

NEW MEMBER ORIENTATION

P7109

The School Committee and Superintendent will assist each newly elected member to understand the School Committee's functions, policies and procedures.

In discussions with new members, the Chairperson and/or Superintendent will clarify procedures that involve:

1. How a community member (parent, teacher, etc.) may make a request of the School Committee; appropriate responses/actions of an individual School Committee member when a request is presented directly to him/her.
2. How School Committee members may make arrangements to visit schools and the protocol associated with such visits.
3. How the School Committee members, assigned certain tasks or investigating certain problems, may request information or services of the school staff.
4. How the School Committee receives and examines complaints relating to personnel.
5. How and why executive sessions may be held; what is considered privileged information.

Each newly elected member will receive a copy of the School Committee's policy and regulations manual and selected materials on School Committee, including the Massachusetts Association of School Committees' Handbook for members and the Selected Massachusetts General Laws for School Committees and School Personnel.

Westford Public Schools Policy References:

- P1501 – School Committee Meetings
- P1503 – Public Complaints
- P1504 – Public Complaints About School Personnel
- P1505 – Public Complaints About Curriculum or Instructional Materials
- P1506 – Visitors
- P1507 – Community Involvement in Decision Making
- P2301 – Administrative Goals
- P2302 – Administrative Operations
- P3706 – Changes in Bus Routes or Stops
- P4110 – Confidentiality
- P7203 – Operational Goals of the School Committee
- P7204 – Code of Ethics
- P7205 – Member Authority
- P7401 – Regular Meetings
- P7402 – Special Meetings
- P7404 – Executive Sessions
- P7405 – Agenda Format

Policy Adopted: April 9, 2001

Policy Reviewed:

Policy Revised:

WESTFORD PUBLIC SCHOOLS

Westford, Massachusetts 01886