

COMPLAINT POLICY FOR FEDERAL PROGRAMS

The Viborg-Hurley School District complaint policy addresses complaints about the implementation of federal programs. As related to federal programs, the policy states the following:

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent.

Individuals filing a complaint must include the following written information:

- The name of the school system or school system employee alleged to have violated a specific federal requirement of the Elementary and Secondary Act of 1965 as amended by the No Child Left Behind Act of 2001;
- The specific requirement alleged to be violated;
- The facts on which the complaint is based and what you expect the resolution of the alleged violation to be.

The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks after the complaint.

The superintendent will notify the complainant of the decision.

The complainant will be allowed one week to react the decision before it becomes final.

The complainant will either accept or disagree with the decision and will provide such acknowledgement in writing, addressed to the district's superintendent.

If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review.

Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review.

Parents Right to Know:

Included in the District Profile handout is our Parent's Right to Know notice. It includes the following:

- 1) Whether the teacher has met requirements for grade levels and subjects in which they teach.
- 2) Whether the teacher is teaching under emergency or other provisional status through which state criteria have been waived.
- 3) The college major and any other graduate certification or degree held by the teacher.
- 4) Qualifications of paraprofessionals working with their children.

Each parent will receive a letter by mail if their child is or has been taught by a teacher who is not highly qualified for four or more consecutive weeks.

SEPARATED/DIVORCED PARENTS POLICY

1. School Neutrality/Parent Responsibility: The Hurley School District shall maintain strict neutrality between parents who are involved in an action involving the family (separation/divorce proceeding/divorced), as it is the intent of the District to promote the best interests of each student enrolled in its schools in partnership with both

parents, unless otherwise directed by Court Order. It is the responsibility of the parent wishing to restrict a parental right to notify the District of any Court Order affecting student contact/student visitation and/or student records by submitting a certified copy of the Court Order to the Superintendent of Schools and a copy to the child's school building principal.

II. Student Contact/Student Visitation During School Hours: Unless a parent gives notification pursuant to paragraph 1, the District will assume that both parents have the right to contact and visit his or her child at school. For purposes of this provision, the Court Order restricting any right of contact and/or visitation needs to specifically restrict the right and a general Order granting physical custody to one parent will not be deemed as sufficiently specific as to prohibit the noncustodial parent's right to contact and/or visit the child while the child is at school.

III. Release of Student to Noncustodial Parent: The District will not authorize a student enrolled in the District to leave the school premises with a noncustodial parent during school hours without the permission of the parent having primary physical custody of the child. For purposes of this provision, it is the responsibility of the custodial parent to provide the District with a copy of the Court Order granting custody pursuant to paragraph 1.

IV. Release of Student Records. Pursuant to federal law (Family Education Rights and Privacy Act) both parents, regardless of marital status, have the right to access and have copies of student records and discuss the same with appropriate school employees, unless there is a Court Order specifically restricting this right of access. Any Court Order restricting the release of confidential student records to a parent is to be submitted to the District pursuant to paragraph 1.