



Bay Shore Schools

THE FUTURE BEGINS HERE

Guidelines for Expressing Concerns

The Board of Education believes that concerns are handled best when resolved as close to the origins as possible. School personnel should be given every opportunity to consider the issues and resolve the problems. Therefore, please follow the proper channeling of concerns as listed below:

1. **The Staff Member**-If you have a concern or complaint about something involving a staff member, you are encouraged to meet with the person first to discuss the concern. Very often the communication at this level will resolve the matter.
2. **The Principal**-If your concern is about general school operations and policies or if a meeting with a staff member is either inappropriate or does not help, then you are encouraged to meet with the school principal. The Principal may respond to your concerns or he/she may refer you to other school personnel such as a director, social worker or guidance counselor.
3. **The Superintendent**- If your concern involves school district operations in general, or is of a sensitive nature such that a meeting with the staff member or principal is inappropriate (ex. sexual harassment), or if the staff member and principal are not able to resolve your problem, you may contact the Superintendent's Office for assistance. The Superintendent may respond to your concerns or he/she may refer you to other district personnel such as the Assistant Superintendent for Curriculum and Instruction, Assistant to the Superintendent for Administration, Director of Athletics or Director of Transportation.
4. **The Board of Education**-If your concern is directly related to Board actions or policy, you can contact the Superintendent's Office or address the Board directly in writing. If you have a complaint involving a specific person(s) or event(s) and you have made an attempt to resolve the matter at other levels and have not been satisfied with the response(s), your complaint may be brought to the attention of the Board in writing. All written complaints presented to the Board must be signed by the complainant. The Board will review the written material/supporting documentation and will address the complaint(s) with the appropriate school personnel in accordance with school district policy and in compliance with the mandates of the law. Emails to Board members may be sent to: Boardofeducation@bayshoreschools.org. Please note that all emails sent to this email address will be forwarded to all Board members as well as the Superintendent of Schools.

The privacy rights of both students and staff will be honored at all times.