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Amended 11/20/85 Amended 12/6/95	The School Committee is a public body authorized to act and governed by various General Laws of the Commonwealth. The policies of the Committee shall be consistent with these General Laws, including but not limited to the provisions of Chapter 15, 40, 42, 71, 71B, and 76 and lawful regulations issued thereunder.	

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SHREWSBURY PUBLIC SCHOOLS

POLICY FAMILY	POWER AND RESPONSIBILITIES	101
<u>101.</u> Policy-Making Body Approved 10/8/69 Amended 11/20/85 Amended 1/17/90 Amended 12/6/95 Amended 2/11/04	1. The Shrewsbury School Committee, elected by the citizens of the community, is directly responsible to the Massachusetts Department of Education for the operation of the public schools in accordance with state laws and department regulations and to the citizens of Shrewsbury for the quality of the educational program and responsible stewardship of the town's financial resources. 2. The School Committee is the policy making body for the public schools and has the final authority in all matters relating to the operation of the schools, except in regard to finances where the Town Meeting under Chapter 71, Section 34 has the final bottom line authority over the public school budget. In addition, the School Committee does not determine health care nor retirement benefits. The School Committee does not maintain the school buildings nor construct new facilities. The maintenance of the buildings is the responsibility of the Public Buildings Department. New construction is the responsibility of a school building committee established and authorized by Town Meeting rule. At least one member of the School Committee, or its designee, shall be appointed to the Building Committee (Chapter 71, Section 68). 3. The School Committee determines policy and enacts business only when meeting as a committee in a legally called meeting. Except in an emergency, School Committee meetings shall be posted forty-eight hours in advance, including Saturdays, excluding Sundays (Chapter 39, Section 23B). 4. The Shrewsbury School Committee may change or revoke an existing policy or adopt and establish new policies by a majority vote of the committee members present at any regular meeting, provided that the policy item has appeared on the agenda of a previous regular meeting. In an emergency or in exigent circumstances, the committee, by majority vote, may suspend a policy or policies. 5. Committee policies shall be reviewed by the School Committee periodically throughout the year.	

POLICY FAMILY	POWERS AND RESPONSIBILITIES	102
<u>102.</u> Code of Ethics Relationship With Community	School Committee members in their relations with the community should: 1. Realize that their primary responsibility is to the children. 2. Recognize that their basic function is policy-making and not administrative. 3. Remember that they are one of a team and must abide by, and carry out, all Committee decisions once they are made. 4. Be well informed concerning the duties of a Committee member on both a state and a local level. 5. Remember that they represent the entire community at all times. 6. Accept their office as a means of unselfish service with no intent to "play politics" in any sense of the word, or to benefit personally from Committee activities.	
Relationship With Administrators Amended 12/6/95	School Committee members in their relations with school administration should: 1. Endeavor to establish sound, clearly-defined policies which will direct and support the administration. 2. Recognize and support the administrative chain of command and refuse to act upon complaints as an individual outside of the administration. 3. Act only on the recommendations of the superintendent in all matters of employment pursuant to policies 217 and 231. 4. Give the superintendent full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results. 5. Refer all complaints to the administrative staff for solution and only discuss them at committee meetings if such solutions fail.	
Relationship With Members Adopted 4/2/86 Amended 1/3/01	School Committee members in their relations to fellow Committee members should: 1. Recognize that action at official meetings is binding and that members cannot bind the Committee outside of such meetings. 2. Realize that members should not make statements or promises of how they will vote on matters that will come before the Committee. 3. Uphold the intent of executive sessions and respect the privileged communication that exists in executive sessions. 4. Not withhold pertinent information on school matters either from members of the Committee or from members of other committees who may be seeking help and information on school problems. 5. Make decisions only after all facts on a question have been presented and discussed.	

GENERAL LAWS	MEMBERSHIP AND ORGANIZATION	110
Ch. 268A Amended 12/6/95	Members of the school committee and employees of the public schools are subject to the provisions of the "conflict of interest" statute, Chapter 268A of the General Laws of the Commonwealth. This statute prohibits any member of the school committee from: - S.2. and S.3. Receiving and seeking anything of value in return for influence over official actions. - S.8. Requiring bidders on building or construction contracts to deal with any particular insurance agency. - S.17. Except under provisions for "special municipal employees" representing anyone other than the town in matters involving the town or receiving any compensation other than official salary for matters involving the town. Members of the school committee are classified "special municipal employees" and receive no salary. - S.19. Participating in any matter in which he, his partner or his immediate family have a financial interest without full disclosure of such financial interest and only with a ruling by the town counsel that such interest is too inconsequential to affect the integrity of his service. - S.20. Having a financial interest in a contract which he knows about or has reason to know about, made by any municipal agency of the town. - S.23. Accepting any employment which will impair his independence of judgment in the exercise of his official duties or which will require disclosure of confidential duties or which will require disclosure of confidential information gained by reason of his official position. - S.23. Disclosing confidential, official information improperly or to further personal interest. - S.23. Using or attempting to use his official position to secure unwarranted privileges or exemptions for himself or others or giving the appearance of such action. - S.23. Giving by his conduct reasonable basis for the impression that any person can improperly influence him or unduly enjoy his favor in the performance of his official duties, or that he is unduly affected by the kinship, rank, position or influence of any part or person. - S.23. Pursuing a course of conduct which will raise suspicion among the public that he is likely to be engaged in acts that are in violation of his trust.	

POLICY FAMILY	MEMBERSHIP AND ORGANIZATION (BYLAWS)	111-113
<u>111.</u> Membership Adopted 2/7/79	1. The Shrewsbury School Committee shall be composed of five members. 2. To be eligible to serve on the School Committee, a person must be a registered voter and a resident of the Town of Shrewsbury. A person may not serve on the School Committee and at the same time be a paid employee of the School Committee. 3. The term of office is three years. A School Committee member begins his term of office on the day after his or her election and after taking the oath of office for public officials. 4. An existing School Committee member terminates his or her duties upon the qualification of a newly elected member to the School Committee or by resignation.¹ <u>1GL, Ch.41, S.109.</u>	
<u>112.</u> Meeting for Organization Adopted 2/7/79 Amended 1/17/01	1. The School Committee shall organize and elect a chairperson and officers annually, at the first meeting following town election. This meeting shall be held on the next regularly scheduled meeting following the annual election of town officers, unless otherwise voted by the School Committee. The officers to be elected at this meeting are: Chairperson, Vice-Chairperson, and Secretary. 2. The members shall be called together at the organization meeting by the Superintendent of Schools. The Superintendent shall accept nominations for Chairperson of the Committee and turn the meeting over to the Chairperson after that election has been held.	
<u>113.</u> Duties of Chairperson, Vice Chairperson and Secretary	1. The Chairperson shall preside at all meetings of the School Committee. In the absence of the Chairperson, the Committee shall be called to order and presided over by the Vice-Chairperson. 2. The following, in general, are the duties of the Chairperson: a. To call the meeting to order at the appropriate time. b. To preside at all meetings. "Presiding" includes: announcing the order of business; stating and putting to a vote all questions regularly moved; allowing for adequate discussion and debate on all matters which properly come before the committee; enforcing the observance of order and procedure; announcing the result of any vote taken; and, subject to appeal, deciding all question of order and procedure. c. To represent and stand for the School Committee, declaring its will and obeying its decisions.¹ 3. The duties of the Secretary are: a. The Secretary shall review the minutes of regular and special meetings of the Committee. b. The Secretary shall sign diplomas of graduating high school seniors. <u>1. Adapted from Robert's Rules of Order Newly Revised. Pages 376 and 377.</u>	

POLICY FAMILY	MEMBERSHIP AND ORGANIZATION (BYLAWS)	114-115
<u>114.</u> Duties of Clerk Adopted 2/7/79	1. The Superintendent's secretary will serve as clerk for School Committee meetings. 1. Clerk 2. The clerk will prepare a correct record of the minutes of regular and special meetings of the Committee. 3. At the direction of the Committee, the clerk shall conduct correspondence for and in the name of the Committee. 4. The clerk will safeguard the old and current minutes of the Committee. 5. The clerk will fulfill any other functions or carry out any other directives as voted on and ordered by the School Committee.	
<u>115.</u> Sub-Committees and Other Appointed Working Groups Adopted 2/7/79 Amended 1/17/01 Amended 10/3/01 Amended 2/11/04	1. The Chairperson or School Committee may form subcommittees of the school committee at any time during the year. Such subcommittees will consist of at least one School Committee member but less than a quorum of the full School Committee. In the event that a subcommittee includes administration and staff members, the School Committee will consult with the Superintendent. 2. The authority of the subcommittee, and the responsibility of its members, will be determined when the subcommittee is established. The authority and responsibility of a subcommittee may be revised by a vote of the School Committee. Subcommittees cannot be delegated authority to act in matters that require a vote of the School Committee. 3. The School Committee may appoint citizens and/or staff (in consultation with the Superintendent) to non-binding advisory committees to study school related concerns. An advisory committee should be given its charge in writing. The School Committee may support an advisory committee by authorizing the use of school personnel, permitting the use of paid consultants and underwriting other expenses. The Chairperson of the School Committee may appoint a School Committee liaison to such advisory committees. Provisions shall be made for the group to make interim and final reports to the School Committee. 4. Single members of the School Committee or the Superintendent may be appointed by a vote of the School Committee to represent the body at other external committees or groups (e.g. Building Committee, MASC, etc.). To the extent appointees hold a vote on such a committee, they will consult with the School Committee on significant issues and vote in a manner that represents the prevailing view and goals of the School Committee. If the appointee is to take action which binds the School Committee, authority for such action must be voted by the School Committee. The appointee will agree that its authority and appointed position are conditional and may be revoked by a vote of the School Committee.	

GENERAL LAWS	CONTENTS OF "OPEN MEETING LAW"	120										
Ch. 39, S.23A.	Following terms defined: "Deliberation", "Emergency", "Executive Session", "Governmental Body", "Meeting", and "Quorum".											
Ch. 39, S. 23B.	P.1. Meetings of governmental bodies open . . . P.2. Restrictions on quorum meeting in private . . . P.3. No executive session until body has convened in open meeting . . . P.4. ". . . Executive sessions may be held only for the following purposes: <table><tr><td>(1) To discuss the reputation, character, physical condition or mental health</td></tr><tr><td>(2) To consider the discipline or dismissal of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual, provided that the individual involved in such executive session pursuant to this clause has been notified in writing by the governmental body at least forty-eight hours prior to the proposed executive session. Notification may be waived upon agreement of the parties. A governmental body shall hold an open meeting if the individual involved requests that the meeting be open. If an executive session is held, such individual shall have the following rights:</td></tr><tr><td>(a) to be present at such executive sessions during discussions or considerations which involve that individual.</td></tr><tr><td>(b) to have counsel or representative of his own choosing present and attending for the purpose of advising said individual and not for the purpose of active participation.</td></tr><tr><td>(c) to speak in his own behalf.</td></tr><tr><td>(3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body, and to conduct collective bargaining sessions.</td></tr><tr><td>(4) To discuss the deployment of security personnel or devices.</td></tr><tr><td>(5) To investigate charges of criminal misconduct or to discuss the filing of criminal complaints.</td></tr><tr><td>(6) To consider the purchase, exchange, lease or value of real property, if such discussions may have a detrimental effect on the negotiating position of the governmental body and a person, firm or corporation.</td></tr><tr><td>(7) To comply with the provisions of any general or special law or federal grant-in-aid requirements. . ."</td></tr></table> P.5. Not applicable to chance or social meeting if no final agreement is reached. . . P.6. Timing, filing, posting of notice of meetings. . . P.7. Maintaining accurate records of meetings including executive sessions. . P.8. Tape recorder permitted except at executive sessions. . . P.9. On appointment or election, each member given copy of law. . . P.10. District Attorney of county enforces provisions of this section. . . P.11. Details of method of enforcement of this section of the law. . . P.12. Possibility of action of meeting being invalidated. . . P.13. Possibility of records being made public. . .		(1) To discuss the reputation, character, physical condition or mental health	(2) To consider the discipline or dismissal of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual, provided that the individual involved in such executive session pursuant to this clause has been notified in writing by the governmental body at least forty-eight hours prior to the proposed executive session. Notification may be waived upon agreement of the parties. A governmental body shall hold an open meeting if the individual involved requests that the meeting be open. If an executive session is held, such individual shall have the following rights:	(a) to be present at such executive sessions during discussions or considerations which involve that individual.	(b) to have counsel or representative of his own choosing present and attending for the purpose of advising said individual and not for the purpose of active participation.	(c) to speak in his own behalf.	(3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body, and to conduct collective bargaining sessions.	(4) To discuss the deployment of security personnel or devices.	(5) To investigate charges of criminal misconduct or to discuss the filing of criminal complaints.	(6) To consider the purchase, exchange, lease or value of real property, if such discussions may have a detrimental effect on the negotiating position of the governmental body and a person, firm or corporation.	(7) To comply with the provisions of any general or special law or federal grant-in-aid requirements. . ."
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Ch. 39, S. 23C	Provides School Committee Chairman with procedures for regulating participation by public in School Committee meetings. . .											

POLICY FAMILY	SCHOOL COMMITTEE MEETINGS (BYLAWS)	121-122
<u>121.</u> Regular and Special Meetings Amended 12/6/95 Adopted 2/7/79 Amended 10/3/01	1. The regular meetings of the School Committee shall be held generally on the first and third Wednesday of the month. The Committee may, at its discretion, omit or change the date of any meeting if so approved by a majority of the membership. 2. Except in an emergency, a notice of every meeting of the School Committee shall be filed with the town clerk and posted on the principal official bulletin board of the town at least forty-eight hours (including Saturday, but not Sundays and legal holidays) prior to such meeting. 3. All meetings shall take place in a handicapped accessible public building. A reasonable effort will be made to establish a single location for the year. 4. Three members of the Committee shall constitute a quorum.	
<u>122.</u> Agenda Preparation and Distribution Paragraphs 2-6 approved 10/8/69 Adopted in this form 2/7/79 Amended 1/22/86 Amended 9/28/94 Amended 12/6/95 Amended 9/18/96	1. Committee members may ask for items to be included on the agenda through the Superintendent. The agenda shall be prepared by the Superintendent in conjunction with the chairman of the School Committee. 2. The agenda for regular meetings will be mailed to Committee members at least five days in advance of the meeting whenever possible. 3. The agenda will be prepared in such detail and with such back-up materials that the Committee can reasonably be expected to make necessary decisions without delay. 4. Additional agenda items (those items presented to the Committee at a meeting) will be limited in number, and must be for emergency, routine, or informational purposes. 5. Each agenda will provide the opportunity for Committee members to place items on the agenda for the following meeting. 6. The Committee may at anytime introduce questions and/or discuss problems. 7. The agenda for special meetings is restricted to only such business that appears in the call of the meeting, unless words such as the following are included in the call: ". . . and such other business as may properly come before it . . ." 8. Any member of the public or staff may request through the Superintendent in conjunction with the Chairman of the School Committee a time scheduled appointment to present a topic to the School Committee. Requests for time scheduled appointments will be scheduled, at the discretion of the chairperson, for a future meeting. 9. The agenda items for School Committee meetings may include, but not be limited to: Public Participation with availability of responses, Student Advisory Committee, Chairperson's Report, Superintendent's Report, Time Scheduled Appointments, Budget discussion, Curriculum discussion, Policy Discussion, Approval of Minutes of previous meeting, Old Business, New Business, Executive Session (if necessary), Adjournment.	

POLICY FAMILY	SCHOOL COMMITTEE MEETINGS (BYLAWS)	123
<u>123.</u> Public Participation at School Committee Meetings Amended 12/6/95 Adopted 9/28/94	All regular and special meetings of the School Committee shall be open to the public pursuant to the Open Meeting Law G.L. Chapter 39, Section 23B. Executive sessions will be held only as prescribed by that statute. The School Committee encourages citizens of the district to attend its meetings so that they may become better acquainted with the operations and the programs of the Public Schools. In addition, the Committee wishes to expand the opportunities to hear the thoughts and ideas of the public regarding the operations and the programs of the Public School System. In order to provide maximum opportunity to all citizens who wish to be heard before the Committee and to insure the ability of the Committee to conduct its business in an orderly manner, the following rules and procedures are hereby adopted: 1. At the commencement of each regularly scheduled School Committee meeting, any individual or group representative will be invited to address the Committee. The length of the public participation segment shall be no longer than fifteen (15) minutes unless other wise determined by the Chairperson. Prior to the beginning of the meeting, speakers should give their names and the issues they wish to discuss to the School Committee Chairperson who will recognize them in the same order as submitted. 2. Speakers will be allowed no more than three (3) minutes to present their material with any additional time being extended at the discretion of the presiding Chairperson. 3. Topics for discussion may include those items listed on the School Committee Meeting Agenda for that evening, or any school related matters with the proviso that the School Committee will insure that proper channels of communication by the public through the teaching staff and administration will be observed as prescribed by School Committee Policy. 4. Improper conduct and remarks will not be allowed. Any speaker who uses defamatory or abusive language or engages in improper conduct after fair warning, will be immediately gavelled out of order and will lose all privileges to address the Committee. 5. All remarks will be addressed through the Chairperson of the meeting. 6. Speakers may offer objective criticism of the Schools' operation and/or programs, but in public session, the Committee will not entertain personal complaints regarding school personnel or other members of the school community. Complaints involving staff members must follow administrative channels as outlined in School Committee policy. 7. Written comments may be presented to the School Committee before or after the meeting for the Committee members review and consideration at an appropriate time. 8. All matters will be taken under advisement by the School Committee. Committee members will not engage in debate with speakers over issues presented. However, Committee members may choose to comment on issues raised. Administrative staff may be called upon to correct any factual errors in statements made. 9. In addition to the period available at the beginning of each School Committee meeting, the public will be invited to comment on specific issues being discussed by the School Committee at any evening meeting during the Committee's discussion of that issue. The length of public participation or of any individual speaker's comments shall be determined by the Chairperson of the School Committee and that the decision will be strictly adhered to.	

POLICY FAMILY	SCHOOL COMMITTEE MEETINGS (BYLAWS)	124-125
<u>124.</u> Conduct of Meetings Adopted 2/7/79	1. The conduct of the meetings and the business of the Committee shall be in accordance with <u>Robert's Rules of Order Newly Revised</u>. 2. No person may address a School Committee meeting without the permission of the chairman. Under provisions in the law, a person who persists in disorderly behavior can be removed from the meeting.¹ ¹GL, Ch.39, S.23C.	
<u>125.</u> Executive Sessions Adopted 2/7/79	1. Executive sessions will be held and minutes and records of executive sessions will be kept in accordance with the provisions of the "Open Meeting Law."¹ 2. An executive session is closed to all except members of the School Committee and those persons requested by the School Committee to attend. It is presumed that the Superintendent is one of" . . . those persons requested by the School Committee to attend...." unless the School Committee indicates otherwise. 3. The Superintendent, when preparing the agenda for school committee meetings, will make the initial determination if issues for consideration are appropriate for discussion in executive session. The Superintendent will separate the agenda for executive session from the agenda for open session before each is distributed to the School Committee. 4. Any school committee member who has a good faith belief that proposed executive session agenda items do not so qualify under the open meeting law should contact the Chairperson of the School Committee and advise him/her of the concern. 5. The Chairperson of the School Committee will confer with the Superintendent and, if necessary, legal counsel to the School Committee. 6. If it is determined that the items are not appropriate for executive session, they shall be transferred to the agenda for the open meeting. 7. These are the areas that qualify under the open meeting law for executive session: a. To discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual. b. To consider the discipline or dismissal of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual. c. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body, to conduct strategy sessions in preparation for negotiations with nonunion personnel, to conduct collective bargaining sessions or contract negotiations with nonunion personnel. d. To discuss the deployment of security personnel or devices. e. To investigate charges of criminal misconduct or to discuss the filing of criminal complaints. f. To consider the purchase, exchange, lease or value of real property, if such discussions may have a detrimental effect on the negotiating position of the governmental body g. To meet or confer with a mediator, as defined in section twenty-three C of chapter two hundred and thirty-three, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or body. The School Committee and Superintendent will refer to the full text of the law (Massachusetts General Laws, Chapter 39, Section 23B) when the need for an executive session is determined. ¹GL, Ch.39, S.23B	
Amended 3/20/96		

POLICY FAMILY	SCHOOL COMMITTEE MEETINGS (BYLAWS)	126-128
<u>126.</u> Voting Adopted 2/7/79	1. The quorum for the transaction of business shall be three, a majority of the Committee, but a number less than the majority may adjourn a meeting. 2. All voting must be by voice or roll call votes and no secret ballot shall be used. Votes relayed by telephone or written votes from absent members are not valid. 3. The chairman shall normally call for a voice vote. If the chairman or any member questions the voice vote, the chairman shall call for a show of hands. Votes by show of hands shall be counted as affirmative, negative, or abstaining and shall be so recorded. Any member may have his vote on any motion recorded by name. 4. The chairman will announce the result of any vote taken. No action shall carry unless it receives the vote of a majority of the members present. 5. Policies numbered 111 through 119 and 121 through 129 are the bylaws of the School Committee. The bylaws may be amended by a majority vote of the full committee at a regular meeting provided the proposed amendment has been introduced in writing at a previous regular meeting and the notice of the proposed change is included in the call of the meeting at which action is to be taken.	
<u>127.</u> Content and Availability Of Minutes Adopted 2/7/79 Amended 2/11/04	1. <u>Contents.</u> The minutes of meetings of the Shrewsbury School Committee shall include the following items of information: a. A record of the date, time and place of each meeting. b. A record of those in attendance at each meeting. c. A description of actions taken by the committee at each meeting, including a record of the vote. d. A brief description of topics discussed at each meeting, even when no action is taken. Except for minutes of executive sessions, the minutes shall become a public record and be available to the public upon being approved. The minutes will be made available to the town manager, selectmen, town clerk's office, public library, SEA president(s), and principals. The minutes will also be posted on the district website.	
<u>128.</u> Adjournment Adopted 2/7/79	1. The School Committee seeks to adjourn each meeting no later than 11:00 p.m. 2. Business which is "unfinished" at that time may be placed on the agenda of the next regular or special meeting of the School Committee. 3. This statement of desired adjournment time in no way affects the validity of formal action taken after 11:00 p.m. should the School Committee be unaware of or choose to ignore the passage of time.	

GENERAL LAWS	PUBLIC RECORDS	129
Ch. 4, S. 7	"Public records" shall mean all books, papers, maps, photographs, recorded tapes, financial statements, statistical tabulations, or other documentary materials or data, regardless of physical form or characteristics, made or received by any officer or employee of any agency, executive office, department, board, commission, bureau, division or authority of the commonwealth, or of any political subdivision thereof, or of any authority established by the general court to serve a public purpose, (with exceptions).	
Ch. 10, S. 10	Every person having custody of any public record shall, at reasonable times permit it, or any segregable portion of a record which is an independent public record to be inspected and examined by any person, under his supervision, and shall furnish one copy thereof upon payment of a reasonable fee. A custodian of a public record shall, within ten days following receipt of a request for inspection or copy of a public record, comply with such request.	

GENERAL LAWS	COMMUNICATIONS AND MEDIA	130
Ch. 4, S.7.	Defines public records and lists nine types of exemptions.	
Ch. 66, S.10.	Provides remedy for any person denied access to public records.	

FAMILY POLICY	COMMUNICATIONS AND MEDIA	132-133
<u>132.</u> Steps For Handling Complaints Adopted 4/25/79 Amended 1/17/90 Amended 10/2/96	1. It is the intent of the School Committee that all parties to a complaint or dispute be treated fairly and impartially and that the dispute be settled according to the merits of the case. 2. The School Committee recognizes and supports the administrative chain of command. School Committee members will not act upon complaints as individuals. Upon receiving a complaint a School Committee member or the Committee as a whole, as the case may be, will urge the person making the complaint to follow the steps below in order to resolve the problem. 3. The steps a parent or other citizen will take in seeking to resolve a dispute will differ according to the position of the employee. However, the following procedure for resolving a conflict between a parent and a teacher will serve as a guide for how other disputes should be settled: Step 1. The parent is encouraged, first of all, to attempt to resolve the dispute directly with the teacher on an informal basis. Step 2. If the parent is not satisfied with the decision or action of the teacher, the parent may appeal to the teacher's principal. Step 3. If the parent is not satisfied with the principal's decision or action, the parent may appeal to the Superintendent. At this point, the parent will be encouraged to put the complaint in writing, specifying the circumstances of the complaint, including such details as the date, time, location of the incident, the names of all persons involved and the steps taken to resolve the complaint prior to presentation to the Superintendent. In the case of complaints or disputes between a parent or citizen and a principal, the above process should be commenced with the principal. In the case of a complaint or dispute between a parent or citizen and the Superintendent, the above process should be commenced with the Superintendent. If a complaint with the Superintendent can not be mutually resolved at the Superintendent's level, then the complaint should be reduced to writing and presented to the chairperson of the School Committee.	
<u>133.</u> Steps For Handling Complaints From Staff Adopted 1/17/90	The School Committee recognizes that all staff will follow their prescribed grievance procedures as outlined in the contracts. There are also other agencies that provide due process with complaints. Examples of these agencies include: the Commonwealth of Massachusetts Commission Against Discrimination and the Massachusetts Labor Relations Commission. The School Committee recognizes and supports the administrative chain of command. Members will not act upon complaints as individuals. (See Code of Ethics - Policy #102 - Relationship with Administrators.) All communications, written and oral, will follow the prescribed chain of command.	

GENERAL LAWS	SUPPORT FOR SCHOOL COMMITTEE	140
Ch. 41, S. 100E	School Committee member indemnified by town (or through insurance purchased by the town) for expenses and damages incurred . . . because of "acts performed by such officer while acting within the scope of his official duties . . ."	
Ch. 71, S. 38M	Requires school committee to meet at least every other month during the school year with a five-member student advisory committee . . .	
Ch. 71, S. 37E	Permits school committee to employ legal counsel in regard to collective bargaining with school employee groups . . .	

FAMILY POLICY	SUPPORT FOR SCHOOL COMMITTEE	141-142
<u>141.</u> Developmental Activities Adopted 4/25/79 Amended 10/3/01	1. School Committee members are encouraged to engage in activities, which will broaden their vision and knowledge of education and increases their competence as they function on a meeting-by-meeting basis on the committee. 2. "In-service education" for School Committee members takes many forms: Membership in local, state and national school committee and school board associations; attendance and participation at clinics, workshops, conferences and conventions; reading of newsletters, periodicals and books about education and school committee operations; and visiting schools with exemplary programs. 3. Inasmuch as School Committee members serve without pay, it is in the public interest for them to be reimbursed for the costs of their office as well as for the costs of activities which enable them to perform their official duties more effectively. 4. The School Committee should establish its own guidelines and procedures for reimbursement of members for items such as: books, subscriptions, transportation, meals, lodging, membership fees and conference costs. See attached.	
<u>142.</u> Professional and Consultant Services Adopted 4/25/79	1. From time to time, the School Committee may appoint, retain, or employ persons and for consulting or other professional services to the school system. 2. Consultants shall have no administrative authority over any facet of the school or institute, but shall act solely as advisors to the School Committee and its officers and employees. 3. Such services may be provided from professions other than education as well as from the educational profession.	