

CODE: BHC

SCHOOL COMMITTEE COMMUNICATIONS WITH STAFF

A clear understanding of responsibilities and relationships between the School Committee and School Department personnel is essential for a smoothly running and efficient school system. It should be remembered that the School Committee, school administrators, teachers and all others responsible for any phase of the work of the school system have a common and basic responsibility—the welfare of the students in the schools. This responsibility must guide all of the School Committee’s considerations and decisions.

School Committee and Superintendent

The relationship of the School Committee and the Superintendent can best be described as one of teamwork. They must function cooperatively as some of their functions are not readily separable. However, the primary functions are separable and should be clearly understood by each. The School Committee is the legislative body of the school unit. It exercises its mandated management of the schools through the formation of policies.

The Superintendent is the executive officer of the School Committee and the chief administrative officer. The School Committee recognizes this and wishes to make this clear to all staff members and to all citizens.

All communications or reports to the School Committee or to any committee of the School Committee, from principals, supervisors, teachers, or other employees shall be submitted through the Superintendent.

School Committee and Principals

The School Principal has no direct administrative relations with the School Committee. His/her relations to the School Committee are through the Superintendent, for the School Committee recognizes that the Superintendent is the person to whom it must look for professional leadership within the schools. A spirit of cooperation and mutual helpfulness must prevail between the Superintendent and the Principal if the best results are to be realized. For instance, the Principal and the Superintendent must cooperate in the selection of school staff because the Principal is in the best position to know the kind of person needed for a particular type of service in the school. However, the Principal must make recommendations to the Superintendent and not to the School Committee. At all times the Principal must remember that all matters which require School Committee action must be presented to the School Committee by the Superintendent.

School Committee and Teachers

The relationship of the teacher to the School Committee is indirect. The teacher is directly responsible to the Principal and through him/her to the Superintendent, and then to the

School Committee. However, this does not mean that the teacher does not have access to the Superintendent or to the School Committee. Conditions may arise when direct access may be obtained through channels established for grievances.

School Committee and Other Employees

The relationship of all other employees to the School Committee is indirect. Each employee is directly responsible to his/her direct supervisor, through that supervisor to the Superintendent, and then to the School Committee. If the employee is directly responsible to the Superintendent, his/her relations to the School Committee should be through the Superintendent. Nothing in this paragraph, however, shall be construed as denying the right of any employee to appeal to the School Committee from the decision of the Superintendent on any important matter, provided the Superintendent shall have been served with notice of appeal and that it is handled through him/her to the School Committee.

Adopted: September 3, 1991

Revised: July 5, 1994; May 3, 2011