

## **Addressing School-Based Concerns:**

The Mahopac Central School District has Policies in place to address concerns raised by members of the community regarding policies, curriculum, institutional materials, or concerns about school personnel.

These polices can be found on the District website at [www.mahopac.k12.ny.us](http://www.mahopac.k12.ny.us)

To further assist the community in obtaining appropriate information, the MCSD has prepared this guide in the form of “Frequently Asked Questions.” Please take the time to review the FAQs below and note that additional FAQs will be added as necessary.

### **Frequently Asked Questions**

**Q. I have a concern I want the District to know about. What should I do?**

*A. In general, the concern should be brought to the person or department where the issue initiated.*

*If there is a concern involving something related to a particular class, including the student, material being taught, grades and behavior, you should:*

- 1. Speak directly with the classroom teacher regarding your concern*

- 2. Please bring your concern to the Assistant Principal or Principal of the applicable school building.*
- 3. Please contact Assistant Superintendent of Curriculum, Michael Tromblee at 845-621-0656 x13503*
- 4. Call the Superintendent of Schools if the concern hasn't been resolved.*

*The same procedure would hold true for a coach.*

- 1. You would first speak to the coach to resolve concern*
- 2. If your concern is not resolved, call the athletic director*
- 3. Call the Superintendent of Schools if concern hasn't been resolved.*

**Q. Can't I just bring my concern to a Board of Education member? I know one personally.**

*A. You are always welcome to share your concerns with a Board Member. However, in order to address your concern in the quickest and most effective way possible, we recommend following the steps outlined above. The Board Member would only reiterate this same procedure.*

**Q. How would I communicate my concern to the District?**

*A. You should feel free to communicate in the manner most comfortable for you. The MCSD recommends several methods. Either send your concern in writing (hard copy or email) to the appropriate person as outlined above, or schedule a meeting to*

*Speak directly with that person. If you schedule an in person meeting, we recommend, though it is not required, you summarize your concerns in advance of the meeting so that MCSD personnel are prepared and your needs can be met in a timely fashion.*

**Q. Can I raise my concern with the Board of Education during a public meeting?**

*A. The Board welcomes members of the public at meetings, and there are two opportunities for comment at every board meeting agenda. Please fill out [this public speaker form](#) and provide to District at meeting.*

*As long as your concern does not involve a specific employee or student, feel free to raise it during the public comment period of the Board meeting. Please understand that unless the details of your concern have been provided in advance of the Board meeting to the Superintendent or the District Clerk, it is unlikely that the District will be able to satisfy your concern at the meeting. The District will have to research the issue and take the appropriate actions(s).*

*If your concern involves a specific employee or student, the Board is unable to entertain comments about it during a public meeting. In that case, please provide information to the Superintendent and/or the District Clerk in advance of the meeting, preferably in writing, so that the issue can be*

*discussed in executive session. This is to protect the individual's privacy rights.*

**Q. Something happened last year that I was concerned about, and I just heard through the grapevine that it happened again to somebody else. Should I let the District know about what happened last year?**

*A. The District encourages all members of the public who have concerns to immediately bring them to the District's attention. While it is never "too late" to raise a concern, and while the District is always interested to hear your concerns, it may be difficult or impossible to take effective action if you wait a long time to let the District know about it. The sooner the District learns about the concern, the more likely it is that a satisfactory resolution to the concern can result.*

**Q. If I raise a concern, will somebody let me know what the District is doing about it?**

*A. Some concerns may raise privacy issues or may require confidential treatment as a matter of law. In these cases, the District will not be able to give you specific information regarding the action taken.*

*If your concern does not impeded on privacy laws, the District will communicate the steps being taken to address your concern.*

**Q. I have a concern I want to raise, but I don't want the staff member to know I raised it. Can I report my concern confidentially?**

*A. Yes. The District takes such requests very seriously and will make every effort to honor the confidentiality of the person reporting the concern, and/or the confidentiality of the child in which the concern is being reported about. Please understand however, depending on the nature of the concern, there are laws and regulations that may require the District to report alleged conduct and may actually prohibit the District from keeping such information confidential.*

**Q. I'm worried if the staff know I reported this concern, my child will be retaliated against.**

*A. The District has policies in place that forbids any staff member of MCSD from retaliating against any person for reporting a concern. Any attempt by a staff member to retaliate against a person who reports a concern, or the child of such a person, will undergo disciplinary action. If you report a concern and then believe that you or your child has been retaliated against, the District urges you to report that immediately to the staff member's supervisor.*

**Q. I have a concern about the driver of the bus my child takes to school. How do I raise this concern?**

*A. The bus drivers are employees of the District, it is very important to the District that concerns regarding the drivers be dealt with in a timely and appropriate manner.*

*If you have a concern with a bus driver, the District recommends that you address your concern by:*

- 1. Speak with the driver first*
- 2. Should you feel there is still a concern, contact Pam Romeo, our Transportation Supervisor, at 845-628-7447*
- 3. If still unresolved, contact our Assistant Superintendent for Business, Harvey Sotland at 845-628-3415 Ext. 10410*
- 4. If still unresolved, then contact the Superintendent of Schools at 845-628-3415 Ext. 10500.*

**Q. I still have questions about reporting concerns. What should I do?**

*A. Call the District Office at 845-628-3415 Ext. 10931. A member of the District Office staff will be happy to help you.*

*Contact information for members of the District's teaching and administrative staff can be found on the District Website.*

*Contact information for Board of Education members also can be found on the District website.*