

The Board of Education recognizes the right of community citizens to register individual or group concerns regarding instruction, district programs, materials, operations and/or staff members. The main goal of this district is to resolve such concerns with only the parties involved, whenever possible. Public complaints about the school district will be directed to the proper administrative personnel. Complaints about specific classroom practices shall be directed to the teacher concerned.

If the matter is not settled satisfactorily, the complainant may then contact the Building Principal; if there is no resolution on this level, the Superintendent of Schools may be contacted. If still not satisfied with decision of Superintendent, the complainant may submit the issue to the School Board President at least four days prior to a regular meeting.

It shall be understood that any or all matters of a personal nature shall be discussed at executive session if, in the judgment of the Board, public discussion of such matters may bring damage to individuals involved.

Concerns registered directly to the Board as a whole or to an individual Board member shall be referred as soon as is reasonably possible to the Superintendent for investigation, report, and/or resolution.

#### Complaints Regarding Title I of the ESEA or Academic Intervention Services

Any person or entity representative alleging the district has not upheld its responsibilities under Title I of the Elementary and Secondary Education Act (ESEA), as well as the district's responsibilities for Academic Intervention Services under the Commissioner's regulations section 100.2(ee), may submit a complaint in writing to the Superintendent. After 30 business days, any decision of the Superintendent which is unsatisfactory to the complainant, or the district's lack of a response to the complaint, may be appealed to the State Education Department (SED).

All such complaints to SED must, as outlined by SED (see the following website: <http://www.p12.nysed.gov/accountability/T1/complaintappeals.htm>):

1. Be submitted in writing to New York State Education Department, Title I School & Community Services Office, Room 320 EB, 89 Washington Avenue, Albany, NY 12234;
2. Be signed by the person or agency representative filing the complaint;
3. Specify the requirement of law or regulation being violated and the related issue, problem, and/or the concern;
4. Contain information/evidence supporting the complaint;
5. State the nature of the corrective action desired;
6. Contain a copy of the original signed complaint; and
7. Contain a copy of the district's response to the original complaint, or a statement that the district failed to respond or resolve the issue within 30 business days.

The district shall disseminate this complaint procedure to parents of students in Title I funded programs, as well as school officials at nonpublic schools for which the district administers or implements Title I funds or programs.

Cross-ref: 1410, Complaints about Policies  
1420, Complaints about Curricula, Library Materials or Other Instructional Materials  
1440, Complaints about School Personnel  
2330, Executive Sessions

Ref: 20 USC §7844 (ESEA)  
34 CFR §§299.10 – 299.12 [299.11(d) – LEAs must disseminate, free of charge, adequate

information about the complaint procedures to parents of students, and appropriate private school officials or representatives.]  
8 NYCRR §100.2(ee) (Academic Intervention Services)

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