



2017-2018

**Sioux County
Jr. High School**

STUDENT HANDBOOK

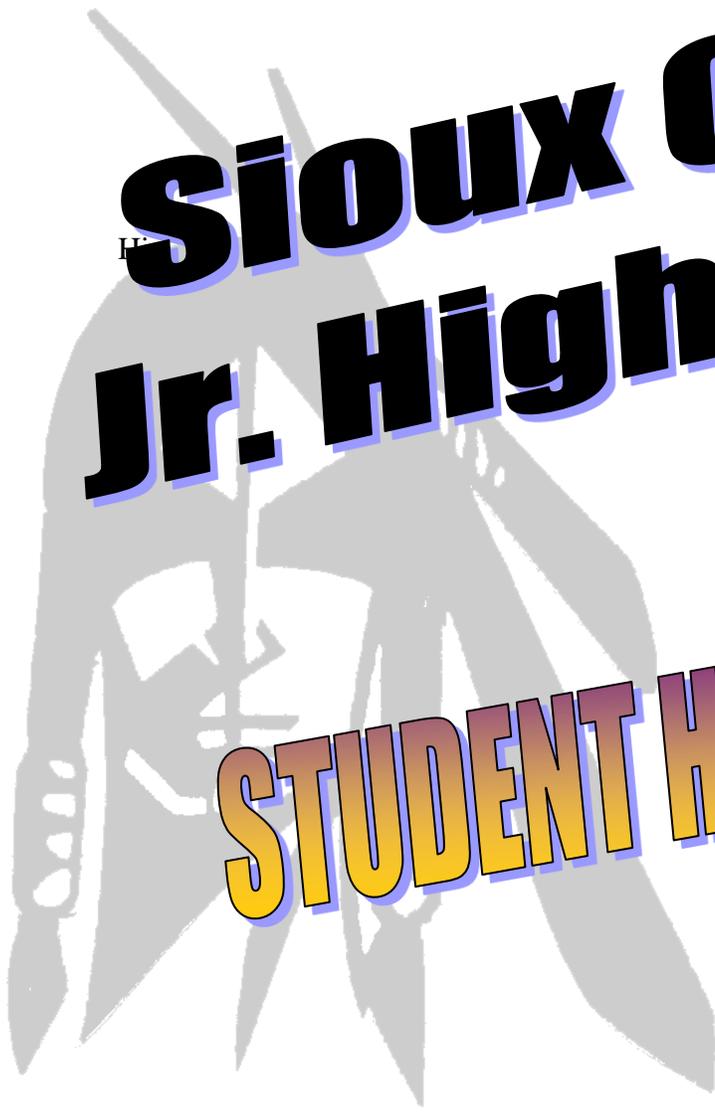


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STUDENT/PARENT HANDBOOK
Sioux County Junior High School
2017-2018 School Year

The following handbook is based on policy adopted by the Sioux County Schools Board of Education. It is a guide for students and parents for references to school board policies and procedures.

Mission Statement

Sioux County Schools is committed to provide an up-to-date innovative learning center for each student with the purpose to develop capable citizens, and each individual into a life-long learner.

Philosophy

The Board of Education, administrator, teachers and staff believe in the dignity and worth of every individual and we are committed to the continuous development of the school to assure each student will grow into a self-sufficient citizen as his or her individual capabilities will permit.

Goal

We shall strive to:

1. Develop every student's sense of self-worth to the point where he/she can function in society effectively, comfortably and in his or her own interest.
2. Provide a free and continuing education suitable to the individual needs, capabilities and interests of our students so that they become literate, effective and independent citizens and to make every educational experience learner-centered and success-oriented.
3. Arrange curriculum so the love of liberty, justice, democracy and America will be instilled in the heart and mind of each of our students.
4. Provide instruction that places special emphasis on honesty, morality, courtesy, obedience to law, respect for the national flag, the Constitution of the United States, the Constitution of the State of Nebraska, respect for parents and home, teachers, the dignity and necessity of honest labor, and other lessons of a staying influence which tend to promote and develop an upright and desirable citizenry.
5. Provide for adequate financing of our schools to help assure quality education and systematically account for the resources expended and the results achieved.
6. Be aware of educational trends and needs in our society, carefully consider innovative ideas that may be beneficial to our school, and develop those experiences that appear most meaningful.

Statement of Nondiscrimination

Sioux County Schools do not discriminate on the basis of race, color, national origin, sex, religion or handicap in admission or access to, or treatment, or employment of its programs or activities.

Section 504 of the Rehabilitation Act of 1973

Section 504 is a Federal Civil Rights Rehabilitation Act, which prohibits discrimination against persons with a disability in any program receiving federal financial assistance.

The Act defines a person with a disability as anyone who:

Has a mental or physical impairment which substantially limits one or more major life activities.

Federal Education Rights and Privacy Act (FERPA)

FERPA specifies rights related to educational records. This Act gives the parent or guardian the right to: (1) inspect and review his/her child's educational records; (2) make copies of these records; (3) receive a list of individuals having access to those records; (4) ask for explanation of any items in the records; (5) ask for an amendment to any part of the record on the grounds that it is inaccurate, misleading, or violates the child's rights; and (6) a hearing on the issue if the school refuses to make the amendment.

Absenteeism -- Attendance

Students have the right and duty to attend school. The United States Constitution, statutory law, and court decisions on all levels of government 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." Section 79-209 states: 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.

Section 79-211 of NSL states: "That 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.

An excused absence is any absence that a parent has informed us of within a 24 hour time frame.

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.

Excused 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.

Unexcused absence is any absence in which a parent does not inform the school within a 24 hour period of the absence.

Beverages

Beverages, except for water are not allowed in the classrooms, library, or gym except at the discretion of the classroom teacher. If beverages are brought to school for lunches, students may request storing them in the refrigerator or milk cooler. Water bottles that can be closed need to be used when water is brought to class. No glass bottles will be allowed.

Bicycles

Bicycles should be parked in the designated area. The school is not responsible for damage/theft of bicycles left at the school. Bikes are not to be ridden during the recess periods.

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.

Building/Playground Decorum

To avoid injuries to students, a few basic rules have been implemented. Sliding down the banisters and running in the building are not permitted. Skateboards, scooters, and similar items can be stored, but not used in the building. Taunting, bullying, teasing, and cursing will not be permitted. Language usage will be carefully monitored.

Chain of Command

A chain of command should be followed when a parent(s)/guardian has a concern regarding a teacher and/or incident. (1) The parent/guardian should contact the teacher to determine if the concern can be resolved in this manner. (2) If step one does not solve the differences, a conference between the principal, parent, and teacher should be held. (3) If step two does not solve the problem the parent(s) should contact the District Superintendent. If the District Superintendent is also the principal the parents may proceed to step four if they feel that their concern has not been properly addressed. (4) An informal or formal meeting with the Board of Education may be scheduled to consider the concern.

Communication

Students need to remember to bring everything to school with them. If students plan on going someplace after school, they need to make arrangements before coming to school. On occasions when school is dismissed early and students to be picked up, the student, teacher, or secretary will notify parents. If school is canceled for inclement weather or other reasons, the student's teacher will contact the parents the night before or at least one hour before the scheduled start of school.

Custody

The non-custodial parent will not be allowed contact (personal, telephone, email, postal mail, etc.) at the school building or at any school activity. If there is a question concerning the rights of a parent or a relative, the school must have a written consent form from the parent/guardian with legal custody certifying that the person in question has a legal right to see the child. A student WILL NOT be released to an unidentified person.

Dispensing Medication Policy

On November 15, 1999, the school board approved the 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 SCS, put all names on one physician and parents' request form.

The required forms that need to be filled out by the parent and physician are as listed. The **parent form** is titled "**Caretaker Authorization For Administration Of Prescription Medication To Students**". The **physician form** is titled "**Provision Of Medication To Students, Physician's Request For Administration Of Prescription Medication By School Personnel**".

No school personnel will distribute medications to a student without written permission of parents or guardian.

Dress Code

School dress should be appropriate for school and for the activity. The following are guidelines that cannot be worn at school: bike shorts, short shorts, tank tops, or bare midriffs. Shirts or jackets with vulgar writings, inappropriate pictures, symbols for drugs or gangs, alcohol or tobacco symbols will not be permitted. Hats and caps are not to be worn in the school building during the school day. If a student is wearing inappropriate clothing, he/she will be asked to change clothes. If a student has writing on their hands or arms, he/she will be asked to wash it off. Shoes are to be worn in the school building and grounds at all times.

Drug Free School Act

In 1986, the Drug Free School Act was signed into public law. Sioux County Schools prohibit the student use of drugs and alcohol. Any violation of this policy can result in disciplinary sanctions being taken against the student. These sanctions will be taken within the bounds of applicable law, up to and including short or long-term suspension, expulsion or referral to appropriate authorities for criminal prosecution.

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 type of electronic devices during the school day except at the discretion of the classroom teacher.

Field Trips

A properly planned field trip can supplement classroom learning. Most students will have the opportunity to participate in one or more field trips each year. Parents must return the permission slip before the student is allowed to go on the field trip. District transportation will be used when available. Drivers of the vehicles transporting students must carry sufficient insurance to cover all claims that may result due to an accident. A seat belt or booster seat, properly utilized, must be available for each child being transported. Only Sioux County students, staff, and adult supervisors are allowed to be transported in school vehicles when students are transported to school, an activity, or field trip.

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.

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

Fire Drills

A fire drill will be held monthly. When the fire alarm sounds, students are to exist quickly and silently according to their teacher. Students are to walk to the area designated by their respective teachers.

Gym Usage

Indoor tennis shoes are to be worn at all times on any Sioux County gym floor.

Health Concerns

The staff does not expect students who are ill to be in school. If a student has a fever, he/she should NOT be in school. If a student is ill, a parent/guardian should call the school between 7:30 a.m. and 8:00 a.m. to notify the staff of the pending absence of the student. If a student needs to leave school for a dental or medical appointment, either the parent/guardian must pick the student up, or a note from the parent/guardian needs to be sent to the school explaining the reason for the student's departure. Children with any known communicable disease will not be allowed in school.

Immunization

NSL-219 stipulates all parents/guardians must provide for their respective children the evidence necessary to prove that the required examination or immunization has been completed prior to the enrollment in school. NSL-221 states the two exceptions to the immunization requirement.

(1) A statement signed by a physician, a physician assistant, or an advanced practice registered nurse stating that, in the health care provider's opinion, the immunizations required would be injurious to the health and well-being of the student or any member of the student's family or household; or

(2) An affidavit signed by the student or, if he or she is a minor, by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personal and sincerely followed religious beliefs of the students.

Insurance

Students are given the opportunity to purchase insurance through the school if they wish to do so. Insurance information is sent home at the beginning of the school year.

Library

The library contains magazines, books, and other instructional materials used by everyone. Remember that the library materials belong to all students and they need to be used responsibly.

Lunch

A room will be provided for students to eat lunch. Since Sioux County Schools does not participate in the Federal Lunch Program, students are responsible for furnishing their own lunch. Lunch will be from 12:00-12:30 p.m. A microwave oven will be provided for the preparation of lunches. At the beginning of the school year a student that prefers to eat lunch somewhere other than at school must have written permission from their parent(s). A student who usually eats at the school will need written permission to leave the school building during this period of time. Students are responsible for the cleaning of the area in which they eat their lunch.

Parent-Teacher Conferences

Parent-teacher conferences will be held after the first and third quarters. Letters will be sent and notices posted as to the dates and times of these conferences, also the dates are listed on the school calendar.

Progress Reports

Elementary teachers will send home progress reports on all students at the 4 1/2 week mark during 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. Report forms shall be given or sent to parents at nine-week (quarterly) intervals as to course performance and attendance.

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 Board of Education has established a policy that absolutely prohibits sexual harassment in any form by any person at Sioux County Schools 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.

School Hours

The school day is from 8:00 a.m. to 3:30 p.m. Students will be allowed in the school building at 7:45 a.m. and must proceed to their classroom. Students are requested to leave the school grounds at 3:30 p.m. and will no longer be under district supervision.

Student Records

Federal Regulations require the school to inform parents of our intent to comply with Public Law 90-247. This law establishes the rights of parents and students concerning the privacy of student records and access to those records. The afore-mentioned law requires a Directory Information section. The Directory Information for the school could include the student's name, address, date and place of birth, participation in officially recognized activities and sports, the weight and height of athletic team members, and similar information. The above information will be released UNLESS the parent notifies the school in writing this information is not to be released.

The school will forward educational records to a school, provided a written request is received from the school requesting this information. Usually a parent/guardian will have to sign a form from the new school allowing this information to be forwarded. Parents/guardians may inspect certain student records. This rule does not apply to any anecdotal records made and kept by one person, such as a psychologist or social worker that is not shared with anyone. Only students, parents, teachers, counselors, and administrators will be privileged to view or gain knowledge of students tests scores or grades.

Telephone Usage

Telephone calls to the school should be held to a minimum. Students will be able to take important messages. Other calls will be noted and students will have the opportunity to return the call during break time, i.e. recess, noon hour, etc.

Title IX

Students, parents, and employees of the District are hereby notified this school does not discriminate on the basis of sex in its educational activities and employment practices as required by Title IX.

Transportation to Special Events and Activities

Parental permission will be obtained in advance for each trip. The district will provide transportation whenever possible on a first come first serve basis. The teacher will make the

riding arrangements for his/her class and students are expected to ride in their assigned rides. Parents who provide transportation will have proof of insurance liability coverage. Only students, employees, and chaperones are allowed to ride school vehicles when students are attending a school-sponsored activity.

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.

Truancy

Truancy is defined as any absence without prior knowledge and/or permission of the school and/or parents. The administrator will contact the parents/guardians regarding any suspected truancy. Following this contact, if the truancy continues, county and/or state officials will be notified of this violation of school law. Please refer to Absenteeism/Attendance in this handbook for more details.

Vandalism/Destruction of Property

When school property has been willfully and maliciously destroyed or damaged, appropriate action will be taken based on the nature of the vandalism and the age of the student involved.

Visitors

Parents are encouraged to visit school. Short, well-planned visits provide a better understanding of a child's school experience. As a courtesy, parents should let the teacher know in advance of the date and time of a visit. Out of district students are not to visit school unless prior arrangements have been made.

Weapons

Students are to leave at home any pocketknives, metal bars, toy guns or knives and any other object or material that is generally considered to be a weapon. These items will be taken and when warranted they will be turned over to the local law enforcement authorities. Possession of weapons while on school district property or while attending a school district activity may lead to suspension or expulsion.

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 offense are listed next to the action.

Second offenses the student will be placed on Step 2 of the 5 Step Disciplinary Policy.

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. 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 System. 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 student's 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.

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 Jr. High School Handbook.

_____ **Student's Signature**

_____ **Parent's Signature**

_____ **Date Signed**

Please return the completed signature page to the student's teacher on or before Wednesday, August 23, 2017.