

LEXINGTON SCHOOL COMMITTEE POLICY

SCHOOL COMMITTEE – STAFF COMMUNICATIONS

Date Approved by
School Committee:

12/20/88

Signature of Chair:

On File

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I. BACKGROUND

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.

II. PURPOSE AND SCOPE

A.. 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, provided that 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. Staff members are also reminded that committee meeting are public meetings. As such, they provide an excellent opportunity to observe first hand the committee's deliberations on problems of staff concern and to participate in the public meeting.

(A member of the staff may communicate with the School Committee or any of its members, as may any citizen about a matter of general or public concern. Staff members are encouraged to bring their views to the attention of the School Committee, at a public meeting or in writing addressed to the committee. However, it is inappropriate to communicate with a School Committee member about a private matter relating to employment or relationships or problems with another member of the staff. It is the responsibility of the School Committee member to respond appropriately to any communication with him. In no event, will any staff member receive any discipline, reprimand, or sanction for communicating with a member of the School Committee.)

B. 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.

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III. APPLICATION

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.

(Adoption: 12/20/88)

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