



# Shonto Governing Board of Education, Inc. Policy Statement

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SUBJECT: Anonymous Communication  
POLICY NUMBER: KEDE  
DATE OF ORIGINAL POLICY: 11/7/06  
CANCELS POLICY NO.: None

EFFECTIVE DATE: 2/7/14  
DATE OF NEXT REVIEW: 2/2017  
DATED: 1/4/14

## I. PHILOSOPHY:

Any person with a legitimate concern or complaint must be afforded the opportunity to bring those concerns/complaints to the District's attention. Anonymous communications can be highly dangerous in that the person forwarding the allegation may have no valid evidence yet that person cannot be held accountable for false statements. Therefore, the Governing Board of Education, Inc. adopts the following policy statement.

## II. POLICY STATEMENT:

It is the policy of the Shonto Governing Board of Education, Inc. that no anonymous communications shall be considered by the Governing Board or any District employee.

## III. EXCEPTIONS TO POLICY:

None

## IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES:

### A. PROCESS FOR HANDLING SENSITIVE COMMUNICATIONS

1. The community or staff is encouraged to sign communications and stipulate whether or not they want their names shared. Board members and administration will make every effort to honor a request to keep names confidential if that is the wish of the person submitting the communication.
2. All communications should provide sufficient details and substantiated evidence to permit the District to conduct a thorough investigation and allow for due process of all allegations.
3. Since no anonymous communication is to be considered, no information on an anonymous communication is to be shared with anyone else.
4. If a staff member is the subject of an anonymous communication, no one else is to know of any allegation since the communication is not signed

## V. DELEGATION OF AUTHORITY:

The Superintendent shall communicate this policy to all staff. Principals are



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expected to communicate this policy to all parents and explain the rationale for such policy.

VI. REPORTS:

None

VII. FORMS:

None

VIII. EXPIRATION:

This policy will be scheduled for review in three year following adoption.

IX. SIGNATURE BLOCK:

Submitted by: Lemual B. Adson  
Superintendent

Date: 1/4/14

Reviewed: January 4, 2014

Reapproved: February 7, 2014

Established: \_\_\_\_\_

A handwritten signature in black ink, appearing to read 'Martha Tate', is written over a horizontal line.

Martha Tate, Board President  
Shonto Governing Board of Education, Inc.