



LACKAWANNA MIDDLE SCHOOL

550 Martin Road
Lackawanna, New York 14218
827-6704; fax 827-6784

December 2011

Comprehensive Review – Year 1

Complaint Process

In an effort to comply with the requirements of the New York State Education Department, the following attachments are intended to serve the public regarding filing complaints germane to Lackawanna Middle School. The attachments entail:

- I.** Lackawanna City Schools Board of Education policy of the (Public Complaints- 3230)
- II.** Part B- Procedural Safeguards Notice- New York State Education Department- pgs 14-15 as follows:
 - i. 34 CFR section 300.152; 8 NYCRR section 200.5(l)
 - ii. 34 CFR section 300.153; 8 NYCRR section 200.5(i)

All complaints must:

- be signed by the person or agency representative filing the complaint;
- specify the requirement of law or regulation being violated and the related issue, problem, and/or the concern;
- contain information/evidence supporting the complaint; and
- state the nature of the corrective action desired.
- be written

Complaints/appeals regarding the LEA's administration and implementation of its ESEA Title I Grant or Academic Intervention Services for students identified under Commissioner's Regulations Part 100 should be sent first to the School Superintendent of the LEA against whom the complaint is made. The LEA has a 30 business day period in which to resolve a complaint. Title I complaints should be first sent to the Superintendent of the LEA. If the local LEA fails to resolve the complaint within 30 business days, or fails to resolve the issue to the satisfaction of the complainant, the complaint should be sent to the **Title I School and Community Services Office, Room 365 EBA, New York State Education Department, 89 Washington Avenue, Albany, NY 12234**. Complaints may also be forwarded to **The U.S. Department of Education, Compensatory Education Programs, 400 Maryland Ave. SW, Room 3W230, FOB #6, Washington, D.C. 20202-6132**.

Respectfully submitted,

Bruce Axelson
Principal