

CSD 13 SCHOOL BOARD

POLICY NUMBER 11.02

(NEPN/NSBA Code: KE)

Adopted: 3/5/96

Previous Revisions: 12/6/05, 11/03/10

Revised: 12/6/22

COMMUNITY CONCERNS

1. It is the policy of the Deer Isle-Stonington CSD 13 School Board that parents, students, and citizens who have a complaint with the schools or an employee shall seek resolution of that problem as close as possible to the origin of the concern.
2. All concerns involving instruction, discipline, or learning materials shall be initiated with the teacher and proceed to the principal, as needed.
3. If the complaint cannot be solved at any lower level, it may be appealed to the Superintendent.
4. If the complaint remains unresolved at the Superintendent level, the person raising the concern may appeal in writing to the School Board. When appropriate, the concern will be placed on the next School Board meeting agenda. The Superintendent/Board Chair shall determine whether the complaint should be placed on the agenda.
5. The School Board may decline to consider complaints that are repetitive or inappropriate for School Board action.
6. Complaints involving a school employee or student will be heard and considered only in executive session. Any action voted by the School Board must take place in regular session. The Superintendent will be responsible for notifying all participants of the Executive Session.
7. At all levels, school employees are required to inform the person raising the complaint of their right to appeal the decision to the next level.
8. This policy shall not be utilized by employees for matters or grievances relating to any term or condition of employment. Such matters shall be addressed through established channels for grievances.
9. When a member of the School Board, or the School Board as a whole, is informed about a complaint or concern directly, they will request that the person comply with this policy and follow proper administrative channels. Individual Board member authority is limited to their role at Board meetings.

10. Complaints that concern the School Board's actions or operations should be addressed to the Superintendent of Schools or School Board Chair.
11. This policy will be included annually in the Student Handbook for each school.