

Public Complaints About School Personnel

Whenever a complaint is made directly to the Board as a whole or to an individual Board member, the individual or group involved will be advised to take concern(s) to the appropriate school staff member (this could be a teacher, a principal, a central office administrator, or the Superintendent). The Board advises the public that the proper channel for complaints should proceed from teacher to principal to Superintendent and finally to the Board.

If a Board member receives a complaint, the Board member should inform the Board chair and the Superintendent of the situation.

Complaints shall be handled and resolved, whenever possible, as close to the time of origin as possible.

Any citizen or parent of RSU 40/MSAD 40 has the right to petition the Board for redress of a grievance. Any complaint about school service or personnel will be addressed by the school administration before consideration for action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

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.

Complaint Process

- A. Complainant discusses the matter with the employee against whom the complaint is registered.
- B. Complainant discusses the matter with the school principal.
- C. Complainant reduces the complaint to writing and submits it to the Superintendent prior to discussion with the Superintendent (copies to employee and principal).
- D. Complainant requests through the Superintendent a meeting with the Board of Directors with specific facts on which the request is based. The request will be made in writing.

- E. The Superintendent will notify the person against whom the complaint is registered of the Board meeting date and of his/her right to attend. Copies of all correspondence will be provided the person(s) against whom the complaint is registered.

- F. The Board of Directors will hear complaints in executive session. Groups submitting a complaint shall appoint a delegate to represent the group at the Board meeting.

Adopted: March 1, 1993

Revised: December 6, 2013
Reviewed: June 16, 2015