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COMMUNITY RELATIONS - POLICY 1000

Mission Statement

St. Edward Public Schools will provide a quality education, in cooperation with families and the community, to create respectful and responsible citizens.

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS – POLICY 1010

Visiting School

The board and staff of the school district welcome members of the community and other interested persons to visit the schools.

The superintendent is authorized to establish such regulations as will

1. Encourage visitors to observe the schools.
2. Provide for appropriate hospitality for visitors.
3. Channel expressions of approval as well as constructive criticism to the board.
4. Ensure that such visits will enhance the effect of the educational program rather than hinder it.

Under ordinary circumstances, the teacher being visited by a parent should continue with the regular classroom work. It is desirable that parent-teacher conferences be held before or after school in order that normal progress of classroom instruction will not be disrupted.

Contacts during school hours with non-school individuals and agencies for materials, services or programs may be made only with the approval of the principal.

For the protection of everyone, teachers and students are asked to see that all visitors are courteously directed to the office. For the same reason, all agents, etc., are required to sign in at the office and should have a permit from the administration office before approaching any person within the building. All visitors should sign out when leaving the building.

Employees in school buildings shall report to the principal immediately any person(s) loitering or suspicious person(s) or suspicious activity(activities) on or near the school grounds. The principal shall notify the appropriate law enforcement agency by telephone immediately upon receiving the report, and he or she shall notify the superintendent.

Any person who is not a member of the school staff or student body and who loiters on or about any school building or grounds without written permission or who causes disturbances or is engaged in disorderly conduct may be prosecuted according to law.

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS – Policy 1020

Citizen Communication to the Board of Education

The Board of Education shall carefully evaluate and consider the advice it receives from individuals and community groups interested in the schools, especially those individuals and committees appointed to advise it regarding selected problems. It shall use its own best judgment in arriving at a decision. The responsibility for decision making concerning policy development and revision lies exclusively with the board of education.

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS - Policy 1040

Annual Report to the Public and School Improvement

The Superintendent shall prepare and distribute each year an Annual Report in accordance with Rule 10, Regulations and Procedures for the Legal Operation of Schools. The Annual Report shall be distributed to residents of the School District by the Superintendent distributing it to the members of the Board of Education and to the parents of students enrolled in the School District each school year and making it available to other residents. The report shall include information required by Rule 10. The results of the annual report shall be used to plan and make needed changes to improve instruction for all students. The report is to include:

- A. Student academic performance. The report shall include results of student success in achieving the state standards set forth in Appendices A through D of Rule 10 or local content standards approved by the Department, on a building basis. Individual test scores shall be kept confidential. If the school has fewer than ten students in the grades being reported, or if reporting would allow for the identification of students because they all had comparable scores, no public reports of student performance shall be provided for those grades.
- B. School system demographics.
- C. School improvement goals and progress.
- D. School system financial information.

The Superintendent shall further ensure that the School District implements a systematic on-going process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process shall focus on improving student learning and include a periodic review by visiting educators who provide consultation to the local school/community in continued accomplishment of plans and goals. The school improvement process shall further include the following activities at least once within each

five years:

- A. Review and update of the mission and vision statements.
- B. Collection and analysis of data about student performance, demographics, learning climate, and former high school students.
- C. Selection of improvement goals. At least one goal is directed toward improving student academic achievement.
- D. Development and implementation of an improvement plan which includes procedures, strategies, actions to achieve goals, and an aligned professional development plan.
- E. Evaluation of progress toward improvement goals.

The school improvement process shall further include a visitation by a team of external representatives to review progress and provide written recommendations. A copy of the school system's improvement plan and the written recommendations shall be provided to the Department. The external team visits shall be conducted at least once each five years.

Legal Reference: NDE Rule 10.01, 10.5.02, 10.9 and 10.10

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS – POLICY 1050

Public Access to School Records - Examination, Making Memoranda, and Copying

1. The School District, through the Superintendent, shall provide interested persons access to the records of the School District as required by law. Such access shall include the opportunity to examine School District records, when permitted by law. The School District shall not make records of individual students, personnel, or other confidential material available, except as allowed by law or compelled by court order.
2. Records may be examined at the School District offices during the hours such offices are open for the ordinary transaction of business. School district offices will be open for the ordinary transaction of business (a) during the school year on such days as school is in session, and (b) during the summer months when school is not in session, Monday through Friday, except legal holidays or other days the District is closed.
3. Records may be obtained in the form in which the record is maintained including, but not limited to, printouts, electronic data, and photocopies. The School District will not be required to produce or generate any record in a new or different form or format modified from that of the original School District record. Copies of records may be made as follows:
 - (a) Copies may be made by persons using their own copying or photocopying equipment, provided that such copies shall be made on the premises of the School District offices or at a location mutually agreed to by the requester and the School District.
 - (b) Copies may be obtained from the School District if the School District has copying equipment reasonably available, and upon payment of a fee for providing copies. The Superintendent shall determine a reasonable fee for the copying of school district records, provided that such fee is not to exceed the actual cost of making the copies available. If the

copies requested are estimated by the School District to be more than fifty dollars (\$50.00), the School District may require the requester to furnish a deposit prior to fulfilling such request.

4. For residents of Nebraska and news media desiring to submit a public records request to the School District, a requester must submit a written request to the School District. Upon written request for access to records, the School District will provide to the requester as soon as is practicable and without delay, but not more than four (4) business days after actual receipt of the request:

(a) Access to or, if copying equipment is reasonably available, copies of the school district records requested;

(b) A written denial of the request, or portion thereof, if there is a legal basis for such denial of access to school district records on a written form from the school district; or

(c) If the entire request cannot with reasonable good faith efforts be fulfilled within four (4) business days after actual receipt of the request due to the significant difficulty or extensiveness of the request, the school district shall provide a written explanation, including the earliest practicable date for fulfilling the request, and estimate of the expected cost of any copies, and an opportunity to modify or prioritize the items within the request. If the response to the request is expected to require more than eight cumulative hours of staff time spent searching, identifying, physically redacting, or copying, the District may require the requester to furnish a deposit, as permitted under the Public Records Request Laws.

5. For nonresidents of Nebraska, a requester must submit a written request to the School District. The School District may then require the requester to submit a deposit, as permitted under the Public Records Request Laws.

Legal Reference: Neb. Rev. Stat. Sec. 84-712 et seq.

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS – Policy 1060

Advertising and Promoting

Neither the facilities, the staff, nor the children of the schools shall be employed in any manner for advertising or otherwise promoting the interest of any commercial, political, or other non-school agency, individual or organization, except that

1. The schools may cooperate in furthering the work of any non-profit community-wide social service agency; provided that such cooperation does not restrict or impair the educational program of the schools.

2. The schools may use films or other educational materials bearing only simple mention of the producing firm and provided that such materials can be justified on the basis of their actual educational values.
3. The superintendent may, at his/her discretion, announce or authorize to be announced, any lecture, community activity, or film of particular educational merit.
4. The schools may, upon approval of the board, cooperate with any agency in promoting activities in the general public interest, and which promote the education or other best interests of the district.
5. The school district may accept sponsorships under the following guidelines. The sponsoring entity shall not receive any special privileges by providing funding for any equipment, materials or services provided the school district, beyond advertising or appropriate appreciation response from the school district. Sponsorship shall not include any school support for any type of political or religious view or position. Sponsors should be businesses, individuals, or entities, which follow local, state and federal laws and operate in ethical, moral fashion. Sponsors shall honor all obligations until fulfillment of terms of the agreement and have products and services that are school age appropriate.

Adopted: June 10, 2024

COMMUNITY RELATIONS – Policy 1070

Publications, Radio, and Television

The superintendent and the staff are encouraged to use all available school-sponsored media of communication, such as publications, radio, TV, and social media to keep the goals, program, achievements and needs of the schools before the public.

The superintendent may delegate authority to communicate regarding the schools to the administrative staff as he/she sees fit. But the ultimate responsibility for their performance is to the superintendent.

Citizens who are adequately informed tend to be more involved with the school system.

The administration is responsible for all informational services to and from the public, except for such matters as the board may from time to time wish to deal with publicly itself. The superintendent or board president will act as spokesperson for the district unless the board chooses otherwise.

Information/materials for distribution must carry the approval of the superintendent. Copies of such materials shall be given to board members.

The principal is responsible for routine school announcements to parents such as those concerning closing of school, meetings, fund drives, etc. The principal will keep a copy of all such releases for needed future references.

Adopted: June 10, 2024

COMMUNITY RELATIONS – POLICY 1080

School Directory

The school's directory will be distributed only to those governmental agencies and other school-related parties which have been authorized by the superintendent.

Under no circumstances will it be distributed for political or commercial use.

A copy of the school directory will always be available in the superintendent's office for review by authorized persons.

No employee of the school may furnish lists of names and addresses of students to anyone other than school officials. The Superintendent of Schools may authorize release of lists of names of the senior class to local schools and colleges, military authorities, and the Chamber of Commerce if, in his/her judgment, such agencies offer opportunities of sufficient merit to interest high school graduates.

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS - POLICY 1100

St. Edward Public School School/Community Fitness Center and Gymnasium Use

Memberships. The St. Edward Public Schools School/Community Fitness Center and Gymnasium is available for use by patrons and guests of the district. To cover costs of operations, community/guest users will be allowed to purchase memberships; proxkey access will be issued. Members will be required to sign a Use and Release Agreement. Members must be 18 years or older. Secondary school students are not eligible even if age 18 or older. Membership and access to the fitness center and gymnasium use will be limited to those with character appropriate for a school environment.

In an effort to promote and maintain the District's Healthy Schools Program initiative that is supported by the Alliance for a Healthier Generation, the American Heart Association, and the Clinton Foundation, all active Board members, employees, and their families will be allowed to use the fitness center or gymnasium free of charge. However, all Board members, employees, and family members are expected to abide by the Rules and Regulation contained herein and sign a Use and Release Agreement.

A \$100 yearly maintenance fee must be made to obtain the proxkey access. A \$20 refund will be made upon cancellation of membership and return of the proxkey. Family membership allows use by any member of the member's household related by blood, marriage, or adoption papers. Any child using the fitness center on a family membership must be accompanied and supervised at all times by a responsible adult family member or the coach of a District activity in which the student participates.

Members shall not give their proxkey access to anyone or allow non-members to enter the facility (including students not covered by their membership). Members may accompany an approved guest to use the facilities. Any guest using the facilities more than three times will be encouraged to become a member. Consequences may include termination of the violator's membership. No refund will be issued. Memberships may be revoked or restrictions on use may be made in the event a user fails to follow the rules for the fitness center and gymnasium or in the event the Board of Education or school administration determines that such is in the best interest of the district.

Hours of Operation. The times the fitness center and gymnasium will be open for use by members will be set by the school administration. The hours will vary throughout the year and will be posted or otherwise communicated to members. The hours will be set for times when school is not in session and to avoid conflicts of use regarding students and school activities. Members understand that there will not always be a supervisor on duty during the hours that access is granted.

Rules of Fitness Center and/or Gymnasium. Rules for use of the fitness center and/or gymnasium must be followed by all community/guest users. These rules may be changed from time to time by the Board of Education or school administration.

Proxkey access. A computerized proxkey entry system will be in use. In the event the proxkey is lost, a replacement will be issued at a cost of \$10.00.

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS - POLICY 1101

Use of School Facilities: Student Groups

1. Access by Youth Organizations. The District will allow, upon request, a representative of a recognized youth organization to provide: (1) oral or written information to students regarding the youth organization and how such youth organization furthers the educational interests and civic involvement of students in a manner consistent with good citizenship; and (2) services and activities to any student who is a member of such youth organization. A "recognized youth organization" is limited to those group listed in 36 U.S.C. Subtitle II, Part B. Each requesting youth organization will be permitted to provide information at school at least once during each school year. The administration will make a good faith effort to find a mutually agreeable date, time, and location for each requesting youth organization, though the administration shall have the ultimate authority to select the date, time, and location for any requesting youth organization. Under no circumstances will any requesting youth organization be permitted to provide oral information to students during instructional time, unless previously approved by the Superintendent or Superintendent's designee. Every representative from a requesting youth organization must submit to, at the organization's cost, a background check. The Superintendent or Superintendent's designee may refuse to allow an individual to be on school grounds if the individual's background check discloses a prior felony conviction or if, in the Superintendent's discretion, the background check otherwise reveals concerns about student safety. Nothing in this Paragraph preempts or undermines any provision of the District's Parental Involvement Policy.

2. Equal Access to Student Groups. In the event any of the secondary schools (grades 6-12) have a limited open forum as defined in the Equal Access Act, such school(s) shall not deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. A limited open forum for this purpose exists if the secondary school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during noninstructional time.

All such student meetings at school are subject to the following requirements:

- a. the meeting must be voluntary and student-initiated;
- b. there must be no sponsorship of the meeting by the school or its agents or employees;
- c. employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- d. the meeting must not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- e. non-school persons may not direct, conduct, control, or regularly attend activities of the student group.

The administration shall in all respects maintain the District in compliance with the Equal Access Act.

3. Equal Access to Outside Groups Meeting at School. If the District provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours, the District shall make that opportunity available to other similarly situated groups. The administration shall in all respects maintain the District in compliance with the Equal Access Act.

Legal Reference: 20 U.S.C. Section 4071-4074 (Equal Access Act)
20 U.S.C. Sec. 7905 (Boy Scouts of America Equal Access Act) & 34 CFR
Part 108
LB 705, § 126.

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS - POLICY 1102

Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent of the person or persons being recorded or whose image or sound is being transmitted. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or

activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Legal Reference: Neb. Rev. Stat. § 86-290
Letter to Anonymous, 40 IDELR 70 (OSEP 2003)

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS - POLICY 1108

Video Surveillance

1. Purpose. The Board authorizes the use of video cameras and other passive electronic measures (such as motion detectors) for the purposes of ensuring the health, welfare and safety of staff, students and visitors, safeguarding District facilities and equipment, and maintaining student discipline and an appropriate educational and work environment.
2. Placement. Video cameras and similar devices are authorized to be used on school facilities, school vehicles and other places within the control of the District. The locations in which the devices will be placed and the times the devices will be in use are to be determined by the Superintendent or the Superintendent's designee consistent with the purposes set forth in this Policy. The devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms.
3. Notice. Notice of the fact that video surveillance cameras are being utilized shall be given through appropriate mechanisms, such as by posting signs in the building entry and other locations and by including a notice in the student-parent and staff handbooks.
4. Viewing Monitors and Video Recordings. Monitors used to view video recordings are to be located and positioned such that only authorized personnel are able to see the images on the monitors. Only authorized personnel shall be allowed to view recorded video. Authorized personnel for these purposes are: school administrators, school staff members with a direct involvement with the recorded contents of the specific video recording and employees or agents responsible for the technical operations of the system (for technical purposes only).

School administrators may allow law enforcement officers to view monitors and recorded video when such is consistent with school security and discipline and consistent with law.

Students shall not be permitted to view the monitors. Students shall not be permitted to view recorded video except where the individual student is the focus of the recorded video.

5. Use of Video Recordings. Video records may be used as a basis for student or employee disciplinary action and for making reports to law enforcement.
6. Video Recordings as Education Records. Video recordings which are considered to be

“education records” within the scope of Family Educational Rights and Privacy Act (FERPA) shall be maintained in accordance with FERPA and other applicable laws. A video recording may be considered an education record when a specific student is the focus of the video recording.

For example, if the video recording shows a student violating a school rule, the video recording is an education record of that student. It may be viewed on request by that student’s parent (or the student if age 18 or older). The video recording may not be viewed by, nor will a copy be given to, others without the parent’s written consent unless a FERPA exception exists.

In the event more than one student is a focal point of the video recording, it may be an education record of each such student. This would be the case, for example, if two students are recorded fighting. In that event, the school would allow both set of parents an opportunity on request to view the video, but will not give a copy of the video to either set of parents, without the written consent of the other student’s parent.

7. Maintaining Video Recordings. The District shall comply with all applicable state and federal laws related to record maintenance and retention of video recordings. Video recordings that contain personal information shall be securely stored and, when such recordings are no longer needed or required to be maintained, shall be properly disposed of or erased.
8. Maintaining the Integrity of the Video Surveillance System. The building principals shall be responsible for periodically checking the video surveillance system within their building to ensure it is operating properly. Students or staff who vandalize, damage, disable, or render inoperable surveillance cameras or equipment, or use the video surveillance system in a manner that is not consistent with the purposes set forth in this Policy, shall be subject to appropriate disciplinary action (up to and including expulsion, for a student, and termination, for a staff member) and referral to appropriate law enforcement authorities.

Legal Reference: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g) (34 C.F.R Part 99)

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS – POLICY 1109

Trespassing Policy

Restrictions on the use of school buildings and grounds may be implemented by administrative action. The Board gives all district and building administrators and their designee’s full power and authority to implement and enforce restrictions on access to school property and to issue no trespassing commands and stay away/no trespassing letters. Such action shall be taken consistent with constitutional and other legal rights.

All districts and building administrators and their designees shall have full power and authority to direct any individual or group to leave school grounds and stay away where such individual or group has:

1. failed to comply with identification or check-in procedures;
2. are determined by such administrators or designees to not have a legitimate school purpose to be on school grounds or;
3. who are determined by such administrators or designees to present a risk to the safety of building users or a risk of disruption to the educational program, including without limitation, registered sex offenders.

A refusal to leave or stay away as directed will be considered trespassing and shall be reported by the administrators or their designees to proper law enforcement authorities.

Legal Reference: Neb. Rev. Stat. 28-520 to 28-522

DATE

NAME

ADDRESS

St. Edward, NE 68660

RE: No Trespassing Letter

Dear _____,

It has been reported to us that you are registered with the Nebraska Sex Offender registry. We have determined based on this report that you should not be at our school.

You are hereby given notice that you are not licensed or permitted to be on school grounds, at a school-sponsored activity, or on any property under the control of St. Edward Public Schools. If you violate these conditions, you will be a **trespasser** and appropriate law enforcement assistance will be called.

In the event you feel that this action is not appropriate, you may send me a written report detailing your reasons for disagreeing with this action. In the meantime, until or unless I take action otherwise, this letter stands.

There may be times when it will be appropriate for you to be at school. You must notify me at least one week in advance by telephone or written request. You will need to identify the reason you would like to be at school and why you cannot achieve your purpose without being on school grounds. It will then be determined whether to allow your requested entry to school and the conditions of such entry. If your request is granted, either the Principal or I will issue you a written

permission form, which would allow you to be at school or contact staff under those conditions. Without such a written permission, you are **not** allowed to be on school grounds or at any school activity.

Sincerely,

Current Name, Superintendent
St. Edward Public Schools

Sent via certified or registered mail and
Via regular First-Class U.S. Mail

DATE

NAME
ADDRESS
St. Edward, NE 68660

Dear _____,

You have requested written permission to be on school grounds to attend the event(s) described below. Permission is given to you to be on school grounds in the areas and times needed to attend the following events(s):

Event	Location	Date	Time

When you first arrive, you are to contact either [NAME OF SCHOOL OFFICIAL TO CONTACT] or myself.

So that there will be no confusion, please have this letter with you when you are attending these activities.

Sincerely,

Current Name, Superintendent
St. Edward Public Schools

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS – POLICY 1110

Bulletin Boards, Display Case, and Postal Material

School bulletin boards, display cases, and posting areas are for the purposes of conveying information about school activities and programs to students, staff, and the visiting public as deemed appropriate by the respective principals; however, building principals may use their discretion on posting or displaying non-school related information which is not political or commercial in nature. No information, poster or other display may be posted on any school bulletin board, display case or other areas without the prior permission of the building principal. The building principal shall have the final determination as to whether any posting is political and/or commercial in nature, and there shall be no appeal process if the principal denies a request to post or display non-school related information.

Legal Reference: Neb. Rev. Stat. § 86-290
Letter to Anonymous, 40 IDELR 70 (OSEP 2003)

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS - POLICY 1120

Tobacco Policy

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, and alternative nicotine products.

Note: If reasonable suspicion exists of tobacco use or possession, the administration or delegate reserves the right to address the individual to determine compliance of the Tobacco Policy.

Legal Reference: Neb. Rev. Stat. 71-5716 to 5734 (Nebraska Clean Indoor Air Act)

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS – GRIEVANCE – POLICY 1200

Grievance Policy

Grievances, complaints, and communications from all affected by the schools should be initiated and processed in the following manner. This procedure is to be followed for any matters that may be construed as a grievance or complaint. The person(s) presenting the grievance or complaint may seek assistance or counsel at any time during this grievance procedure.

A grievance shall be defined as a violation or abuse of any item that has been arrived through negotiations or disputes of communication. All other matters shall be treated as complaints.

The purpose of the grievance procedures are to secure, at the lowest possible level, equitable solutions to the problems that may arise from time to time. Problems concerning the interpretation, application, or meaning of rules for classrooms and activities need to follow the correct procedure.

Communications and/or concerns from all affected by the school should be handled and processed in the following manner. This procedure is to be followed in all matters that may be construed as a grievance or concern.

1. If a parent/guardian has a grievance or concern, the person should present the matter to the teacher or activity sponsor involved in an attempt to resolve the matter. Often times, a simple conversation between the parents/guardian and the teacher/activity sponsor can resolve the matter. If not, the grievance or concern should be submitted in writing to the principal and/or activity director and should be signed and dated by both parties who will each receive a copy.
2. If the grievance or concern is one within the power and authority of the teacher/activity sponsor to resolve, he or she should do so as quickly and diplomatically as possible.
3. If the grievance or concern is not resolved by the teacher/sponsor in a way satisfactory to the parent/guardian within seven calendar days, the parent/guardian shall have the authority to report the grievance or concern to the principal and/or activity director. The principal and/or activity director should sign and date the grievance or concern. This report shall be privileged and confidential. Upon the receipt of such a grievance or concern, the principal and/or activity director shall conduct a personal investigation and undertake to resolve the grievance or concern.
4. If the grievance or concern is not resolved by the principal and/or activity director in a way satisfactory to the parent/guardian within seven calendar days the parent/guardian shall have the authority to report the grievance or concern to the superintendent. The superintendent should sign and date the grievance or concern. This report shall be privileged and confidential. Upon the receipt of such a grievance or concern, the superintendent shall conduct a personal investigation and undertake to resolve the grievance or concern.
5. If the superintendent fails to resolve the problem within ten calendar days or if the parent/guardian is dissatisfied with the determination of the superintendent, the parent/guardian shall then submit the grievance or concern to the president of the Board of Education if the superintendent believes the resolution of the problem is policy and not administrative.
6. The Board of Education shall make an investigation, either as a board or by committee, and shall give the parent/guardian an opportunity to appear before the full board in person, either privately or accompanied by counsel, with the right to present facts and witnesses in full hearing. At the conclusion of such an investigation the Board of Education shall, within thirty calendar days, render its determination in writing.

7. The elimination of grievances is in the best interest of the educational system, and no reprisals of any kind, implied, direct, or indirect, shall be involved against any person or persons involved in the grievance procedures.
8. Both grievances and concerns must be treated under the above procedure.

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS – POLICY 1210

Title IX - Discrimination

St. Edward Public Schools, in response to federal and state regulations for Title IX of the Education Amendments of 1972 - Prohibiting Sex Discrimination in Education, hereby adopts and re-affirms the following policy:

- 1) The Board of Education affirms its intent to comply with provisions of Title IX regulation implementing the Education Amendments of 1972 - Prohibiting Sex Discrimination in Education.
- 2) The publication of this statement re-affirms the District's efforts to comply with the Title IX regulations to inform citizens of non-discriminatory practices in the dissemination process.
- 3) The Board of Education hereby affirms its intent to adopt and publish grievance procedures providing for prompt and equitable resolution of written complaints. Such guidelines shall be developed as part of the administrative procedures, and such forms as needed shall be developed and made available to the public.
- 4) The Board of Education will implement specific and continuing steps to notify the public of its intent for compliance with nondiscriminatory practices. Self-evaluation and a continual assessment of the educational program will be implemented through regular administrative procedures.
- 5) Pursuant to this intent the Board of Education, as of this date, appoints the board policy committee to address these issues, as needed.

Legal Reference: Title IX

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS – POLICY 1220

Title IX – Procedure for Complaints of Sexual Harassment

A. Complaint Procedure - Generally

1. Reporting Procedures: All employees are responsible for helping to prevent sexual harassment. Employees or students who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your principal or supervisor, the principal or supervisor of the offending person, or the Title IX Coordinator if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.
3. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
4. For student reporters, contact any teacher, counselor, or administrator, or the Title IX Coordinator.
5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator is:

TITLE IX COORDINATOR CONTACT INFORMATION

**Stephen Osborn
601 Clark Street
St. Edward NE 68660
(402) 678-2282
sosborn@sted.esu7.org**

2. District Actions upon Report of Sexual Harassment or Sexual Misconduct: Upon receipt of a report of sexual harassment, the Title IX Coordinator, or designee, including but not limited to a building principal or assistant principal, will conduct an initial inquiry. The first step of the inquiry will typically include a preliminary meeting between the individual whom the reporting party alleges has been subjected to sexual harassment or sexual misconduct and the Title IX Coordinator, or designee. The initial inquiry may also include a meeting between the Title IX Coordinator, or designee, and the individual whom the reporting party alleges has committed sexual harassment or sexual misconduct. The purpose of these meetings is to gain a basic understanding of the nature and circumstances of the report, it is not intended to be a full investigative interview. During the initial assessment, the reporting party may also receive information about resources, rights, procedural options, and supportive measures. The Title IX Coordinator, or designee, may inquire into whether the person who has is alleged to have been subject to sexual harassment or misconduct requests resources, no further action, supportive measures, and/or initiation of the “Formal Complaint” process. The Title IX Coordinator will make a reasonable effort to respect the wishes of the person who experienced sexual harassment or sexual misconduct; however, if the reported incident

constitutes an imminent or ongoing threat to school safety, based on the assessment of the Title IX Coordinator, then the Title IX Coordinator may file a Formal Complaint, on behalf of the District, with or without the consent or permission of the person who has experienced sexual harassment or sexual misconduct.

With or without a Formal Complaint, allegations of sexual harassment or discrimination shall be investigated and if substantiated, corrective or disciplinary action will be taken, up to and including dismissal from employment, if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against any person for reporting discrimination or harassment. This policy does not limit or prohibit the District from instituting disciplinary measures pursuant to other Board Policy, rules, or other expectations if the District determines that a person violated District rules or expectations.

B. Formal Complaint Process

The following procedures apply only in the event that a Formal Complaint is filed. All other reports of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.

1. Misconduct Which May Be Investigated Under a Formal Complaint: The Formal Complaint process is only available if the Formal Complaint alleges: (i) conduct which occurs on District grounds or property owned or controlled by the District; (ii) conduct which occurs in the context of District employment or an education program or District-sponsored activity within the United States, and (iii) conduct which occurs when the District has substantial control over both the Respondent and the context in which the sexual harassment or sexual misconduct occurs. The conduct must also fall within one of the following categories: (a) an employee of the District conditioning an aid, service, or benefit of the District on an individual's participation in unwelcome sexual contact; (b) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the District's education program or activity; (c) sexual assault; (d) domestic violence; (e) dating violence; or (f) stalking.
2. Parties to a Formal Complaint: The only parties to a Formal Complaint are the Complainant, who is the person alleged to have been subject to misconduct, and the Respondent, the person who is alleged to have committed the misconduct.
3. Filing a Formal Complaint: A Formal Complaint may only be filed by a Complainant or the Title IX Coordinator. An employee or student Complainant may file a Formal Complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail. The Formal Complaint must be signed by the Complainant or by the Title IX Coordinator.
4. Immediate Actions Upon Receipt of Formal Complaint: Upon receipt of a Formal Complaint, the Title IX Coordinator will conduct an initial assessment of the allegations contained within the Formal Complaint to determine if the allegations in the Formal Complaint, if true, allege misconduct which may be investigated under the Formal Complaint process. If the allegations in the Formal Complaint do not allege misconduct which may be investigated under the Formal Complaint process, the Title IX Coordinator must dismiss the Formal Complaint and may proceed under other District

policies or procedures. The Complainant will be provided notice in writing if the Formal Complaint is dismissed.

If the allegations in the Formal Complaint alleged misconduct which may be investigated under the Formal Complaint process, the Title IX Coordinator shall provide the following to all known parties: (1) The complaint procedure as outlined in this policy; and (2) Notice of the allegations of sexual harassment, known by the District at the time of filing the Notice, including (i) the identities of the parties involved, if known, (ii) the conduct allegedly constituting sexual harassment, and (iii) the date and location of the alleged incident.

The Title IX Coordinator shall then provide the Formal Complaint and the Notice of the Formal Complaint to the District's Title IX Investigator.

5. Investigation of Formal Complaint: Upon receipt of a Formal Complaint, the Investigator will promptly investigate the allegations contained within, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The Investigator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegation(s) involve possible criminal conduct, the District will notify the Complainant of his or her right to file a criminal complaint, and District employees will not dissuade the Complainant from filing a criminal complaint either during or after the District's investigation.

The Investigator will contact the Complainant, Respondent, and relevant witnesses to schedule interviews. All parties may bring up to two people to this meeting: (1) Support Person and/or (2) Advisor of Choice. The Advisor of Choice may or may not be an attorney. Neither the Support Person nor the Advisor of Choice can direct questions or comments to the Investigator, nor may the Support Person or Advisor of Choice advise a student or employee how to answer the Investigator's questions.

The Investigator will also aim to collect all tangible evidence relevant to the investigation.

The Investigator will complete the investigation within a reasonable time frame, as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to, the allegations of the Formal Complaint and the number of witnesses that may need to be interviewed. The time frame originally set by the Title IX Coordinator may be extended by the Title IX Coordinator, upon notice to the parties, as deemed necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.

(A) *Neutrality:* The Title IX Coordinator, Investigator, Decision-Maker, or any person designated by the District to facilitate this Formal Complaint process, shall not have any conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The District shall ensure that Title IX Coordinator, Investigator, Decision-Maker, and any person who facilitates this Formal Complaint process shall receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias.

(B) *Burden of Production*: It shall be the Investigator’s burden to gather evidence sufficient to reach a determination regarding the outcome of the Formal Complaint. To reach a determination, the investigation will include, but is not limited to:

- i. Providing the parties with the opportunity to present witnesses and provide evidence.
- ii. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- iii. A consideration of various factors, including: (1) the nature of the conduct and whether the conduct was unwelcome, (2) the surrounding circumstances, expectations, and relationships, (3) the degree to which the conduct affected one or more students' education, (4) the type, frequency, and duration of the conduct, (5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, (6) the number of individuals involved, (7) the age and sex, if applicable, of the alleged harasser and the alleged victim(s) of the harassment, (8) the location of the incidents and the context in which they occurred, (9) the totality of the circumstances, and (10) other relevant evidence.
- iv. A review of the evidence using a “preponderance of the evidence” standard. To meet the “preponderance of the evidence” standard, the evidence must show that the discrimination, harassment, or retaliation more likely occurred than did not occur.

(C) *Rights of the Parties*: The Respondent is entitled to a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process. The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

The District retains the right to place any person on administrative leave during the pendency of the investigation. The District also retains the right to remove a Respondent from the District’s educational program prior to the conclusion of the investigation. In the event of a removal, the Respondent shall have the opportunity to challenge the decision for removal by meeting with the Title IX Coordinator to discuss the removal.

(D) *Conclusion of Investigation*: Prior to the conclusion of the investigation, the Investigator shall send each party the evidence that is subject to inspection and review in an electronic format or a hard copy. This information shall be known as the “Draft Investigative Report.” The Draft Investigative Report shall include all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the Investigator does not intend to relay to the Decision-Maker. The parties shall then have ten (10) calendar days to submit a written response, which the Investigator will consider. Responses may not be submitted by the parties’ Advisor of Choice or Support Person, unless such person is the parent or guardian of the Complainant or Respondent. Responses may include corrections to the Investigator’s summary of the parties’ interviews, suggestions for additional investigation, or additional information not known at the time of the interviews. Any new information provided by the parties during the response period will not result in an additional time period for response by the other party unless determined necessary by the Title IX Coordinator. The Investigator is not obliged to respond to any question or requests for information in the parties’ responses. The Investigator will consider the information provided by the parties and will incorporate relevant information into the Final Investigative Report. The Final Investigative Report will fairly summarize the relevant evidence. The

Investigator shall then submit the Final Investigation Report to the Decision-Maker. The parties shall each receive a copy of the Final Investigative Report at the same time as the Decision-Maker.

6. Actions Taken By Decision-Maker Upon Receipt of Final Investigative Report: Upon receipt of the Final Investigative Report, the Decision-Maker shall provide 10 days for each party to submit written, relevant questions that a party wants asked of any party or witness. Questions shall be submitted to the Title IX Coordinator who shall determine whether questions are relevant. The Title IX Coordinator shall contact parties or witnesses to request answers to the parties' relevant questions. The Title IX Coordinator will provide each party, and the Decision-Maker with the answers provided by the opposing party or witness and allow for additional, limited follow-up questions from each party.

7. Notice of Determination: Once the Decision-Maker has received the answers to relevant questions submitted by the parties, the Decision-Maker shall consider the answers and the Decision-Maker shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame, as determined by the Title IX Coordinator. The Decision-Maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person's status, such as the Complainant, Respondent, or witness. The Decision-Maker shall provide the written determination to both parties simultaneously. The written determination shall include:

- (a) Identification of the allegations potentially constituting sexual harassment;
- (b) A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
- (c) Findings of fact supporting the determination;
- (d) Conclusions regarding the application of each recipient's code of conduct to the facts;
- (e) A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the Complainant; and
- (f) The recipient's procedures and permissible bases for the Complainant and Respondent to appeal.

The Family Educational Rights and Privacy Act (FERPA) permits the District to disclose relevant information to a student who was discriminated against or harassed.

8. Sanctions: At the conclusion of the investigation, the Decision-Maker may institute disciplinary measures against the Respondent if the Decision-Maker determines that the Respondent engaged in sexual abuse or harassment. Disciplinary measures may include, but are not limited to, in-school suspension, out-of-school suspension, expulsion, and, in the case of an employee disciplinary action, up to and including immediate termination from employment.

The Title IX Coordinator is responsible for coordinating the implementation of supportive measures for the victim(s).

C. Appeals

If either party is not satisfied with the outcome of the investigation and the decision of the Decision-Maker, they may appeal on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent generally or the individual Complainant or Respondent that affected the outcome of the matter.

The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent.

Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.

The Superintendent shall give both parties a reasonable and equal opportunity to submit a written statement in support of or challenging the outcome.

The Superintendent shall review the investigative report, Decision-Maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The Superintendent shall provide the written decision simultaneously to both parties.

D. Informal Resolution

If a Formal Complaint is filed, the District may offer the Complainant and Respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:

1. Written notice to both parties disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the Formal Complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. The parties' voluntary, written consent to the informal resolution process; and
3. That the allegations of the Formal Complaint do not involve any allegations that an employee sexually harassed a student.

E. Record Keeping

The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings for a period of seven (7) years.

Legal Reference: Title IX
Date of Adoption: June 10, 2024

COMMUNITY RELATIONS – COMPLAINT - 1225

Complaint Other Than a Grievance

A **complaint** shall be defined as any complaint other than a grievance. All complaints will be dealt with as per this policy.

Complaints Regarding School Personnel

The Board Places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints. All complaints shall be in writing and signed by the complaining party or there will be no official action taken.

The Board of Education directs all complaints regarding school personnel to the Superintendent of Schools. The Superintendent shall establish procedures for handling complaints when they are received. The Board of Education employs school administrators to handle the day-to-day operation of the school. The Board of Education must stay out of personnel issues regarding certified staff members unless they are brought to the Board by the school administration for formal action.

Personnel decisions concerning certificated staff members resulting in non-renewal of contract, termination, reduction-in-force, or other disciplinary action shall be governed by state statute and board of education policy, and are subject to a hearing before the board of education. The board of education must act impartially on such matters based upon evidence and testimony presented at such a hearing, should a hearing be requested and held. To assure the ability of the board of education to act impartially through the hearing process, it is the policy of the board of education that any public or staff input or communication prior to a hearing concerning a personnel decision or recommendation is referred to the superintendent or other administrators.

All complaints regarding school personnel shall be directed to the Superintendent for investigation and subsequent action or recommendations. In order for investigation and/or action to be taken, complaints need to be in writing with a valid signature and dated by the complaining party. The superintendent will communicate receipt of any such written complaint to the staff member in question to assure his/her knowledge of the existence of the complaint. After investigation is completed, if subsequent action or recommendations are taken, the complaint will be placed in the appropriate personnel file after a copy has been given to the employee in question.

If a conference with, or action by the Superintendent or his/her designee is not successful in resolving disagreements, the party filing the complaint may present their problems to the Board of Education after having their name and nature of business placed on the monthly board agenda by the Superintendent. For the protection of those involved, this may occur in a closed session.

At school board meetings, there shall be no public comments and/or written materials concerning personnel or a personnel decision.

If any staff member directly contacts a member of the Board of Education without going through the complaint process, they will be considered insubordinate. This also applies in providing information to someone else outside of the school system for them to seek public sentiment or action.

If a complaint regards the Superintendent of Schools, it shall be made in writing to the President of the Board of Education for his/her consideration and action.

Complaints Regarding Instructional Materials

It is recognized that opinions differ concerning appropriations of instructional materials. Occasionally an individual or group may find instructional materials used in the schools conflict with their views.

The following procedures have been established to provide a system for receiving, considering and acting upon written complaints regarding instructional materials used by the school district.

All complaints must be presented in writing to the superintendent and will include the name of the author, title, the publisher, and the objections by pages and items; or in case of materials other than printed material, written information specifying the precise nature of the objection shall be given. The statement must be signed and identified in such a way that a proper reply will be possible.

When a complaint is received by the superintendent, he/she will acknowledge receipt of the complaint and provide appropriate forms for submission of complaints. The superintendent will notify administrators and teachers involved.

An individual student may be excused from using challenged materials after his or her parent or guardian has filed a written complaint. The teacher will then assign the student alternate materials of equal merit.

The use of challenged materials by class, school or district shall not be restricted until final disposition has been made by the Superintendent of Schools but individual pupils may be excused from using challenged materials by written request of their parents.

Complaints Regarding School Practices

Educators use a variety of methods to motivate students to learn or to provide learning opportunities for students. In the even the methods are viewed as inappropriate by a student's parent or guardian, the complaint procedure (above) will be followed.

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS - REGULATION 1225

Complaint Form

This complaint concerns: (be very specific, using names, dates, locations, etc.)

If the complaint is about written materials, please include the following information:

Author

Title

Publisher

Objections by page number

Signature: _____

Date: _____

COMPLAINT FORM

DISCRIMINATION, HARASSMENT OR RETALIATION

THE St. Edward 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, sexual orientation or gender identity, 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.

You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: Mr. Steve Osborn, Superintendent
601 Clark Street
P.O. Box C
St. Edward, NE 68660
402-678-2282
sosborn@sted.esu7.org

Employees and Others: Mr. Steve Osborn, Superintendent
601 Clark Street
P.O. Box C
St. Edward, NE 68660
402-678-2282
sosborn@sted.esu7.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: _____

Received by: _____ Date: _____

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS – Policy 1260

Service Animals

Individuals with a disability shall be permitted to use a service animal on school premises as and to the extent provided by law.

Definition of Service Animal

A service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Other species of animals are not service animals for the purposes of this definition, though miniature horses are in certain circumstances entitled to similar treatment.

The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks that a service dog may perform to meet this definition include:

- Navigation: assisting individuals who are blind or have low vision with navigation and other tasks,
- Alerting: alerting individuals who are deaf or hard of hearing to the presence of people or sounds,
- Protection: providing non-violent protection or rescue work,
- Pulling: pulling a wheelchair,
- Seizure: assisting an individual during a seizure,
- Allergens: alerting individuals to the presence of allergens,
- Retrieving: retrieving items such as medicine or the telephone,

- Physical support: providing physical support and assistance with balance and stability to individuals with mobility disabilities, and
- Interrupting behaviors: helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Work or tasks that are excluded from meeting the definition are:

- Guard dogs: the crime deterrent effects of an animal’s presence and
- Companion dogs: the provision of emotional support, well-being, comfort, or companionship.

Permit Presence of Service Animals

An individual with a disability shall be permitted to be accompanied by his or her service animal in all areas where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go. A bona fide trainer of a service animal also has the right to be accompanied by such animal in training. The individual may not be required to pay an extra fee for the service animal to attend events for which a fee is charged.

Service animals may be excluded from school premises if:

The service animal is out of control and the service animal’s handler does not take effective action to control it; The service animal is not housebroken; or The presence of the service animal poses a direct threat to the health or safety of others. To determine whether a “direct threat” exists, an “individualized assessment” is to be made to ascertain: the nature, duration, and severity of the risk; the probability that the potential

injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

Control of the Service Animal.

The service animal must be under the control of its handler. In most cases, the dog must have a harness, leash, or other tether. The service animal does not need to be on a leash, however, if the handler is unable because of a disability to use a leash. A leash is also not required if it would interfere with the service animal’s safe, effective performance of work or tasks. If either of the leash exceptions applies the service animal must be under the handler’s control via voice control, signals, or other effective means.

Responsibility for Care or Supervision.

The school district is not responsible for the care or supervision of the service animal. The individual with the service animal shall be liable for any damage done to the premises or facilities or to any person by such animal.

Inquiries.

When addressing a service animal matter, staff shall not ask about the nature or extent of the person’s disability.

Staff may not ask questions about the dog’s qualifications as a service animal when it is readily apparent that the dog is trained to do work or perform tasks for an individual with a disability.

Examples include where the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability.

Where it is not readily apparent that the dog qualifies as a service animal, staff may ask if the dog's presence is required because of a disability and what work or task the dog has been trained to perform. Staff may not require documentation, such as proof that the dog has been certified, trained, or licensed as a service animal.

Legal Reference: Americans with Disabilities Act of 1990 (ADA), 28 CFR §28.104 and §35.136; Section 504 of the Rehabilitation Act of 1973 (Section 504); and Neb. Rev. Stat. §§20-126.01 and 20-127

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS – POLICY 1300

Fundraising Activities

All Schools shall earnestly seek to educate pupils in the services performed by the humanitarian agencies, and shall encourage pupils to participate in their financial support as a social and community project, but no fund-raising drives are to be conducted by non-school agencies or for non-school activities among the school children during school time, unless approved by the building principal and/or superintendent.

Pupils may engage in raising funds, under the control of the school, for certain approved pupil activities, subject to the following conditions:

The project has the approval of the principal of the school involved.

The project involved has been selected by the student body as one in which they wish to participate.

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS – POLICY 1310

Gifts to the School District

The board may accept/ decline on behalf of and for the school district any bequest or gift of money or property for a purpose deemed by the board to be suitable, and to utilize such money or property so designated.

All gifts shall be given to the school district as a whole, or to a particular school program.

Gifts, Grants, and Bequests Rules

Any gifts presented to the school district must be accompanied by a letter from the donor for official action and recognition by the board.

To be acceptable, a gift must satisfy the following criteria:

Have a purpose consistent with those of the school

Offered by a donor acceptable to the board

Will not add to staff load

Will not begin a program which the board would be unwilling to take over when gift or grant funds are exhausted

Would not bring undesirable or hidden costs to the school system

Place no restrictions on the school program

Will not be inappropriate or harmful to the best education of pupils

Sponsorship and advertising agreements should be negotiated only with organizations whose public image, products and services are consistent with the values, educational purpose, goals and specific policies of individual schools and the District. Being a sponsor or advertiser should not be construed to have any bearing whatsoever on any current or future business with St. Edward Public Schools.

Not be in conflict with any provision of the school policy or public law

All gifts, grants and bequests shall become school district property.

A letter of appreciation signed by the president of the board and by the superintendent of schools shall be sent to a donor.

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS – POLICY 1420

Citizens' Advisory Committees for the Board

Advisory committees may be established when there is a definite function to be performed, and this function should be indicated to the committee in writing (i.e. Board minutes) when it is appointed.

Advisory committees should be established primarily as fact-finding groups and to advise the board.

Advisory committees should not be established to advise on matters requiring decision by the board unless adequate time is available for a thorough study by the committee.

The board shall seek the advice of the superintendent before establishing or dissolving any advisory committee.

Specific topics for study or well-defined areas of activity shall be assigned in writing (i.e. Board minutes) to each committee immediately following its appointment.

Upon completing its assignment, each committee either shall be given new problems or shall be dissolved promptly. No committee shall be allowed to continue for prolonged periods without a definite assignment.

Each committee shall be instructed as to

- the length of time each member is being asked to serve.
- the service the board wishes it to render.
- the resources the board intends to provide to help it complete its job.
- the approximate dates on which the board wishes it to submit reports.
- the time and place of the first meeting.
- the board policies governing citizens' committees to help clarify relationships from the beginning.
- its relationships with the board as a whole, with individual board members, with the superintendent, and with the other members of the professional staff.
- the approximate date on which the board wishes to dissolve the committee.

The board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

Publicity: The board shall see that the public is made aware of the services rendered by such committees of citizens as it may appoint and shall see that the public is informed of all major conclusions and recommendations made by such committees. All public announcements concerning the organization, membership, operation, recommendations and dissolution of such committees shall be made at such a time and in such a manner as the board may choose.

Prospective Members and Appointments: When committee members are needed, the superintendent shall submit names of qualified persons to the Board. The board may appoint members or seek volunteers including citizens and/or employees.

When employees are appointed to any citizens' advisory committee for the board, they shall constitute a minority of any such committee.

The chairman of an advisory committee should be appointed from among the lay members.

Liaison Personnel: The board shall appoint at least one but not more than three of its members to provide liaison with each of its committees. A board member serving in such capacity shall meet or communicate with the committee, as he or she deems appropriate.

Each member of the board shall be available upon request to attend meetings of any citizens' committees and each member shall be encouraged to attend meetings of various committees at his or her convenience.

The superintendent or designee shall serve as a channel of communication between the office and all board committees. The person serving in this capacity shall meet or communicate with committees and committee assistants as he or she deems proper, keeping informed as to activities, providing for the use of resources, and advising in the preparation of reports. He or she shall report his or her own and all committee activities directly to the superintendent.

Resources: Advisory committees shall be encouraged to draw upon a wide variety of resources both inside and outside the school system. Each committee shall be particularly encouraged to draw upon the talents of other local residents and to recommend to the board the official appointment of any such additional members, as the committee desires.

The superintendent may appoint a member of the professional staff to assist each committee in carrying out the work assigned to it by the board. Such committee assistants shall be responsible to the superintendent.

Expenditure of district funds by any advisory committee shall be made only upon prior approval of the superintendent.

Correspondence: The committee secretary with the advice of the committee chair shall ordinarily conduct correspondence between the board and its committees. The committee secretary shall make arrangements for the transmission of any communication from a committee to the board at its next meeting. The Board liaison will report to the Board at the next Board Meeting.

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS – POLICY 1430

Utilizing Community Resources

The board looks upon school-community collaborations as integral parts of the school community that can aid substantially in promoting a finer educational program.

The board encourages active support of and cooperation with school-community collaborations by teachers and other employee associations.

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS – POLICY 1440

Staff Participation in Community Affairs

Members of the staff shall be encouraged to take an active part in the affairs of the St. Edward Public Schools and in the community. The school and community should not be considered separate and apart, but as working as a unified whole in the educational process. The teacher, or the degree to which the teacher is known and accepted by the community, has a direct relationship with this degree of understanding and goodwill flowing from the community to the schools.

The Board recognizes that teachers and other employees of the school district have a dual role in their relations with the public, which complicates decisions from time to time concerning responsibility. Teachers, especially, may have to decide between their responsibilities as professionals employed by the school system on the one hand, or as members of the community on the other when differences of opinions arise concerning goals or operations of the school.

The Board believes that the first amendment rights of teachers and other employees must be protected. The Board also believes it is the professional responsibility of each employee to refrain from unfair and unwarranted criticisms of the school and the Board of Education.

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS – POLICY 1450

School Personnel and the Public

Employees of the district should exercise professional restraint when discussing school matters with non-school acquaintances. Employees represent the school system to the average citizen at all times. Their casual opinion is accepted as factual information when expressed to the otherwise uninformed layperson. The board wishes employees to be well informed concerning the educational philosophy, goals, policies, and regulations for the school system and be familiar with and understand the educational program and answer questions of non-school personnel in a straightforward and informative manner keeping in mind not to violate confidentiality.

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS – POLICY 1460

Student Production of Goods and Services

Students may produce services and materials for community organizations or groups with the permission of the building principal and/or superintendent only to the extent that such production furthers such students' educational development. Care must be exercised by the building principal and/or superintendent in interpreting this policy to avoid pupil exploitation.

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS – POLICY 1470

Public Performances by Students

Participation in community celebrations, patriotic observances, or other special events by school bands, choral groups, athletic teams, or other student groups is recommended by the board as a means for establishment of better relations between the school district and the community.

School principals are urged to cooperate with any group or groups having promotion of the welfare of the youth of the community as their purpose, provided that youth of every race, religion, nationality, and social status benefit equally.

Authority to approve participation in events of this nature is delegated by the board to the superintendent.

The use of school groups to promote partisan politics, sectarian religious views, non-school money-raising activities, or selfish propaganda of any description is not approved.

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS – POLICY 1500

Emergency Closure of School Buildings

If the Superintendent or Superintendent's designee determines that a building or buildings should be closed due to health or safety concerns, then the Superintendent or Superintendent's designee is authorized to close a school building or buildings until the Superintendent or Superintendent's designee determines that such building or buildings should be reopened.

In determining whether a building or buildings should be closed, the Superintendent or Superintendent's designee is encouraged to receive input from law enforcement, health officials and other experts.

If the Superintendent or Superintendent's designee makes the decision to close a school building or buildings, then the Superintendent or Superintendent's designee shall communicate such decision to students, parents, staff, community members and area media outlets as soon as practical.

If a school building or buildings is closed, then no person or persons shall be allowed to enter such building or buildings or no activities including school, extracurricular or community shall be allowed in the building or buildings unless the Superintendent permits such person or persons to enter such building or buildings.

Date of Adoption: June 10, 2024

COMMUNITY RELATIONS – POLICY 1501

Emergency Exclusion of Persons from School

If the Superintendent or Superintendent's designee determines that a person may pose a health or safety risk to others, the Superintendent may exclude such person from school property. If such person is a student, then the Superintendent or Superintendent's designee may refer to the emergency exclusion for a student. If such person is a staff member, then the Superintendent or Superintendent's designee may place said staff member on paid or unpaid leave. If such person is not a student or staff member, then the Superintendent or Superintendent's designee shall inform such person as soon as possible that they are not permitted on school property until further notice from the Superintendent or Superintendent's designee.

The Superintendent may consult with law enforcement, health officials or other experts in determining whether such exclusion should occur.

Date of Adoption: June 10, 2024