

DISTRICT OPERATION

**0000 – District Operation
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0000 LEGAL STATUS

The legal basis for education in SCHOOL DISTRICT 35-0001 GARDEN COUNTY, STATE OF NEBRASKA, is vested in the role of the people as expressed in the constitution of the State, the statutes pertaining to education, court interpretation of the validity of these laws and the powers implied in them.

The official names shall be SCHOOL DISTRICT 35-0001 GARDEN COUNTY, STATE OF NEBRASKA but for all purposes of business, except where the name is mandatory, GARDEN COUNTY SCHOOLS may be used as the business title of the district.

0100 BOARD PHILOSOPHY AND OBJECTIVES

Garden County Schools are education institutions established and maintained to provide educational opportunity for all children in the Garden County School District. Our purpose shall be to maintain a curriculum which will help the home, the church, and the community in preparing young people for life and citizenship in a democracy.

We believe it to be the basic goal of the school to teach fundamental skills as well as to stimulate curiosity and creativity. As a result of their education here, students should develop a sense of self worth and personal integrity, and the ability to think clearly, to communicate effectively, to make their own decisions, and to discriminate among conflicting values.

The school should provide a background of cultural knowledge which will enable the student to live a rich and full life beyond the economic pressures of earning a livelihood. This implies an appreciation of the humanities, the arts and the ethical and moral values which are inherent in our culture and the cultures of the world of which we are a part.

A wide variety of co-curricular activities should be offered to meet the needs and interests of each individual, recognizing and accounting for differences in skills and abilities.

We believe that any philosophy of education is dependent on the vision and ideals of the educators as they try to implement its provisions. This calls for staff members who are dedicated to the finest development of our youth.

The Board of Education shall deem it their policy to maintain such an institution in keeping with the demands of society and sound economy of supporting institutions and the needs of the children.

0200 GOALS & OBJECTIVES

The educational challenges facing the nation, state and local school district are greater than ever before. The board of education pledges to provide an educational system that can meet the challenges.

The goals of the district guide the establishment of board policies, the efforts of the local school system, and define the role of the schools.

Goals: The goals should seek to work with the students so that the students develop competence in those areas of life which are essential to individual and group living. The competence areas which are considered essential education goals are:

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- Communication
- Computation and Science
- Reasoning
- Responsible Citizenship
- Arts and Humanities
- Physical and Mental Well-Being
- Learning to Learn

Each of these education goals has a range of elements of varying degrees of measurement. Breadth in scope is needed in order that students of varying capabilities and interest might have alternative routes of reaching the goals. Each goal should allow and encourage high degrees of mastery and yet be such that minimum objectives should be reached by all.

Objectives: The following objectives give measurable definition and provide more specific directions to each of the goals:

- **Communication:** Fundamental to learning is communication, including reading, writing, listening, speaking and observation. Each is important in and of itself. Together they allow individuals and groups to learn and develop. The schools should teach each of the facets of communication.
- **Computation and Science:** Society demands individuals who know and understand the realm of numbers--the use of finite measures and their creative potential. Schools should teach arithmetic and some of the higher levels of mathematics.
- Scientific means and inquiry are increasingly essential to quality living, the preservation of human ability to use the environment constructively and further exploration of the unknown. Schools should complement the teaching of mathematics and information processing with knowledge of and skills in the sciences. Schools should teach those sciences concerned with earth, life and atmosphere.
- **Reasoning:** Logical thinking and self-understanding are important assets for persons in a democratic and progressive society. Schools should teach students the skills of logic, inquiry, experimentation, and research. Also, schools should assist students in:
 - gaining confidence in their own abilities and talents
 - learning to control and discipline their own desires, actions and habits
 - becoming aware of their own potential, character, and abilities
 - learning to rely upon their own judgments and abilities
 - forming accurate perceptions of themselves and others. These perceptions and understandings should lead to and emphasize ethics, rationality and reasoning.
- **Responsible Citizenship:** Each individual has responsibilities toward society as well as self. Among these societal responsibilities are civic, economic, and social responsibilities.

Good citizenship involves a thorough knowledge of history, tradition and heritage. This knowledge should include the privileges, burdens and responsibilities handed down through generations. In addition to this knowledge, students should be provided a variety of experiences in and out of the schools to practice or assume responsibilities for maintaining the good that exists in society and to seek to learn about those elements of our culture which might need changes.

Economic competence is fundamental to society. Students should have a basic understanding of production, consumption and finance. Schools should provide such an understanding as well as knowledge about the successes and failures of the various economic systems and of how to

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function in our system. Finally, schools should assist students in recognizing potential vocational skills and in acquiring the preliminary knowledge and skill needed to develop specific vocational competence.

- Arts and Humanities: Students should learn how to combine their intellectual and creative abilities. Schools should expose students to the various art forms. In doing so, schools should assist each student in acquiring an appreciation of a variety of aesthetic values. They also should expose students to the various elements of the humanities.
- Physical and Mental Well-Being: Physical and mental health are essential to a satisfactory life. Schools should help students to understand and develop good health habits and physical development.
- Learning to Learn: The changing interests of people, altering economic conditions and changing of vocations by persons, indicate a clear need for schools to develop in a student, a desire for continued learning as well as the skills to do so. Schools should teach students how to identify and define a problem they wish to address, gather appropriate information relating to the problem, and develop discrete and logical alternative plans for solving the problem.
- Goals/Objectives for Student Accomplishment: Definition of goals is a necessary step in program development. Equally necessary is a plan of assessment of accomplishment. Accordingly, the school district shall insure the progress for each student is assessed in a realistic and consistent pattern. School evaluation should involve measures of how well individual students are progressing toward goals of the district and specific curricular objectives. Evaluation plans shall include more than standardized achievement tests. Measures shall deal also with effectiveness of communication, computation, reasoning, responsibility, arts and humanities, physical and mental well-being and learning to learn programs.

0400 COMPREHENSIVE PLANS

0410 NON-DISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

Equal Opportunity Employment: It is the policy of Garden County Public Schools to employ the best qualified applicant for each position without regard to sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status.

There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities.

Date of Adoption: 7/13/2015

0410.1 COMPLIANCE WITH TITLE VI, TITLE IX, AND SECTION 504

In order to comply with Title IX of the Educational Amendments of 1972, Garden County School Board of Education declares that:

No person shall on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity within the district.

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It is the policy of Garden County Schools to comply in spirit as well as in fact, to the regulations implementing Title IX of the Educational Amendment of 1972. Title IX prohibits sex discrimination in federally assisted educational programs.

The Boards of Garden County Schools are of the general view that discrimination on the basis of sex in any education program or activity of the Board is not to be permitted except where necessary to accomplish a specific purpose that does not impinge upon essential equality of fundamental fairness in the treatment of students or employees of this Board. Accordingly, employees of this Board are required by this policy to comply with the provisions of this policy as in the case of any rule or regulation adopted by the board of education of this district; and Title IX of the Education Amendments of 1972.

Any person of this district who believes he/she has been discriminated against on the basis of sex, may file a written complaint and follow the regular grievance procedure.

- The board believes each individual has civil rights which should not be violated. This belief extends to all the statutes prohibiting discrimination on the basis of sex. This policy is in compliance with state and federal statutes.
- To comply with these statutes the board will appoint the Guidance Counselor to serve as the Title IX coordinator. This coordinator shall be responsible for all activities which may arise from the Title IX actions.
- The board will cause to be published on a periodic basis a public statement of nondiscrimination on the basis of sex. The publication shall read:
"The Garden County Schools do not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its program and activities."

In compliance with the Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Garden County Schools, Garden County, Nebraska, shall not discriminate on the basis of sex, age, race, color, national origin, religion or handicap in the educational programs or activities which it operates.

It is the intent of Garden County Schools to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents and employees who feel discrimination has been shown by the School/District/Agency.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Superintendent of Schools
P.O. Box 230
Oshkosh, Nebraska 69154
(308) 772-3242

0410.2 GRIEVANCE PROCEDURE FOR STUDENTS AND EMPLOYEES FOR TITLE VI, TITLE IX AND SECTION 504 OF FEDERAL LAW

It is the policy of Garden County Schools not to discriminate on the basis of sex, race, color, national origin, or handicap, in its educational programs, activities, or employment as required by Title VI, Title

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IX and Section 504 of Federal Law. As a student or employee of Garden County Schools you are protected from discrimination in the following areas:

- Admission to school
- Access to enrollment in courses
- Access to and use of school facilities
- Counseling and guidance materials, tests and practices
- Vocational education
- Physical education
- Competitive athletics
- Graduation requirements
- Student rules, regulations and benefits
- Treatment as a married and/or pregnant student
- Housing
- Financial assistance
- Health services
- School sponsored extra-curricular activities
- Most other aid benefits or services

If you are an employee, you may not be discriminated against on the basis of the following criteria:

- Access to employment, including:
 - recruitment policies and practices
 - advertising
 - application procedures
 - testing and interviewing practices
- Hiring and promotion, including:
 - selection practices
 - application of nepotism policies
 - demotion, lay off, termination
 - tenure
- Compensation, including:
 - wages and salaries
 - extra compensations
- Job assignments, including:
 - classification and position descriptions
 - lines of progression
 - seniority lists
 - assignment and placement
- Leaves of absence, including:
 - leaves of temporary disability
 - childbearing leave and related medical conditions
 - childbearing leave
- Fringe benefits, including:
 - insurance plans
 - retirement plans
 - vacation time
 - travel opportunities
 - selection and support for training
 - employer-sponsored programs
- Labor organization contracts or professional agreements

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If you believe that you have been discriminated against, you may make a claim that your rights have been denied. This claim or grievance may be filed with Superintendent of Schools, Coordinator.

You will be asked to write down the actions, policies, or practices which you believe are discriminatory. You may obtain help from the Superintendent or anyone you believe is knowledgeable. Once you have filed your grievance, you will be asked to meet with those persons who would be involved in correcting the policies, practices, or programs that you believe are discriminatory. If there is agreement that you were discriminated against, corrective action will be taken to restore your rights. If there is not agreement, you may appeal the grievance to a person with higher authority.

You may also file a complaint of illegal discrimination with the Office of Civil Rights, at the same time you file the grievance, during or after use of the grievance process, or without using the grievance process at all. If you file your complaint with the Office of Civil Rights, you must file it in writing no later than 180 days after the occurrence of the possible discrimination.

In preparing your grievance you should give thought to the following:

- The exact nature of the grievance-how you believe you may have been discriminated against, and any person you believe may be responsible.
- The date, time and place of the grievance.
- The names of witnesses or persons who have knowledge about the grievance.
- Any available written documentation or evidence that is relevant to the grievance.
- The actions that could be taken to correct grievance.

If you wish to discuss your rights under Title VI, Title IX, of Section 504, or to obtain help in filing a grievance, contact the Superintendent of Schools.

Title IX and Section 504 Complaints can also be filed with the Office of Civil Rights.

Region VII Office of Civil Rights
Department of Education
1150 Grand
Kansas City, MO. 64106
(816) 374-2474

All students attending Garden County Schools may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, (family consumer science and consumer education, business and office education, etc.), regardless of race, color, national origin, religion, age, handicap or sex.

0410.3 NOTIFICATION OCR VOC/ED GUIDELINES

- Prior to the beginning of each school year, the district/school will advise students, parents, employees, and the general public that all vocational opportunities will be offered without regard to race, color, national origin, sex, or handicap.
- This notice will be available to persons with limited English language skills in the community's own language.
- This notice will be available to persons who are visually or hearing impaired.

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- This notice will include the name, address, and telephone number of the persons designated to coordinate Title IX and Section 504 compliance activity.
- This notice will contain a brief summary of program offerings and admission criteria, if such criteria exists.
- This notice will appear in:
 - local newspapers
 - school publications
 - other media

0410.33 OCR VOC/ED GUIDELINES

In compliance with the Title IX of the Education Amendments of 1972; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Garden County Schools, Garden County, Nebraska, shall not discriminate on the basis of sex, age, race, color, national origin, religion or handicap in the educational programs or activities which it operates.

It is the intent of Garden County Schools to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents and employees who feel discrimination has been shown by the School/District/Agency.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Superintendent of Schools
P.O. Box 230
Oshkosh, Nebraska 69154
(308) 772-3242

0411 COMPLIANCE WITH TITLE IX

In order to comply with Title IX of the Educational Amendments of 1972, the district declares that:

No person shall on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity within the district.

The school district will comply with Title IX and the regulations promulgated through the U. S. Department of Health, Education and Welfare by the Department's Office of Civil Rights interpreting Title IX.

The Board is of the general view that discrimination on the basis of sex in any education program or activity of the district is not to be permitted except where necessary to accomplish a specific purpose that does not impinge upon essential equality of fundamental fairness in the treatment of students or employees of this district. Accordingly, employees of this district are required by this policy to comply with the provisions of this policy as in the case of any rule or regulation adopted by the board of education of this district; and Title IX of the Education Amendments of 1972.

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Any person of this district who believes he or she has been discriminated against on the basis of sex, may Direct the complaint to the designated Title IX officer (which person is appointed by administrator, confirmed by Board action and published yearly to be done at the October meeting) or file a written complaint and follow the regular grievance procedure.

The administrator is required to set up necessary rules and regulations to ensure compliance with this policy.

The board believes each individual has civil rights which should not be violated. This belief extends to all the statutes prohibiting discrimination on the basis of sex. This policy is in compliance with state and federal statutes.

0412 SEXUAL HARASSMENT (Section 703 of Title VII)

The purpose of this policy is to establish clearly and unequivocally that the Board of Education of Garden County Schools prohibits sexual harassment by and of its employees and students it serves. It is the board's intent to provide an environment free from verbal or physical conduct constituting sexual harassment. Sexual harassment is a prohibited practice and is in violation of the law.

Sexual harassment is unwelcome and unsolicited sexual statements or conduct which interferes with the opportunity of the employees or students to work or study in an environment free from unwelcome sexual advances, request for sexual favors and other verbal or physical misconduct.

The U. S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose of effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

An aggrieved person should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop. If the aggrieved person does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offending person has been ineffective, the aggrieved person should report the conduct or communication to his or her Principal or Title IX coordinator. If the Principal or Title IX coordinator is the offending person, the aggrieved person should report to the next higher level of management, the School Superintendent.

If such action persists after warning and reprimand, the School Board will consider suspension or, as a final resort, termination of employee.

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0500 REGULATION AND PROCEDURES FOR LEGAL OPERATION OF SCHOOL

It shall be the policy of the Garden County Schools to adhere to all requirements of Rule 10, Regulation and Procedures for the Legal Operation of Schools.

The Superintendent or his designee will annually prepare and distribute or publish in the Garden County News a report which describes the school's progress in meeting goals. The report will include a summary of the following assessments or studies.

- A standardized norm-referenced assessment instrument given in grades 9-11 annually.
- A criterion reference assessment(s) in reading, writing and mathematics and science in grades 9 and 11.
- A follow-up study of high school graduates every three years.
- A learning climate assessment every two years.
- Financial information.
- School system demographics.
- Other items of interest.

All test scores will be kept confidential and no identification of individual students will be made. If there are fewer than ten students in the grades being reported, a report will not be provided.