



**MILFORD CENTRAL SCHOOL DISTRICT**  
**POLICY# 1400**  
**PUBLIC CONCERNS & GRIEVANCES**

REQUIRED  
 LOCAL  
 NOTICE

The Board of Education recognizes the right of community members to register individual or group concerns regarding policies, instruction, district programs, materials, operations, and/or staff members.

The Board believes that concerns and grievances are best handled and resolved as close to their origin as possible and that the staff should be given every opportunity to resolve problems prior to Board involvement. The Superintendent will be responsible for developing regulations that identify the chain of command for public concerns and grievances. In most instances the Board will not act on concerns or grievances that have not followed the chain of command.

All matters referred to the Board must be in writing. Concerns registered directly to the Board as a whole or to an individual Board Member shall be referred as soon as is reasonably possible to the Superintendent for investigation, report, and/or resolution. Board Members will refrain from expressing any judgment until such matter is submitted to the entire Board for action or resolution.

An individual or group who wishes to address the Board must notify the Superintendent in writing at least five days before the Board is scheduled to meet. The letter must include the item to be discussed.

Individual Board members who receive concerns or grievances from district residents should:

1. Answer the question if they definitely know the answer.
2. Advise the Superintendent of the conversation if the Board member believes the question has policy implications.
3. Advise the person or person involved to take their questions or suggestion to the appropriate staff member if the answer is not definitely known.
4. Contact the Superintendent for the answer if the Board member believes the concern or grievance has merit but the person or person involved are reluctant to go to the source.

**Ref:**

Education Law Sections 3012; 3020-a

Civil Service Law Section 75

8 NYCRR part 84

Originally numbered Policy #1420: "Grievance Procedures": December 14, 1981

Renumbered to Policy #1400 and Revised: January 11, 2018



## MILFORD CENTRAL SCHOOL DISTRICT

### REGULATION #1400-R

#### CHAIN OF COMMAND FOR PUBLIC CONCERNS & GRIEVANCES



Sometimes it's not clear who best to speak with about resolving a problem or answering a question. But by following this chain of command, parents, students and residents can get their questions and concerns addressed quickly and efficiently. The main district telephone number is (607) 286-7721.

<b>Topic/Area</b>	<b>1<sup>st</sup> Contact</b>	<b>2<sup>nd</sup> Contact</b>	<b>3<sup>rd</sup> Contact</b>	<b>4<sup>th</sup> Contact</b>	<b>5<sup>th</sup> Contact</b>
Academics	Teacher	School Counselor	Principal	Superintendent	Board of Education
Athletics	Coach	Athletic Director	Principal	Superintendent	Board of Education
Behavior	Staff Member	Principal	Superintendent	Board of Education	
Board Members	President of Board	Board of Education			
Board Policies	District Clerk	Superintendent	Board of Education		
Budget	Business Manager	Superintendent	Board of Education		
Building Use	Director of Buildings & Grounds	Superintendent	Board of Education		
Calendar	Principal	Superintendent	Board of Education		
Classroom Procedures	Teacher	Principal	Superintendent	Board of Education	
Curriculum	Teacher	Principal	Superintendent	Board of Education	
Extracurricular Activities	Advisor	Principal	Superintendent	Board of Education	
Facilities Maintenance	Director of Buildings & Grounds	Superintendent	Board of Education		
Health Services	School Nurse	Principal	Superintendent	Board of Education	
Lunch Program	Food Manager	Superintendent	Board of Education		
Personnel Matters	Principal/Supervisor	Superintendent	Board of Education		
Scheduling	School Counselor	Principal	Superintendent	Board of Education	
Special Education	Teacher	Principal	CSE Chairperson	Superintendent	Board of Education
Tax Bills	Tax Collector	Business Manager	Superintendent	Board of Education	
Transportation (behavior)	Bus Driver	Principal	Superintendent	Board of Education	
Transportation (Stops, Runs, etc)	Transportation Director	Superintendent	Board of Education		

Adopted: January 11, 2018