

Any public or non-public school parent or teacher, other interested person(s), 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 Schools

242 Hoyt St.

Brooklyn, New York 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

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.

In alignment with the requirements of Title programs.