

District Procedure for Channeling of Parent Concerns regarding Title 1

The Board believes that concerns are handled best when resolved as close to their origins as possible. School personnel should be given every opportunity to consider the issues and to resolve the problems.

Please follow the proper channeling of concerns as listed below:

THE TEACHER: If there is a concern about something in the classroom, parents/guardians should meet with the teacher first. Communication at this level often resolves the matter.

THE PRINCIPAL: If there is a concern about general school operations and policies, or if meeting with a teacher is either inappropriate or does not help, parents/guardians should then meet with the building Principal or Assistant Principal.

THE SUPERINTENDENT: If the concern involves school district operations generally or if the teacher and the Principal are not able to resolve the problem satisfactorily, the parent/guardian should contact the Superintendent's office to address the concern. The Superintendent may be the most appropriate person to respond to your concern or he/she may refer you to other District personnel who may be a better resource to address your concern such as:

- Assistant Superintendent for Business, 279-4600 x2604
- Director of Transportation, 279-4600 x2801
- Director of Special Education, 279-4600 x2701
- Athletics Department, 279-4600 x2411

THE BOARD OF EDUCATION: If the concern is directly related to Board actions or operations, parents/guardians may address the Board directly through the Clerk of the Board or contact the Superintendent's office. If the parent/guardian has made an attempt to resolve the matter at other levels and has not been satisfied with the response(s), the concern may be brought to the attention of the Board of Education either directly at a meeting or through correspondence to the Board Clerk. For more information about the procedures for dealing with complaints, please refer to the State Education Department website at <http://www.p12.nysed.gov/accountability/T1/complaintappeals.htm>

Every effort shall be made to address all complaints in a timely manner, within 24 - 48 hours unless other guidance is set forth by policy or law.

If your concern remains unresolved, complaints/appeals regarding Title I may be sent to:

New York State Education Department
Title I School & Community Services Office
Room 368 EBA 89 Washington Avenue
Albany, NY 12234