

CODE: KE

PUBLIC CONCERNS AND COMPLAINTS

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

If the complaint cannot be resolved at the lowest level, the person initiating the complaint may appeal the decision to the next level (e.g., Curriculum Director, Principal, or Special Education Director).

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 Committee meeting. The Superintendent/School Committee Chair shall determine whether the complaint should be placed on the agenda.

At all levels of the complaint process, school employees should 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.

Cross Reference: BEDB – Agenda Preparation and Dissemination
 IJJ – Instructional and Library -Media Materials Selection

Adopted: July 5, 1994

Revised: September 19, 2000; May 7, 2013