



Central Islip Public Complaint Procedures

The district recognizes the rights of parents, guardians, and community members to register concerns or complaints regarding all district programs, including programs funded under the No Child Left Behind Act. These individual programs include, but are not limited to, the Education of the Homeless Child or Youth, Academic Intervention Services, School Choice, and other federally funded programs. Public or parental complaints or questions about specific programming are directed to the proper administrative personnel where the goal is to resolve such concerns. A written complaint will be encouraged when a verbal resolution is not possible.

Parents of students enrolled in non-public schools within the boundaries of Central Islip will be entitled to the same public complaint rights for respective students enrolled in academic intervention services or special education services. The non-public school's principal or headmaster will contact the respective central administrator to lodge the concern or complaint. Parents of non-public school students will be guided as to how to register a written complaint as needed. General education written complaints are kept at the building level where it is encouraged that a resolution is found.

If the complaint reaches LEA level, it is addressed by the Superintendent or his respective designee and maintained in a file in central administration in the appropriate office, (i.e. curriculum and instruction, business, personnel). The district will follow the policy embedded within the CIUFSD Policy Book, Section 1100 Public Information Program, #1400 with information to support this process. Parents will be given a copy of the Central Islip Complaint Procedures and given technical assistance on how to place written complaints. The parent will be guided to compose a written complaint to the State Education Department and provided with the most recent addresses for mailing, as stated below:

New York State Education Department
Office of ESSA- Funded Programs
Room 320 EBA
89 Washington Avenue
Albany, NY 12234

If satisfaction is not received, the district will assist the parent/guardian in reaching the United States Department of Education at:

United States Department of Education
Compensatory Education Programs
400 Maryland Avenue, SW
Room 3W230, FOB #6
Washington, D.C. 20202-6132

A complaint tracking database is available through the Office of the Assistant Superintendent for Curriculum and Instruction.