

## **SCHOOL COMMITTEE – STAFF COMMUNICATIONS**

The School Committee wishes to maintain open channels of communication with 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 School 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 School Committee concerning administrative decisions on important matters, except those matters that are outside of the School Committee's legal authority, provided that the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the School Committee's policy on complaints and grievances. If the complaint or grievance involves the Superintendent, then the grievance or complaint may be made directly to the Chair of the School Committee. Staff members are also reminded that School Committee meetings are public meetings. As such, they provide an excellent opportunity to observe firsthand the School Committee's deliberations on problems of staff concern.

### School Committee Communication 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 School Committee's goals, initiatives, and expectations.

### Visits to Schools

Official visits to schools or classrooms by School Committee members will be carried out only under the Superintendent's authorization.

CROSS REF: BHC

Adopted By The  
Hadley School Committee: May 19, 2014

Reviewed by Hadley School Committee: April 30, 2019