

New Dawn Charter High School Parent Grievance Policy¹

This policy is to be distributed to parents and guardians once every year and upon enrollment in New Dawn Charter High School. It outlines the grievance procedure in the event a parent or guardian feels that their needs or the needs of their student have not been addressed in an appropriate matter.

Any public or nonpublic school parent or teacher, other interested person, or agency may file a complaint.

All complaints must be:

- Written
- Signed by the person or agency representative filing the complaint
- Specify the requirement of law or regulation being violated and the related issue, problem, and/or the concern
- Complete with information/evidence supporting the complaint
- Written with a statement describing the nature of the corrective action desired

Complaints/appeals regarding the schools administration and implementation of any of its educational or after school programs should be sent to the Executive Director at the address below.

Sara M. Asmussen, Ph.D.
Executive Director
New Dawn Charter High School
242 Hoyt Street
Brooklyn, NY 11217

The Executive Director has a 30 day period in which to resolve the complaint and respond in writing. In the event the Executive Director fails to resolve the complaint within 30 days, or fails to resolve the issue to the satisfaction of the complainant, the complaint should be sent to the New Dawn Board of Trustees at the address below.

Ronald Tabano
CEO/Principal
John V. Lindsay Wildcat Academy
17 Battery Place
New York, NY 10004

¹ Aligns with the requirements of Title programs.

The Board of Trustees has a 30 business day period in which to resolve the complaint and respond in writing to the complainant. If the New Dawn Board of Trustees fails to resolve the complaint within 30 business days, or fails to resolve the issue to the satisfaction of the complainant, the complaint should be sent to the New York State Department of Education at the address below.

New York State Education Department
Office of Innovative School Model
Charter School Office
Room 465 EBA
89 Washington Avenue
Albany, NY 12234

The New York State Education Department has a 30 business day period in which to resolve the complaint.