

RSU #16 (Mechanic Falls, Minot, Poland)

Policy Code: *KE* msm

Adopted: *February 2013*

Revised:

PUBLIC CONCERNS AND COMPLAINTS

Parents, students or other citizens with complaints or concerns regarding any aspect of the RSU #16 school units or an employee thereof shall be encouraged to seek a resolution at the lowest possible level. The only exceptions are complaints that concern school board actions or operations. Such complaints should be addressed to the RSU #16 School Board Chair.

If the complaint cannot be resolved at the lowest level, the person initiating the complaint may appeal the decision to the next level (i.e., Supervisor of Buildings, Grounds & Transportation, Principal, Special Education Director or Assistant Superintendent).

If the complaint cannot be resolved at any lower level, it may be appealed to the Superintendent. If the complaint remains unresolved at the Superintendent's level, the person making the complaint may request that the matter be placed on the agenda of the next regular School Board meeting. The Superintendent/Board Chair shall determine whether the complaint should be placed on the agenda.

At all levels of the complaint process, school employees are required to inform the person making the complaint of his/her 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 their employment. Such matters shall be addressed through established channels for grievances.

Notice of this policy should be published in each school's parent/student handbook.

SIGNATURE BLOCK:

RSU #16 School Board

Mary Ella Jones, Chair

DATE

Jack Wiseman, Vice Chair

DATE

Jennifer Boenig

DATE

Grace Gendron

DATE

Tina Love

DATE

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Revised:

Susan Callahan

DATE

Ed Rabasco, Jr.

DATE

Melissa Hodgkin

DATE

Steve Holbrook

DATE

Jessica Smith

DATE

Ellie Biron

DATE

Scott Sawyer

DATE

Joe Parent

DATE

Scott Tiner

DATE

Mary Martin

DATE