

Board Policy Document

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## **STUDENT PERSONNEL**

### ***Series 500***

**Policy Title:        Student Complaint Procedure**

**Code Number:     531**

The Sioux City Community School District believes that students shall have a procedure to present legitimate concerns, issues, or complaints. Initially, these items should be discussed first with individuals close to the situation.

The following individuals and groups are listed in the order in which they should be contacted to address a complaint. Complaints will not ordinarily be considered by a subsequent group if the student has not first tried to settle it with the appropriate prior person or group.

1. The teacher or employee against whom a student has a concern should be consulted first.
2. If the student feels that the concern has not been settled adequately, the matter may be taken to the school counselor.
3. If a counselor cannot help resolve the concern, the matter may be taken to the building administrator.
4. If the building administrator cannot resolve the matter, it may be taken to the appropriate Central Office Administrator.
5. If the matter is not resolved by the Central Office Administrator, it may be appealed to the Board of Education. In that case, the student must submit a written petition to the chair of the Board Policy Committee stating the issue and the action sought. After considering whether to meet on the issue, the Board Policy Committee may either proceed to recommend that the Board hear the complaint or remand the matter back to the administration.

First Adoption:        October 11, 1994  
Revision Adoption: February 28, 1995/February 27, 2001  
Legal Reference: