

## **SCHOOL-COMMUNITY-HOME COMMUNICATIONS**

The School Committee encourages written and electronic correspondence from the public. Such correspondence should be sent to the Committee through the administrative secretary, who will forward the correspondence to the School Committee Chair and the other members of the School Committee. The administrative secretary shall publish, as an attachment to the School Committee agenda, a list of correspondence received if appropriate given its content.

The Chair shall take steps to address the correspondence as he/she deems appropriate. Such steps may include, but are not limited to: (1) referral of the matter to the school administration for study and possible action; (2) referral of the matter to a subcommittee of the School Committee; or (3) placement of the matter on the agenda of a School Committee meeting. The administrative secretary will send acknowledgment of receipt of the correspondence to the correspondent within ten business days and, if so directed by the Chair, will notify the correspondent of the steps the Chair has determined to be appropriate in addressing it.

**Revised, voted and adopted by the Arlington School Committee April 10, 2014**

**Arlington Public Schools**