

**COMMUNITY, STAFF, STUDENT INVOLVEMENT IN DECISIONMAKING
ADMINISTRATIVE PROCEDURES FOR ADVISORY COMMITTEES**

1. Each Advisory Committee will be given a specific, written charge of the tasks for study, or tasks which the Superintendent/School Committee want accomplished.
2. Advisory Committees appointed by the Superintendent may hold open meetings, but are exempt from the Open Meeting Law. Advisory Committees appointed by the School Committee must operate under the provisions of the Open Meeting Law (Chapter 30A, Sections 20 and 22): they must post their meetings and file minutes with the Town Clerk.
3. Upon the completion of its assigned task, each Advisory Committee will be dissolved.
4. Each Advisory Committee member will be informed in writing of the following:
 - A. the specific charge to the Advisory Committee, including an indication of whether alternatives are to be evaluated, whether a final recommendation is required, and how minority opinion/reports should be expressed;
 - B. an estimate of the length of time which members will be asked to serve;
 - C. the approximate dates by which the Superintendent/School Committee wish to receive interim and final reports/discharge; and the method to deliver results (in a meeting, written report only, etc.);
 - D. the resources which will be provided to the Advisory Committee to help it to complete its work;
 - E. the time and place of the first meeting;
 - F. the School Committee policies governing Advisory Committees, to help clarify relationships with the School Committee, administration and school staff;
 - G. that the Committee is advisory in nature; the Superintendent/School Committee are not bound to accept the final recommendations of the Advisory Committee.
5. Each Advisory Committee will maintain an accurate record of its deliberations. A current set of Committee documents will be available for public review in the Superintendent's office.
6. The Superintendent or designee will serve as administrative liaison to each Advisory Committee.
7. The Superintendent and administrators maintain an active, positive relationship with the school systems of other towns and with Special Needs Collaboratives and Private Schools. These cooperative relationships are beneficial to Duxbury students. Advisory Committees which desire information from Duxbury staff or from other schools should first consult with the appropriate Duxbury administrator. In some cases the data is already available. Written questionnaires to Duxbury staff or questionnaires/phone surveys to other schools should not be initiated without previously notifying and seeking advice from the appropriate Duxbury administrator or the Superintendent. Voluntary compliance by school-support groups is requested. Staff mailboxes and interschool mail are for official use only and are supervised by the Principals. Support groups or advisory committees must seek permission from the Principal if they wish to use the mailboxes or interschool mail.
8. Student handbooks are revised annually by the School Council from each school. The handbook is voted as School Committee policy.