

BROOKLIN SCHOOL COMMITTEE

POLICY NUMBER: 11.02

Adopted: 4/9/96

Reviewed: 2/14/06

Revised: 1/11/11

COMMUNITY CONCERNS

1. It is the intent of the Brooklin School Committee to be responsive to community concerns about the school. The Committee recognizes that the authority of Committee members is limited to their role at Committee meetings. It is the policy of the Brooklin School Committee that all parents, students, and other citizens who express concerns regarding the school department or an employee thereof shall seek resolution as close as possible to the origin of the concern.
2. When a member of the School Committee or the Committee as a whole is informed of a concern, the concern will be referred back through the proper administrative channel for solution before any investigation or consideration by the School Committee. The Committee members agree that when concerns or complaints are expressed either publicly to the Committee or privately to individual Committee members, no individual school committee member investigation of the complaint will be made without the approval of the School Committee. Exceptions are complaints that concern Committee actions or operations which should be addressed to the Superintendent of Schools or School Committee Chair.
3. The proper channel for concerns involving instruction, discipline or learning materials shall proceed from the teacher to the principal. If the concern cannot be resolved at either of these levels, it may be appealed to the Superintendent.
4. If the concern remains unresolved by the Superintendent, it may be appealed in writing to the School Committee by the person raising the concern. When appropriate, the concern will be placed on the agenda as a discussion or communication item of the next regular School Committee meeting for consideration. Time is provided at all regular School Committee meetings for citizen comments. The Committee welcomes citizen participation in its meetings.
5. Concerns involving a school employee or student will be heard and considered only in executive session. The Superintendent will be responsible for notifying all participants of the Executive Session. Any action voted by the Committee must take place in regular session. The School Committee may decline to consider concerns that are repetitive or inappropriate for Committee action.
6. At all levels, school employees will inform the person raising the concern of their right to appeal the decision to the next level. This policy shall not be utilized by employees for matters or grievances relating to any term or condition of employment.