

**SAYREVILLE
BOARD OF EDUCATION
POLICY**

FILE CODE: 6171.5
 X **Monitored**
 X **Mandated**
 X **Other Reasons**

**NO CHILD LEFT BEHIND (NCLB)
COMPLAINT POLICY AND PROCEDURES**

Pursuant to 20 USC 7944, Sec 9304 (a)(3)(C), of the No Child Left Behind Act of 2001, the Sayreville School District shall adopt a written policy and procedure that offers parents, public agencies, other individuals or organizations a method for receipt and resolution of complaints alleging violations in the administration of the programs. This policy and procedure will apply to all programs specified in the No Child Left Behind Act of 2001 under Titles II, II, III, IV and V.

For the purposes of this policy, and in accordance with New Jersey Department of Education Policy, a complaint shall be defined as a written document alleging that the school district has violated the law in the administration of the educational programs being implemented under NCLB. This complaint procedure is not for simple questions regarding schedules, disputes over grades, disputes over disciplinary action, or disputes regarding attendance. This policy only covers legal points related to the administration of the above-mentioned programs.

A qualified complaint shall identify the alleged NCLB violation, state the facts supporting the alleged violation, and provide supporting documentation.

Complaints should be submitted in writing to the building principal who will respond as soon as possible. The principal will set up a meeting, if necessary and if the complaint fits the qualifications as a legal NCLB violation. Complaints not relating to NCLB requirements and/or programs will be handled according to the district's regular policies.

If the complaint fits the NCLB qualifications and cannot be settled at the building level, an additional written complaint, including the outcome of the building level complaint, should be submitted to:

Superintendent of Schools
Sayreville School District
PO Box 997
Sayreville, NJ 08872

The Superintendent of Schools will arrange to discuss the complaint, and hopefully reach a resolution, within a reasonable time.

If the complaint cannot be settled at either of the above levels, the person implementing the complaint must submit a written complaint to:

Middlesex County Superintendent of Schools
State of New Jersey Department of Education
Middlesex County Office
1460 Livingston Avenue
Building 400, 2nd Floor
North Brunswick, NJ 08902

If resolution cannot be obtained at this level, the County Office of Education will refer the complaining party to the provisions of the New Jersey Department of Education overall NCLB complaint policy of January 5, 2007.

Date Adopted: 3/4/08