

## **SCHOOL COMMITTEE-STAFF COMMUNICATIONS**

The School Committee wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent.

### Staff Communications to the School Committee

All communications or reports to the committee or any of its subcommittees from principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the committee from administrative decisions on important matters, except in those matters that are outside of the committee's legal authority, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the committee's policy on complaints and grievances. Matters which are not subject to appeals to the School Committee include those areas where the law, another School Committee Policy, or civil rights grievance procedure has specifically assigned authority to the Principal and/or the Superintendent and Committee action would be in conflict with that law, school committee policy, or civil rights grievance procedure. Staff members are also reminded that committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the committee's deliberations on problems of staff concern.

### School Committee Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep staff fully informed of the committee's problems, concerns and actions.

### Visits to Schools

Individual School Committee members interested in visiting schools or classrooms will inform the Superintendent of their interest prior to making arrangements for visitations through the principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by committee members will be carried on only under committee authorization.

Adopted December 15, 1994

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