



ROSCOE CENTRAL SCHOOL DISTRICT

6 ACADEMY STREET • P.O. BOX 429

ROSCOE, NEW YORK 12776

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JOHN EVANS
SUPERINTENDENT

JANICE PHILLIPS
PRE-K-12 PRINCIPAL

ROBIN FRANCISCO
PRE-K-12 ASSISTANT PRINCIPAL

Complaint Process

To: All Roscoe Central School Parents

The Roscoe Central School has established the following procedures for receiving and resolving complaints. Parents are able to file complaints regarding District policy, procedures, and decisions.

All complaints must:

- be written;
- 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.

Complaints/appeals regarding the RCS 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 RCS against whom the complaint is made. The Roscoe Central School District has a 30 business day period in which to resolve a complaint.

An appeal to the State Education Department must be requested and postmarked within 20 business days of the receipt of the Roscoe Central School District response to the original complaint. All appeals can be submitted to:

New York State Education Department
Title I School & Community Services Office
Room 365 EBA
89 Washington Avenue
Albany, NY 12234

If the parent is not satisfied with the NYSED complaint resolution an appeal may be filed directly with the United States Department of Education at:

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

If additional information is required please contact Roscoe Central School at (607) 498-4126.

Educationally Yours,

John Evans -Superintendent