

**Spearfish School District 40-2  
2000 Administration**

Administrative Regulation

Code: 2200AR

**COMMUNICATION**

All reports or recommendations to the Board from any administrator or employee under the direction of the superintendent will be made to the office of the superintendent unless otherwise directed by the Board of Education in regular meetings.

All communications concerning school business made from the Board to employees and from employees to the Board will be made through the superintendent of schools.

Teachers and classified employees will be directly responsible to the administrator of their respective building or discipline (i.e. Special Education).

When in disagreement with school policies, the teacher or classified employee will express the reasons for this disagreement to the building administrator.

All requests from teachers or classified employees to custodians will be made through the building administrator, or in the absence of the building administrator, the superintendent.

In the absence of a Board of Education policy in matters which must be resolved immediately, the superintendent will judge, evaluate and resolve the issue.

Adopted	<u>June 16, 1976</u>
Reviewed	<u>February 9, 1987</u>
Reviewed	<u>December 14, 1998</u>
Reviewed	<u>April 10, 2006</u>
Revised	<u>February 14, 2011</u>