

Parents having a concern or complaint regarding what is taking place within the classroom are encouraged by the Monhegan School to follow the Parental Concerns Procedure. It is the objective of the Monhegan School to address and attempt to resolve any legitimate parental concerns about the Monhegan School staff. Parental Concerns Procedure is outlined as follows:

1. Parent(s) (or guardians) are encouraged to meet with the teacher to discuss and write up an agreement or procedure to resolve the problem within a mutually agreed time frame. A Report on the meeting and a copy of the agreement are submitted to the Superintendent by the teacher.
2. If parent(s) (or guardians) are not satisfied that the initial meeting with the teacher produced the desired results, parent(s) (or guardians) should submit to the school Superintendent a written outline of their concerns.
3. The Superintendent shall notify the School Committee of the situation and request authorization to set up PTS (Parent-Teacher-Superintendent) meeting.
4. The Superintendent shall encourage the concerned parent(s) (or guardians) to attend the PTS meeting to reach a mutually acceptable solution.
5. The School Committee will meet to authorize and facilitate the PTS meeting.
6. The PTS meeting will then take place. An agreement and procedure to resolve the problem will be written up at the meeting by the Superintendent to monitor results.
7. The Superintendent will submit an outline and evaluation of the PTS meeting to the School Committee, along with any proposals or policy drafts necessary to address the situation.
8. The School Committee will meet to decide on the Superintendent's recommendations.
9. The Superintendent will incorporate the information gathered at the PTS meeting and the teacher's performance into the yearly teacher evaluation submitted to the School Committee.
10. The School Committee will monitor the Superintendent's participation in Parental Concerns Procedure. Parental concerns regarding the Superintendent may be submitted in writing to the School Committee to assist the School Committee in their yearly evaluation of the Superintendent.
11. If the parent(s) (or guardian) are not satisfied by the Parental Concerns Procedure, they may request further PTS meetings, to be offered at the discretion of the Superintendent, and/or may refer problem(s) to the State Department of Education.

Adopted: 01/22/91