

RULES AND REGULATIONS  
INTERPRETING BOARD POLICY OF PRESENTATION OF REQUESTS, SUGGESTIONS AND  
COMPLAINTS BY THE GENERAL PUBLIC (906)

**Board Communication Line**

**Communication Line Committee**

The Board establishes a Communication Line Committee comprised solely of Board members to oversee and handle communications received through Board Communication Line.

**Accessing the Line**

The Communication Line link shall be accessible as follows:

From the home page of the District website, the left hand side, clicking on “Board Communication Line” links on the website.

The current submission form is shown in Attachment A.

Although every person providing information to the Communication Line has the option to remain anonymous, the Board encourages disclosure to assist with prompt action and to ensure the submitter can be notified of any actions taken in response to their submission.

Depending on the nature of the information presented, there is no right to privacy with respect to any comments shared on the Communication Line and requests for confidentiality typically cannot be honored. Anyone posting to the Communication Line should expect that their submission, including their names if provided, could be made public.

The board nonetheless encourages community members to provide contact information as it cannot assure that anonymous submissions will be acted upon.

**Handling of Communications from Communication Line**

Subject to the limitations below, the Communication Line Committee Chair will report regularly to the full Board on Communication Line related activity, including follow-up of previous comments, corrective actions, and outcomes to the rest of the Board.

In order not to expose the District to legal liability, all Communications will initially go to the Communication Chair or Board Vice-President, if there is not a chair appointed, Board President and Superintendent, who, with guidance from the Solicitor or other appropriate legal advisor, shall not share with the full Board comments about situations with legal implications to the District, including but not limited to:

- teacher/staff misconduct, medical information and other confidential personnel information;
- confidential student information, including disciplinary information, medical information and special education status;
- information related to potential, threatened or pending litigation; and
- any communication that could adversely affect the due process rights of any employee, student or other individual if shared with the full Board.

Based on the information provided to the full Board, the Board will review and determine whether further information is needed or follow-up is warranted. If further review is in order, the Superintendent will work to resolve and make recommendations to the Board, which recommendations may include referral of a matter through the procedures set forth in Policy 906.

Information which constitutes threats, defamation or other legally actionable content will be referred to the appropriate authorities.

### **Record Retention**

All information received through the Communication Line will be retained pursuant to the Board's record retention policies for "Right to Know" requests. If a request is received under the Right-to-Know Law for any information, individual contact information and/or other information that is protectable from disclosure under the Right-to-Know Law will be redacted prior to fulfilling the Right to Know request.

Adopted:  
4/9/15  
Revised:  
10/12/17

# Upper Perkiomen Board Communication Line

In an effort to increase accountability, the board recognizes the need for a venue for employees, parents and citizens to be able to voice concerns/suggestions/ideas to the school board and remain anonymous if they so choose. ANYONE POSTING TO THE COMMUNICATION LINE SHOULD EXPECT THAT THEIR SUBMISSION, INCLUDING THEIR NAMES IF PROVIDED, COULD BE MADE PUBLIC. The board, nonetheless, encourages community members to provide contact information as it cannot assure that anonymous submissions will be acted upon. All responses go to the School Board President, Communication Line Committee Chair and Superintendent of Schools. Information will be provided to the full board unless comments are about legal implications to the District. Please click the attached link to the Public Complaint Policy 906 and the corresponding 906 AR for more information,  
Policy 906: <http://www.upsd.org/uploaded/Policies/906.pdf>  
906 AR: <http://www.upsd.org/uploaded/Policies/906AR.pdf>

\* Required

1. Please tell us about your relationship within the District. Are you a: \*

Check all that apply

Check all that apply.

- Parent
- Community Member
- District Teacher
- District Administrator, Support Staff or Transportation

2. Do you have a cost cutting, revenue generating or other idea to share with the board?

Please summarize your ideas.

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3. Do you have general comments for the board?

Depending on nature of the information presented, there may not be a right to privacy with respect to comments shared on the Communication Line.

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4. Do you want someone to contact you?

Comments posted with contact information will be followed up and acted upon.

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5. Contact Information (Optional)

Please leave your name and email and/or phone number.

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