

Dear Parent or Guardian,

To: All Parents
From: Ron Tabano, CEO and Principal
Date: September 4, 2022

As a parent of John V. Lindsay Wildcat Academy Charter School, you have the right to know the professional qualifications of the classroom teachers who instruct your student. Federal law allows you to ask certain information about your student's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your student's classroom teachers:

- (a) Whether the NYS Education Department has licensed or qualified the teacher for the grades and subjects he or she teaches.
- (b) Whether the NYS Education department has decided that the teacher can teach in a classroom without being licensed or qualified under state regulation because of special circumstances.
- (c) The teacher's college major and whether the teacher has any advanced degrees and, if so, the subject of the degree.

If you would like to receive this information please call me at 646-993-1850.

I am happy to announce that this year, all teachers at JVLWACS are highly qualified.

Sincerely,



Ron Tabano
C.E.O. and Principal

John V. Lindsay Wildcat Academy Charter School
**Policy and Procedures for Written Complaint and Appeal Procedures Under Title I As
Required by Title IX**

You may file a complaint or appeal if you as a parent, teacher, student, interested person, or agency believe the John V. Lindsay Wildcat Academic Charter School (JVLWACS) is in violation of ESEA Title I, Parts A, C, and D, or the General Education Provision Act; or of Section 100.2(ee) Academic Intervention Services of the Regulations of the Commissioner.

I. How do I file a complaint?

If you believe that JVLWACS is noncompliant with the above Acts and Regulations, you may file a complaint. Your complaint must be written and contain the following:

- Be signed by the person or representative filing the complaint;
- Specify the requirement of law or regulation being violated and why you feel this is a violation;
- Information or evidence that supports your claim; and
- What corrective action you desire.

II. Where and how do I file a complaint?

Title I complaints should be sent first to the Director of the Board of Trustees of JVLWACS and the Chief Executive Officer at Board of Trustees, JVLWACS, 17 Battery Place, New York, NY 10004. If the Directors and/or CEO fail 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 City Department of Education, Office of School Improvement, Division of Teaching and Learning, 52 Chambers Street, Room 213, New York, NY 10007. The New York City Department of Education has a 30 business day period in which to resolve the complaint.

III. What response can I expect from JVLWACS and the New York City?

The school must respond to your complaint within a reason timeframe and contain the following:

- A copy of the original signed complaint;
- A copy of the school's, as LEA, response;
- A copy of the local school district's response to the original complaint or a statement that the school district failed to respond in 30 business days;
- A copy of the local school district and the Department of Education's response to the original complaint or a statement that the Department of Education failed to respond within 30 business days; and
- A statement identifying those parts of the local school district's response which the party wishes to appeal.

IV. What do I do if my complaint has to do with the New York State Department of Education?

You should only file a complaint with the State Education Department when the complaint pertains to:

- The State’s administration of the ESEA Title I Basic Grant, Migrant Education, or Neglected or Delinquent Program; or
- If you are appealing a decision made by the Board of Trustees of JVLWACS.

The State must respond within 60 business days of the receipt of the complaint or appeal. The State may apply for an extension of the 60 business days for exceptional circumstances. Your complaints or appeals should be sent to:

*New York State Education Department
Office of School Improvement & Community Services (NYC)
55 Hanson Place, Room 584
Brooklyn, NY 11217*

V. What do I need to do if I want to appeal a decision?

You must request an appeal and that request must be postmarked within 20 business days of receipt of the School’s (as LEA) response to your original complaint.

VI. Who will review my complaint or appeal?

The title I representative in the NYSED office who is assigned as the program manager for the district against which the complaint is made and other staff as appropriate based on your complain or appeal.

VII. What should I expect from the State Education Department after I file a complaint?

The SED response will include the following:

- The names of the people they interviewed in the process of making a determination;
- Any records or evidence they examined; Any relevant dates/times/locations/events;
- Summary of finds; and
- The nature of the corrective action to be taken including applicable timelines.

VIII. If the State rules in my favor, how will the timely and appropriate implementation of the corrective action be monitored?

If the school does not take the steps as outlined in the corrective action, the State can withhold all, or a portion of, the ESEA Title I allocation to the school.

IX. Am I able to review the records of prior complaints and appeals?

Yes, all copies of correspondence, related documents, investigative reports, and summary reports involved in the complaint/appeal resolution will be maintained at the New York State Education Department for five years. Records will be made available to interested parties in accordance with the provisions of the New York State Freedom on Information Law.

X. If I am dissatisfied with the State Education Department's complaint resolution can I file an appeal?

Yes, you may file an appeal directly with the United States Department of Education at:

*United States Department of Education
Compensatory Education Programs
400 Maryland Avenue, S.W.
Room 3W230, FOB#6
Washington, DC 20202-6132*