

Chesterfield School District

G&T Complaint Procedure

Complaint procedures regarding non-compliance with district policy regarding Gifted and Talented:

Step 1) Contact Dr. Lynn Booth, Director of Special Services and the district's Gifted & Talented Coordinator, by email at lbooth@chesterfieldschool.com. Please include your child's name, grade level, and the reason for your non-compliance complaint. Parents will receive a written response to the complaint within 10 school days from the date the complaint was received.

Step 2) If you feel that your complaint is not resolved, please contact Mr. Scott Heino, Superintendent, by email. Please include your child's name, grade level, and the reason for your non-compliance complaint. Parents will receive a written response to the complaint within 15 school days from the date the complaint is received.

Step 3) If you feel that your complaint is not resolved, please contact Mr. Scott Heino, Superintendent, by email and request that the Student Services Committee of the Board of Education review the complaint for non-compliance. The Committee will review the complaint and provide a response in writing 45 calendar days from the date the request is received.

Step 4) If you feel that your complaint is not resolved, you can submit a complaint to the executive county superintendent within one year prior to the date that the complaint is submitted. The complaint shall include:

- (a) a statement that the identified school district is not in compliance with the provisions of this act, and the specific facts on which the allegation of noncompliance is based; and

(b) the name, address, and contact information of the complainant. The executive county superintendent shall complete the investigation within 60 calendar days after receipt of the complaint and issue a written decision with proposed remediation, if necessary, to the complainant and the school district.

Step 5) The individual may then file a petition of appeal of the board's written decision to the Commissioner of Education through the Office of Controversies and Disputes in accordance with N.J.S.18A:6-9 and the procedures set forth in State Board of Education regulations.