

## **SCHOOL COMMITTEE-STAFF COMMUNICATIONS**

The School Committees wish to maintain open channels of communication between themselves and the staff. The basic line of communication will, however, be through the Superintendent.

### **Staff Communications to the School Committees**

All communications or reports to the Committees 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 Committees for administrative decisions on important matters, except those matters that are outside of the Committees' legal authority, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Committees' policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the Committees' 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 Committees' problems, concerns and actions.

### **Visits to Schools**

Individual School Committee members interested in visiting schools or classrooms will inform the Superintendent of such visits and make 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.