

**AMHERST PUBLIC SCHOOLS, PELHAM ELEMENTARY SCHOOL,
AND AMHERST-PELHAM REGIONAL DISTRICT POLICY MANUAL**

BHC (formerly 110.13)

SCHOOL COMMITTEES: STAFF COMMUNICATIONS AND SCHOOL VISITS

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 for administrative decisions on important matters, except those matters that are outside of the Committee's legal authority, 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 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 of Schools

Individual School Committee members interested in visiting schools or classrooms will first inform the Superintendent and then 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.

Region Voted to Approve: 10/10/06
Amherst Voted to Approve: 11/14/06
Pelham Voted to Approve: 11/02/06
Effective Date: 11/14/06