
CARROLL COUNTY PUBLIC SCHOOLS

ADMINISTRATIVE REGULATIONS

BOARD POLICY BHD: OPEN COMMUNICATION 1 of 3

Compliance with the Maryland Public Information Act

The school system encourages open two-way communication. Open communication is essential to ensure high system morale, effectiveness and efficiency. The school system has an obligation to communicate its public activities and other school system information to the staff and public, as well as provide a method to obtain and use feedback. In addition, all stakeholders, both internal and external, should feel free to bring legitimate concerns forward without fear of retribution or retaliation.

I. COMMUNICATION TO THE SCHOOL COMMUNITY

- A. The school system shall hold forums to provide the public with an opportunity for input about various system initiatives. Public hearings or forums will be advertised in advance and held to inform the public about:
 - a. General school system business
 - b. General school system information
 - c. Proposed operating and capital budgets
 - d. Major and minor boundary line adjustments
 - e. Specific operational or curricular changes
 - f. Other information as the needs of the system dictate

- B. The school system shall advertise public forums centrally to the community and staff through a variety of media including, but not limited to:
 - a. Press releases
 - b. Internal and external email
 - c. The school system's website
 - d. The informational school calendar
 - e. School system cable access channel

II. PUBLIC COMMUNICATION TO THE SCHOOL SYSTEM:

- A. Feedback received from public forums shall be compiled and provided to the board and the superintendent of schools.

B. OTHER COMMUNICATIONS:

1. Communications that Identify Ownership

- a. Staff members who receive any communications identifying specific concerns or issues within the school system shall:
 - i. Share the concern or issue with their immediate supervisor or supervisor in the department or school identified in the communication.

 - ii. Consider the concern or issue expressed in the communication.

- iii. Take appropriate action.
 - iv. Provide appropriate follow-up and feedback to the complainant.
- C. Communication that does not identify ownership (anonymous communication)
- a. Anonymous communications received regarding the following shall be forwarded to the Superintendent of Schools for review and appropriate response.
 - i. The alleged mistreatment of a student
 - ii. The abuse of a student
 - iii. Illegal activity by staff
 - b. Any concerns received anonymously will be directed to the appropriate staff member for appropriate response.

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