

BOX BUTTE COUNTY SCHOOL DISTRICT #07-0010

HEMINGFORD PUBLIC SCHOOLS

BOARD OF EDUCATION MEETING AGENDA

Monday, July 12, 2021

South Campus (former Bobcat Pitstop)

The Board of Education of School District 07-0010 will meet on Monday, July 12, 2021 in the South Campus (former Bobcat Pitstop) as duly advertised in the Hemingford Ledger.

- I. Pledge of Allegiance
- II. NOTICES
- III. Call Meeting to Order
 - III.A. ROLL CALL
 - III.B. Excuse Absent Board Member(s)
- IV. Approval of Agenda
- V. Regular Meeting Agenda
 - V.A. Public Participation (MAXIMUM OF 30 MINUTES ALLOTTED FOR THIS PORTION)
 - V.B. Correspondence
 - V.C. Consent Agenda
 - Approve minutes for June 14, 2021 meeting
 - Approve Treasurer's Report
 - Approve School Activity Fund Report
 - Approve Receipts Summary Report
 - V.D. Payment of Claims
 - V.E. Authorization of signatures for checks written on the hot lunch, student activity, and Imprest accounts
 - V.F. Appointment of Board Treasurer/Clerk
 - V.G. Depository for School District Funds
 - V.H. Board Authorization
 - V.I. School Attorney
 - V.J. Policy 103.00 - Equal Educational Opportunity
 - V.K. Policy 402.01 - Equal Opportunity Employment
 - V.L. Policy 404.06 - Harassment
 - V.M. Policy 501.00 - Objectives for Equal Educational Opportunities for Students
 - V.N. Policy 504.18 - Harassment
- VI. Discussion/Possible Action Items
 - VI.A. Policy 402.15 - Staff Conduct with Students

- VI.B. Health Standards
- VII. Administration Reports
- VIII. Superintendent Report
- IX. Report from Board Committee
- X. VIIA. Policy Review
- XI. Items For Next Board Meeting
- XII. Adjournment
- XIII. Posting:

Hemingford Ledger

Posted: 7/7/2021

BOX BUTTE COUNTY SCHOOL DISTRICT 07-0010
HEMINGFORD PUBLIC SCHOOLS
HEMINGFORD, NEBRASKA
June 14, 2021

A regular meeting of the Board of Education of School District 07-0010 was called to order at 7:11 PM in the Hemingford High School Library by Ansley. Notice of the meeting was given in advance through the Hemingford Ledger. Board members were notified in advance of the meeting.

Members Present: Ansley, Cullan, Horstman, Randolph, Turek
Absent: Schumacher

Motion by Turek to excuse absent board member Shumacher. Second by Randolph. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Turek-Aye—5-0-0—Motion carried

Motion by Horstman to approve the agenda as presented. Second by Cullan. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Turek-Aye—5-0-0—Motion carried

Correspondence: Thank you from Mrs. Cullan.

Motion by Turek to approve the Consent Agenda. Second by Cullan. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Turek-Aye—5-0-0—Motion carried

Motion by Turek to approve claims for \$93,690.60 be approved. Second by Horstman. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Turek-Aye—5-0-0—Motion carried

Motion by Cullan to approve the teacher evaluation system as presented. Second by Randolph. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Turek-Aye—5-0-0—Motion carried

Motion by Randolph to approve the 2021-2022 Student/Parent Handbook as presented. Second by Turek. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Turek-Aye—5-0-0—Motion carried

Motion by Randolph to approve the Inter-Local Agreement with ESU 13 for the Panhandle Days School/Treatment program. Second by Ansley. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Turek-Aye—5-0-0—Motion carried

Administrative Reports

SPED Director - Mrs. Plog
ESU #13 Panhandle Beginnings Day Treatment program

K-6 Principal - Mr. Arneson
Prodigy update: 16,571 with 87% correct.
The carpet has been replaced in two classrooms. They look great.
Four classrooms have been cleared out and are ready to be switched. (3rd grade downstairs, 2nd grade upstairs)
I have heard from a couple of families that will be returning next year, and a few rumors through the grapevine about others

7-12 Principal - Mr. Kluver

- We had 21 semester classes recovered (105 credits) in the first week of summer school. (12 students attended).
- The one Senior student who did not graduate has finished the class he needs to receive his diploma. We will get it ordered and presented to him either in July or August.

Superintendent Report
LEGISLATIVE WRAP UP
GEERS GRANTS
SCHOLARSHIP COMMITTEE REPRESENTATIVE

Transportation Committee met on May 10, 2021. Discussion was held on AC on new bus.

Meeting adjourned at 8:02 PM.

Mary Curtis
Board Clerk

Blanche Randolph
Board Secretary

Next regular meeting is scheduled for July 12, 2021 at 8 AM at South Campus (former Bobcat Pitstop).

FINANCIAL REPORT
HEMINGFORD SCHOOLS
7/12/21

GENERAL FUND

BALANCE	6/15/2021			\$	986,497.99	
	INTEREST	\$	12.82			
	RECEIPTS	\$	485,993.37			
				\$	486,006.19	
BALANCE						15-Jun-21
				\$	1,472,504.18	
	TAX RECEIPTS	JULY				
	BOX BUTTE	\$	51,866.82			
	DAWES	\$	-			
	SHERIDAN	\$	358.46			
				\$	52,225.28	
		BILLS		\$	64,522.07	
		PAYROLL		\$	438,982.27	\$ 438,982.27
		TOTAL EXPENSE		\$	503,504.34	
FUNDS AVAILABLE				7/15/2021	\$	1,021,225.12

BUILDING FUND

	6/15/2021		BALANCE	\$	1,210,555.67	15-Jun-21
TAX RECEIPTS	JULY					
BOX BUTTE	\$	3,194.54				
DAWES	\$	-				
SHERIDAN	\$	12.55				
			\$	3,207.09		
INTEREST			\$	166.83		
					\$	45,801.69
BILLS						
			BALANCE			12-Jul-21
					\$	1,168,127.90
CD'S			INTEREST TO DATE			
18 MONTH	\$	120,000.00	\$	1,427.84	\$	121,427.84
24 MONTH	\$	150,000.00	\$	2,324.06	\$	152,324.06
30 MONTH	\$	150,000.00	\$	2,324.06	\$	152,324.06
					TOTAL CD'S	\$ 426,075.96
NLAF						
BALANCE	\$	401,252.89				
INTEREST	\$	3.61				
					TOTAL NLAF	\$ 401,256.50
FUNDS AVAILABLE	7/12/2021				\$	1,995,460.36

Wood Construction	\$	16,679.74
(Janitor Closet/Windows)		
Rasmussen	\$	1,492.51
(Coil/Valves)		
Tritle (South Campus)	\$	325.00
Jacks (South Campus)	\$	1,654.36
Morfords (South Campus)	\$	25,650.08
	\$	45,801.69

SELECTED Data

Current Cash Balance Report

Date: 06/01/21 thru 06/30/21

 Arranged by:
 Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A ATHLETICS					
1010 Athletics	16,699.18	845.77	1,133.17	0.00	16,411.78
1020 Athletic Club / Concession Stand	12,508.71	0.00	0.00	0.00	12,508.71
1030 Cheerleaders	3,309.46	0.00	0.00	0.00	3,309.46
1040 Volleyball	-1,174.80	845.00	0.00	0.00	-329.80
1050 CC Fundraiser	778.40	0.00	0.00	0.00	778.40
A ATHLETICS Totals:	32,120.95	1,690.77	1,133.17	0.00	32,678.55
B CLUBS AND ORGANIZATIONS					
3010 DC Trip-World Stride	-128.13	0.00	0.00	0.00	-128.13
3020 Dramatics	-3,603.19	0.00	0.00	0.00	-3,603.19
3030 FFA	16,251.65	0.00	0.00	0.00	16,251.65
3035 SHOP MATERIALS	1,830.00	0.00	0.00	0.00	1,830.00
3040 FCCLA	1,457.96	0.00	0.00	0.00	1,457.96
3050 Honor Society	-1,949.05	0.00	0.00	0.00	-1,949.05
3060 Football	12,245.49	0.00	0.00	0.00	12,245.49
3070 Music	4,747.86	0.00	0.00	0.00	4,747.86
3080 Scholarships	0.00	0.00	0.00	0.00	0.00
3090 StuCo - Middle School	4,351.94	0.00	0.00	0.00	4,351.94
3100 Student Council	3,236.60	100.00	0.00	0.00	3,336.60
3110 Health Professions Club	989.17	0.00	0.00	0.00	989.17
3120 Yearbook	18,468.02	0.00	0.00	0.00	18,468.02
3200 Science	266.96	0.00	0.00	0.00	266.96
B CLUBS AND ORGANIZATIONS Totals:	58,165.28	100.00	0.00	0.00	58,265.28
C MISCELLANEOUS					
4010 Courtesy Fund	1,228.37	0.00	0.00	0.00	1,228.37
4020 Elementary Teachers	10,378.16	0.00	0.00	0.00	10,378.16
4025 High School Teachers	5,878.79	0.00	210.00	0.00	5,668.79
4040 Miscellaneous / Student Stuff	2,793.85	0.00	0.00	0.00	2,793.85
4045 Bookfair	1,617.98	0.00	0.00	0.00	1,617.98
4050 Art	926.90	0.00	0.00	0.00	926.90
C MISCELLANEOUS Totals:	22,824.05	0.00	210.00	0.00	22,614.05
D CLASSES					
2021 Class of 2021 - Seniors	2,012.42	0.00	0.00	0.00	2,012.42
2022 Class of 2022 - Juniors	4,493.23	0.00	0.00	0.00	4,493.23
2023 Class of 2023 - Sophomores	2,361.28	0.00	0.00	0.00	2,361.28
2024 Class of 2024 - Freshman	738.06	0.00	0.00	0.00	738.06
2025 Class of 2025 - 8th Grade	539.00	0.00	0.00	0.00	539.00
2026 Class of 2026 - 7th Grade	469.00	0.00	0.00	0.00	469.00
D CLASSES Totals:	10,612.99	0.00	0.00	0.00	10,612.99
Report Totals:	123,723.27	1,790.77	1,343.17	0.00	124,170.87

Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
Checks Available to Print						
01 - GENERAL FUND						
052181		07/06/2021	AGEDNET	AgEdNet.com Ag		465.00
					Check Total	465.00
					Vendor Total	465.00
424802		07/06/2021	BAUEKEMP	Bauerkemper's Supplies		51.96
					Check Total	51.96
					Vendor Total	51.96
873327		07/06/2021	BERNACEH	Bernie's Ace Hardware Supplies		22.95
					Check Total	22.95
					Vendor Total	22.95
14621		07/06/2021	BLOELUMB	Bloedorn's Lumber Co. Supplies		1,084.52
					Check Total	1,084.52
					Vendor Total	1,084.52
29424788		07/06/2021	CAPIBUSI	Capital Business Systems, Inc Copier Lease		1,294.09
					Check Total	1,294.09
					Vendor Total	1,294.09
589890		07/06/2021	CASCA	CSSI Supplies		12.11
					Check Total	12.11
					Vendor Total	12.11
A27099080		07/06/2021	CENTEDUC	Center for Education & Employment Law Principal		159.00
					Check Total	159.00
					Vendor Total	159.00
20215		07/06/2021	CHADPUBL	Chadron Public Schools SPED		363.50
					Check Total	363.50
					Vendor Total	363.50
5026565		07/06/2021	CPI	CPI Fees		119.40
					Check Total	119.40
					Vendor Total	119.40
1887		07/06/2021	DALESTIRE	Dale's Tire & Retreading Inc. Tires		944.00

Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
					Check Total	944.00
					Vendor Total	944.00
12/1/82		07/06/2021	DASSTACC	DAS State Accounting - Central Finance		
				Internet Fee		232.49
					Check Total	232.49
					Vendor Total	232.49
4798		07/06/2021	ELANFINA	Cardmember Services		
				Supplies/Travel		8,542.91
					Check Total	8,542.91
					Vendor Total	8,542.91
Hemingford		07/06/2021	ESU13	Educational Service Unit #13		
				Sped		6,316.76
					Check Total	6,316.76
					Vendor Total	6,316.76
012487		07/06/2021	FES	FES		
				SOCS		2,160.00
					Check Total	2,160.00
					Vendor Total	2,160.00
8600		07/06/2021	FIREICE	Fire and Ice Mechanical		
				Cooler		841.27
					Check Total	841.27
					Vendor Total	841.27
1195		07/06/2021	FLANBROT	Flannel Brothers		
				Trees		6,325.00
					Check Total	6,325.00
					Vendor Total	6,325.00
14184		07/06/2021	GOLDWEST	Golden West Technologies		
				Internet Fees		2,542.06
					Check Total	2,542.06
					Vendor Total	2,542.06
Hemingford		07/06/2021	GROSSALN	Allen D. Gross		
				Safety Review		372.00
					Check Total	372.00
					Vendor Total	372.00
4873328		07/06/2021	HEMICOOP	Hemingford Co-Op Telephone Co		
				Telephone/Internet Setup		5,739.51
					Check Total	5,739.51
					Vendor Total	5,739.51
			HEMIMUNI	Hemingford Municipal Utilitie		

ALL Data
Fiscal Year 2021

Preliminary Check Register

Arranged by:
Vendor ID

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
various		07/06/2021		utility service		12,578.51
					Check Total	12,578.51
					Vendor Total	12,578.51
33330491		07/06/2021	INNOVOF	Innovative Office Solutions, LLC Supplies		905.21
					Check Total	905.21
					Vendor Total	905.21
9812		07/06/2021	KSBSCHO	KSB School Law, PC, LLO Legal		234.00
					Check Total	234.00
					Vendor Total	234.00
supplies		07/06/2021	LAWSPROD	Lawson Products supplies		67.13
					Check Total	67.13
					Vendor Total	67.13
various		07/06/2021	MARBCOMP	Mar-Bow Music Co. Band		324.70
					Check Total	324.70
					Vendor Total	324.70
various		07/06/2021	MOBIUS	Mobius Communications Co Network Clock		1,596.76
					Check Total	1,596.76
					Vendor Total	1,596.76
Various		07/06/2021	NAEA	NAEA Dues		235.00
					Check Total	235.00
					Vendor Total	235.00
MEM 094		07/06/2021	NRCSA	NRCSA Dues		850.00
					Check Total	850.00
					Vendor Total	850.00
75962104		07/06/2021	ONESOUR	Once Source Background Check CO Background		29.00
					Check Total	29.00
					Vendor Total	29.00
28079		07/06/2021	PARADI	Paradise Carwash		20.00
					Check Total	20.00
					Vendor Total	20.00

Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	PO Date	Vendor Name Description	Manual Check Number	Amount
5026		07/06/2021	PERRGUTH	07/06/2021	Perry Guthery Haase & Gessfor Legal		75.00
						Check Total	75.00
						Vendor Total	75.00
80459		07/06/2021	PHILLIPS	07/06/2021	Phillips F & T, Inc. Fuel		169.20
						Check Total	169.20
						Vendor Total	169.20
100779313		07/06/2021	S&S	07/06/2021	S&S Worldwide, Inc Supplies		74.00
						Check Total	74.00
						Vendor Total	74.00
Various		07/06/2021	SCHOSPE1	07/06/2021	School Specialty/Classroom Direct supplies		213.34
						Check Total	213.34
						Vendor Total	213.34
1662		07/06/2021	SCOTTCORP	07/06/2021	Scottsbluff Corporate Supplies		3,098.89
						Check Total	3,098.89
						Vendor Total	3,098.89
various		07/06/2021	STARHERA	07/06/2021	Star Herald Adv/Print		149.00
						Check Total	149.00
						Vendor Total	149.00
various		07/06/2021	TODDBODY	07/06/2021	Todd's Body Shop vehicle repair		375.71
						Check Total	375.71
						Vendor Total	375.71
HEMIN004		07/06/2021	TWENCENT	07/06/2021	21st Century Equipment Supplies		1,003.73
						Check Total	1,003.73
						Vendor Total	1,003.73
school		07/06/2021	VALOR	07/06/2021	Valor General Store Supplies		80.63
						Check Total	80.63
						Vendor Total	80.63
3392757		07/06/2021	WESTCO	07/06/2021	Westco fuel		4,853.73
						Check Total	4,853.73

ALL Data
Fiscal Year 2021

Preliminary Check Register

Arranged by:
Vendor ID

Check Date	DD	Check Number	Vendor ID	Vendor Name	Manual Check Number	Amount
Invoice		Invoice Date	PO Number	Description		
					Vendor Total	4,853.73
					01 - GENERAL FUND Totals:	64,522.07
					Total of Checks Available to Print:	64,522.07
					Report Total:	64,522.07

Approved _____ Reviewed _____ Revised _____
File: 103.00

Cross Reference 102 Educational Philosophy of the District
 402.01 Equal Employment Opportunity
 404.06 Harassment by Employees
501 Objectives for Equal Educational Opportunities for
 Students
504.18 Harassment by Students

EQUAL OPPORTUNITY EMPLOYMENT

The Hemingford School District #10 shall provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and non-discrimination laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. Employees will support and comply with the district's established equal employment opportunity and non-discrimination policies. Employees shall be given notice of this policy annually. The board shall appoint an employee to serve as non-discrimination compliance coordinator.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Nebraska Department of Education for the position for which they apply. In employing individuals, the district will not discriminate in any aspect of employment with regard to race, color, religion, national or ethnic origin, sex, disability, age, marital status, genetic background, veteran status, pregnancy, or childbirth or related medical condition.

Advertisements and notices for vacancies within the district shall contain the following statement: "The Hemingford School District is an equal opportunity employer (EOE)." The statement shall also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and non-discrimination laws and policies, including but not limited to complaints of discrimination, and including the implementation of Title VI, Title IX, Americans with Disability Act, or Section 504 of the Rehabilitation Act of 1973 shall be directed to:

Name and/or Title: Superintendent

Address: 911 Niobrara St., P.O. Box 217, Hemingford, NE 69348

Telephone No.: 308-487-3328

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and non-discrimination laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Kansas Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, (816) 268-0599, the Nebraska Equal Opportunity Commission, State Office Building, 301 Centennial Mall South, 5th floor, P.O. Box 94394, Lincoln, NE 68509-4934, (402) 471-2024 or (800) 642-6112 or by email to OCR.KansasCity@ed.gov.

Approved _____ Reviewed _____ Revised _____

HARASSMENT

Harassment of employees, students, volunteers, or visitors will not be tolerated in the school district. School district includes school district facilities, school district property, or property within the jurisdiction of the school district; while on school-owned or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the district.

Harassment includes, but is not limited to, race (including skin color, hair texture, and protective hairstyles), religion, national or ethnic origin, color, marital status, disability, sex, veteran status, age, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other prohibited status. Harassment by board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Harassment based on race, religion, national or ethnic origin, color, marital status, disability, sex, veteran status, age, pregnancy, childbirth or related medical condition, or other prohibited status means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs, activities, or employment; or
- submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or
- creating an intimidating, offensive or hostile learning or work environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical, or written harassment or abuse or unwelcome communication implying sexual motives or intentions; or
- repeated remarks of a demeaning nature; or
- implied or explicit threats concerning one's grades, achievements, etc.; or
- demeaning jokes, stories, or activities directed at an individual; or
- pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; or

- unwelcome touching; or
- unwelcome and offensive public sexual display of affection; or
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's job, promotions, recommendations, etc.

Employees, students, volunteers, or visitors who believe they have suffered harassment shall report such matters to the Compliance Coordinator or building principal.

Every report of alleged violations of this policy that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, during an ongoing investigation of this policy, potential issues of sexual harassment or discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged sexual harassment or discrimination as well as the incidents of alleged violations of this policy.

Upon receiving a complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to investigate claims of harassment promptly and reasonably and to pass the findings on to the superintendent who shall complete such further investigation as deemed necessary and take such final action as appropriate. It is the intention of the district to complete its investigation within ten (10) working days after receiving a complaint unless extenuating circumstances such as unavailability of a witness or needing additional time because of the complexity of the investigation or the need to involve outside experts. The extended timeframe for investigation due to extenuating circumstances shall not exceed ten (10) days without the consent of the complainant unless the alleged victim agrees to a longer time limit. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against an employee or student because they have filed a harassment complaint, assisted, or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy. This policy should be used when an employee is the alleged harasser or the alleged victim. It is strongly recommended the investigator and alternate investigator be of opposite sexes.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. The superintendent or superintendent's designee shall also be responsible for organizing training programs to educate employees, students and others involved with the school district about harassment and the school district's policy prohibiting harassment. The

training shall include how to recognize harassment and what to do in case an individual is harassed. The employee training will be documented in personnel files to ensure a record of training for each employee.

Legal Reference: 42 U.S.C. §§ 2000e et seq. (1994).
29 C.F.R. Pt. 1604.11 (1996).

Cross Reference: 103 Equal Educational Opportunity
402.01 Equal Opportunity Employment
402.05 Employee Grievances
403.03 Abuse of Students by School District Employees
405 Employee Conduct and Appearance
504.18 Harassment by Students
505 Student Discipline

OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS

This section of the board policy manual is devoted to the board's goals and objectives for assisting the students of the school district in obtaining an education. Each student shall have an opportunity to obtain an education in compliance with the policies in this series. It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination based on race (including skin color, hair texture, and protective hairstyles), color, national origin, sex, disability, religion or marital status, sexual orientation or gender identity and provides equal access to the Boy Scouts and other designated youth groups. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned, operated, or chartered transportation; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management, and educational processes of the school district.

This section of the board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual shall mean the legal parents. It shall also mean the legal guardian or custodian of a student and students who have reached the age of majority or are otherwise considered an adult by law.

Inquiries by students regarding compliance with equal educational opportunity laws and policies, including but not limited to complaints of discrimination, shall be directed to the Compliance Coordinators or the building principal.

Inquiries may also be directed in writing to the Director of the Kansas Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, (816) 268-0550, the Nebraska Equal Opportunity Commission, State Office Building, 301 Centennial Mall South, 5th floor, P.O. Box 94394, Lincoln, NE 68509-4934, (402) 471-2024 or (800) 642-6112 or by email to OCR.KansasCity@ed.gov. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

HARASSMENT

Harassment of employees, students, volunteers, or visitors will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment includes, but is not limited to, race (including skin color, hair texture, and protective hairstyles), religion, national or ethnic origin, color, marital status, disability, sex, veteran status, age, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other prohibited status. Harassment by board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

Harassment based on race, religion, national or ethnic origin, color, marital status, disability, sex, veteran status, age, pregnancy, childbirth or related medical condition, or other prohibited status means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble individuals when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities; or
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or
- creating an intimidating, offensive or hostile learning or work environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical, or written harassment or abuse or unwelcome communication implying sexual motives or intentions; or
- repeated remarks of a demeaning nature; or
- implied or explicit threats concerning one's grades, achievements, etc.; or
- demeaning jokes, stories, or activities directed at an individual; or
- pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; or
- unwelcome touching; or
- unwelcome and offensive public sexual display of affection; or

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- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's job, promotions, recommendations, etc.

The district will promptly and reasonably investigate allegations of harassment. The Compliance Coordinator or building principal will be responsible for receiving all complaints by students alleging harassment.

Every report of alleged violations of this policy that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, during an ongoing investigation of this policy, potential issues of sexual harassment or discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged sexual harassment or discrimination as well as the incidents of alleged violations of this policy.

Upon receiving a complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to investigate claims of harassment promptly and reasonably and to pass the findings on to the superintendent who shall complete such further investigation as deemed necessary and take such final action as appropriate. It is the intention of the district to complete its investigation within ten (10) working days after receiving a complaint unless extenuating circumstances such as unavailability of a witness or needing additional time because of the complexity of the investigation or the need to involve outside experts. The extended timeframe for investigation due to extenuating circumstances shall not exceed ten (10) days without the consent of the complainant unless the alleged victim agrees to a longer time limit. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

Retaliation against an individual because the individual has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline, up to and including, suspension and expulsion.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. These rules will be printed and distributed to students and parents in the student handbook. The superintendent shall also be responsible for organizing training programs for students and employees. The training shall include how to recognize harassment and what to do in case an individual is harassed. The employee training will be documented in personnel files to ensure a record of training for each employee.

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Legal References: 20 U.S.C. §§ 1221-1234i (1994)
 20 U.S.C. § 1681 et seq.
 29 U.S.C. § 794 (1994)
 42 U.S.C. § 1983
 42 U.S.C. §§ 2000d-2000d-7 (1994).
 42 U.S.C. §§ 12101 et. seq. (1994).

Cross References: 404.06 Harassment by Employees
 505 Student Discipline
 507 Student Records

STAFF CONDUCT WITH STUDENTS

Definitions:

Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place;

Personal communication system means a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform;

School employee means a person nineteen years of age or older who is employed by a public, private, denominations, or parochial school approved or accredited by the State Department of Education. Neb. Rev. Stat. § 28-720. School employee also includes any person who is contracted with, or otherwise paid by the district and who has access to or interaction with students including all student teachers or interns.

Sexual contact has the same meaning as in section 28-318;

Sexual penetration has the same meaning as in section 28-318; and

Student teacher or intern has the same meaning as in section 79-875.

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of this policy or any violation of professional boundaries is misconduct and will likely result in disciplinary action.

In addition a violation of employee and student boundaries is also a violation of standards of professional conduct which could result in the revocation of a certificated educator's certificate or permit. 92 Nebraska Administrative Code Chapter 27.

Such violations could also result in a referral to the Nebraska Department of Health and Human Services and law enforcement.

All employees are prohibited from engaging in grooming, sexual contact, sexual penetration, or any other activity listed within this policy while any student is attending any school within the district and for one year after the student graduates or otherwise ceases enrollment.

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Prohibited Activity:

Engaging in any relationship that involves sexual contact or sexual penetration with a student while the student attends the school where the employee works and for one year after the student graduates or otherwise ceases enrollment.

The following is a non-exclusive list of actions that will be regarded as a violation of the professional boundaries that all employees are expected to maintain with all students. In addition, repeatedly engaging in any of these activities or a combination of these activities are examples of grooming as defined in this policy.

1. Communication with students through any method not approved or not designated by the school district including social networking apps or websites and texting, or other instant messaging, one-on-one with any students.
2. Communication with students on any matters or subjects that do not pertain to school or school-related activities. School or school related activities include student homework, in class activities, school sponsored sports or clubs or any other school-sponsored activity.
3. Engaging in any kind of behavior or communication that could be reasonably construed as a sexual advance or respond in any positive manner to a student's sexual advance.
4. Being alone with a student anywhere where all doors to such room are closed.
5. Showing a student any inappropriate or sexually suggestive material that is not part of classroom lesson or curriculum known to appropriate school authorities.
6. Telling jokes with sexual themes or subject matter.
7. Invading a student's physical privacy. One example would be walking in on a student changing in a locker room or bathroom when the employee has no duty to be there.
8. Intruding on a student's personal physical space in any manner that makes a student uncomfortable.
9. Initiating unwanted physical contact.
10. Treating one student differently from other students either by providing privileges or failing to enforce school policy or other disciplinary action.
11. Discussing an educator's private personal matters with a student and inquiring about a student's private personal matters when no basis for concern about the student's health or safety.
12. Providing rides to a student in an employee's personal vehicle without the express written permission of a student's parent or guardian and permission from an administrator unless another school employee is in the vehicle.
13. Meeting with a student outside of school for any reason other than a school sponsored activity or event.
14. Having a student in an employee's home without a student's parent or appropriate chaperone.
15. Giving or receiving gifts to or from one student. A gift to a class or the same gift to a group of students is not prohibited.

16. Consuming alcohol in the presences of any student when the student's parent or guardian is not present or consuming illegal drugs in the presence of students at any time.
17. Providing alcohol or illegal or unauthorized drugs or medications to a student under any circumstances.
18. Any other behavior with could exploit the unique position of trust and authority between a student and employee.

Exceptions to these prohibitions may include:

1. communicating with your own child or another student with whom there is personal relationship that exists independent of that child being a student at the same school where the employee works such as when the student is a relative, neighbor or fellow member of a group or organization outside of the school or school sponsored setting when such communications pertain to such a group or organization.
2. an emergency or concern for that student's immediate health or safety.
3. a singular chance encounter at a public place provided the encounter provided there is no additional violation of this policy.

Except in the case of a true emergency, or an unplanned chance encounter, employees should obtain permission in writing from his or her administrator prior to engaging in such communication.

Permissible methods to communicate with students outside of school:

The Superintendent is responsible for informing staff of any apps or social media websites permitted for employees' use in communicating with students on educationally-related matters.

In addition, employees may utilize:

1. Text messages that include at least one other adult and a student. The adult may either be the student's parent or guardian or another school employee.
2. Use of social media through a district approved social media account as a coach or supervisor of a school sponsored club or activity. However, even approved social media communication must abide by the standards of professional conduct and must be professional in nature and in the best interest of the school district.
3. Use of the school district email system.

Allowing students to view an educator's social media postings is not a preferred method of communication. Educators are responsible for any social media postings that is viewed by students when such posting violates the standards of professional conduct.

Permissible ways to engage with students when the employee has concerns about the student's well-being:

1. Contact the guidance counselor and ensure the student's parent or guardian is aware of your concerns.

2. Contact the student's parents or guardian if the concern is not with the parent or guardian.
3. If you believe the student is in immediate danger, contact the Nebraska Department of Health and human services child abuse hotline or contact law enforcement.

Reporting Violations:

If any school employee violates this policy or has reason to believe another employee has violated this policy the employee is required to make a report to the superintendent within hours. The school employee also has an obligation to report to the Nebraska Health and Human Services and the Nebraska Department of Education.

The most serious violations shall be reported immediately. The superintendent the superintendent shall also ensure a report is made to the Nebraska Department of Education, the Nebraska child abuse and neglect hotline and law enforcement authorities as required by law and notify the school board President. If the superintendent is the alleged violator or fails to take appropriate steps, the school board President shall be notified by the school employee.

Students who feel his or her boundaries have been violated or know of another student whose boundaries have been violated may report to any school employee he or she is comfortable to confide in. That school employee will then have an obligation to report as identified above.

Reprisal or retaliation for good faith reports made by students or school employees is itself a violation and is prohibited.

Records retention:

School employees are required to maintain copies of any and communication exchanged with students via a personal communications system. Such copies must be maintained pursuant to district records retention policies and schedules. The records may be kept electronically or in hard copy or any format easily retrievable by the employee upon request. Any employee who is unable to produce copies of such communications for any reason will be in violation of this policy.

FERPA and Confidentiality:

School employees are encouraged to consult their school's policy on confidentiality of personally identifiable student information before posting any information regarding student or student activities online.

Legal Reference: Neb. Statute 79-879

STAFF CONDUCT WITH STUDENTS

The Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Unacceptable Conduct

Examples of unacceptable conduct by staff members include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment By Employees;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- Associating with students in any situation or activity that includes the presence of alcohol, drugs, or tobacco or that could be considered sexually suggestive;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands;
- Sexual banter, allusions, jokes, or innuendos with students;
- Asking a student to keep a secret;

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- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner; and
- Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner.
- Being alone with individual students by closing a room door except when dealing with issues of health by appropriate personnel, or being alone with individual students outside of normal school hours;
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond the customary student teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school sponsored events or except as participants in organized community activities.

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the principal or superintendent if they become aware of a situation that may constitute a violation of this policy.

Staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services and/or law enforcement in accordance with the Board's policy on Child Abuse Reporting.

This policy shall be included in future employee, student and volunteer handbooks.