

**Form**

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REGULATION 9130  
CHESTERFIELD ELEMENTARY SCHOOL  
COMMUNITY INQUIRIES AND COMPLAINTS FORM

Community Member/Student' Name: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

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**Level I (Staff Members- teachers, instructional coaches \_\_\_\_\_)**

*Note: incidents involving aides and custodians should be brought to the principal for initial review, incidents involving paraprofessionals should be brought to the Supervisor of Student Services for initial review- any subsequent appeal should be brought directly to the Superintendent per Level III*

**A party shall first attempt to discuss their inquiry or complaint with the staff member involved in the matter. A staff member shall contact the party within 24 hours, unless they are absent, of the initial contact and issue a written decision within three (3) working days of receiving the inquiry or complaint.**

**Inquiry/Complaint:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Remedy/relief being sought:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date submitted for Level I review:** \_\_\_\_\_

**Level I Decision Rendered:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Note: Disciplinary action taken against students other than your own will not be disclosed.*

**Date of Decision:** \_\_\_\_\_

**Name of Party rendering decision:** \_\_\_\_\_

*Note: If you do not receive a Level I determination as required under Regulation 9130, you may file a Level II appeal.*

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**Level II (Supervisor or Principal)**

*Note: incidents regarding aides and **custodians** should have been brought to the principal for initial review and incidents involving paraprofessionals should be brought to the Supervisor of Student Services for initial review, therefore skip to Level III of this form for an appeal regarding such*

**Withing fourteen (14) calendar days, the party shall submit their appeal in writing to the appropriate Supervisor or Principal. The Supervisor or Principal shall contact the party within two (2) working day, unless they are absent, and issue a decision within five (5) working days of receiving the inquiry or complaint.**

**Inquiry/Complaint: Please see Level I**

*A community member may detail their initial inquiry and complaint if they did not do so in writing at Level I:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Remedy/relief being sought: Please see Level I**

*A community member may detail their initial remedy/relief sought if they did not do so in writing at Level I:* \_\_\_\_\_

\_\_\_\_\_

**Basis for appeal:** \_\_\_\_\_

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**Date submitted for Level II review:** \_\_\_\_\_

**Details regarding Level II conversations and/or conferences** \_\_\_\_\_

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**Level II Decision Rendered:** \_\_\_\_\_  
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*Note: Disciplinary action taken against students other than your own will not be disclosed.*

**Date of Decision:** \_\_\_\_\_

**Name of Party rendering decision:** \_\_\_\_\_

*Note: If you do not receive a Level II determination as required under Regulation 9130, you may file a Level III appeal.*

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**Level III (Superintendent)**

**Withing fourteen (14) calendar days, the party shall submit their appeal in writing to the Superintendent. The Superintendent shall contact the party within two (2) working days, unless they are absent, and issue a decision within five (5) working days of receiving the inquiry or complaint.**

**Inquiry/Complaint: Please see Level I/Level II**

**Remedy/relief being sought: Please see Level I/Level II**

**Basis for appeal:** \_\_\_\_\_  
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**Date submitted for Level III review:** \_\_\_\_\_

**Details regarding Level III conversations and/or conferences:** \_\_\_\_\_  
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**Level III Decision Rendered:** \_\_\_\_\_  
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*Note: Disciplinary action taken against students other than your own will not be disclosed.*

**Date of Decision:** \_\_\_\_\_

**Name of Party rendering decision:** \_\_\_\_\_

*Note: If you do not receive a Level III determination as required under Regulation 9130, you may file a Level IV appeal.*

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**Level IV (BOE)**

**Withing fourteen (30) calendar days, the party shall submit their appeal in writing to the Board of Education. The BOE shall issue a written decision within thirty (30) days of receiving the appeal.**

**Inquiry/Complaint: Please see Level I/Level II**

**Remedy/relief being sought: Please see Level I/Level II**

**Basis for appeal** (please cite the entire basis for your appeal and any policies you believe are applicable, please attach additional pages if needed to explain your appeal): \_\_\_\_\_

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**Remedy/relief being sought (please attach additional pages if needed):** \_\_\_\_\_

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**Prior to signing this complaint, I have taken the following action to verify the occurrence and remedy or clarify the problem complained of:** (This must include discussions at the appropriate levels within the administrative chain of command (ex. 1-the teacher, 2-the appropriate supervisor or principal, and 3-the superintendent) or 1- the appropriate administrator (Director of Curricula and Instruction or the Director of Student Services) or principal and 2- the superintendent)

*Note: Copies of all communications regarding the matter should be attached.*

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**Are you requesting a hearing:** Yes  No

**Date submitted for Level III review:** \_\_\_\_\_

**Date of Hearing:** \_\_\_\_\_

**Level III Decision Rendered/Date of Decision :** see attached

*Note: Disciplinary action taken against students other than your own will not be disclosed.*

*This determination may be appealed to the New Jersey Commissioner of Education.*