

**BOARD POLICY****Board Code of Ethics – Protocol for  
Addressing Stakeholder Concerns****Descriptor Term: BH-R(1)****Date: XXXXXX XX, 2024****Board Code of Ethics - Protocol for Addressing All Stakeholder Concerns**

To address organizational effectiveness, a key element is to establish and institute a well-defined protocol with clarity. Protocol is key and essential for managing an organization strategically. An approved and established protocol allows for all issues to be handled strategically and tactically. The following table delineates a model for addressing issues and concerns starting with the source of concern. The table that follows provides a conduit for all stakeholders to report concerns and ensure an increased opportunity to provide clarity for resolving issues as quickly and professionally as possible.

| <b>Citizen Concern Category</b>             | <b>Step 1</b>             | <b>Step 2</b>                                                                    | <b>Step 3</b>                 | <b>Step 4</b>  |
|---------------------------------------------|---------------------------|----------------------------------------------------------------------------------|-------------------------------|----------------|
| <b>Students</b>                             | Assigned Teacher          | Assigned Principal                                                               |                               |                |
| <b>Teachers</b>                             | Assigned School Principal | Zone Assistant Superintendent                                                    | Superintendent                |                |
| <b>Assistant Principals</b>                 | Assigned School Principal | Zone Assistant Superintendent                                                    | Superintendent                |                |
| <b>All Other School-Level Staff Members</b> | Assigned School Principal | Zone Assistant Superintendent                                                    | Superintendent                |                |
| <b>Parents</b>                              | Teacher                   | School Principal                                                                 | Zone Assistant Superintendent | Superintendent |
| <b>Community Partners</b>                   | Superintendent            | Board of Education                                                               |                               |                |
| <b>Administrators</b>                       | Superintendent            | The Superintendent is in charge of district personnel. Legal Counsel, as needed. |                               |                |

|                                              |                 |                                                                                  |               |  |
|----------------------------------------------|-----------------|----------------------------------------------------------------------------------|---------------|--|
| <b>Board Members<br/>(District Concerns)</b> | Superintendent  | The Superintendent is in charge of district personnel. Legal Counsel, as needed. |               |  |
| <b>Board Members<br/>(BOE Concerns)</b>      | Board President | Superintendent                                                                   | Legal Counsel |  |