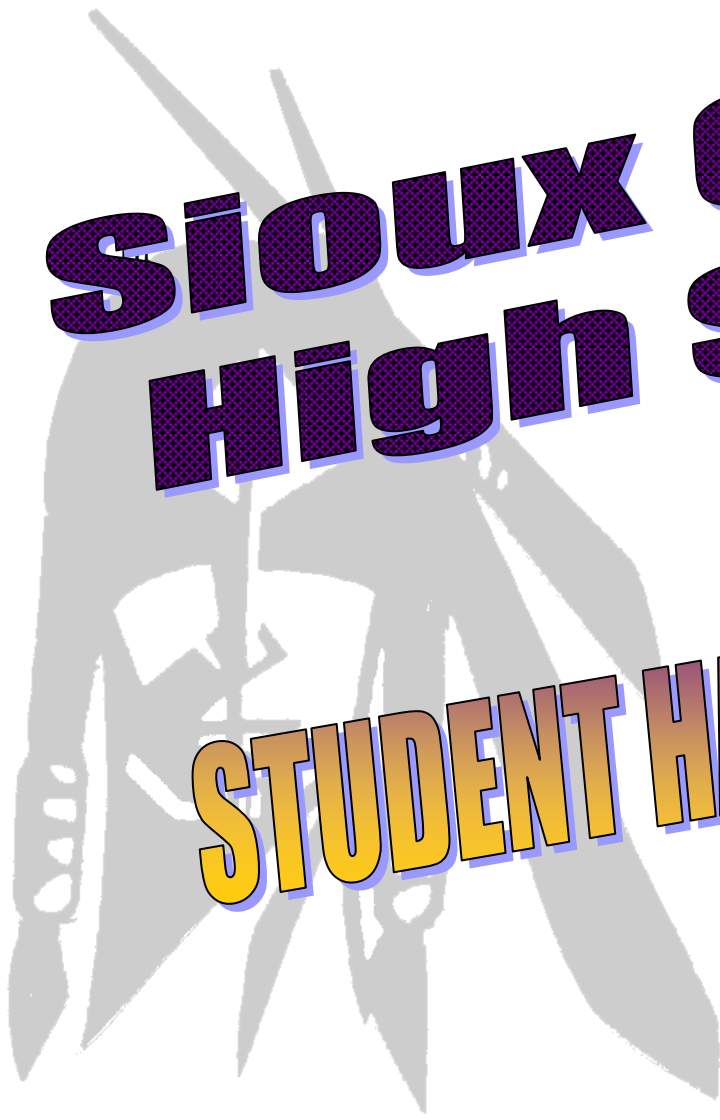




2017-2018

**Sioux County
High School**

STUDENT HANDBOOK



**SIoux COUNTY SCHOOLS
HIGH SCHOOL STUDENT HANDBOOK**

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**SIOUX COUNTY HIGH SCHOOL
STUDENT HANDBOOK
2017-2018**

MISSION STATEMENT

Sioux County High School is a student-centered environment with a mission to provide knowledge through innovative educational resources while developing each student's confidence to impact the future.

The one basic principle that you will find in this high school is that you are young adults and will be treated as such. You are responsible for your actions or inactions and you will be held accountable for them. The citizens of Sioux County have provided you with a vast array of resources to help you be successful in all phases of your endeavors while going to high school. The staff and administration will assist you in every way possible to be successful in your endeavors while attending this high school. However, you must provide the time, effort, and energy to complete your assignments, get to school on time, and all of the other things that mark a successful high school career.

This handbook has been organized and you have been given a copy to read because there are basic guidelines, which are applicable to each individual. These guidelines are established for several reasons, which include but are not limited to the following:

1. The orderly operation of the school and classrooms.
2. The safety of the individual student and staff person.
3. To ensure each individual is treated fairly by following previously established guidelines.
4. To ensure that each student is provided with the maximum opportunity to learn.

The provisions in this handbook have been designed to implement Nebraska School Law, Section 794170 to Section 79-4205 and other Nebraska statutes which protect our citizens' rights and help us meet the responsibility of citizenship. Individual exceptions from the regulations and procedures outlined in this handbook may be granted by the school Administrator only when such deviation, in the Administrator's judgment, contributes to the educational opportunity and are in the best interest of the student and the school.

**CHAPTER I
EDUCATIONAL PLANNING**

Educational planning is the first step in preparing for your life's work. This, in reality, is the first step in the fulfillment of a vocational plan. Your schoolwork will be much more worthwhile and interesting to you if the work you are doing in school fits into your plan for the future. When creating an educational plan, you should be sure that you have knowledge of the following:

1. The high school graduation requirements.
2. The educational requirements of your selected field.
3. The entrance or skill requirements of the college or vocation of your choice.

With assistance from your parents, the staff, and guidance counselor, plan your high school program in terms of your own goals after taking into consideration your abilities, interests, and needs. Make an appointment with the guidance counselor. Talk over these plans with your parents. Have a goal selected through knowledge and consultation.

GRADUATION REQUIREMENTS: Availability of human resources to teach respective classes often dictates the class offering from year to year, therefore requirements may need adjustment. The basic requirements remain imperative, however. Effective 9-1-75, graduation from Sioux County High School will be made upon the recommendation of the Superintendent provided the student has earned a minimum of 220 semester hours of credit. In order to be eligible for graduation, a student must have successfully completed a minimum of the following:

- 8 semesters (4 years) of **English** to include English 9, English 10, American Literature, two semesters of English electives (40 cr.), and one semester of Speech I (5 cr.) **45 cr.**
- 7 semesters (3.5 years) of **Social Science** to include Geography (5 cr.), World History (10 cr.), American History (10 cr.), American Government (5 cr.), and Economics (5cr.) **35 cr.**
- 6 semesters (3 years) of **Mathematics** to include Algebra I (10 cr.) and Geometry (10 cr.)
- 6 semesters (3 years) of two lab **Sciences** to include Physical Science (10 cr.) and Biology (10 cr.) **30 cr.**
- 4 semesters (2 years) of **Physical Education** (10 cr.), **Health** (5cr.), **First Aid** (5 cr.) and must certify in **CPR**. **20 cr.**
- 4 semesters (2 years) of **Fine Arts** that include **Band in the 9th grade** and may include **Chorus, Art, Speech II** (Competition Speech 2.5 cr. for each year) if student application is approved by Speech Coach, Superintendent, and Counselor stating the student competed in all of the meets attended by the team. (1.3 cr. for each year) if the student attended only a minimum of 2/3 of the meets attended by the team. **Drama** (1.3 cr. each year) if student application is approved by Drama Coach, Superintendent, and Counselor stating that the student participated in the play. **20 cr.**
- 3 semesters (1.5 years) of **Business Education** to include Keyboarding (10 cr.) and Business electives (5 cr.) **15 cr.**
- Electives **45 cr.**

TOTAL 230 Semester Credit Hours Required for Graduation

NOTE: “Successful completion” is defined to be: Passing grades and full credits for the course. Credits are based on the Nebraska state definition of instructional units, where 15 clock hours or 900 minutes equals 1 instructional unit.

NOTE: Participation in athletics may not be used to meet the physical education requirements. Credit given for library assistant, science lab assistant, computer assistant, athletic director assistant, may apply to the elective requirement.

NOTE: To regain credit loss or to retake a course students may choose (at parent’s expense) to take a corresponding independent study course from the UNL Independent Study High School or NEVA. Upon successful completion of the course, the credits will be added.

EXEMPTIONS: Students who enter SCHS as a transfer student above the freshman year and students identified with special needs may be exempted from meeting the subject matter requirements for graduation but are not exempt from the 220 hour total. Written exemptions are recommended by the Guidance Counselor and approved by the Superintendent.

SEQUENCE: Courses should be taken in the proper order and sequence, Algebra I before Algebra II etc. Exemptions may be granted by the Guidance Counselor after consultation with the faculty member.

SUGGESTED MINIMUM COLLEGE REQUIREMENTS: Make sure you take classes that will allow you to graduate from high school and meet college admission requirements. Follow these guidelines for admission into most Nebraska colleges.

English – 4 years

Math – 4 years including Algebra I, Algebra II and Geometry

Social Studies – 3 years of American History, World History, American Government or Geography

Natural Sciences – 3 years including Biology, Chemistry, Physics or Earth Sciences

World Language – 2 years of the same language (some colleges require 4 years)

Talk to your guidance counselor about academic requirements for community colleges and the National Collegiate Athletic Association (NCAA) as they may differ.

CHAPTER II ACADEMIC PROCEDURES

GRADING: The grading scale used for reporting grades on transcripts is as follows:

A= 100 - 94 B= 93 - 86 C=85 - 78 D=77 - 70 F=Below 70

Plus and minuses will be used on the report cards but not on transcripts and they will not be used for GPA. The Grade Point Average is based upon a 4-point system. 4= A, 3=B, 2=C, and 1=D. The GPA is used to determine the honor roll by dividing the total academic point by the total units of credit obtained during that quarter. The semester GPA is computed in the same manner, not an average of the quarter grades. All computations are made by the use of a computer program.

ACCUMULATED GPA: This average is only computed at the end of the semester to determine class rank and is calculated to the thousandth place by dividing the accumulated academic points by the accumulated units of credit.

HONOR ROLL: The Honor Roll is a list of students who have accumulated a GPA of 3.5 or more. The Honor Roll is listed each quarter and each semester. If a person has a grade of less than C- or is taking less than 25 units that semester they are not eligible for the Honor Roll.

HONORABLE MENTION: Is calculated in the same manner as the Honor Roll. If a student has a GPA of 3.0 or greater they are placed upon the Honorable Mention List.

MOST ACADEMICALLY IMPROVED: Students who show significant academic improvement by increasing their GPA by .3 of a point or more higher than their accumulative GPA qualify for this list.

PASS/FAIL: May be assigned to specific students or certain courses and is not computed as a part of the GPA.

VALEDICTORIAN and SALUTATORIAN: Students completing the requirements for graduation and with the highest cumulative GPA for the four years shall be considered the valedictorian(s). Students having the second highest GPA for the four years of high school shall be considered the salutatorian. In the event more than one student has the same grade point average, refer to Policy 5003, Grading Procedure for the process for selecting the valedictorian and salutatorian. Both the valedictorian and salutatorian must have attended Sioux County High School for at least four (4) semesters and must have attended an accredited public, private, denominational, or parochial school for a period of eight (8) semesters, and must have an accumulative GPA of 3.5 or higher. Co-valedictorians will be named if the accumulated GPAs are within .005. Co-salutatorians will be named if the accumulated GPAs are within .005.

INCOMPLETE WORK: Students who miss school because of illness or inclement weather will have two days for the first day missed and one day for each additional day to complete work missed during this period. Students who receive an unexcused absence will have their grades discounted and the final grade reduced.

ADD/DROP CLASSES: Students will be permitted to add and/or drop classes five days after a semester commences. The school counselor will provide the forms and procedures for adding/dropping classes. Parental permission will be required for the process to occur. The student will make up work missed during those five days.

PROMOTION and RETENTION: Required courses must be completed successfully in order for a student to graduate. Both the failing and passing grades will appear on the transcript for failed courses that are retaken.

WITHDRAWAL FROM SCHOOL: Any student withdrawing from Sioux County High School must bring a letter of explanation from her/his parent/guardian stating why they are being withdrawn. If at all possible the parents/guardians are requested to meet with the Superintendent and/or Counselor. This statement will be kept on file in the Superintendent's office. Before transcripts will be released all debts, fines, and school equipment must have been taken care of and the student must have been formally checked out of school by each of his/her classroom teachers, each coach, the librarian, and athletic director.

PROGRESS REPORTS: Report forms shall be given or sent to parents at nine-week (quarterly) intervals as to course performance and attendance. Grade slips will also be sent home on all high school students at the end of the fourth week of each quarter. This should provide adequate time for improvement if needed. If a student is failing, parents will be informed on a weekly basis of the student's progress and may be asked to attend a conference to help develop strategies to assist the student.

DOWN LIST: If a student receives a failing grade in the same class for two consecutive weeks the teacher will notify the principal who will place the student on the down list until the student's grade reaches passing (69%). While on the down list a student may attend practice but not

participate in any extracurricular activities. The student should arrange a time with the teacher to receive help in that subject.

PARENT-TEACHER CONFERENCES: Parent-teacher conferences will be held at various times throughout the year to inform the parents of their student's progress. Letters will be sent and notices posted as to the dates and times of these conferences.

CHAPTER III STUDENT CONDUCT

GENERAL STATEMENT: In order to create an atmosphere that is conducive for maximum learning, certain guidelines must be established. These guidelines are for the protection and benefit of all participants in the educational program at this school. The guidelines are designed to help maximize the educational opportunities provided to the students attending Sioux County High School. They are also designed to cultivate good citizenship and responsible participants in a democratic society.

BULLYING PREVENTION: The Sioux County School Board recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on or off school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school sponsored activities or school-sponsored athletic events.

Bullying may constitute grounds for long-term suspension, expulsion or mandatory reassignment, subject to state and federal statutes and the district's student discipline and due process procedures.

DATING VIOLENCE: The Sioux County School District strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated. For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually used, physical, sexual, verbal, or emotional abuse to control his or her dating partner. For more information please see under Article 5 policy number 5505.3

DRESS/APPEARANCE: Students will be expected to dress neatly. The administration reserves the right to determine what is neat or inappropriate. The following apparel does not lend itself to the positive nature of the school or to the educational process and therefore will not be allowed: Short shorts, blouses or shirts that result in bare midriffs, any dress or blouse with spaghetti straps, any clothing that allows the undergarments to show, any apparel that advertises controlled substances, has obscene language or gestures, or that is derogatory of any race, culture, or gender. Shorts must reach the tip of the finger tips when arms are hung at one's side. Skirts must be two inches below the fingertips. Hats, caps, or handkerchiefs will not be worn in the school during the school day except for special occasions (i.e. homecoming dress up day or some other occasions upon approval of the superintendent). Students may not wear caps or handkerchiefs in the gym during practices. Students may not wear sunglasses (unless

requested for a medical reason by a note from a physician). If a student wears apparel described above as inappropriate, he/she will be asked to turn it inside out and wear it like that for the remainder of the day. Students may be provided a T-shirt to wear for the remainder of the day if one is available. As a last resort they will be sent home to change the article of clothing that is in question. If this is the case, they will be expected to make-up double the time after school. Repeated offenses may warrant a student being placed on a Step in the 5-Step Disciplinary Policy.

DRIVING OF VEHICLES: Sioux County High School is a semi-opened campus. Upon arrival in the morning no student will be allowed to drive any vehicle until they have completed their academic day of school. The School Board and Superintendent emphasizes that driving at noon will not be allowed. The only exception will be a family emergency and/or with permission from the superintendent of schools.

ELECTRONIC EQUIPMENT: Sioux County students may not be in the possession of any type of cell phone inside any Sioux County School, while on any property owned, used, or leased by the Sioux County School District, or while attending or participating in any activity involving any Sioux County School. If a student must have a cell phone to contact their parents while participating in an activity or on a field trip sponsored by the Sioux County School District, the student may give the cell phone to the sponsor and use the cell phone under strict supervision by the sponsor. If a student desires to take a cell phone to an activity or on a field trip they must first have permission given to the sponsor by the building principal. At no time may a student use any electronic equipment except at the discretion of the classroom teacher or activity sponsor.

Lap Tops: All students will be issued a lap top computer upon entrance of Sioux County High School. Students are responsible for the proper care, use and treatment of the lap top during their entire high school career. Students cannot take lap tops on any activities or personal trips.

FIREARMS/WEAPONS: Under the provisions of the Gun Free School Act and Neb Reh Stat. 28-1204.04 (reissue 1995), it is illegal to bring onto school property any firearm or weapon (knife, razor, machete, garrote, stiletto, etc.). A knife with a blade longer than 2.5 inches may be considered a weapon. Under the provisions of the laws mentioned above, any and all violators will be prosecuted.

HALLS: Students are not to congregate in the halls before school. They are to assemble in the gym, East foyer, or be with a teacher before school and at noon unless they are studying in the library. Students are to proceed to and from classes in a manner that is quiet and as efficient as possible.

LEAVING THE SCHOOL GROUNDS - during normal school hours without permission will not be allowed. If a student needs to leave the grounds during the day (other than lunch), the parents need to send a note to the building principal requesting permission. In classes that require students to leave the grounds a note from the parents at the beginning of the year will ok the student for the entire year.

LOCKERS: The office assigns lockers. You are responsible for the care of your belongings and for your assigned locker. It is best not to leave valuables in your lockers. You may keep them in the

office with the school secretary. The locker is the property of the school district and may be inspected at any time with or without the consent of the student. Students are not allowed in other students' lockers.

PARKING: Student parking is restricted to the East and South lots. The West is reserved for guests and faculty.

BEVERAGES: Beverages, except for water, are not allowed in the classrooms, library, gym, or stage except at the discretion of the classroom teacher. Beverages are not to be stored in the students' lockers opened or closed. If beverages are brought to school for lunches, students should request storing them in the refrigerator of the Family & Consumer Science room. They may be consumed in the Family & Consumer Science room during lunch. If you have a medical reason why you have water, juice or pop in your locker or these other places, please have your doctor inform the superintendent of the same in writing. Water bottles that can be closed need to be used when brought to class. Glass containers will not be allowed.

TEACHERS' ROOM: This is a room for the teachers. Students are not allowed in this room during normal school hours. The only exception to this rule is that a student may use the phone in the teachers' room after school if 1) the main office is closed and 2) if they have permission from a staff person.

SEXUAL HARASSMENT: Sexual harassment is a form of misconduct, sexual advances, requests for sexual favors, and other verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's work or study performance creating an intimidating, hostile, or offensive working environment. Sexual harassment may take several forms, including, but not limited to: verbal harassment or abuse; subtle pressure or requests for sexual activity; or unnecessary touching of an individual, e.g. patting, pinching, hugging or repeated brushing against another person's body. The Sioux County School Board has established a policy that absolutely prohibits sexual harassment in any forms by any person at Sioux County High School by or of its students and/or staff. Any person who has reason to believe that harassment exists or has a complaint is directed to see the counselor, office secretary or the superintendent. A copy of the Sexual Harassment Policy is attached to this handbook.

COPIER: The copier in the library is for student use. The copier in the office is for staff only.

TELEPHONE: Students are encouraged to use the school phone as minimally as possible. Students may receive and make phone calls from classrooms, but only with the permission of the teacher. If no teacher is in the classroom then the student will use the phone in the office or teacher's lounge with permission. We will not call students to the phone except in cases of emergency. Students are requested to ask permission to use the phone and to identify for what purpose.

USE OF THE OFFICE: When it is necessary to come to the office, please remember that you are an official representative of Sioux County High School. Remember to be courteous, quiet, and take care of your business in a quick and efficient manner.

DISPENSING MEDICATION POLICY: The reason for this policy is to meet the State mandate for dispensing medication to students. If you have more than one student in SCHS, put all names on one physician and parents' request form.

The following are the required forms that need to be filled out by the parent and physician. The parent form is titled "Caretaker Authorization for Administration of Prescription Medication to Students" and the physician form is titled "Provision of Medication to Students, Physician's Request for Administration of Prescription Medication by School Personnel."

The physician will need to complete and sign the form. All completed parent and physician forms will need to be returned to the school district office.

POSSESSION, DISTRIBUTION, AND/OR USE OF TOBACCO, ALCOHOL AND DRUGS: Possession and/or use by students of tobacco, alcohol or illegal drugs in school on school trips, on school property, including in school vehicles, at any inter-scholastic event, or during the course of any field trip or other activity sponsored by Sioux County High School and/or sanctioned by the Sioux County Board of Regents is strictly prohibited and will be addressed as a violation against school policy. These violations will be addressed in the following manner:

Tobacco:

1. First offense - Up to five days after-school detention, parents notified. (Student placed on Step 2).
2. Second offense - Up to three days suspension from school plus all activities for one week. Conference with parents. (Suspension in all cases described here and below is taken to mean suspension from days when school is in session. This suspension may be in school or out of school depending upon the discretion of the administration.) (Student placed on Step 3.)
3. Third offense - 3 to 5 days suspension from school plus all activities for two weeks. Conference with parents. (Student placed on Step 4).
4. Fourth offense - Recommended expulsion for the duration of the semester to the School Board. (Student placed on Step 5).

Alcohol Possession, Use, or Under the Influence:

1. First offense - up to 3 days suspension from school plus all activities for a week. Conference with parents. (Student placed on Step 3)
2. Second offense - 3 to 5 days suspension from school plus all activities for two weeks. Conference with parents and an appointment with a drug/alcohol counselor. (Student placed on Step 4)
3. Third offense - Recommended expulsion for the duration of the semester to the School Board. Individual is recommended to seek counseling before seeking re-admission to school. (Because there appears to be a serious addiction thus creating a health issue for the student, the student will be placed on Step 5 with the above conditions:

Alcohol Distribution or Selling:

1. First offense - 3 to 5 days suspension from school plus all activities for two weeks. Conference with parents. (the student will be placed on Step 4).
2. Second offense - Recommended expulsion for the duration of the semester to the School Board. (the student will be placed on Step 5).

Illegal Drugs: Possession, Use, or Under the Influence

1. First offense - 3 to 5 days suspension from school plus all activities for two weeks. Conference with parents. (the student will be placed on Step 4).
2. Second offense - Recommended expulsion for the duration of the semester to the School Board. Individual is recommended to seek counseling before seeking re admission to school. (the student will be placed on Step 5.)

Illegal Drugs: Distribution or Selling

1. First offense - Recommended expulsion for the duration of the semester to the School Board.

Allegations of alcohol or illegal drug violations will be turned over to the proper law enforcement authorities. Submitting to diagnostic evaluation and undertaking the recommendation at the parent/student's expense may reduce the penalties if agreed upon by the superintendent and the board of education.

DEFINITION OF TERMS

Alcohol - Any substance that contains alcohol that is not prescribed to that individual by a licensed physician.

Illegal Drugs or Controlled Substance - Any mind-altering substance that is taken internally by swallowing, inhaling, and/or injections that is not prescribed to that individual by a licensed physician.

Possession of Alcohol or Controlled Substances - Possession is determined if the substance is found on the person in a location where a person has access on school property (i.e. lockers, vehicles, other areas or locations accessible to individuals on the school grounds and/or school owned vehicles).

School Property - Any school owned, leased, or rented building, grounds, activity area, or vehicle.

School-Sanctioned Activities - Any activity of the school that is sanctioned by Sioux County High School and the Board of Education. This includes but is not limited to dances, field trips, sports trips, plays, and other such related activities.

Under the Influence - Having ingested by swallowing, inhaling, or injecting tobacco, alcohol or controlled substances.

CHAPTER IV
SCHOOL TRANSPORTATION

1. All students involved in school-sponsored activities are expected to use school-sponsored transportation. They are expected to meet the school vehicle at the designated time. The vehicle will leave no more than 10 minutes after the pre-arranged departure time. The vehicle will not wait for those who are tardy.
2. Parents may request that he/she be allowed to transport students from an activity. For any student not using school transportation, their parent/guardian must request in writing to the event sponsor that their student be allowed to be taken from the event. Parents/guardian must complete AR-5335 Activities Release Form prior to the event. If there is a dispute between the parent and event sponsor about transportation the matter will be decided by the designated administrator.
3. Parents may request in writing to have their student picked up and dropped off at a pre-arranged location. This location must be along the pre-determined route. The school vehicle will not leave the regular route in order to pick up a student.
4. The school is not responsible for the students before they board the school vehicle or after they depart the school vehicle to go home.
5. The sponsor has the responsibility of determining the seating arrangement on the school vehicle. The sponsor has complete authority and responsibility to determine that all are on the school vehicle, to determine food and rest stops, and to determine departure times.
6. Food and drink are allowed on the school vehicles. The students must properly dispose of all trash. Any student that behaves inappropriately may be required to:
 - a) Clean the vehicle or
 - b) Lose their privilege of riding in school sponsored vehicles.
7. Only Sioux County High School students and sponsors will be allowed to ride in the school vehicle to a school-sponsored activity. Nebraska Department of Education Rule 92-006.03 Authorized Passengers. No one except school personnel, supervisory personnel, monitoring personnel and pupils assigned to a pupil transportation vehicle for a particular route schedule or for an activity may ride in such vehicles.
8. In instances of dual sponsorship, sponsors must be in agreement to all rules prior to the trip.
9. The driver is licensed to operate the bus or other school vehicle. They are expected to adhere to all laws and driving regulations. If there is any cause to believe that any driver has acted in a way that is unlawful or unsafe it is to be reported to the superintendent immediately.

CHAPTER V ADMINISTRATIVE PROCEDURES

Absenteeism -- Attendance

Students have the right and duty to attend school. The United States Constitution and statutory law guarantee this right to all students. Section 79-209 of Nebraska School Laws (NSL) states that: Every person residing within a school district in the State of Nebraska who has legal or actual charge or control of any child not less than six (6), nor more than seventeen (17) years of age, shall cause such child to attend regularly the public, denominational or parochial school each day such school is open and in session.

Students cannot miss any more than a total of five (5) days per quarter or twenty (20) days per year or the hourly equivalent. Once the student has been absent 4 days in the current quarter, the teacher shall notify the principal who will in turn notify the parent(s) and arrange a meeting with the student's parent(s), the teacher, and the principal.

Any administrator, teacher, or member of the school board who shall know of any violations of school attendance laws" --- shall within three days report such violation to the Sioux County Attorney's Office.

Parents must inform the school within a 24 hour time frame of any absence prior to the absence.

Excused absences **that are not counted** toward the 4 days of absences per quarter:

- Doctors excuses
- Funerals that need to be traveled to, will count as one day
- Vacations of educational value will be counted as one day, with school work completed in advance if possible
- Impassable roads due to weather

Absences **that will count** toward the 4 days of absences per quarter:

- Days when parents take students out of school to hunt, work cattle, go shopping, etc.
- Illness without a doctor's note
- Any absence in which a parent does not inform the school within a 24 hour period of the absence

Credit loss begins after the 8th absence. The 9th absence in any class in a semester will result in ½ credit loss for that class and each subsequent absence will result in an additional ½ credit loss in that class. Students will not be given make-up time to regain credit. However, a student may petition the attendance committee for forbearance.

Attendance at school is very important. Participation in daily classroom activities is necessary for success in school. In order to participate in activities you must be in school. Parents are requested to notify the school of an absence before the start of the school day.

TARDINESS: Students are to be in their seats when the second bell rings. Students who enter the class after the second bell rings are tardy. Students who are tardy must get an admittance slip from the teacher from the previous class or from the office. Three (3) tardies per class per semester will equate to one unexcused absence.

LIBRARY: The library is open for use throughout the school day. The library is a STUDYING, READING, AND RESEARCH CENTER at all times, and all students are welcome to use the facility. However, a student may be asked to leave if they disturb others, are talking too much, or creating unnecessary noise. Books may be checked out for a period of two weeks, and may be renewed for an additional two weeks. Reference materials (encyclopedias, special materials, newspapers, etc.) may not be taken from the building or deposited in lockers. They may be removed from the library with special permission of the librarian.

INSURANCE: The district does NOT carry personal injury insurance for those participating in school-sponsored activities. The district does make available forms for school-time, 24 hour, dental, and football insurance for a premium paid to the vendor of the policy. See the Athletic Director for details.

INJURY: All injuries are to be reported to a teacher or supervisor. If you have coverage with the vendor specified above, you will need to complete a form in order to obtain reimbursement for treatment expenses.

VISITORS: Visitors are asked to report to the office so that proper arrangements may be made for their visit. All visitors are welcome. Parents are encouraged to visit our school and the classes of their students.

SOLICITORS: Only school related organizations may solicit in the school or at school activities with the permission of the superintendent. Other groups may petition the School Board for permission for sales or concessions at the school or school activities. The use of the school as a means to captivate an audience for the purpose of soliciting sales or charitable contributions is expressly prohibited.

SCHOOL CLOSING: Every effort will be made to notify parents of school closing, most commonly by phone from the Superintendent or Principal. Notice will also be given via the Chadron radio stations (KCSR AM 610 and KQSK 97.5) and the Scottsbluff radio stations (KNEB-960 AM and KNEB 94.1 FM).

DAILY BULLETIN: The daily bulletin will be compiled during the first period. Since the bulletin is compiled before the start of school, persons wanting announcements placed in the bulletin must provide the school secretary with the necessary information in writing the day before the bulletin is to be read. In special circumstances material to be placed in the bulletin will be accepted if it is turned in before the start of school.

SCHOOL DANCES: All dances take place in the school and must be sponsored by school classes or school organizations and must be approved by the Superintendent. These dances are limited to SCHS students, their dates, parents, and teachers. On

Prom night the dance will be open for the first thirty minutes for public viewing. Grade school students are not allowed unless specifically invited. Sponsoring organizations may invite special groups such as students from another school, alumni, etc. with the approval of the administration. SCHS students must pre-register their dates on a list that will be posted in the office. SCHS students are held responsible for their date's behavior. No student will be admitted to a dance after the dance has been in session for one hour. Students who leave the building after the dance has been in session for one hour or before the dance is scheduled to end will not be re-admitted and their parents will be notified.

SENIORS: Seniors will provide the senior class sponsor with a picture for the senior composite. The senior class sponsor will be responsible for collecting these pictures. If a senior does not want his/her picture taken in a studio, a packet used for the yearbook will be purchased by the senior class for this purpose. Seniors may select their graduation speaker through class meeting and pay such speaker an honorarium from their class funds.

SENIOR SNEAK "TRIP": So-called senior sneak trips are not sanctioned by the Board of Education. Therefore, they will not receive any form of support from the school, staff, or administration.

CLASS FUNDS: Accounting for class monies is an exercise in fiscal management. Classes are cautioned against deficient expenditures.

EXCESS CLASS FUNDS: Excess funds of the graduating class may be donated to a school organization, choice of Scholarship Fund, charitable cause, or allocated toward the purchase of an item for the school, provided that such donation or purchase has been approved by a majority vote of the class and approved by the SCHS school board. Class funds are district funds. If the graduating class does not specify how excessive class funds are to be used prior to graduation, these unused funds will be deposited in the "SCHS" activity account. The "SCHS" account is the property of the district and administered by the school board.

CLASS ORGANIZATION and ACTIVITY: Each class will elect a President, Vice-president Secretary/Treasurer, and a Student Council member. The Secretary/Treasurer will keep minutes and records of finances. The Secretary/Treasurer will turn all money into the office. All monies turned into the office will be recorded in their activity file on the computer.

FIELD TRIP POLICY PROCEDURES: The principal and the superintendent must approve all field trips. All expenses for overnight field trips must come from private sources and will not be the responsibility of the district. The following procedures will be adhered to on overnight activity and/or field trips: (1) Students are expected to be in their assigned room with the door locked at lights out; (2) When students are visiting other rooms, the door must remain open; (3) Use or possession of tobacco, alcohol, or illegal drugs will not be tolerated. It is a violation of school policy that will result in parents being contacted to take their child home. A violation of the school policy regarding the use or possession of tobacco, alcohol, or illegal drugs as

per the student handbook will be enforced; (4) The sponsor is the only individual who can grant permission for students to leave the motel or site with a designated chaperone; and (5) Participation in an out of school activity or field trip is a privilege. Any student's behavior deemed to be unacceptable and/or a violation of district policy may result in the student(s) being excluded from out of school activities or field trips for the remainder of the school year.

CHAPTER VI SCHOOL SPONSORED ACTIVITIES

PHILOSOPHY OF SCHOOL SPONSORED ACTIVITIES: School activities are an integral part of the total curriculum that is vital to the educational development of the student/participant. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are an integral part of each activity our students participate in at SCHS. Activities are important in developing a healthy self-concept, a healthy body, and an active mind. Activities add to our school spirit and develop pride in our school. The activity programs will always be in conformity with the general objectives of the school. At no time will the general education curriculum of the school be placed secondary to the activities program. Our activities programs strive for the development of well-rounded individuals, capable of taking their places in a modern society.

PURPOSE OF ACTIVITIES: The activities programs of SCHS are a vital part of the education system. Its primary purpose is to help students grow and mature into respected members of society by providing opportunity for individual achievement, favorable publicity, leadership, and team participation.

ACTIVITY PARTICIPATION: Part time students must be enrolled for at least 20 hours or four classes to be eligible for activity participation. Students must be in school the entire day in order to be eligible to practice or participate in any extra-curricular activity. It is the responsibility of the principal to notify the coaches if a student cannot participate. Due to location the following exceptions may apply: Dentist or doctor appointment (student must have a note from the doctor or dentist), family emergencies, or road conditions. Also refer to Down List.

Students will not be allowed to leave early from an activity until it is completed. The only exception will be for family emergencies.

Goals of Activities:

- learn to accept official's decisions
- learn not to use abusive or irritating remarks from the sidelines
- value competition for its own sake
- treat all opponents with dignity, respect, and courtesy
- to encourage enthusiasm, courtesy, and respect for all of the participants
- conduct ourselves in such ways that nothing but honor and pride are products of our activities programs
- accept and learn from our mistakes

- acquire a mastery of the fundamentals and a joy of the activity you are involved in.

CHURCH NIGHT: Wednesdays are considered church night. No activities will be scheduled on Wednesday nights. All practices will be completed by 6:00 PM.

CONDUCT: All participants will demonstrate standards that will bring pride and honor to Sioux County High School, its students, and our community.

ACTIVITY BOOKS: Each school-sponsored activity will produce a book that explains the rules and expectations for that activity. These books will contain such items as training rules, practice rules, eligibility requirements, lettering requirements and other such relevant information. These books will be handed out and signed by both the participant and parents.

EQUIPMENT: The respective coach will check out all equipment that is owned by the school. The student is responsible for the equipment. If the any of the equipment is lost, damaged, or destroyed the student will be required to pay replacement cost for that piece of equipment. At no time should students wear equipment checked out to them without permission from the sponsor.

ACTIVITY TRIPS: On most activity trips students will be required to pay for their own meals. The supervising teacher with the approval of the superintendent will have an expense allowance for their meals of \$15.00 per day and lodging (when possible) must be direct billed to the district. It is the teacher's responsibility to secure the most favorable lodging rate and to inform the superintendent of the cost of the room(s). When students participate in activities they represent the community and the school district, thus they are the responsibility of the district. So that the student may participate at their highest level, there may be times when the situation warrants an overnight stay. In such situations the school will pay for lodging (four students assigned per room) and \$15.00 per day for meals. In the following situations an overnight stay by the students may be warranted:

- I. Assignment to a distant district for NSAA competition in which the travel would hinder the student's ability to compete. These competitions would include, but are not limited to music, wrestling, one-act play, and speech.
- II. A student that qualifies for state or national competition in any school sponsored activity.

Since the FFA raises its own funds through donations, sales, and other activities it will be responsible for the cost of its own student participants. Any cost the FFA Program assumes is at the discretion of the FFA Sponsor.

NATIONAL HONOR SOCIETY SELECTION

Becoming a member of the National Honor Society is a privilege afforded to students that meet specific criteria in the areas: scholastics, leadership, character, and service. Since the local chapter is affiliated with a national organization, there are specific selection guidelines.

SCHOLASTICS - The eligibility requirement is a cumulative scholastic average of a B or 3.0. Students are awarded 85 points for a 3.0, 100 points for a 4.0 and prorated points for a GPA between 3.0 and 4.0.

LEADERSHIP - On a scale of 1 to 10 in each category, the student is rated by the faculty in the areas of responsibility, relations with others, handling temper, gaining recognition, acceptance of criticism, flexibility, poise, judgment, self-confidence, and cooperation. There is a possible 100 points given for leadership.

CHARACTER - On a scale of 1 to 10 in each category, the student is rated by the faculty in the areas of manner of speech, tact, personal appearance, sense of humor, loyalty and trust, friendliness, intelligence, respect, facing reality, and perseverance. There is a possible 100 points given for character.

SERVICE - On a scale of 1 to 10 in each category, the student is rated by the faculty in the areas of willingness to uphold scholarship, respect for civil order, participation in school activities, participation in outside activities, willingness to offer assistance, willingness to take on difficult responsibilities, cheerfully renders assistance upon request, willingness to represent the school, volunteers for committee work, and show courtesy. There is a possible 100 points given for service.

SELECTION PROCESS - Only students in grades 10, 11, and 12 are eligible for membership. Students who attain an accumulated GPA of 3.0 or above at the close of the second semester automatically become eligible for membership. The NHS sponsor shall provide each eligible student with a questionnaire to be completed by the student and submit all eligible questionnaires along with rating sheets to the faculty committee. Failure of the student to return the questionnaire prior to deadline will eliminate that student from consideration for membership for that cycle. The candidate must attain an average of 320 points per faculty committee member rating. Only the superintendent and guidance counselor knows the rating scores.

FACULTY COMMITTEE - The NHS Faculty Committee shall be composed of five faculty members as appointed by the superintendent for a term of one year. The same members of this committee may be reappointed for additional terms.

CHAPTER VII DISCIPLINARY PROCEDURES

OFFENSES and PENALTIES: Listed here are the administrative regulations of SCS dealing with student conduct. These infractions are listed in groups according to the seriousness of the offense. This list is not a complete listing of offenses but illustrates various situations that may present themselves during various times in school situations. In all instances, discretion of interpretation is left to the individual teacher or Superintendent to modify penalties that are suggested below. In all cases, logical consequences for misconduct will be utilized in an effort to teach students how to learn from their mistakes.

Group A:

- Being in an unauthorized area without permission: Pass privileges will be taken away for a period of time.
- Littering school grounds or building: The student will clean up the school grounds.
- Improper care of school material: Student will pay for replacement or repair.
- Marking or defacing school property: Student will restore to original condition.
- Gambling: Student will write a paper on the ill effects of gambling.
- Leaving school without permission: Students will make up time after school for time missed.
- Driving a vehicle anytime during the school day without permission of the principal: The individual will turn his/her keys into the office before school begins and pick them up at the conclusion of the day.
- Using obscene language: The student will apologize to the offended party.

Penalties for the first offenses are listed next to the action.

Second offenses will involve the student being placed on Step 2 of the 5 Step Disciplinary Policy for second offenses. Third offenses will involve the student being placed on Step 3 of the 5 Step Disciplinary Policy.

Group B:

- Attitude implying disrespect or insolence toward a staff person: Apologize to offended party, parents notified, and a conference with principal.
- Intentional disturbance of class or a school function: The student will apologize to offended party, parents notified, conference with principal.
- Instigating or being responsible for causing a fight or deliberate involvement in a fight: The student will serve detention for a period of determined time, notification of parents, and conference with principal.
- Tampering with report cards, deficiency reports, or any school record: The student will be restored to original condition under supervision, parents notified, and conference with principal.

Second offense will involve the student being sent home and being placed on Step 2 of the 5 Step Disciplinary Policy. The student will also be suspended for one week of activity participation.

The third offense will result in the student being placed on Step 3 of the 5 Step Disciplinary Policy. The student will be suspended from two weeks of activities.

The fourth offense will result in the student being placed on Step 4 of the 5 Step Disciplinary Policy. The student will be removed from any activity team they are participating on at the time.

Group C:

As applied to being on school property, during regular school time, at any school event (home or away, participant or not), traveling to or from a school event, participant or not, being under school supervision.

- Using violence, force, coercion, threat, substantial interference -with school purposes, damage to property (private or school).
- The physical injury to any student or staff person.
- Coercion of staff persons in or out of school (physical assault damage, and/or vandalism to personal property in or out of school).
- Threat to obtain money or anything of value.
- Knowingly possessing or handling a weapon of any type on school property.
- Engaging in any activity forbidden by law.
- Repeated violations of Rules and Regulations.

The first offense, depending upon the seriousness of the situation, will result in the student being placed on Step 4 or 5 of the 5 Step Disciplinary Policy. If State or Federal Statutes have been violated the proper Law Enforcement Officials will be notified.

The second offense will result in the student being placed on Step 5 and the notification of the parents and/or law enforcement officials, and the referral to principal for expulsion hearing.

DISCIPLINARY PROCEDURE

Teachers are responsible for the orderly administration of their classrooms. They are allowed to enforce their management rules by using detention, removing certain privileges, and excluding students for one period. Other methods may be used if appropriate and cleared with the superintendent. The principal may augment and assist teachers by having conferences with the student, notifying parents, short-term exclusion, emergency expulsion for safety purposes, and as a last resort recommendation of a long-term expulsion to the school board.

5-STEP DISCIPLINARY POLICY

The 5-Step Dismissal Policy is the key component of Sioux County Schools' disciplinary program. This policy is an on-going process throughout the school year. It is a continuous process that carries over from the first semester to the second semester. The 5-Step Dismissal Policy is intended to afford a student the opportunity over time, to realize that certain forms of misbehavior threatens their own education and/or that of others. At the same time, the 5-Step Dismissal Policy provides the student with a system of due process. It affords students ample opportunity to correct misbehavior, if they wish to continue their enrollment at Sioux County High School. It protects the students from hasty administrative decisions leading to expulsion without the benefit of due process, while giving every student the chance to correct their behavior.

STEPS IN THE 5-STEP DISCIPLINARY POLICY

STEP 1

1. After repeated attempts to correct the student's disruptive behavior the teacher/supervisor will refer the student to the principal.
2. The principal will notify the parents of the continued problem.
3. The principal will notify the School Counselor. The student will meet with the principal and counselor to determine how to overcome the behavior problems. The student will then meet, after school, for a prescribed number of meetings with the counselor to develop strategies to develop behavior modifications.

STEP 2

When Step 1 has failed to improve the student's behavior, movement to Step 2 is warranted. The student will be referred to the principal who will take the following actions:

1. The student, parents, and staff will be informed that the student is on Step 2.
2. The student may be placed on a short in-school suspension. (Up to three days)
3. The school counselor will work with the student for a prescribed period of time after school to assist the student in developing better behavior skills.
4. A conference with the Student Assistant Team and parents will be arranged.

Step 3

When Steps 1 & 2 have failed to improve the student's behavior - meaning the students previous unacceptable behavior has continued, the student **will** be referred to the principal who will take the following actions:

1. The student, parents, and staff will be informed that the student is on Step 3 and be given an explanation.
2. The student will be suspended for 1 to 3 days either in-school suspension or out of school suspension.
3. These days will be counted as part of the 7 days absentee policy.
4. A conference with the Student Assistance Team will be arranged during the period of suspension.
5. The student, school counselor, parents, and superintendent will develop a contract of behaviors that the student will be expected to follow.

STEP 4

When Steps 1, 2, or 3 have failed to improve the behavior of a student -- meaning that the student continues to display unacceptable behavior or has committed a major violation as previously described in Group C, the student will be referred to the principal who will take the following steps:

1. The student, parents, and staff will be informed that the student has been placed on Step 4 with an explanation given.
2. The student will be suspended for 3 days.
3. These days will be counted as part of the 7-day attendance policy.
4. A conference with the Student Assistance Team will be arranged during the period of suspension.
5. The student, school counselor, parents, and administration will develop a contract of behaviors that the student will be expected to follow.

6. Upon returning to school the student will meet weekly for a prescribed number of days after school to develop strategies to assist the student modify their behavior.

STEP 5

When steps 1, 2, 3, and 4 have failed to modify the behavior of a student -- meaning that the student continues to display unacceptable behavior or has committed a major violation, the student will be referred to the principal who will take the following actions:

1. The student will be given an explanation and they will be expelled from school for the remainder of the year or longer if required by statutes.
2. The parents will be notified immediately of the dismissal.
3. Parents will meet with the administration within one school day of the dismissal to discuss the dismissal and the steps that leading to this action.
4. Parents/Guardians will be informed of the existence and procedures of the Dismissal Hearing Board and of their due process rights to such a hearing, if such should be their desire.

DUE PROCESS

Conditions and applicable procedures for due process proceedings relating to exclusion and expulsion are available upon request to the Superintendent.

CHAPTER VIII COMPLAINT POLICY & PROCEDURES

Procedures for Resolution of Public Concerns, Questions or Problems

Community Relations

Policy No. 1030

Policy: All formal complaints regarding the performance of any employee of the district shall be handled according to the following policy.

Purpose: Solutions to problems and, improvement of staff performance can only occur when all the facts are available to parents, teachers, administrators, and, if necessary, to board members. This procedure is designed to provide a process for handling such problems.

Precluding Conditions: Many situations are perceived to be problematic but often are found to be misunderstandings. Patrons and Parents and others may feel free to state the concern with the principal, superintendent, or school board members. If anyone does not feel that the problem was concluded to their satisfaction then the steps listed below must be followed for the complaint to be considered legal. It also needs to be understood that the principal, superintendent, or school board member may advise you to follow the steps listed below.

Parent-Patron Comment Forms: Parents and patrons may file a comment with the superintendent. Comment forms are available in the Office of the Superintendent and school district website. These forms are intended to help resolve issues, arbitrate disputes, facilitate understand, recognizing achievements, and commend success.

Comment forms which have been properly filed with the Superintendent which directly involve a staff member shall be forwarded to the staff member's immediate supervisor for analysis, discussion, and resolution. The forms shall be retained in a separate confidential file in the office of the staff member's immediate supervisor for a period of three years. At the end of the three year period they may be discarded. Comment forms shall not be placed in the staff member's personnel files unless deemed appropriate by the Superintendent or immediate supervisor.

It shall be recommended to the public that the procedure they shall follow to seek answers or resolution to any concern, question or problems related to the operation of the school district with any of the district's personnel is:

- I. The person who has the question or complaint must first attempt to resolve the issue or complaint at the first possible level through a conference arranged with the appropriate school employee.
- II. If the complaint is not resolved after compliance with Subparagraph I, the complaint shall be filed with the district employee's supervisor and district principal. The principal shall request a meeting between the employee, the person filing the complaint, and the district employee's supervisor or building principal.
- III. If the Subparagraph II written response does not resolve the complaint, a written complaint on a form provided by the administration and the principal's response may then be filed within ten (10) working days of such written response with the superintendent of schools. The superintendent of schools shall then render a further written response within ten (10) working days.
- IV. If the complaint is not resolved by the Subparagraph III written response, the person complaining may then bring the matter before the board of education for final determination, by filing the written complaint with the president of the board of education within ten (10) working days of the date of the superintendent's or the superintendent's designee written response. The board of education shall then make a final determination of the facts and will communicate its decision to the employees or other persons affected by its decision within thirty (30) working days.

All hearings at the superintendent of schools' level and higher shall be electronically recorded. These hearings shall be open hearings unless the hearing may reflect upon the job performance or reputation of an employee and such person requests a closed hearing. The individual or individuals submitting complaints must attend the hearings. The individual or individuals may select a person to assist in the presentation. If a committee provides the report, it shall be advisory only, the superintendent of school may modify as he or she may deem appropriate.

The board of education shall determine if a complaint coming before the board shall be heard by the full board or by a committee of the board. All complaints heard by a committee of the board shall be acted upon by the entire board of education. The action taken by the board of education shall be deemed final.

Approved by the Sioux County School Board

June 12, 2017

Complaint Form: Discrimination, Harassment, or Retaliation

5401

The Sioux County Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed. A copy of the complaint form can be found on the school district website or by contacting the superintendent's office.

If you have questions about filling out this complaint form contact:

Dr. Brett Gies, Superintendent, 435 Kate, PO Box 38, Harrison, NE 69346-0038,
308-668-2415, bgies@siouxcountyschools.org

Name: _____ Date: _____

1. Description of the complaint:

2. Names of any witnesses to the matter being complained about:

3. Identify and attach any document supporting the complaint:

4. Confidentiality: I ___ do___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

5. Relief requested (what I want done in response to this complaint):

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature: _____

SIGNATURE PAGE

I have read and understand the content and meaning of the Sioux County Secondary School Handbook.

_____ **Student's Signature**

_____ **Parent's Signature**

_____ **Date Signed**

Please return the completed signature page to the high school principal on or before Wednesday, August 23, 2017.