

## **POLICY REGARDING COMPLAINTS INVOLVING VIOLATIONS OF LAW OR SCHOOL CHARTER**

Section 2855 of the New York Education Law provides that any individual or group has the right to file a complaint with the Board of Trustees (the Board) of The Charter High School for Law and Social Justice (the School) alleging a violation of the provisions of Article 56 of the New York Education Law, the School's charter, or any other provision of law relating to the management or operation of the School.

### **Complaint Submission and Resolution**

Complaints must be submitted in writing to the Secretary of the Board, who is identified on the School's website. If the complaint directly involves the Secretary, the complaint may be submitted to any Board member. A complaint may be submitted to the secretary of the Board at:

Board Secretary  
The Charter High School for Law and Social Justice  
1960 University Avenue  
The Bronx, New York 10453

You can also contact the School as follows:

Phone: 347-696-0042  
Email: [admin@chslsj.org](mailto:admin@chslsj.org)

After a complaint is submitted, the School will investigate and issue a response within a reasonable time thereafter. In accordance with Section 2855(4) of the New York Education Law, the Board may delegate the power to review complaints to the School principal or an *ad hoc* Committee of the Board, created to investigate the complaint and report to the Board.

If a complaint does not allege a violation of the provisions of the New York Education Law, the School's charter, or any other provision of law relating to the management or operation of the School, the Board will refer the complaint to the principal for resolution.

If a complaint is submitted to the Board at least five business days prior to a regularly scheduled Board meeting, the Board will address the complaint at that meeting. If a complaint is submitted to the Board fewer than five business days before a regularly scheduled Board meeting, the complaint will be addressed at the next regularly scheduled Board meeting. Emergency issues will be dealt with on an as-needed basis, with the Board responding at or prior to its next regularly scheduled meeting.

The Board will make a determination regarding the complaint in writing if appropriate or required. If the Board referred the complaint to the principal or an ad hoc committee, the principal or committee will report back to the Board.

If, after the submission of any complaint to the Board, the individual or group that has filed such complaint determines that the Board has not adequately addressed the complaint, such individual or group may present the complaint to the School=s charter authority, the New York State Board of Regents, through the Charter Schools Office at the New York State Education Department. The Board of Regents has the power and duty to issue appropriate remedial orders to charter schools under its jurisdiction to effectuate the provisions applicable under the New York Education Law.

### Other Complaints

Before using this formal complaint process, it is important to determine that the complaint involves a violation of the provisions of the New York Education Law, the School=s charter, or any other provision of law relating to the management or operation of the School. If the complaint does not involve any of these things, this process might not be the appropriate method for resolving the complaint.

If complaint does not involve the provisions of the New York Education Law, the School=s charter, or any other provision of law relating to the management or operation of the School, the complaint should be submitted to the individual with direct supervisory control over the person who is the subject of the complaint. For example, if the complaint is about a student, the complaint should be submitted to the student=s teacher. If the complaint is about a teacher, the complaint should be submitted to the principal.

### References:

Section 2855 of the New York State Charter Schools Act  
Article 56 of the New York Education Law