

SCHOOL COMMITTEE 6000

SCHOOL COMMITTEE OPERATIONS 6200

SCHOOL COMMITTEE MEMBER ETHICS 6206 (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 Committee member binds the individual member to adherence to those State laws which apply to Committees, since 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 the school administration
3. Relationship to fellow Committee members

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

- Realize that his/her primary responsibility is to the children.
- Recognize that his/her basic function is to be policymaking and not administrative.
- Remember that he/she is one of a team and must abide by, and carry out, all Committee decisions once they are made.
- Be well-informed concerning the duties of a Committee member on both a local and state level.
- Remember that all times he/she represents the entire community.
- Accept the office as a Committee member as a 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. (Massachusetts Association of School Committees Code of Ethics) □

A Committee member in his/her relations with his/her school administration should:

- Endeavor to establish sound, clearly-defined policies which will direct and support the administration.

- Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
- **Direct questions, requests for information and all correspondence with Melrose School Department staff through the Superintendent. The Superintendent will not unduly delay this correspondence, but will, at his/her discretion, determine by whom and how this information is to be gathered and disseminated.**
- Act only on the recommendations of the **Superintendent** in all matters of employment or dismissal of school personnel.
- Give the **Superintendent** full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results.
- Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail. □

A Committee member in his/her relations with his/her Committee members should:

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

MSC first vote 8/14/07 MSC second vote 8/28/07