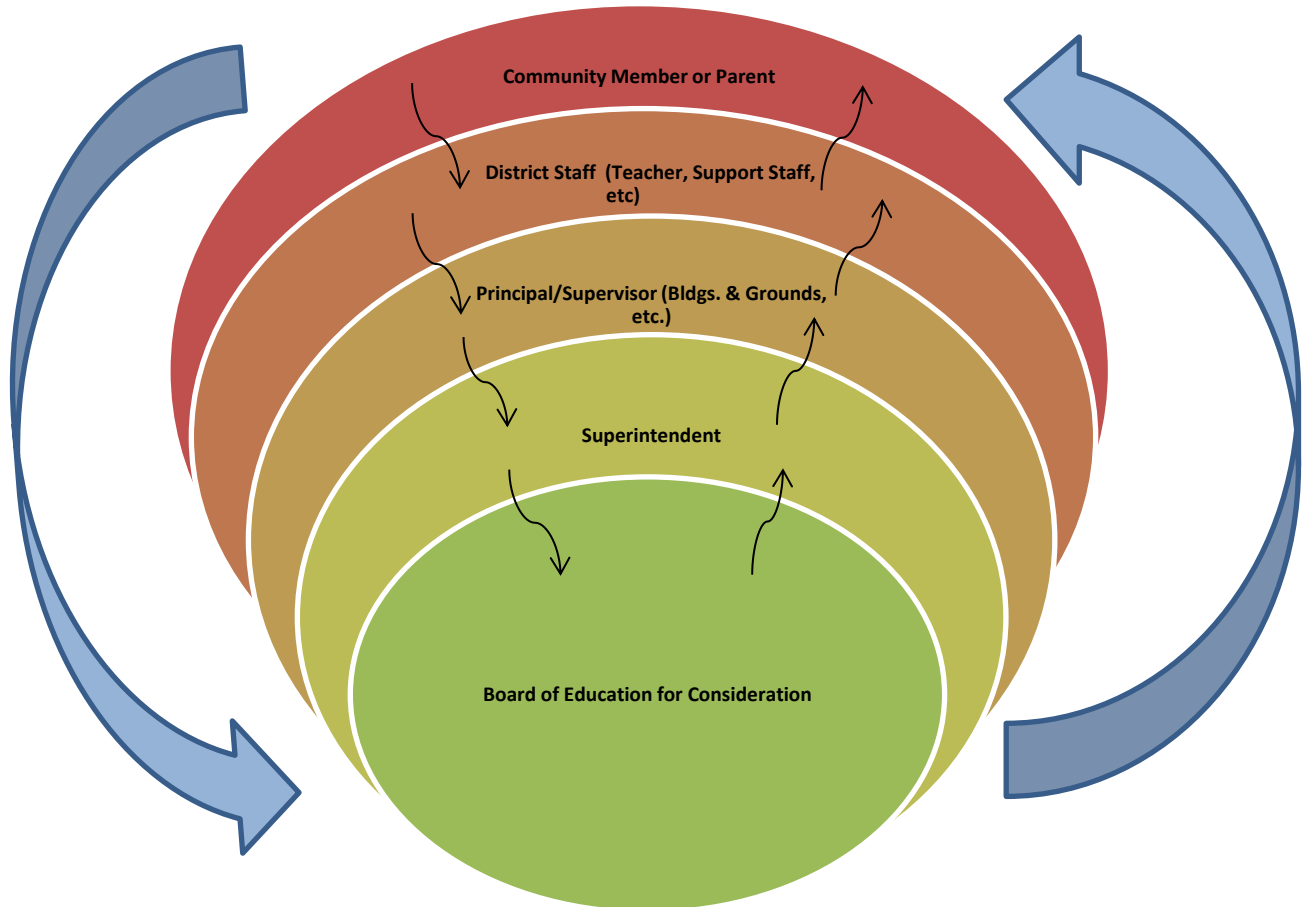# School District of Tomahawk
Communication Protocol (DRAFT)

The School District of Tomahawk desires to maintain transparent and fluid communication with citizens both within and without the district's physical walls. The Board of Education and district administration request that all communication start at the primary level of any issue. However, if the primary level has been tried without satisfaction, then it stands to reason that one move the concern to the secondary stage, and so on. The following are 'examples' of how transparent and fluid communication might occur.

- A parent has a concern regarding his/her 2nd grader – He/She should first speak with his/her child, but if need be, …
    1. speak with his/her child's classroom teacher;
    2. speak with the Elementary building principal;
    3. speak with the Superintendent;
    4. and lastly, if necessary, contact the President of the Board of Education for whole Board consideration.
- A community member has a concern regarding access to the building on week-ends – He/She should…
    1. speak with the Director of Buildings and Grounds or immediate supervisor of the area (i.e. Pool Director);
    2. speak with a principal or the District Administrator (as appropriate);
    3. and lastly, contact the President of the Board of Education for whole Board consideration.
- A staff member has a concern regarding his/her specific assignment (i.e. curriculum, student behavior, etc.) – He/She should…
    1. speak with his immediate supervisor (i.e. principal, director, etc.);
    2. speak with the District Administrator;
    3. and lastly, appeal to the Board of Education for whole Board consideration.

There are many other scenarios that might require the use of this communication protocol, but following the adage of 'primary level' first, followed by subsequent levels, each and every concern will be brought to resolution. As with any communication protocol the last step of the process involves bringing the concern's resolution back to the primary step to complete the loop.