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SCHOOL COMMITTEE OPERATIONAL GOALS

The School Committee is responsible to the people for whose benefit the school system has been established. The Committee's current decisions will influence the course of education in our schools for years to come. The Committee and each of its members must look to the future and to the needs of all people more than the average citizen finds necessary. This requires a comprehensive perspective and long-range planning in addition to attention to immediate problems.

The School Committee's primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by our students. The Committee is charged with accomplishing this while also being responsible for wise management of resources available to the school system. The Committee must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results. It must carry out its functions openly, while seeking the comments of public, students, and staff in its decision-making processes.

In accordance with these principles, the technique will involve:

1. Periodically setting performance objectives for the School Committee itself and evaluating their accomplishment.
2. Setting objectives for performance for each position and function in the system.
3. Allowing the people responsible for carrying out objectives to have a role in setting them.
4. Establish practical and simple goals.
5. Conducting a concrete and periodic review of performance against these goals.

CROSS REF.: ADA, School District Goals and Objectives

SCHOOL COMMITTEE MEMBER AUTHORITY AND DUTIES

Authority

Because all powers of the School Committee derived from state laws are granted in terms of action as a group, members of the School Committee have authority only when acting as a Committee legally in session.

The School Committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions of the Committee.

No member of the Committee, by virtue of his/her office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee.

The School Committee will function as a body and all policy decisions and other matters, as required by law, will be settled by an official vote of the Committee sitting in formal session.

Duties

Each member of the School Committee shall:

1. Recognize that his/her primary responsibility is to the children of the Hanover Schools.
2. Recognize that his/her primary function is policy making and endeavor to establish sound, clearly defined policies which will direct and support the administration.
3. Be familiar with the Massachusetts General Laws relating to school committees and with the policies and procedures of the School Committee.
4. Work harmoniously with other board members, vote and act impartially for the good of the school system, and accept the will of the majority vote.
5. Represent the School Committee in the community to promote both interest in and support for the Hanover Schools.
6. Refer complaints to the proper school authorities and abstain from individual counsel and action.
7. Uphold the intent of Executive Sessions and respect the privileged communication that exists in Executive Sessions and other confidential communications.
8. Be encouraged to attend school functions and events.
9. The School Committee Chairperson will be the official spokesman for the Committee, except as this duty is delegated to the Superintendent.

The School Committee recognizes that while it is primarily an agent of the Commonwealth and derives its authority from the Commonwealth, it is also a community committee with responsibilities to the community in all matters concerning education.

CROSS REFS.: BDB, School Committee Officers
 KDD, News Media Relations/News Releases

SCHOOL COMMITTEE MEMBER RESIGNATION

A current School Committee member who submits a resignation to the Town Clerk terminates school committee duties at the time of such resignation unless a later time is stated in the resignation.

Should a School Committee member move out of the town or District in which he or she holds office, that member shall be deemed to have vacated the office.

Established by law

LEGAL REFS.: M.G.L. 41:2; 41:109

UNEXPIRED TERM FULFILLMENT

When a vacancy on the School Committee occurs for any reason, the Board of Selectmen and the remaining members of the Committee share the responsibility for filling it.

As provided in the law, the School Committee will notify the Selectmen that a vacancy has been created within 30 days after it has occurred. After one week's notice has been given by the Committee to the Selectmen, so that voters of the town may have the opportunity to state their candidacy, the two governing bodies will meet to fill the vacancy by roll call vote.

For election to fill a vacancy, a candidate must receive a majority of the votes of the officers entitled to vote. The person so elected will fill the seat on the Committee until the next town election, at which time a member will be elected to serve the remainder of the term, if any.

LEGAL REF.: M.G.L. 41:11

SCHOOL COMMITTEE MEMBER ETHICS
(Massachusetts Association of School Committees Code of Ethics)

Preamble

The acceptance of a code of ethics implies the understanding of the basic organization of School Committees under the Laws of the Commonwealth of Massachusetts. The oath of office of a School Committee member binds the individual member to adherence to those state laws which apply to School Committees, since School Committees are agencies of the state.

This code of ethics delineates three areas of responsibility of School Committee members in addition to that implied above:

1. Community responsibility
2. Responsibility to school administration
3. Relationships to fellow Committee members

A School Committee member in his/her relations with his/her community should:

1. Realize that his/her primary responsibility is to the children.
2. Recognize that his/her basic function is to be policy making and not administrative.
3. Remember that he/she is 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 local and state level.
5. Remember that he/she represents the entire community at all times.
6. Accept the office as a Committee member as means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from his/her Committee activities.

A School Committee member in his/her relations with his/her 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 on complaints as an individual outside the administration.
3. Give the chief administrator full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results.
4. Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail.

A School Committee in his/her relations with his/her fellow Committee members should:

1. Recognize that action at official meetings is binding and that he/she alone cannot bind the Committee outside of such meetings.
2. Realize that he/she should not make statements or promises of how he/she will vote on matters that will come before the Committee.
3. Uphold the intent of executive sessions and respect the privileged communications that exists in executive sessions.

4. Not withhold pertinent information on school matters or personnel problems, either from members of his/her own Committee or from members of other Committees who may be seeking help or information on school problems
5. Make decisions only after all facts on a question have been presented and discussed.

CONFLICT OF INTEREST

School Committee members are expected to avoid a conflict of interest in any matter pending before the Board. A conflict of interest is determined to exist when a member is confronted with an issue in which the member has a personal or pecuniary interest or an issue or circumstance that could render the member unable to devote complete loyalty and singleness of purpose to the public interest.

In the event of a conflict of interest, a School Committee member shall absent him/herself without comment from not only the vote under consideration but also any deliberations leading to a vote.

NEPOTISM

A School Committee member, or any member of his/her family, shall not have any direct or indirect pecuniary interest in or contract with the school district, nor shall he/she furnish directly any labor, equipment or supplies to the district. No member of the School Committee shall be employed as an employee in any public school within the district, regardless of the remuneration or the number of hours worked. The Hanover School Department shall not hire, in any capacity, a member of the immediate family of a School Committee member, the Superintendent, or any member of the administrative team of the school system.

The Superintendent, or any member of the administrative staff, shall not use his/her position to obtain employment for him/her, family members, or close associates.

SCHOOL COMMITTEE ORGANIZATIONAL MEETING

At the first regular meeting following the town's fiscal year, the School Committee shall choose by majority vote, a Chairperson, a Vice-Chairperson, a secretary and a North River Collaborative Representative from its membership.

A majority of the members of the School Committee will constitute a quorum. The Superintendent will preside until a chairperson is elected. The election will proceed as follows:

1. Nominations for the office of chairperson will be made from the floor. The chairperson will be elected by a majority roll-call vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.
2. Upon election, the new chairperson will preside, calling for the election of a vice-chairperson and secretary, in order. The procedure used for their election will be the same as that for electing the chairperson.

Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the School Committee. The election will be conducted as described above.

Following election of officers at its organizational meeting, the School Committee may proceed into such regular or special business as scheduled on the agenda.

SCHOOL COMMITTEE OFFICERS

Duties of the Chairperson

The chairperson of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. He/she will perform those duties that are consistent with his/her office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the chairperson will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.
2. Consult with the Superintendent in the planning of the Committee's agendas.
3. Confer with the Superintendent on crucial matters that may occur between Committee meetings.
4. Establish subcommittees, subject to Committee approval.
5. Call special meetings of the Committee as found necessary.
6. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Committee meetings.

As presiding officer at all meetings of the Committee, the chairperson will:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Committee in its proper order.
3. Enforce the Committee's policies relating to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if this is not clear to members.
6. Restrict discussion to the question when a motion is before the Committee.
7. Answer all parliamentary inquiries.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

Duties of the Vice-Chairperson

The vice-chairperson of the Committee will act in the absence of the chairperson as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to him/her.

Secretary

The secretary shall:

1. Keep or cause to be kept a permanent record book in which a full and accurate record of the meeting date, time, place, members present or absent, and all votes, orders and proceedings of the School Committee, including executive sessions, shall be recorded
2. Send out or cause to be sent out notices of meetings.
3. Maintain or cause to be maintained the manuals of policies, by-laws, or administrative regulations affecting Committee and system operation.
4. Sign all documents calling for his/her approval.
5. In the absence of the Chairperson and Vice-Chairperson, assume the duties of the Chairperson.

LEGAL REF.: M.G.L. 71:36

CROSS REF.: BBAA, School Committee Member Authority and Duties

Note: The treasurer of the town serves as treasurer of the School Committee.

SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

The basic principle in the relationship between the School Committee and the Superintendent is that the School Committee adopts policies for the operation of the school system and holds the Superintendent responsible for implementing those policies.

The School Committee therefore requires that the Superintendent shall:

1. Serve as its chief executive officer and as its professional advisor on all matters.
2. Recommend appropriate policies for consideration by the Committee and implement and execute all policies adopted by the Committee.
3. Keep the Committee fully and accurately informed about the school system.
4. Interpret the needs of the school system and present his/her professional recommendations on all problems and issues.
5. Insure that all school system personnel conform to the policies adopted by the Committee.

The Superintendent may therefore expect that the School Committee will:

1. Assist with counsel and advice.
2. Consult on all matters concerning the school system.
3. Delegate responsibility for all executive functions, refrain from handling any administrative details and give authority commensurate with his/her responsibilities.
4. Hold such Superintendent responsible for the administration of the school system, review and appraise the results of his/her work, and inform him/her when methods or procedures are used which do not meet with the approval of the Committee.
5. Support him/her loyally and actively in actions which conform to proper professional standards and the policies of the committee and assist him/her in protecting the school system from individuals and organizations seeking to exploit the system for reasons of self-interest.

SUBCOMMITTEES OF THE SCHOOL COMMITTEE

The School Committee will have no standing committees. It may, however, establish special subcommittees. These subcommittees may be created for a specific purpose and to make recommendations for Committee action.

1. The subcommittee will be established through action of the Committee.
2. The Committee chairperson, subject to approval by the Committee, will appoint the subcommittee chairperson and its members.
3. The subcommittee will be provided with a list of its functions and duties.
4. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.
5. The Committee chairperson and Superintendent will be ex-officio members of all special subcommittees.
6. A subcommittee will be dissolved by the Committee upon completion of its assignment, or it may be dissolved by a vote of the Committee at any time.

CROSS REF.: BEC, Executive Sessions

ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

TEMPORARY COMMITTEES AND REPRESENTATIVES

The School Committee shall establish temporary committees from time to time as required.

The Committee shall nominate a Committee representative as required for such activities as:

- liaison with other town committees
- liaison with educational groups and organizations
- special projects

Temporary committees and representatives shall report to the full Committee at regular or special meetings and shall present the views of the committee majority in all matters in which they are participants. Such committees shall conduct studies, make recommendations and act in an advisory capacity, but such committee shall not take action on behalf of the School Committee unless specifically authorized to do so.

The following general policies will govern the appointment and functioning of advisory committees to the School Committee other than the student advisory committee, which is governed by the terms of the Massachusetts General Laws.

1. Advisory committees may be created by the School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the School Committee.
2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.
3. The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.
4. Appointments to such committees will be made by the Committee; appointment of staff members to such committees will be made by the School Committee upon recommendation of the Superintendent.
5. Tenure of committee members will be one year only unless the member is reappointed.
6. Each committee will be clearly instructed as to:
 - a. The length of time each member is being asked to serve.
 - b. The assignment the School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
 - c. The resources the School Committee will provide.

- d. The approximate dates on which the School Committee wishes to receive major reports.
 - e. School Committee policies governing citizens, committees and the relationship of these committees to the School Committee as a whole, individual School Committee members, the Superintendent, and other members of the professional staff.
 - f. Responsibilities for the release of information to the press.
- 7. Recommendations of committees will be based upon research and fact.
 - 8. The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the School Committee.

The Committee will have the sole power to dissolve any of its advisory committees and will reserve the right to exercise this power at any time during the life of any committee.

CROSS REF.: JIB, Student Involvement in Decision-making

SCHOOL COUNCILS

The School Committee believes that the school is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process. By involving those directly affected by any action or decision of the school council in the process of determining that action or decision, it helps to strengthen the commitment to those decisions by those most affected by its implementation.

Under this policy, the Principal shall have primary responsibility for the management of the school. Decisions which are made at the school level must be aligned with the budget, policies, curriculum, and long-range and short-range goals adopted by the School Committee. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements of the school District.

As enacted by the state legislature in the Education Reform Act of 1993, a school council shall be established in each school to advise the Principal in specific areas of school operation. The Principal, except as specifically defined in the law, shall have the responsibility for defining the composition of, in compliance with the parity provisions of law, and forming the group pursuant to a representative process conducted by the HPTA, with elections to be held at the annual open house.

The HPTA will conduct elections annual during the open house for parent representatives. The Hanover Teachers Association will elect teacher representatives annually.

The following guidelines define the role of the school council:

The School Council shall meet regularly with the Principal of the school and shall assist in:

1. Adoption of educational goals for the school that are consistent with state and local policies and standards.
2. Identification of the educational needs of the students attending the school.
3. Review of the school building budget.
4. Formulation of a school improvement plan that may be implemented only after review and approval by the School Committee.
5. Review of the school handbook.
6. Review of school's professional development plan.

LEGAL REFS.: M.G.L. 71:38Q, 71:59C

SCHOOL IMPROVEMENT PLAN

The Principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually. This plan shall be written with the advice of the school council and submitted for approval to the Superintendent and the School Committee. The plan should be drafted with the following in mind:

1. The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Education and by the School Committee.
2. An assessment of the needs of the school in light of the proposed educational goals.
3. The means to address student performance.
4. Professional development for the school's professional staff.
5. The enhancement of parental involvement in the life of the school, safety, and discipline.
6. The development of means for meeting the diverse learning needs of every child.
7. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:
 - a. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
 - b. The council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

The written school improvement plan shall be submitted by the Principal to the Superintendent and the School Committee for review and approval annually.

Because the implementation of the plan is dependent on School Committee approval, it is important that the school council be aware of certain expectations of the School Committee regarding the school improvement plan. The school improvement plan should:

1. Focus on improvement of student learning.
2. Specify expected student outcomes and measurable/observable results.
3. Align with the mission of the School District and any goals and policies of the School District.
4. Be consistent with state and federal law, School District policy, established curriculum and negotiated agreements.
5. Clearly identify actions to be taken on how changes will be implemented.
6. Include a plan on how to solicit community support for the changes being developed.
7. Indicate anticipated costs and available funding sources.
8. Delineate the method of evaluating and reporting progress and results.

If the school improvement plan is not approved by the Superintendent and School Committee, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the school council, and resubmit it for approval. If the School Committee does not review the school improvement plan within 30 days of its receipt by the Committee, the plan shall be deemed to have been approved.

CONDUCT OF SCHOOL COUNCIL BUSINESS

The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.

The school council shall meet at least once monthly during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.

School councils shall use consensus as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Robert's Rules of Order shall prevail if there are questions of procedure.

All meetings of the school council shall conform to the Open Meeting Law, Sections 23 A, B, and C, which stipulates that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.

The Superintendent shall receive agendas and minutes of all school council meetings. The Superintendent shall make copies of these materials available to members of the School Committee upon request.

PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee strives for ongoing, two-way communication between the Hanover Schools and the community at large. Constructive dialog between the schools and those who are served by and provide support for the schools ensures that the schools reflect the community they serve, and that our programs are of the highest possible quality.

In order that all citizens who wish to be heard before the Committee have a chance and to ensure the ability of the Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:

1. At the start of each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The Chairperson shall determine the length of the public participation segment.
2. Speakers will be allowed three (3) minutes to present their material. The presiding Chairperson may permit extension of this time limit.
3. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chairperson may terminate that individual's privilege of address.
4. All remarks will be addressed through the Chairperson of the meeting.
5. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
6. Written comments longer than three (3) minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.

Persons in attendance may ask questions and comment after the School Committee has had an opportunity to discuss an agenda issue provided they are recognized by the chairperson and identify themselves.

GENERAL SCHOOL POLICY ACCEPTANCE

Policies shall be adopted by the Hanover School Committee to provide guidance for the operation of the school system.

Procedures shall be recommended by the school administration to implement the policies adopted by the School Committee. Recommended procedures shall be reviewed by the School Committee and incorporated into a procedure document and made available as an addendum to the Policy Manual.

Adoption of a new school policy or modification of an existing school policy is solely the responsibility of the entire School Committee. (M.G.L. Chapter 71, Section 37). Policies will be adopted and/or amended only by the affirmative vote of a majority of the entire School Committee at a regularly scheduled School Committee meeting

To permit time for the study of all policies and to provide an opportunity for all interested parties to respond, proposed policies and/or amendment will be presented as an agenda item to the committee in the following manner:

- 1) First reading — distribution of a draft policy will be included into a regularly scheduled School Committee agenda. Any questions or research desired by School Committee members should be mentioned at that time.
- 2) Second reading —prior to consideration, there should be a recommendation from the Superintendent, a report on the impact and the legality of the proposed policy, a general Committee discussion of the policy and its implementation, and suggested re-drafts or changes.
- 3) The School Committee may either vote to accept a policy change after the second policy reading has occurred or decide that further study or additional discussion is necessary at a subsequent School Committee meeting
- 4) Policies become immediately effective upon a vote by the School Committee at its regularly scheduled meeting

Dissemination and Use of Policy and Procedures

Policies and Procedures shall be distributed throughout the school system, including but not limited to administrators, principals, and school councils, to ensure adequate dissemination. Copies of policy adoptions and changes will immediately be disseminated to all parties as mentioned above. Each school shall maintain an up-to-date copy of all policies and procedures for use by staff, students, and parents.

JOB DESCRIPTIONS

A job description shall be written for all positions in the Hanover Schools. The job description shall list specific duties and responsibilities.

All job descriptions shall be on file in the Superintendent of Schools' office and shall be subject to periodic review by the Superintendent of Schools and the School Committee.

When an administrative vacancy occurs, the job description shall be reviewed by the Superintendent of Schools and the School Committee prior to posting and/or advertising the position.

SCHOOL COMMITTEE REVIEW OF PROCEDURES

It is expected that the Superintendent and administrative staff will need to issue procedures implementing policies of the School Committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the Committee.

The Committee may review the procedures developed by the Superintendent for the school system whenever they appear inconsistent with policy, goals, or objectives of the District, but it will revise or veto such procedures only when, in the Committee's judgment, they are inconsistent with policies adopted by the Committee.

The Committee will not officially approve procedures except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for a procedure to have the Committee's advance approval.

Rules Pertaining to Staff and Student Conduct

Under Massachusetts law, the Superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." Codes of discipline, as well as procedures used to develop such codes, shall be filed with the Department of Education for information purposes only. Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the School Committee.

LEGAL REF.: M.G.L. 71:37H

POLICY DISSEMINATION

Policies and procedures shall be distributed throughout the school system as required to ensure adequate dissemination. Each school shall maintain an up-to-date copy of all policies and procedures for use by staff; students and parents. The School Committee's policy manual will be considered a public record and will be available for inspection at the Superintendent's office.

Accessibility is to extend at least to all employees of the school system, to members of the Committee, and, insofar as conveniently possible, to all persons in the community. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

All school system personnel are required to be familiar with and comply with the policies and to follow the implementing procedures as standard operation practice.

Deviations from policy shall be made only upon a majority vote of the School Committee.

Deviations from procedures shall be made only with the authorization of the Superintendent of Schools. The School Committee shall be informed of such deviations.

SCHOOL COMMITTEE-STAFF COMMUNICATIONS

School Committee Communication to Staff:

The Hanover School Committee wishes to maintain open channels of communication between itself and the 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 concerns and actions.

Staff Communication to the Committee:

All communications or reports to the Committee 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 issues, except those provided 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, providing the opportunity to observe first hand the Committee's deliberations on problems of staff concern.

Visits to School:

Individual 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 conducted only under School Committee authorization and with the full knowledge of the Superintendent and Principal.

USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

As elected public officials, School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including, but not limited to, electronic mail (e-mail), Internet web forums, and Internet chat rooms.

Under the Open Meeting Law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including, but not limited to, the sharing of an opinion regarding business over which the Committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the School Committee chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the School Committee. These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

LEGAL REF.: M.G.L.4:7; 39:23A, 23B; 66:10

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of Massachusetts General Law Chapter 71, Section 36A as amended on December 24th, 2002, each new School Committee member elected to the Hanover School Committee is required to complete, within 1 year of their election or appointment, at least 8 hours of orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

The School Committee and Superintendent shall assist each new member to understand the Committee's functions, policies and procedures of the Committee as soon after election as possible. Each new member shall be given the following materials:

- A. A copy of the School Committee policy manual
- B. A copy of the Open Meeting Law
- C. A copy of the Conflict of Interest Regulations
- D. A copy of the district's budget
- E. Collective bargaining agreements and contracts
- F. Student and staff handbooks

Each new member shall also receive any other materials the Chair and/or the Superintendent determine to be necessary.

The Chair and/or Superintendent shall also clarify policy:

- A. arranging visits to schools or administrative offices
- B. requesting information regarding school district operations
- C. responding to community requests/complaints concerning staff or programs
- D. handling confidential information
- E. communicating with the press

Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committees, Inc. and should be encouraged to utilize the services and resources MASC provides by attending meetings or workshops specifically designed for new Committee members. Their expenses at these meetings or workshops will be reimbursed in accordance with established School Committee policy.

LEGAL REF.: M.G.L. 71:36A

SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

To provide continuing in-service training and development for its members, the School Committee encourages the participation of all members at appropriate School Committee conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Committee establishes these principles and procedures for its guidance:

1. The Committee secretary will maintain a calendar of School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school system. At least annually, the Committee will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will be in accordance with the travel expense policy for staff members.
4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

LEGAL REFS.: M.G.L. 40:5

SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

The School Committee shall serve without compensation. No member of a School Committee in any town shall be eligible to the position of teacher or Superintendent of public schools therein, or in any union school or superintendency union or district in which his/her town participates.

Upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Committee, members may be reimbursed from school funds.

Reimbursable expenses may include the cost of attendance at conferences of School Committee associations and other professional meetings or visitations when such attendance and expense payment has had prior School Committee approval.

LEGAL REFS.: M.G.L. 40:5; 71:52