



Central City Public Schools

Activities Handbook

2023-2024

Extra-Curricular/Co-Curricular Activities Program

Section 1 Activities Program Philosophy and Responsibilities

The student activities program of Central City High School is an important part of the total educational program. It includes a variety of activities, which are viable components of the classroom activities. The activities program strives to provide for the needs of our young people by providing additional opportunities to acquire and develop skills, attitudes, and appreciations according to their individual interests, needs, and abilities.

Responsibilities to Yourself The most important responsibility is to gain experience that develops character and wisdom for life's experiences. A student should seek to get the most from his/her high school experiences. From studies and participation in co-curricular activities, the individual prepares for the future.

Responsibilities As a student representing the Central City High School in a co-curricular activity, you assume an important responsibility to the school. Central City cannot maintain its position as an outstanding school unless your participation is your best. By participating with maximum effort, you are contributing to the reputation of your school.

Student Contests and Activities Central City High School endorses and participates in those activities approved and sanctioned by the National Association of Secondary School Principals as listed in their annual publications. Central City High School does not endorse or nominate students for recognition programs that do not have validation standards.

In addition, students should never pay for college planning or scholarship searches. The Education Quest Foundation (based in Lincoln, Omaha, and Kearney) provides many services to students going on to post-secondary education free of charge.

Emblem, Colors The official emblem or mascot for the school is the Bison. The Bison is depicted in many forms on uniforms, banners, book covers, etc.

The official school colors are forest green and vegas gold. These colors are used in various combinations on school uniforms, decorations, etc.

Section 2 Guidelines for Activities

Activities During School Time

The principal or activities director may disallow students to participate in co-curricular or academic trips during school time if the student has had excessive absences, trancies, tardies, unsatisfactory classroom performances, disciplinary considerations, or any conflicting considerations.

Attendance

Students absent from school due to an illness must be in school for at least the last half of the normal school day (11:28am regular school day or beginning of 5th period) in order to play in a contest or practice on that date. Students missing school for reasons other than illness, must have an excused absence and approval from administration in order to participate. Final authority for infractions of this rule will rest with the Activities Director or principal's discretion.

Student Appearance

Policy 5031 - Student Appearance and additional information found in the student handbook, covers the time students are in school. Activities are considered an extension of the classroom and all activity groups are to present themselves in a professional manner that represents the school district in a positive light. Often uniforms for specific sports and costumes may not fully adhere to Policy 5031 or the Student Handbook. Any manner of dress, hair style, make up, tattoos, or personal cleanliness, that constitutes a threat to the safety, health, welfare, or morals of the student or others; that violates any statute; that interferes with the activity process may be deemed inappropriate. This policy within the activity handbook also extends to student and fan attendance at events.

Students Attending Extra-Curricular Activities

Central City High School students and spectators who attend extra-curricular competitions or events are expected to attend the school event and act appropriately and positively. It is a privilege for individuals to attend the school's events and may be removed from the premises for not acting in an appropriate manner. Any Central City High School student involved in any unlawful acts may have charges brought against them by the Central City police department and may be suspended from attending school activities and/or school for a period specified by the school administration. Additional disciplinary consequences may be enforced by the principal or activities director.

Section 3 Grade Requirements/Academic Activity/Eligibility

For a student to be eligible to participate in any school sponsored competition or performance, he/she must have been passing 10-quarter hours of class work the previous mid-quarter term. Also, the student must have successfully completed 10 quarter hours and 20 hours of class work the previous semester.

In addition to NSAA requirements, in order to participate in extra-curricular activities, students at CCHS will not be allowed to be failing two courses in two consecutive weeks.

Each Monday, the activities director will collect from all instructors the names of students failing their courses. The list of students failing a course will be published Monday and a

copy will be given to all teachers. Any students failing a course will be given a notice, as well as, the parent/guardian of the student. The first week of failing two classes will serve as a “warning week”.

If the student is failing two classes in two consecutive weeks, the students will be ineligible to participate in any activity, competition, or performance. The student is ineligible to participate from Monday noon to Monday noon. The student will remain ineligible on a week-by-week basis until they receive a passing grade in at least one subject. The policy takes effect the second week of each quarter.

Appeals to this policy are to be made directly to the building principal. Failure to follow the required reporting procedures as outlined in the staff handbook may result in a change of status for student eligibility by the building principal. The appeals process will end at the Superintendent level.

When ineligible, the student will be expected to attend all practices, competitions, and performances. Modified grading policies will be allowed for those who qualify. This policy will affect students participating in NSAA-sanctioned activities as well as those which are not.

Section 4 Physical Examination

Before participation in any practice, each athlete shall present to the Activities Director, a physician’s certificate on a form prescribed by the school certifying that he/she is physically fit for participation. A parental consent form must also be on file. These forms will be kept in the office of the Activities Director.

Section 5 Activity Transportation

The school bus activity rules are to be enforced by all school sponsors. School bus sponsors are required to maintain order in the bus at all times, regardless of the lack of specific regulation for a problem.

1. The sponsor is in full charge of the busload of students. The students shall comply promptly and cheerfully with requests. In the event that the sponsor does not control the students, the driver is directed to speak to the students. If this does not work, the driver is then to return immediately to Central City with the load of students.
2. The students must be on time. The bus cannot be detained for those who are tardy.
3. Do not distract the driver at any time when he is driving. Unnecessary conversation with the driver is prohibited.
4. Remain seated at all times when the bus is in motion. Unload only when the sponsor instructs you to do so.
5. Students will not throw waste on the floor of the bus or out the windows.

6. Students are to be extremely quiet when traveling in traffic and approaching railroad crossings.
7. Students should not leave the bus from the emergency door except in an emergency.
8. Do not occupy seats in such a manner as to block aisles or close off exit path from rear to front of bus.
9. ***Everyone who rides the bus to an event must return to school on the bus unless they have a travel release form signed from the activities director or administrator and the parent must sign the student out with the activity sponsor at the conclusion of the event.***
10. Damage to the bus shall be reported to the driver.
11. Never place any part of your body outside the bus windows.
12. Heed all instruction promptly from the sponsor or person in charge.
13. Treat this bus with respect and dignity – it is your classroom away from school.
14. Drivers are not responsible for personal belongings left on the bus.

It is the activity bus rider's responsibility to know the bus schedule when it is announced. Any student that is in an activity is expected to ride the activity bus. In unusual circumstances, the activity sponsor has the authority to grant or refuse permission because he is responsible for the welfare of these students. ***No student may drive his own vehicle to or from an away activity when participating in that activity.*** Only the Principal, or designee can grant any variance from these rules and when possible, any variance from these rules shall be in writing with signed permission.

Section 6—Drug and Alcohol Policy (Grades 7-12)

A student who is in the possession of, under the influence of, or who is apprehended due to use of alcohol, anabolic steroids, or any other controlled substance at school or while in attendance at a school-sponsored event shall be subject to consequences as permitted by law and as defined in the Central City High School/Middle School Student Handbooks and district policy.

Said student may be immediately suspended from participation in all school-sponsored extracurricular activities pending the completion of the investigation. The investigating principal shall provide a report of the incident to the Superintendent of Schools within a reasonable time, and appropriate disciplinary consequences will be imposed, including those which may be imposed pursuant to the district's student discipline policies.

Dismissal or suspension of a student from any co-curricular or extracurricular activity must be approved by the principal.

The following practices, and/or conduct, are deemed inappropriate for students involved in extra-curricular and co-curricular activities, at any time, in any location:

- The possession, and/or consumption of alcoholic beverages.
- The possession, and/or use, of controlled substances (marijuana, heroin, hallucinogenic drugs, etc.) or "look alikes" of any kind, regardless of the varying effects and types of such "look alikes."
- A student who possesses, dispenses, delivers, or administers anabolic steroids.
- The possession, and/or use, of tobacco in any form.
- Refusal to abide by a coach's or sponsor's activity handbook.

If the investigation by the principal establishes that student conduct is in violation of rules and regulations concerning participation in extra-curricular and co-curricular activities, the following disciplinary action steps will be initiated. If a student is in violation of any of the substance abuse policies (drug and alcohol policy and random drug testing), the steps are accumulative and progressive.

These steps carry over from year to year for the duration of the student's six-year athletic/activity participation period.

Alcohol and Controlled Substances

Step One: Suspension from activities for thirty (30) calendar days during the school year. Suspension begins immediately upon activities director/principal determination. The suspension will be reduced by ten (10) days if the student "self-reports" his or her involvement within three (3) calendar days of the incident. If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days

Student will be required to participate in a drug and alcohol educational class approved by the activities director or principal at the student's expense as soon as possible after the activities director or principal deems the offense to have occurred. Additionally, the student and parent(s)/guardian(s) will be required to meet with the activities director and/or building principal before the student is allowed to resume participation in the activity. This meeting may occur simultaneously with any other such meeting provided pursuant to the district's student discipline policies and protocols.

Step 2: Suspension from all extracurricular activities for sixty (60) calendar days during the school year. Suspension begins immediately upon activities director/principal determination. If the end of the activity precedes the end of the sixty (60) days, the remaining days will carry over to the next activity. If all

activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days

Student will be required to participate in a drug and alcohol educational class approved by the activities director or principal at the student's expense as soon as possible after the activities director or principal deems the offense to have occurred. The student and parent(s)/guardian(s) will be required to meet with the activities director and/or building principal before the student is allowed to resume participation in the activity. This meeting may occur simultaneously with any other such meeting provided pursuant to the district's student discipline policies and protocols.

Step Three: Suspension from all extracurricular activities for one-hundred eighty (180) calendar days. Suspension begins immediately upon activities director/principal determination. If the end of the activity precedes the end of the 180 days, the remaining days will carry over to the next activity. If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days.

Student will be required to participate in a drug and alcohol educational class approved by the activities director or principal at the student's expense as soon as possible after the activities director or principal deems the offense to have occurred. The student and parent(s)/guardian(s) will be required to meet with the activities director and/or building principal before the student is allowed to resume participation in the activity. This meeting may occur simultaneously with any other such meeting provided pursuant to the district's student discipline policies and protocols.

Step Four: Suspension of eligibility to participate in activities for the remainder of the student's time as a student at Central City Public Schools.

Tobacco

Step One: If a student is in possession or use of any tobacco, including an electronic cigarette (e-cig or e-cigarette), personal vaporizer (PV), electronic nicotine delivery system (ENDS), or any such device, whether imitation or real, the student will be suspended from activities for fourteen (14) calendar days during the school year. Student must complete an approved drug and alcohol education class at the students expense during the next available session.

Step Two: Twenty-eight (28) day suspension. Student must complete an approved drug and alcohol education class at the students expense during the next available session.

Step Three: Fifty-six (56) day suspension. Student must complete an approved drug and alcohol education class at the students expense during the next available session.

Step Four: One hundred and twelve-day (112) suspension. Student must complete an approved drug and alcohol education class at the students expense during the next available session.

Step Five: The student will be excluded from participation in all activities for the remainder of the student's time as a student at Central City Public Schools.

2. Clarifications/Definitions

Extracurricular and co-curricular activities shall be defined as any activity involving Central City Public Schools, outside the established academic discipline and curriculum; or contests of any kind involving students from other schools. Activities include, but are not limited to, athletics, cheerleading, vocal music, band, school sponsored organizations (i.e. DECA, Musical, FFA, Power Drive) and dramatics. Exclusion includes graduation with administrative discretion.

While on suspension, a student shall be required to attend practices, meetings, and other routine events of the activity. However, a student prohibited from participating for the remainder of the student's time at Central City Public Schools shall not be permitted to participate in practices, meetings, and other routine events of the activity. Participation in special events or contests is NOT allowed, but attendance may be required by the coach/sponsor. The student will not be allowed to attend in uniform. Students will be allowed to attend school sponsored trips in which students have raised money, but the student will not be allowed to participate in any public performance or competition. Activity clubs may add additional consequences, but these rules and consequences must be a part of the printed guidelines and/or rules of the organization.

The application of these rules and regulations shall be initiated on the first day of school, or the first day in which practice for, or participation in, the activity is held, whichever is earlier.

Self-reporting means the student voluntarily, without being asked questions or being prompted from school officials or staff, reports his/her participation in an activity that violates the extracurricular handbook rules.

3. Investigation

Principal or his designee will make an investigation into alleged and/or perceived violations of these rules. This process will include giving the student oral or written notice of charges and an explanation of the evidence against him/her, and an opportunity to present his/her version.

The Principal may remove or suspend from activities after he/she determines that there has been a violation of said rule. The student and parent/guardian shall be notified immediately of the action taken.

Written notice is not required, though if written notice is issued, sending the notice via regular mail, email, or any other communication system regularly used between the district and the parent/guardian is sufficient to constitute delivery of said notice.

4. Interpretation with District Policy and the Student Discipline Act

This policy shall in no way be read to conflict with or provide any additional rights for students or obligations on the district not otherwise required by law or the district's policies, rules, regulations, protocols, and procedures regarding student discipline.

Section 7—Mandatory Drug Testing Policy for Students Involved in Extra-curricular Activities (Grade 7-12)

MISSION STATEMENT

The Board of Education for Central City Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use.

Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy. The purpose of this policy is as follows:

- 1) To provide for the health and safety of all students;
- 2) To undermine the effects of peer pressure by providing legitimate reason for students to refuse use of illegal drugs and/or alcohol;
- 3) To identify students who use illegal drugs and/or alcohol; and
- 4) To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

DEFINITIONS

TPA: A Third Party Administrator, which shall use a certified laboratory in testing of samples

Drugs: Any substance considered illegal by state or federal law, including but not limited to the Nebraska Uniform Controlled Substances Act, 28-401 *et seq.*, or which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances. For purposes of this policy, drugs shall include the illegal use of alcohol and any "look alike" substances, drugs, or paraphernalia. This policy is intended to cover the maximum amount of substances permitted by law.

Drug Program Coordinator: The Drug Program Coordinator shall be the Central City High School Activities Director.

MRO: Medical Review Officer.

School Year: From the first day classes commence in the fall, unless the activity begins prior to the first day of classes, in which case it shall include the first day of practice through and including the last day of classes or the last day of the activity in the school year.

Activity Programs: Any activity that meets the guidelines of an extracurricular activity at Central City Public Schools, which shall include the following:

Basketball	Baseball	Cheerleading
Cross Country	Dance	DECA
FFA	Football	Golf
Jazz Band	One Act Plays	Quiz Bowl
Show Choir	Speech	Softball
Track	Volleyball	Wrestling
Skills USA	Science Club	Technology Competitions

Co-curricular activities and events in which students must participate as part of the requirements for enrollment in and receiving a grade are not covered by this policy and are covered by state law and the district's student discipline policies, rules, regulations, and procedures. However, co-curricular activities and events in which students are not required to participate for the enrollment and grade purposes are considered extracurricular and are covered by this policy.

Participant and Participant Pool: Any student who participates in any extracurricular activity as herein before set forth shall be a participant and his/her name shall be included in the participant pool. A participant shall enter the participant pool upon signing the attached consent form EXHIBIT A and returning said signed consent form to the Activities Director. A participant shall remain in the selection pool for an entire year (365 days) from the date the consent form is returned to the high school Activities Director. A participant may be subject to testing at any time during said 365 day period. Any student who tests

positive will continue to be tested through the summer as a "Participant" if that student desires to participate in extracurricular activities in the following school year. Quitting the activity must occur prior to being selected for testing to be removed from the testing pool of students. If a student withdraws from the program it may hinder them from any post season awards or future scheduled activities.

Sample Collection: Samples will be collected as directed by the Drug Program Administrator on the same day the student is selected for testing, or if the student is absent an alternate will be selected, in sequential order, from an alternate list provided by the Drug Program Administrator. If a urine sample is required, all students providing samples will do so alone in an individual bathroom or stall with the door closed.

Drug Program Administrator: The Board will choose a Third Party Administrator (TPA) for the purpose of determining through random selection the student(s)/ participant(s) to be tested. This will be accomplished by the use of a "Student List," compiled by the district. The TPA, by use of a SAMHSA certified laboratory, shall also process sample results and maintain privacy with respect to test results and related matters.

Medical Review Officer "MRO": Central City High School will utilize an MRO to review all laboratory-reported positive tests. The role of the MRO is critical to protecting the interest of the students. The MRO serves a critical role in determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. The MRO will demonstrate his/her knowledge by being certified by an MRO Accreditation body. The parent or the guardian will be contacted by the MRO or his/her assistant. The MRO will report results of verified positives and/or warrant health and safety issues to the student and to the designated school representative through the TPA.

Scope of Tests: The drug screen tests for one or more illegal drugs and/or alcohol. The Drug Program Coordinator shall determine which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug use.

Non-Punitive Nature of Policy: No student shall be penalized academically for testing positive for illegal drugs or alcohol, unless otherwise permitted by law and the district's student discipline policies, rules, and regulations. The results of drug tests pursuant to this policy will not be documented in any student's academic records, unless otherwise required by law or district policy. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

DRUG SCREENING

General Policy: Practical experience and research have proven that even small quantities of narcotics, abused prescription drugs or alcohol can affect judgment and reflexes which can create unsafe conditions for students, especially those involved in any activity covered in this policy. Even when not readily apparent, the effect can have serious results for students engaged in activities. Drug-using students participating in extracurricular activities are a threat to co-participants, other students, and themselves, and may make injurious errors. For these reasons, the Board has adopted a policy that all students participating in extracurricular activities must remain substance-free.

Prohibitions: All students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, improperly used medications, or any mind/mood altering or intoxicating substances present in their system unless otherwise prescribed by a licensed physician. This includes all "look alike" substances, paraphernalia, and any other such item. The district will not screen items which appear to be in violation of this policy. If a student has a question as to whether a substance, item, or any other thing may be subject to this policy, the student should ask the principal or activities director.

Alcohol Use /Possession: All students participating in extracurricular activities are prohibited from possessing or use of alcohol.

After School Hours Conduct:

After-school-hours use of drugs, alcohol, or any other prohibited and/or substances is not permitted. This includes all "look alike" substances or items of any kind. All students participating in extracurricular activities should realize that these regulations prohibit all illicit drug use during and away from school activities.

Procedure:

1. All Current Students Participating in Extracurricular Activities

A. Random Testing

The Board authorizes random unannounced screening of all students participating in extracurricular activities. The list of students participating in extracurricular activities contained in the random pool will be updated upon receipt of a signed consent form. Students participating in extracurricular activities who have been selected will be required to report to the designated collection site for testing.

B. Consent

Each student wishing to participate in any extracurricular activity and the student's custodial parent or legal guardian shall consent in writing to drug testing pursuant to the district's drug testing program. Written consent shall be in the form attached to this policy as EXHIBIT A. No student shall be allowed to participate in any extracurricular activity absent such consent.

C. Removal From the Random Testing List

Students who quit or are cut from an activity, prior to being selected for random testing, may request their name be dropped from the testing list. A request form must be signed by the student and his/her parents to be dropped. However, students may volunteer to remain in the pool even though he/she are not part of the activity.

D. Summer Testing. There is an obligation to continue support for students who test positive. Drug testing during the summer will provide another reason for a student to refrain from the use of drugs or alcohol. Any student who has tested positive during a random test will continue to be tested through the summer months under the guidelines established herein. The Drug Program Coordinator will contact the student to establish a location and time for the test to take place.

2. Testing Procedures

A. General Guidelines

The Board shall rely, when practical, on the guidance of the Medical Review Officer in developing a consistent collection and testing protocol.

B. Substances

Substances that students participating in extracurricular activities may be randomly tested for: alcohol, amphetamines, cannabinoids, cocaine, opiates, synthetic opiates and PCP, and other substances, such as but not limited to steroids, barbiturates, and benzodiazepines, without advance notice as part of tests authorized by the Board for safety purposes. Such tests will be coordinated with the Drug Program Coordinator.

C. Testing Procedure

The Board reserves the right to utilize breath, saliva, urinalysis, and any other testing procedures permitted by law. Urine and oral fluid samples which screen positive will be confirmed by GC/MS.

3. Collection Sites.

The Drug Program Coordinator will designate a collection site(s) at Central City High School where individuals may provide specimens.

4. Collection Procedures

The Board and the TPA have developed and will maintain a documented procedure for collecting, shipping and accessing all specimens. The Board and the TPA will utilize a standard Custody and Control Form for all students participating in extracurricular activities testing. A tamper-proof sealing system, identifying numbers, labels, and sealed shipping containers will be used for specimen

transportation. Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain as proper a collection procedure that is reasonable.

5. Return of Results

The TPA will transmit by a secure method the results of all tests to the DPA's MRO. The MRO will be responsible for reviewing test results of students. Prior to making a final decision, the MRO shall give the individual an opportunity to discuss the result either face-to-face or over the telephone. The DPA shall then promptly tell the principal of the high school which student(s) tested positive.

6. Request for Retest

A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. Students involved in the program may, upon a non-negative test result, request that the split sample be tested (within 72 hours of being notified of the final testing result) at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO. Students participating in extracurricular activities are required to pay the associated costs for an additional test in advance. However, the costs will be reimbursed if the result of the split sample test is negative.

Positive Results: Whenever a student's test results indicate the presence of any of the substances prohibited (positive test), the following will occur: If the sample tests positive, the custodial parent or legal guardian will be notified and a meeting will be scheduled with the Central City High School Activities Director (Drug Program Coordinator), the student, and the custodial parent or legal guardian.

First Positive Test upon self-admission or lab confirmation:

- DPC & Principal meeting with parent/s and student;
- The Student is notified of suspension from competitions in all extracurricular activities for 30 calendar days during the school year. If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days; and
- Student must complete an approved drug and alcohol education class at the student's expense during the next available session. A district-administered negative test must be provided before the student may return to the activity; and
- Mandatory drug testing, a minimum of once a month, will commence after the first parent meeting for the next 6 months or end upon graduation from Central City High School.

Second Positive Test (Grades 7-12):

- DPC & Principal meeting with parent/s and the student;

The Student is notified of suspension from competitions in all extracurricular activities for 60 calendar days during the school year. If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days; and

- Student must complete an approved drug and alcohol education class at the student's expense during the next available session. A district-administered negative test must be provided before the student may return to the activity; and
- Mandatory drug testing, a minimum of once a month, will commence after the first parent meeting for the next 12 months or end upon graduation from Central City High School.

Third Offense (Grades 7-12):

- DPC & Principal meeting with parent/s and student;

The Student is notified of suspension from competitions in all extracurricular activities for 180 calendar days during the school year. If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days; and

- Student must complete an approved drug and alcohol education class at the student's expense during the next available session. A district-administered negative test must be provided before the student may return to the activity; and
- Mandatory drug testing, a minimum of once a month, will commence after the first parent meeting for the next 12 months or end upon graduation from Central City High School.

Fourth Positive Test (Grades 7-12):

- DPC meeting with the parent/s and student;
- Suspension of eligibility to participate in activities for the remainder of the student's time as a student at Central City Public Schools.

Refusal to Submit to Drug Use Test: A participating student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy (including counseling requirements or recommendations), shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for 12 months from the date of the violation and qualifies as a positive test.

Adulteration/Substitution: A participating student found to adulterate/substitute a sample or with paraphernalia that would be used in an attempt to adulterate/substitute a specimen will be treated as a positive test.

Prescription Drug Error: A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO.

If in meeting with the Parent/Guardian it is determined that this is the result of a parent/guardian error and not an intended abuse of the substance, the following will occur: The parent will submit, in writing to the designated official, an explanation of the error and recognition of the law in regards to prescription drugs. Upon receipt of this document and recognition as a reasonable explanation by the Designated Official, the suspension from driving and activities will be lifted and no assessment or intervention will be required. The student will undergo a follow-up drug screen at the parent's expense to ensure the banned substance(s) are gone or in decay. Upon completion of these requirements, this positive test will be removed from the student's record. This rule may only be applied one time in a student's enrollment within the school district. Further errors ruled positive by the MRO will constitute the actions listed above.

Appeal: A student participating in extracurricular activities who has been determined by the principal or Drug Program Coordinator to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent, which shall be final and non-appealable.

Record Keeping and Confidentiality: All records pertaining to participants shall be kept separate from the student records. The record keeping and results of all testing will be held in the strictest confidence. These records will be accessible only to the Drug Program Coordinator or his designee. Records pertaining to a particular student will be destroyed upon his/her graduation from Central City High School, or one year after his/her class graduation.

SEVERABILITY

Should any sentence, clause, provision, or paragraph of this entire policy be deemed unlawful or unconstitutional, it is intended that, insofar as may be practicable, the remaining portions of this policy shall remain in full force and effect.

Section 8 Field Trips

If field trips are such that a student must miss school time, the teacher will be notified in advance of the field trip, and it is the student's responsibility to work with the teacher to make up all work. Field trips conducted during the normal scheduled classroom period(s) are not considered absences.

Section 9 School Dances

1. All students who come to the dance are to stay in the designated areas.
2. If any student leaves, he/she will not be allowed to re-enter the dance.
3. All outside dates must be registered through the principal's office. All dates must be in high school or they must **not** be 21 years of age or older on the date of the school dance. Students in middle school are not allowed to attend high school dances. Prior to the school dance, students must register their out-of-school dates through the office by filling out a registration form, having a recognizable picture ID, and they must have proof of their date's date of birth. Must have all information 48 hours in advance of dance.
4. Non-registered visiting students will not be permitted in the building.
5. Time for dances will be established by the school and announced prior to the event. No dances are allowed during the week Monday through Thursday.
6. No student will be admitted to the dance later than 30 minutes after it starts.
7. All school rules apply to dances since this is a school-sponsored activity.

Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire. (examples of inappropriate dress include but not limited to: see-through clothing, saggy pants, wearing undergarments, taking off shirts and wearing vests, etc.)

Section 10 Good Sportsmanship—Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Responsibilities of Spectators Attending

Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not "boo," or make disrespectful remarks toward players, coaches, opposing fans or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.

6. Know that noisemakers of any kind are not proper for indoor or outdoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

Denying Access to School Premises or Activities 3018

The school district shall provide access to the district's buildings, grounds and activities to students, parents or guardians of students, and other persons who have legitimate reasons for being on school grounds. The superintendent of schools or his or her designee (referred to herein as the "administrator") may limit or deny access to school buildings, grounds, and activities to any person who:

1. Disrupts the educational environment;
2. Repeatedly fails or refuses to comply with the visitor protocol adopted by each building;
3. Is unreasonably boisterous;
4. Engages in violence, force, coercion, threats, intimidation, or similar conduct;
5. Causes or attempts to cause damage to school property or to the property of any student or school employee;
6. Causes or attempts to cause personal injury to any student, school employee or other person on school grounds or at a school activity on or off school grounds;
7. Uses vulgar, profane, or demeaning language; or
8. Uses fighting words;
9. Poses a danger to the safety and well being of students.

Upon determining that a person has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the administrator shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The administrator may request assistance from law enforcement authorities to remove an offending person from the school grounds.

The administrator shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises. A person who enters school premises in violation of these conditions shall be deemed to be trespassing. The administrator may summon law enforcement authorities to remove the person and request that criminal proceedings be initiated.

Any person who feels aggrieved by an action of the administrator under this policy may appeal the administrator's action to the board of education. The board shall consider the matter at its next regular or special meeting, provided that the person filed the appeal sufficiently in advance of the meeting to enable the board to comply with the Open Meetings Act and any other applicable provisions of board policy. The person shall file the appeal in writing in the office of the superintendent setting forth the alleged facts, listing all witnesses who have information bearing on the matter, identifying the information that the witnesses have, and setting forth the result that the person is requesting.

Section 11 Student Fees

The Central City Public Schools Board of Education realizes that some activities may require additional expenditures that are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. In other special cases where the parent\guardian requests that the student be exempted from charges, the superintendent shall determine granting of waivers. No fees, specialized or non-specialized attire or equipment shall be required of students outside this policy. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

For the purposes of this policy, the following definitions shall apply:

1. "Extracurricular activities" means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. "Postsecondary education costs" means tuition and other fees associated with obtaining credit from a postsecondary educational institution.
3. "Students" means students, their parents, guardians or other legal representatives.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
3. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
4. Copies of student files or records as allowed by state statute;
5. Reimbursement to the district for property lost or damaged by the student;
6. Before-and-after-school or pre- kindergarten services in accordance with state statute;
7. Summer school or night school; and
8. Breakfast and lunch programs;

9. Admission fees; and
10. Any other fee authorized by law.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches that have completed the student fee waiver application shall be provided with a musical instrument of the school's choice.

Waivers for any of the following shall be provided for students who qualify for free or reduced-price lunches and have completed the student fee waiver application:

- Fees and specialized equipment and specialized attire required for participation in extracurricular activities;
- Materials required for course projects where the project becomes the property of the school district upon completion.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;
- Postsecondary education costs; and
- Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any non- specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified courses and activities;
3. Any materials required for course projects if the project becomes the property of the student upon completion when the project has more than minimal value; and
4. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses,

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. Any other types of specialized equipment or attire to be provided by **all** students.
2. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
3. Deadlines for waivers for all types of fees;
4. Procedures for allowing facilities use for NSAA District events to avoid conflict with this policy;
5. Procedures *[to avoid the direct handling of fees; for the handling of fees]* for students receiving postsecondary education credits;

6. Procedures for handling of fees related to summer school or night school;
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy;

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under School Board Policy 2006.

This policy will be reviewed and re-adopted annually by August 1 at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each student.

The school district will treat the application and waiver process as any other student record and student confidentiality and access provisions will be followed.

The school district will annually notify parents and students of the waiver. The student fee policy and guidelines will be published annually in the Student Handbook.

Regulations for Providing Required Specialized Equipment or Attire in Extra-Curricular Activities:

Section 12 Student Fees Waiver Procedures

The board recognizes that while certain fees, specialized equipment, specialized attire, or project materials are appropriate and authorized, some students and their families are not financially able to afford them. The school district will grant waivers upon request to the students of families eligible for free or reduced priced meals under the federal Child Nutrition program.

Waivers must be requested prior to the September 1 of the current academic school year. Waivers will not be approved retroactively for fees previously paid or specialized items, attire or project materials purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived.

Parents or students eligible for waivers shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is

strictly dependent upon meeting financial guidelines established by the Child Nutrition program.

Section 13 Student Fee Assessment – High School

The following fees, charges or fines will be assessed during the school year for students involved in the activities described.

Students may apply for waivers of some fees under district waiver guidelines. The student fee policy and guidelines will be published annually in the Student Handbook.

<u>Activity</u>	<u>Fee</u>
Activity Pass	\$40 (Individual) or \$240 (Family)
Art & Spanish Club Fees	\$3
Grade 9-12 Class Dues	\$15, per year, for expenses
FFA Dues	TBD at Aug Chapter Mtg
DECA Dues	\$25
Lunch	Annually evaluated for pricing

<u>Activity</u>	<u>Description</u>
Track/Football/Wrestling/Basketball/Softball/Baseball	Shoes
Band	Shoes

Student Fee Assessment – Middle School

The following fees, charges or fines will be assessed during the school year for students involved in the activities described.

Students may apply for waivers of some fees under district waiver guidelines. The student fee policy and guidelines will be published annually in the Student Handbook.

<u>Activity</u>	<u>Fee</u>
Activity Pass	\$40 (Individual) or \$240 (Family)
Lunch	Annually evaluated for pricing

<u>Activity</u>	<u>Description</u>
Track/Football/Wrestling/Basketball	Shoes

Section 14 Activity Passes/Student Fees/Specialized Equipment

The board realizes some activities may require additional expenses, which are properly to be borne by students as a separate charge. Such charges may be waived as specified depending upon the student’s eligibility for the free or reduced-price lunch program.

Activity passes are required for any student that participates in 7-12 activities. A listing of all other student fees will be given to each student on the first day of school. Fee Waiver information and forms will also be given to all students.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively (ex. show choir outfits, cheerleading items, dance uniforms, t-shirts, FFA jacket, etc.) will be required to be provided by the participating student, as these items become property of the student. The cost of any equipment or attire, which the student purchases or uses exclusively, shall be the responsibility of the student. Programs will establish opportunities to defray the cost of such items through fundraising and donation opportunities. Items for personal medical use or the enhancement of the student are the responsibility of the student participant.

Section 15 Concussion Policy

Overview: The recognition and treatment of students that have a suffered a concussion is a priority for the Central City Public Schools. Local health care providers and the district have implemented and developed a concussion policy that will aid in the diagnosis and treatment of reasonably suspected brain injuries.

Information: The district will provide information on concussions and brain injuries to athletes and their parents or guardians prior the beginning of practice or competition. Information may include:

1. The signs and symptoms of concussions
2. The risks posed by sustaining a concussion
3. The actions a student should take in response to sustaining a concussion, including the notification of his or her parents.

Training: Training to recognize the symptoms of concussions and brain injuries and how to seek their proper medical treatment shall be made available to all coaches of the district's athletic teams. Suspected Concussion and Removal: A student who participates on a school athletic team shall be removed from practice or a game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with the school.

Parent Notification: If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity as required above, the parent or guardian of the student shall be notified by a coach or designee of the date and approximate time of the injury suffered by the student, the

signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

Return to Play: The injured student shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student:

1. Has been evaluated by a licensed health care professional,
2. Has received written and signed clearance to resume participation in athletic activities from the licensed health care professional,
3. Has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

Return To Learn: The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

Students and Parents: It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

HEADS+UP

CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR **ATHLETES**

Concussion facts:

- A concussion is a brain injury that affects how your brain works.
- A concussion is caused by a bump, blow, or jolt to the head or body.
- A concussion can happen even if you haven't been knocked out.
- If you think you have a concussion, you should not return to play on the day of the injury and not until a health care professional says you are OK to return to play.

What are the symptoms of a concussion?

Concussion symptoms differ with each person and with each injury, and they may not be noticeable for hours or days. Common symptoms include:

- Headache
- Confusion
- Difficulty remembering or paying attention
- Balance problems or dizziness
- Feeling sluggish, hazy, foggy, or groggy
- Feeling irritable, more emotional, or "down"
- Nausea or vomiting
- Bothered by light or noise
- Double or blurry vision
- Slowed reaction time
- Sleep problems
- Loss of consciousness

During recovery, exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse.

What should I do if I think I have a concussion?

DON'T HIDE IT. REPORT IT. Ignoring your symptoms and trying to "tough it out" often makes symptoms worse. Tell your coach, parent, and athletic trainer if you think you or one of your teammates may have a concussion. Don't let anyone pressure you into continuing to practice or play with a concussion.

GET CHECKED OUT. Only a health care professional can tell if you have a concussion and when it's OK to return to play. Sports have injury timeouts and player substitutions so that you can get checked out and the team can perform at its best. The sooner you get checked out, the sooner you may be able to safely return to play.

TAKE CARE OF YOUR BRAIN. A concussion can affect your ability to do schoolwork and other activities. Most athletes with a concussion get better and return to sports, but it is important to rest and give your brain time to heal. A repeat concussion that occurs while your brain is still healing can cause long-term problems that may change your life forever.

How can I help prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

If you think you have a concussion:

Don't hide it. Report it. Take time to recover.

HEADS+UP

CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR **PARENTS**

What is a concussion?

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

What are the signs and symptoms of a concussion?

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs of a concussion:

SYMPTOMS REPORTED BY ATHLETE	SIGNS OBSERVED BY PARENTS/GUARDIANS
<ul style="list-style-type: none"> • Headache or “pressure” in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light • Sensitivity to noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Just “not feeling right” or “feeling down” 	<ul style="list-style-type: none"> • Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows mood, behavior, or personality changes

How can you help your child prevent a concussion or other serious brain injury?

- Ensure that they follow their coach’s rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity. Protective equipment should fit properly and be well maintained.
- Wearing a helmet is a must to reduce the risk of a serious brain injury or skull fracture.
 - However, helmets are not designed to prevent concussions. There is no “concussion-proof” helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

What should you do if you think your child has a concussion?

SEEK MEDICAL ATTENTION RIGHT AWAY. A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to regular activities, including sports.

KEEP YOUR CHILD OUT OF PLAY. Concussions take time to heal. Don’t let your child return to play the day of the injury and until a health care professional says it’s OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a repeat concussion. Repeat or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

TELL YOUR CHILD’S COACH ABOUT ANY PREVIOUS CONCUSSION. Coaches should know if your child had a previous concussion. Your child’s coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

If you think your teen has a concussion:
Don’t assess it yourself. Take him/her out of play.
Seek the advice of a health care professional.

Notice of Nondiscrimination

The school district shall not discriminate on the basis of race, national origin, creed, age, marital status, sex, disability, religion, veteran status, pregnancy, childbirth or related medical condition, or other protected status in its educational programs, activities or employment policies in compliance with Title VI and VIII of the Civil Rights Act, Title IX, the Rehabilitation Act, the Nebraska Equal Educational Opportunity Act, the Americans with Disabilities Act, and all other relevant civil rights statutes and regulations.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a grievance using the district’s grievance procedures.

Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act, Section 504, or Title VII may be directed to the superintendent.

Designation of Coordinators

Any person having concerns or needing information about the District’s compliance with anti-discrimination laws or policies should contact the District’s designated Coordinator for the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Superintendent
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Activities Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	High School Principal

The Coordinator may be contacted at: (308-946-3055) 1711 15th Ave, Central City, NE 68826

Anti-discrimination & Harassment Policy

Elimination of Discrimination. The Central City Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students.

Purpose: Central City Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers,

students or other persons is prohibited. In addition, the Central City Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you

need immediate help for any reason, please report your complaint to the Superintendent of Central City Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

2006 Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below. Students and employees who believe they have been subjected to sex harassment in violation of Title IX should refer to the board's policy titled "Title IX."

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a. Determine whether the complainant has discussed the matter with the staff member involved.
 - i. If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

- ii. If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Interview the complainant to determine:
 - i. All relevant details of the complaint;
 - ii. All witnesses and documents which the complainant believes support the complaint;
 - iii. The action or solution which the complainant seeks.
 - d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.
- 4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.
 - a. This appeal must be in writing.
 - b. This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c. The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal.
- 5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
 - a. This appeal must be in writing.
 - b. This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
 - c. This policy allows, but does not require, the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d. The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 calendar days after it received complainant's written appeal.
 - e. There is no appeal from a decision of the board.
- 6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

- a. Determine whether the complainant has discussed the matter with the superintendent.
 - i. If the complainant has not, the board president or designee will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - ii. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
- b. Strongly encourage the complainant to reduce his or her concerns to writing.
- c. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
- d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student’s individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district’s Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district’s 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district’s Director of Special Education or to the district’s 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district’s refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for

purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

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Revised on: June 18, 2018

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