



Huntington Beach Union High School District Board Policies and Administrative Regulations

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Certificated/Classified Personnel

Communications/Contacts

1. Purpose and Scope

Organizations may communicate with employees subject to the following guidelines.

2. Regulation

- A. If the school or building has designated one or more bulletin boards as staff bulletin boards, communications to employees shall be posted only on bulletin boards so designated.
- B. Prior to posting, a copy of the communication shall be furnished to the person having direct supervision over the bulletin board, and the manner and duration of posting shall be approved by such person. All postings must be in compliance with Governing Board policies.
- C. A copy of any communication proposed to be sent through school means of distribution or placed in employee boxes shall be furnished to the Superintendent, or his/her designated representative, and shall be approved by him/her prior to distribution. All such communications must be in compliance with Governing Board policies.
- D. Any communication posted on a district bulletin board, or sent through school means of distribution or placed in employee boxes, shall give the name of the organization sending the communication and the name of a responsible officer of such organization.
- E. Working time must not be taken for organization business, but short announcements may be made if approved by the Superintendent or his/her designated representative. Organization meetings shall be held separately from staff meetings, allowing at least a five-minute interval.

Communications/Contacts (continued)

- F. School facilities may be used for meetings, if there is no conflict with other official school use and upon proper notification and approval.
- G. Representatives of organizations shall not contact employees during the normal work day in which they are performing their duties in the classroom or in the operation of the school district. Official representatives of employee organizations shall report to the school office before visiting an employee on the premises of the school or district building.
- H. Any official meetings of the organization held on the school premises shall be cleared and approved with a Civic Center permit.
- I. Each organization shall be fairly and equally described in all official bulletins and directories of the district when such organizations are listed.

Legal Reference:
