

**RYE CITY SCHOOL DISTRICT**  
**RYE, NEW YORK**

**1400**

**COMMUNITY COMPLAINTS AND INQUIRIES**

The Superintendent of Schools and the Board of Education welcome inquiries about and constructive criticism of the District's programs, equipment, operations and personnel.

Public complaints about the District will be directed to the proper administrative personnel. Complaints about District employees or practices should be discussed first with the employee involved. If the matter is not settled satisfactorily, the complainant may then contact the building principal; if there is no resolution on this level, the concerned party may contact the Superintendent of Schools. The Superintendent will keep the Board of Education informed of issues of a substantive nature. Unresolved issues may be appealed to the Board of Education, signed and in writing.

All matters referred to the Superintendent and/or the Board must be made in writing and signed. The Superintendent and the Board will keep the identity of complainants private upon request. The Superintendent or the Board shall answer all signed complaints received in writing.

Complaints regarding District employees are a personnel matter and, therefore, will not be discussed publicly. In order to be considered, concerns about personnel must be made in writing, signed and directed to the individual's immediate supervisor, in most cases, the Building Principal. If unresolved, concerns should be brought to the attention of the Superintendent of Schools for investigation and review (as per Policy #1440). Complaints about the Superintendent must be made in writing, signed and directed to the President of the Board of Education.

Board members, individually and collectively, will withhold comment, commitment and/or opinion regarding concerns and will encourage community members to follow the process outlined above.

*Cross-ref: Policy 1440, Complaints about School Personnel*

Policy Adoption Date: June 16, 2015