

# CONESTOGA ELEMENTARY SCHOOL

## PARENT-STUDENT HANDBOOK

2023-24



CONESTOGA ELEMENTARY SCHOOL

P.O. Box 68

104 EAST HIGH STREET

MURRAY, NE 68409

ELEMENTARY BUILDING (PK-6): 235-2341; 227-2275

BUS BARN/TRANSPORTATION DEPT: 235-2206

DISTRICT OFFICE: 235-2992

CONESTOGA EARLY CHILDHOOD CENTER (DAYCARE) 235-3416

DISTRICT WEBSITE: [www.conestogacougars.org](http://www.conestogacougars.org)

**“CONESTOGA ELEMENTARY...WHERE THE CHILD IS #1”**

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**CONESTOGA ELEMENTARY SCHOOL**  
P.O. BOX 68 104 E. HIGH STREET  
MURRAY, NE 68409

**PHONE # 235-2341 FAX # 235-2345**

**WEB ADDRESS: [www.conestogacougars.org](http://www.conestogacougars.org)**

Office hours are from 7:00 a.m. – 5:00 p.m. following the calendar for the 4 day school week. Office will not be open on days when school is not in session during the school year.

**STAFF MEMBERS**

The following qualified personnel and fully certified teachers compose the staff of the Conestoga Elementary School for the 2022-23 school year. E-mail communication may be accessed through staff member's first initial last name @conestogacougars.org. Each staff member is assigned a voice mail box number noted below by their name. You may access staff member's voice mail at any time.

Mr. Michael Apple (402-235-2992)	Superintendent
Mr. Eric Dennis (202)	Principal
Mr. Nicholas Krause (402-235-2271)	Director of Student Services
Mrs. Lisa Bergmeyer (402-235-2271)	Curriculum Director
Mrs. Samantha Tanner (207)	Preschool
Mrs. Amy Macrander (205)	Preschool
Mrs. Tahlia Gocke (210)	Kindergarten
Mrs. Deanna Haverly (212)	Kindergarten
Ms. Shylynne Morris (213)	Kindergarten
Mrs. Makenzie Hoins (208)	First Grade
Mrs. Stephanie Booth (204)	First Grade
Mrs. Ashley Winters (206)	First Grade
Mrs. Katherine Bloch (302)	Second Grade
Ms. Audrey Jordan (301)	Second Grade
Mrs. Stefany Woods (300)	Second Grade
Ms. Natalie Held(308)	Second Grade
Mrs. Melanie Honaker (314)	Third Grade
Mrs. Randi Williams (310)	Third Grade
Mrs. Mae Clausen (312)	Third Grade
Ms. Jennifer Mandeville (230)	Fourth Grade
Mrs. Jessie McCain (231)	Fourth Grade
Mrs. Katherine Bloch (232)	Fourth Grade
Mrs. Danielle Stewart (305)	Fifth Grade
Ms. Brooke Baugh (303)	Fifth Grade
Mrs. Jocelyn Deterding (307)	Fifth Grade
Mr. Tommy Sigler (311)	Sixth Grade
Mrs. Libby Lotter (318)	Sixth Grade
Mrs. Chelsea Stepanek (309)	Title I 4-6
Mrs. Megan Glazebrook (406)	Instructional Coach
Mrs. Bobbi Keene (217)	Title I K-4
Mrs. Michelle Zahn (220)	Library/HAL
Mrs. Sarah Harvey (219)	P.E.
Mr. Aaron Jordan(123)	K-3 Vocal Music
Mrs. Cassie Vallis (123)	4-6 Vocal/Band
Mrs. Tracy Andersen (402)	Nurse
Mrs. Lisa Howorth (102)	Special Education
Ms. Emily Fairbairn (101)	Special Education
Mrs. Kellie Schwabe (100)	Special Education
Mrs. Dee Franks (400)	Speech Pathologist
Ms. Claire Boudro (401)	Speech Pathologist
Mr. Matthew Nolde (211)	Art
Mrs. Deb Leffler (224)	Guidance
Mrs. Jen Ziola	School Psychologist
Mrs. Shelly Smith (200)	Secretary
Mrs. Bonnie Schlichtemeier (201)	Secretary
Mrs. Shawna Canigila (402)	Health Aide
Mrs. Mary Meisinger (110)	Director of Food Services
Ms. (402-235-3416)	Daycare Director

# The Mission of the Conestoga Public Schools is:

**“Conestoga Inspires and Prepares Students for Life”**

## **Governing Values and Beliefs:**

The mission of the Conestoga Public Schools is based upon the following values and beliefs:

- All students can learn and have special gifts
- Learning is best achieved in an atmosphere of mutual respect, caring, trust, and resiliency
- Learning is a cooperative responsibility among the home, school, community, and the learner
- Teaching and learning are both a skill and a passion
- Learning is a personalized experience

## **Board of Education Goal:**

By 2025, Conestoga will consistently rank in the Top Academic 20% of Nebraska School Districts using standardized assessments and maintain student participation rate of 100% for school extracurricular activities.

## **Top Strategic Initiatives 2018-2022**

1. Focus on instructional model as top priority task by streamlining expectations and filtering out distractions.
2. Develop individualized career activity plans for students.
3. Review and update curriculum, including advanced level courses and occupational /technology courses.
4. Develop leadership programs within extra-curricular activities.

Conestoga School Board Policy 1003 Revised 10/10/2017, 3/13/2018, Reviewed 9/10/2019



## **STUDENT RIGHTS AND RESPONSIBILITIES**

Emphasis has been placed on the rights of students, including the right to an education and the right to due process and others referred to in this handbook. Student's rights, however, must be balanced with individual student responsibilities to the school and society. Each student has a responsibility:

- \*To observe the constitutional rights of students, parents, teachers, school officials, or other participants in the education process.
- \*To respect the inherent human dignity and worth of every other individual.
- \*To be informed of, and adhere to reasonable rules and regulations established by the Board of Education and implemented by school administrators and teachers for the welfare and safety of all students.
- \*To recognize individual and cultural differences for the improvement of society.
- \*To dress and appear in a manner that meets reasonable standards of health, neatness, cleanliness, and safety.
- \*To develop employment skills that will lead to economic independence.
- \*To maintain the best possible level of academic achievement.
- \*To refrain from libel, slanderous remarks, and obscenity in verbal and written expressions.
- \*To develop and undertake a social commitment to and for school and society.
- \*To observe, know, and adhere to the laws of the state in which he/she resides.
- \*To preserve school property, exercise care while using school facilities, and help maintain and improve the school environment, consistent with laws governing such property.

**Just as every effort will be made to protect the rights of each student, so, too, will each student be held accountable for accepting these responsibilities.**

## **ARRIVAL AND DISMISSAL**

**CHILDREN SHOULD NOT ARRIVE AT SCHOOL BEFORE 7:45 A.M.** unless a teacher requests earlier arrival. Upon dismissal, students must leave the playground immediately.

Starting time is 8:00 a.m. If children arrive at school after 8:00, they are to report to the office and will be counted tardy. If children are continually tardy, a conference will be arranged with the parent.

Dismissal time is 3:45 p.m. **CHILDREN LEAVING SCHOOL OTHER THAN THE SCHEDULED DISMISSAL TIME MUST CHECK OUT IN THE OFFICE WITH OFFICE STAFF.** Please send a note to inform the teacher and office staff if a child will be leaving early.

Early dismissal time is 1:45 p.m. Please check the school calendar for early dismissal dates.

### **Please follow the arrival and dismissal procedures below::**

#### **Early Childhood (Preschool and Headstart)**

Staff will meet you at the front entry at 8:00-8:05 and 12:15-12:20. If you arrive prior to that time, you will need to wait to enter the school. If you arrive after this time, escort your child into the office and a staff member will ensure your child is brought to the classroom. Preschool dismissal will be from 11:15-11:20 and from 3:30-3:35 with all students being brought to the front entry. Headstart dismissal time will also be at the front doors and will begin at 3:15. Headstart students must be picked up by 3:30.

#### **Kindergarten – 6<sup>th</sup> Grade**

**All parent drop off and pick up will be at the front parking lot. Back parking lot is for buses only.**

#### **K-6 Arrival**

Parents dropping off students should remain in your cars. In order to keep the flow of traffic moving, please pull forward as far as possible in the numbered areas to drop off your child. Students are not to be walked to their classroom by parents or guardians. Walking parents should bid farewell at the door and not escort students into the school. If weather permits, students will be on the playground (7:45-7:55). If necessary, students will be in the gym. Staff is always in the entry to direct students to the proper location. Late arrivals will enter through the office to be checked in. Parents will not be allowed past the office area.

#### **K-6 Dismissal**

When picking up your child(ren) after school, **stay in your vehicles and wait in line.** When parents get out of their vehicles, it causes too much congestion, slows down the pick-up process, and jeopardizes the safety of our students. As you pull into the parking lot, a staff member will tell you a number to pull up to where your child(ren) will walk to you. Please have your name placard in your window. If you choose to park to pick up your child(ren), please part in the street by the park and walk to the south light pole to pick up your child(ren). This will ensure children are not running across the street without supervision. Everyone's cooperation with these procedures is appreciated, and will ensure the dismissal process is safe.

## **ABSENCES/ATTENDANCE**

Students are expected to attend school on a daily basis. **PARENTS ARE REQUESTED TO NOTIFY THE SCHOOL OFFICE WHEN A STUDENT IS TO BE ABSENT.** You may notify the school office by phone, ParentSquare, or email. *To report an absence, please notify the office staff, not the classroom teacher.* If the school does not receive a notification by 8:30 a.m., ParentSquare will initiate an automated phone call to remind parents to call the school. Phone numbers for the PreK-6<sup>th</sup> grade office are: 235-2341 & 227-2275.

1. **All absences and tardies, regardless of reason, will be recorded as absences or tardies in the student's attendance records.**
2. When a student accumulates **5 days of absence per year, or the hourly equivalent**, a letter will be mailed to the parent/guardian informing them of the accumulated absence.
3. The same procedure is followed for **10 days of absence per year, or the hourly equivalent**, a parent/teacher/administrator conference may be scheduled.
4. Upon an accumulated absence of **15 days per year, or the hourly equivalent**, a letter will be sent to the parents/guardians stating the amount of absences. A parent conference will be scheduled.

5. Upon accumulated absence of **20 days, state law requires school districts to report ALL students who have missed 20 days or more of school, or the hourly equivalent to the County Attorney, regardless of the reason a student has been absent.** So, even if the student has been ill, with confirmation from a doctor, all absences of 20 days or more per year must be reported.

If a student is ill for an extended period of time, school assignments should be obtained so that the student's progress is interrupted as little as possible. A doctor's note may be requested.

The school administration and school board believe that the main responsibility for attendance lies with the student's parent/guardian. However, if that responsibility is not assumed by the parent/guardian, the school will do everything possible to enforce the attendance regulations of the school and the State of Nebraska. Parents/guardians are asked to cooperate with the school to reduce the number of absences to a minimum.



## **PARENTAL NOTES TO SCHOOL**

We know that writing notes can be stressful on a busy morning, but they are very important to your child's safety and welfare at school. We do appreciate your help!!!!

Generally, when you send a note with your child to school, please date it and always include first and last names of your child/children and any other persons involved or mentioned in the note. Always sign the note with your first and last name.

The following is a list of instances when a note is required by our school. Written notification is requested instead of telephone calls. **Please read these guidelines carefully**

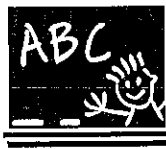
**PLEASE SEND A NOTE TO YOUR CHILD'S TEACHER IF.....**

- You request that a child's activities be limited (such as recess, music, or in the classroom) for health or other reasons. In some cases a doctor's note may be required.
- A doctor's note will be required for nonparticipation in P.E. classes.
- You request that a child be kept inside during recess for health or other reasons.
- Your child needs to take medication at school (this includes cough drops, throat lozenges, ointments, etc.) See *Diagnosis and Medication*
- You know in advance that your child needs to be dismissed early from school.
- Your child's school dismissal routine is different than normal.
  - Your child normally rides the bus, and is being picked up
  - Someone other than parent is picking your child up
  - Your child is going home with a friend
- Your child is attending a meeting or going to an alternate destination on specific day(s) of the week. *Please send the note for the duration of the school year.* (example: John Jones will walk to cub scouts with Mrs. Jane Smith every Wednesday after school unless you are notified otherwise) Please send a note if there is a change in the meeting date, or if your child is not going to attend on a usual meeting day.
- Your family will be moving out the Conestoga School district. Please inform the school office in writing before your child's last day of school.
- There are any circumstances or concerns that involve your child that you think will affect his/her education.



## **BUS TRANSPORTATION**

Conestoga Public Schools contracts transportation services through First Student. Transportation is available to students living in the Conestoga School District in accordance with guidelines set by Conestoga School District and bus routes established by Nebraska School Bus. All phone calls regarding busing are to be directed to the First Student office at 235-2206. Please leave a voice mail if no one is in the office. **The school offices will NOT relay transportation phone messages.** It is the parent's responsibility to notify the transportation office to arrange changes in a student's busing schedule. **The school office WILL give copies of any parent notes regarding bus transportation to the appropriate bus drivers.**



## **GRADING**

**Grades Kindergarten – 5th Grade -** Standard Based Report Card

<b><u>6<sup>th</sup> Grade -</u></b>	A = 94-100% (Outstanding)	D = 70-77% (Below Average)
	B = 86-93% (Above average)	F = Below 69% (Failing)
	C = 77-85% (Average)	

At Conestoga Elementary School, learning standards are the standards and indicators approved by the Nebraska State Board of Education. These are rigorous curriculum standards and the goal is for all students to be proficient on all learning standards at each grade level. A standards-based report card gives parents specific information about whether a student has met those standards.

Conestoga Elementary uses a standards-based report card at the elementary level in grades K-5. Communicating specifically about each standard rather than combining everything into a single subject percentage helps Conestoga Elementary to communicate clearly about learning with students, parents and our community. Most importantly, there is worldwide consensus among experts that standards-based reporting increases the focus on learning.

### **A standards-based report card...**

- measures a student's achievement in relation to the standards rather than by averaging grades or being compared to other students on a curve.
- gives more detailed and accurate information about a student's academic achievement.
- provides clarity and consistency for reporting achievement on learning standards.

The statements on the report card are Grade Level Content Standards. (GLCS) Each GLCS represents a group of more specific learning standards or indicators.

The marks on the report card are determined by using student assessments combined with teachers' professional judgments to represent achievement of learning standards at a given point in time.

In addition to the report card, student achievement will be shared in many ways throughout the year including:



- Conferences. Communicating student achievement continues to be the focus of parent-teacher conferences. These conferences are held at the end of first and third quarters.
- Informal Communication. Teachers use phone calls, notes, emails, and parent meetings to report evidence of student learning and progress towards standards.

**For additional information contact your child's teacher or building principal or under "for parents" tab on the Conestoga Elementary School website, [conestogacougars.org](http://conestogacougars.org).**



### **WORK COMPLETION POLICY FOR 3<sup>RD</sup>-6<sup>TH</sup> GRADE**

- If a student is consistently not turning in their work, they can/will be given a detention before or after school.
- If assignments are not turned in two weeks after the original due date, a teacher will be setting up a "detention" time to make up the assignment(s).
- The classroom teacher (NOT the office) will contact the parent with one or two times that will work for the student to complete their work, whether it is before or after school.
- Parents/Guardian will be expected to get their child to and from the designated detention time.
- If the work is still not turned in to the teacher after the detention is served, the student will then receive a percentage grade that reflects the portion of the assignment that was completed. If none of the assignment is completed, the percentage grade will be 0%.



### **REPORT CARDS AND PARENT-TEACHER CONFERENCES**

Report cards will be issued quarterly. Questions concerning any particular grade should be directed to the respective teacher. There will be individual parent-teacher conferences in September and February. Other conferences will be scheduled as needed.



### **WEB ACCESS – GRADES & LUNCH ACCOUNT**

All parents will receive notification at the first of the school year on how to access his/her child's current grades (6<sup>th</sup> grade only), attendance record, and lunch account through the internet. The parent will receive the student's Confidential ID, Password, and the website location.



## **HOMEWORK TIPS**

Parents should provide for a quiet and regular study time or reading time at home to help children develop good study habits. Most children who use their time well at school will not need to do regular assignments at home.

## **ABSENT MAKE-UP WORK**

Students who are absent are expected to make up their school work. It is the student's responsibility to contact their teachers for this purpose. If a student is gone for an extended period of time, the office should be contacted and assignments will be gathered for that student.

The following make-up schedule will be adhered to strictly:

1. For one (1) day absence, two (2) days will be allowed to make up and turn in assignments.
2. For 2-4 day absences, three days total will be allowed to make up and turn in assignments.
3. For 5 days or more absent, the student and the teacher should get together to decide on a reasonable make-up time schedule.
4. A scheduled test, quiz, speech, etc., (except in cases of extended absences) if missed on that day will result in that student having to be ready for that event on the day that he/she returns to school.
5. Students with excused absences will still be expected to make up their work.

## **ACADEMIC DIFFICULTIES**

Parents are requested to check with the instructors when concerned about studies. Teachers in 6th grade will maintain their student's grades using Power School. Parents may check Power School to keep up on their child's progress in school. Please check with the school office staff if you are unable to access your child's Power School records. A Mid-Quarter report will also be sent home to keep parents informed on a continuing basis.



## **PROMOTIONS AND RETENTIONS**

In deciding the question of promotion or retention, the decision will be based on the following criteria:

- |                |  |
|----------------|--|
| 1. Ability     | 4. Attendance                              |
| 2. Achievement | 5. Position of siblings in family          |
| 3. Effort      | 6. Age                                     |
|                | 7. Number of times grade has been repeated |

When it is felt that a child should be retained in his/her present grade, a recommendation is made to the Student Assistance Program. The teacher will arrange a conference with the parents. After this conference, the parents, the teacher, and the principal will make a decision concerning the retention or proaction of the child. In all cases, the welfare of the child will be the main consideration.



# CONESTOGA ELEMENTARY (MURRAY, NE) STUDENT SUPPLIES 2023-24



**IT IS SUGGESTED ELEMENTARY STUDENTS BRING A BOOKBAG TO SCHOOL EVERY DAY.**  
STUDENTS NEED TO WEAR TENNIS SHOES ON P.E. DAYS. A SECOND PAIR OF SHOES MAY BE KEPT AT SCHOOL.

## PRESCHOOL

### RECOMMENDED SUPPLIES

Full size back pack  
1 pkg Pipsqueak skinny markers  
1 box crayons  
1 box facial tissues  
1-Skinny black EXPO dry erase marker  
4 pack Playdoh

A-H  
Foam stickers (ABC)  
Paper plates  
Sandwich ziplock bags

### SUGGESTED DONATED ITEMS

Bring the following donated items according to the first letter of your child's last name: (Do not label)

I-O  
Foam stickers (animal or character)  
Stickers (animal or character)  
Jumbo self-adhesive Jewels

P-Z  
Gallon ziplock bags  
Quart ziplock bags  
Brown lunch sacks

## KINDERGARTEN

### RECOMMENDED SUPPLIES

Large Book bag (label please; Must Have)  
Ear buds (MUST HAVE)  
1 pkg dry erase markers  
3- Pink erasers  
1 box – 24 crayons

**\*\*Bring 1-2 snacks per month for entire class\*\***  
(sealed, individually wrapped)

### SUGGESTED DONATED ITEMS

2 boxes facial tissue (20ct)  
3 Glue sticks  
1 container Playdoh  
Wet wipes  
1 pkg markers  
1 pair child-size scissors

Bring the following donated items according to the first letter of your last name. (Do not label)

A-M - Paper Plates  
1 large bag M&Ms

N-Z – Quart ziplock bags  
Shaving Cream

## FIRST GRADE

### RECOMMENDED SUPPLIES

Book bag  
Scissors  
2 boxes low odor dry erase markers  
1 fun folder  
4 pink rectangular erasers  
4 3- Pronged Plastic folders (1 green, 1 purple, 1 blue, 1 red)  
2 Box of 24 crayons  
36- #2 pencils (good quality)  
3 glue sticks  
Markers  
Colored Pencils  
Pencil Box  
1 pkg of 4 highlighters

### SUGGESTED DONATED ITEMS

1 large box/bag of individually wrapped class snacks  
2 – 200 ct. facial tissue  
Earphones (their own set) headset style preferred  
Magic erasers  
Ziplock bags – sandwich or quart size  
Paper plates

Bring the following donated items according to the first letter of your child's last name. (Do not label)

A-M

Gallon ziplock bags

N-Z

Sandwich ziplock bags

## SECOND GRADE

### RECOMMENDED SUPPLIES

1 box colored pencils  
1 box 24 crayons  
24 - #2 lead pencils (good quality)  
4-large erasers  
1 box washable markers  
1 set earbuds/headphones (this will be their own pair)  
2 -pkgs. wide-line spiral notebook  
Scissors  
Book bag  
4 folders  
1 pkg red pens  
4 – Glue sticks  
1 – Bottle of glue  
Pencil box or bag  
1 box low odor dry erase markers

### SUGGESTED DONATED ITEMS

1 box gallon ziplock bags  
2 - 200 ct. facial tissue  
1 set earbuds (headphones donate for extra)

**NO TRAPPER KEEPERS**





# CONESTOGA ELEMENTARY (MURRAY, NE) STUDENT SUPPLIES 2023-24



*IT IS SUGGESTED ELEMENTARY STUDENTS BRING A BOOKBAG TO SCHOOL EVERY DAY.*  
STUDENTS NEED TO WEAR TENNIS SHOES ON P.E. DAYS. A SECOND PAIR OF SHOES MAY BE KEPT AT SCHOOL.

## THIRD GRADE

### RECOMMENDED SUPPLIES

Bookbag (Label)  
1 box crayons  
12- Ticonderoga #2 pencils  
1 large erasers  
2 plastic folders  
1-box colored pencils  
1- pair scissors  
2 glue sticks  
2 boxes of markers  
1 pair earphones or headphones (Label)  
1 pkg low odor dry erase markers  
1 pencil box

### SUGGESTED DONATED ITEMS

2 boxes facial tissue  
1 box Ziplock bags – gallon size

## FOURTH GRADE

### RECOMMENDED SUPPLIES

Bookbag  
1 pair scissors  
1 box 24 crayons  
24 –sharpened #2 pencils (good quality NO MECHANICAL)  
1 pkg erasers  
5 –plain colored pocket folders  
1 – “Fun” folder (label)  
5 – 1 subject spiral notebook  
4- glue sticks  
1- pkg. WIDE line notebook paper  
1 – pkg. highlighters (multiple colors)  
1 boxes odorless dry erase markers  
1 box of Markers  
Pencil bag or box  
1 box colored pencils  
Headphones (label)  
1 pkg 3X5 notecards  
2-red pens  
1-Reusable water bottle (Label)

### SUGGESTED DONATED ITEMS

1 box – 2 count black felt tip pen  
2 – 200 ct. box facial tissue  
Quart Ziplock bags  
Post it notes

## FIFTH GRADE

### RECOMMENDED SUPPLIES

1 box colored pencils  
24 – Ticonderoga #2 pencils  
1 box crayons  
3 folders  
4 spiral bound wide line notebooks  
1 box of markers  
3 colored ink pens  
1 pencil bag, no boxes  
3 highlighters  
Scissors  
2 –glue sticks  
2 large erasers  
Bookbag  
2 boxes dry erase markers  
Headphones  
Reusable water bottle (label)

### SUGGESTED DONATED ITEMS

2 - 200 ct. boxes facial tissue  
Ziplock bags – gallon, quart or sandwich size  
1 pkg note cards

1 –

## SIXTH GRADE

### RECOMMENDED SUPPLIES

Accordion file folder  
Scissors  
Pencils  
Pencil box or bag  
Blue or red pens  
1 – Package markers  
1 – Package colored pencils  
2 – Highlighters - yellow  
Ruler with centimeters & inches  
Glue stick or bottle of Glue  
2 – Package lined paper  
4 – 1 subject notebooks (at least 100 pages)

### SUGGESTED DONATED ITEMS

2 – 200 ct. boxes facial tissue

SOME OF THESE ITEMS ARE CONSUMABLE AND WE RECOMMEND THEY BE REPLACED PERIODICALLY THROUGHOUT THE YEAR.



## **BREAKFAST/LUNCH PROGRAM**

Breakfast and lunch will be available to each student in the elementary school. Milk will be provided with the school lunch or may be purchased separately. School breakfast/lunches will be prepared at all attendance centers. **Food may be brought in for lunch with your child only. Due to guidelines of the National Lunch Program, parents are not allowed to bring outside food in to share with any student other than their own child.**

Conestoga has a district-wide computerized lunch program. Each child will have a separate account and digital code. When making a deposit for your children, **please send money with students in a marked envelope.** Instruct your child to give his/her money to their teacher when they arrive in the classroom in the morning. Each child enters his/her code into the computer each time they make a purchase for breakfast or lunch and the amount of purchase will be deducted from the student's account. If there is a balance in the child's account or they bring cash, extra servings of some items may also be purchased. The cost for these extras will be subtracted from the balance of the child's account. **If there is no money in a child's lunch account, extras may not be charged.** (If a parent does not want their child purchasing extra servings, it is the parent's responsibility to inform their child. Food service cannot be responsible for monitoring extra purchases.) When the account has a low balance the student will be reminded to bring more money for the account. Notices will be emailed to parents for students with a negative balance. You may check your child's balance at any time on the internet through Power School. To receive lunch balance alerts via email, you will need to turn on the email notifications. (On Power School, go to parent screen, click "edit" button by your name and check the email progress reports and lunch balance alerts). For more information about the School Meal Program and Meal Charges, please refer to Conestoga School Board Policy 3012 on the Conestoga Website, [conestogacougars.org](http://conestogacougars.org).

Conestoga Public Schools participate in the National School Lunch and Breakfast program. Free and Reduced meal applications are available at any school office throughout the school year if you feel your household is eligible.

Benefits begin after the application is approved. Families are responsible for any charges incurred before the application is approved. **Extra milk, ala carte, and second entrees are not included in the free and reduced program. Families are responsible for purchase of extras.**

A new application for the National School Lunch and Breakfast program must be completed each year.

Option Enrollment families that qualify for the National School Lunch Program (Free Program Only) are entitled to transportation reimbursement. For details of the program, contact the District Superintendent's office.

The office will not refund breakfast/lunch accounts for cash except when a student withdraws from our school district.

### **Nondiscrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal, or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-307) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office. Or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, DC 20250-9410
2. Fax: (202) 690-7442
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

## **STUDENT GUIDELINES**

### **CLASSROOM DISCIPLINE**

A good learning atmosphere in the classroom is the joint responsibility of the teacher and students. This atmosphere will be promoted through clearly established and understood rules and regulations.

The teacher has the responsibility to act on infractions of classroom rules. In cases where corrective actions prove ineffective, the teacher may remove the student from the classroom.

The purpose of removing a student is: 1) to re-establish the learning atmosphere which the student has disrupted, and 2) to provide a setting for the student to examine his/her actions that prompted his/her removal and make a commitment to the teacher to correct the behavior.



### **DETENTION**

Students may be kept before or after school for the completion of unfinished work, for tardiness, for disciplinary reasons, or for disrespect to substitute teachers. In all cases, parents will be contacted prior to the serving of the detention so that transportation can be arranged.



### **SEARCH AND SEIZURE**

All desks and lockers in the school building are property of the Conestoga School District and remain school property even though they are temporarily assigned to students. Students are to use desks and lockers only for storage of schoolbooks, materials, and possessions ordinarily used in day-to-day school activities. School desks and lockers will be subject to inspection at any time for cleanliness, missing school property, items disruptive to the educational environment, and evidence of vandalism. All students assigned a desk and locker and are responsible for it and may be charged individually or equally for damage to it.



### **STUDENT CELL PHONE AND OTHER PERSONAL ELECTRONIC DEVICES**

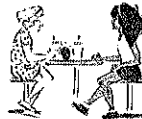
**Conestoga Elementary students are not allowed to use cell phones, smart watches or other personal electronic devices while at school.** Student cell phones, smart watches and personal electronic devices must remain in lockers during school hours.

"The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss, or damage of any electronic device, including any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion. "Conestoga Board Policy 6025 (February 13, 2018)



### **LUNCHROOM RESPONSIBILITIES**

The purpose of these standards is to provide an orderly, healthy, safe, and pleasant lunchtime atmosphere in the school cafeteria. Children are expected to use good table manners while showing respect and courtesy to others.

- Use level 2 voice. Conversation should only be with others at your own table.
- Enter and exit in a quiet and orderly manner.
- Walk at all times.
- Use appropriate table manners and be considerate of others. This would include not wasting food or handling other's food.
- Stay in your own seat and raise your hand if help is needed.
- When dumping tray, go straight to the trash can, dump properly, clean up accidents, and return directly to your seat.
- Remain seated with both feet under the table.
- Leave your individual eating area neat and clean.



### **LUNCHROOM BEHAVIOR CONSEQUENCES**

1. Child is given warning.
2. Child is taken aside and talked to individually.
3. Child sits in an assigned seat away from their class.
4. Child is to walk during recess for 5-15 minutes.
4. Child helps in cleaning of the lunchroom (ex: picking up floor, cleaning off tables, sweeping)

## **PLAYGROUND**



It is the policy of Conestoga Elementary School that all children participate in recess. If the wind chill temperature is 20 degrees or lower, the children will stay inside for recess. This is during the winter months, determined on a daily basis through weather.com. If parents want their child/children to stay inside during recess, a doctor's note is required.

- Students are expected to follow the directions of the playground supervisors.
- Playground equipment or supplies should be used only as they were designed.
- Each child should respect school property.
- Students should respect each other at all times. This would include no wrestling, pushing, fighting, kicking, hitting, "rough play", or using inappropriate language.
- All balls should be used as intended. Kicking or throwing a ball at a person is not permitted.
- Only "one hand" touch football is permitted.
- Stones, sticks, crushed tire material, and snow should remain on the ground.
- Students are expected to take turns if others want to use the same playground equipment.
- Children should walk on the blacktop unless playing appropriate games.



## **DRESS**

Dress and grooming should be clean and neat. If a style demonstrates that it is disruptive to the educational process or is in violation of any statute, it will not be permitted in school. Parents are encouraged to discuss with their children what clothing is appropriate for school.

### ***AS A GUIDE FOR PARENTS:***

1. Articles which are soiled, torn, or frayed, should be avoided.
2. Articles displaying vulgar or suggestive writing, pictures, slogans, or suggestions promoting violence, tobacco, drugs, alcohol, or are sexual in interpretation will not be allowed.
3. Articles that could cause damage or injury to other students or property are unacceptable. Examples: chain belts, cleats
4. Hats or other headgear such as sunglasses are not allowed. If worn to school, they are to be kept in student book bags or above coat racks until leaving school for the day.
5. Midriffs and backs must be covered. No sagging pants or visible underwear will be allowed. Also, see-through clothing is prohibited.
6. Shoes or sandals must be worn. Slip-on shoes/sandals with no backs can be dangerous for children who are running and playing.
7. An individual's personal hygiene should not be disruptive to the learning process.
8. Very short shorts or tight spandex shorts should be avoided.
9. Coats, snow pants, or snow boots should not be worn inside the classroom during the day.
10. **NO** Heeleys (shoes with wheels on the bottom) are allowed at school. If worn, the student will be asked to remove the wheels and give them to the teacher.





## **BUS TRANSPORTATION GUIDELINES**

Riding the bus to and from school is a privilege available to children of the school district. Certain laws and regulations govern operation of the school buses. Safety on buses is the prime consideration. Every precaution is taken to see that every child arrives at their destination safely. Anything that happens on the bus or in the changing of buses at the school to divert the driver's attention from their job immediately endangers the safety of other students. It is absolutely necessary that the students conduct themselves in a respectful manner. The transportation company contracted by Conestoga Public Schools is responsible for discipline guidelines while the students are being transported on their buses. Students are expected to follow the guidelines set by the company.



## **NUISANCE ITEMS**

Except on designated "Show and Tell" days, items that distract from a learning atmosphere may not be brought to school. Examples are: toys, balls, cell phones, hazardous implements, trading cards, and games. **Items such as these, including gum and candy, should not be brought to school or sold/traded on school property.** These items will be confiscated and returned at the end of the school year at student request, or parents may pick up items at school during the school day.

**Students will assume responsibility for any items brought to school.**



## **MONEY**

Children should not give or receive money from other students at school or on the bus. Also, they should not bring excessive amounts of money to school. Betting is not allowed in school. Money sent to school with children for a specific purpose (lunch, etc.) should be placed in an envelope and labeled with student's name, amount of money, and purpose for money.



## **PETS**

Please see that dogs and other pets are kept home and not allowed to follow pupils to school. Due to student and staff allergies, pets are not allowed to visit the school.



## **BICYCLES**

Children are reminded that they are to WALK THEIR BICYCLES when they are on school property. They are also to park their bikes in the appropriate racks upon arrival and leave them there until dismissal.

## **SCHOOL GROUNDS**

Unauthorized skateboards, roller skates, and motorized vehicles are prohibited on school grounds. School grounds are closed after dark.



## **PARTIES, TREATS AND INVITATIONS**

Parties will be held periodically during the school year. Notes will be sent home asking for parent volunteers, if needed, to help with the planning and carrying out of the parties.

**Student's personal party invitations cannot be brought to school and distributed unless the entire class, or all the boys, or all the girls are included.** Birthday treats may be provided for classes. Teachers will exercise judgment as to the most appropriate time to celebrate.

In compliance with our wellness policy, Conestoga Schools encourages healthy snacks be sent for students. The following foods and beverages are nutrient-rich foods that contain essential nutrients often lacking in children's diets: fresh fruits and vegetables, 100% fruit or vegetable juice, canned and packaged fruit products packed in juice, dried fruit, animal crackers, popcorn, low or nonfat milk, low or nonfat yogurt, low fat cheeses, whole grain crackers, cereal bars. These healthy snacks contain little or no added sugar, fat or salt. Eating these types of foods more often can significantly improve a child's diet. For other ideas on healthy snacks, please consult with the school nurse or your child's teacher.

- **DELIVERY OF FLOWERS, BALLOONS, ETC. TO INDIVIDUAL STUDENTS DURING SCHOOL HOURS IS NOT ALLOWED.**



## **LEAVING THE SCHOOL PREMISES**

Once they arrive at school, students are not permitted to leave the premises without the consent of the principal or a person placed in charge by the principal, except when dismissed to do so at the close of the day.



## **TELEPHONE CALLS**

Telephone calls to school for students should be made only when deemed absolutely necessary. When it is at all possible to give a message to the school secretary to be given to the student, this should be done rather than insist that the student be called out of class.

Students are not to place calls from the school telephones. The school phones are for business purposes and are to be used by students only in extreme emergency.

Please do not ask to call teachers to the phone during class time. Each staff member has a voice mailbox in which you may leave a message at any time. Your call will be returned when it does not interfere with the education of the students.

## PARENT GUIDELINES

### VISITING SCHOOL

We welcome and encourage parents to visit our school. When you plan a visit, please contact the classroom teacher a day prior to the visit, as schedules and out-of-class opportunities may alter the day's schedule. To maintain the high quality of our educational program, we ask that classroom visits be limited to approximately thirty (30) minutes.

In order to properly monitor the safety of our students and staff, **all visitors are required to check into the office and wear a name badge at all times**. Any visitor found in the building without a pass will be reported to the principal. **If a person wishes to confer with a staff member, an appointment should be arranged with that staff member prior to coming to the school.**

We recommend no visits during the first two weeks or last two weeks of the school year. During these times, it is impossible to get a "true picture" of our regular school activities. When visiting a classroom, please do not bring small children with you, as they distract students.

**Student visitations must be cleared in advance by the building principal and should last no more than a half day.** However, such visitations are discouraged because of the legal liabilities and responsibilities involved.



### FIELD TRIPS

Field trips are intended to allow students experiences that provide them with insight, information, or knowledge that cannot be adequately developed through regular classroom instruction. Field trips, therefore, become an integral part of the curriculum and are as essential to the instructional process as textbooks, equipment, and other instructional devices and teaching/learning strategies. They allow students to learn what might not be learned within the classroom. As it is widely acknowledged that not all children learn in the same way, field trips allow students the opportunity to expand their intelligence in ways different from those typically available inside the classroom.

While most field trips are directly related to specific academic curricula, they also may address the need for intra- and inter-personal growth in children, and thus may be designed to promote social and emotional development and to provide for the development of the "whole" child.

Often teachers will ask parents to volunteer to chaperone field trips. Parent participation is encouraged as space allows. The following important rules apply to field trips.

- Students must ride to and from the trip on the bus (not in parents' vehicles). Exceptions can only be made by the field trip supervisor and only for the return trip. Parents must make the request in writing and student may only return with their own parents.
- **Parents chaperoning or attending field trips may not bring other children.** Other adult family members (such as grandparents) may only attend with the permission of the field trip supervisor.
- Staff, volunteers, and chaperones are prohibited from drinking alcoholic beverages of any kind during the field trip.
- All chaperones must be at least 21 years of age.
- Any chaperone who drives students in private vehicles, must have a valid driver's license and adequate insurance coverage.
- Students remain under the authority of the field trip supervisor(s) at all times. Parents who chaperone are also expected to comply with the direction of the supervisor(s).



## **SUSPENDED STUDENTS**

There are two kinds of suspensions. The first is in-school suspension, and the second is out-of-school suspension. While serving an in-school suspension, the student will do his assigned school work in the office area and will not be allowed to leave the area without permission. Assignments and books will be brought to the student as will his/her lunch.

Students serving out-of-school suspension are responsible for making arrangements to get their assignments from their teacher. Suspended students will be expected to hand in all assignments on time and to make up missed tests or special activities such as video viewing. Suspended students have the responsibility to arrange with their teachers when all assignments are due and should expect to earn a zero for any missed assignment or test not made up during the time allowed by the teacher.

Students serving an out of school suspension are not allowed to attend any school event or be on any school property during their suspension period.



## **COMPLAINTS/CONCERNS**

Should there be a concern about something that may have happened or is happening, or curriculum or any non-curriculum matters, please follow these steps:

1. **CONTACT THE CHILD'S TEACHER FIRST.** Discuss the problem and search for possible solutions together. If it cannot be resolved at this level, then:
2. Contact the principal for a conference. If you do not think the situation has been given proper consideration or resolved after this step, then you may seek further recourse by contacting the Superintendent of Schools.



## **CHANGES OF ADDRESS OR PHONE NUMBER**

Parents should report to the school office immediately when you have a change of address, phone number, family doctor, parent work numbers, or emergency contact numbers. Parents may also update information online through the Power School Parent Portal.



## **EMERGENCIES AND SCHOOL CLOSINGS**

When school is called off or let out early due to weather conditions, announcements will be made over KFAB 1100, Omaha; KNCY 1600, Nebraska City; cancellations.com; KETV Channel 7, KMTV Channel 3, WOWT Channel 6; Cassgram community line. All parents will also be notified an automated calling system. (The parent contact number is the primary home phone number from current Power School information provided by parents.) The automated calling system will call the primary home phone and parent e-mail. It is difficult to measure the severity of the weather in all sections of our school district; so the final decision rests with the parents on whether to send their children to school during adverse weather conditions or to keep them at home. Please contact the school if you decide not to send your children when school is in session.

Provisions will be made by your school authorities to take care of the school children when storms occur during the day that are of such intensity that it makes bus transportation hazardous. Your cooperation in helping keep telephone lines free during such emergencies will be appreciated.

Radio stations will carry school-closing messages as soon as any decision is made. Please do not call the radio station. In case of civil, national, or natural disruptions, every effort will be made to give announcements as to the welfare of the students during the school day. Under such conditions, parents may come to school to get their children if they so desire. ParentSquare will be activated to notify parents in the case of early dismissal due to weather, or in the case of a crisis situation occurring during the school day.

**Please make arrangements with your child or other adults to insure the safety of your child should school be dismissed early.**



## **WITHDRAWAL FROM SCHOOL**

Parent requests for student records must be made prior to the student's last day. This request is important to the student and will aid in a smoother transition to his/her new school. Information needed to enroll the student in his/her new school will be sent home with the student on his/her last day of attendance. Records will be forwarded to the student's new school with a parent-signed request sent from the new school.



## **PARENT-TEACHER ORGANIZATION**

Conestoga has an active Parent-Teacher Organization that meets the second Tuesday of each month during the school year. If you have children attending school, you are automatically a member and encouraged to participate in the energetic organization. For more information, contact the school office.

PTO officers for the 2022-23 school year:

President – Summer Rieke  
Vice President – Samantha Johnson  
Secretary – Rhonda Hornberger  
Treasurer – Monica Ramirez



## **CRITERIA FOR CLASS ASSIGNMENT**

Students are assigned to heterogeneous classroom groups according to the following guidelines:

1. Provide a situation in which each child may learn best.
2. Provide a learning situation in which parent will have confidence.
3. Provide a learning situation in which each teacher will have confidence.
4. Pair each teacher with children and parent with whom the teacher can succeed.
5. Provide classes of equal size and a balance of boys and girls, academic performance, special needs, and independent work habits.

The placement process is a team effort where the initial lists are drawn up and reviewed by the staff and the principal. This team of professionals tries to keep the best interests of children in mind as they work for appropriate placements.

**Please rely on the professional judgment of the staff and be assured that the best possible learning environment will be selected for your child.**



## **LOST AND FOUND**

Lost and found articles are brought to the principal's office. **Your children's jackets, boots, mittens, etc. should be marked for easy identification.** This helps eliminate loss and confusion. The student should report any loss of articles to the principal's office.

All found articles are placed in a lost and found area. Students should check the lost and found periodically for any article he/she may have lost.

If articles are not claimed by June 1 of each year, the principal will turn them over to a welfare agency



## **CHILD ABUSE AND/OR NEGLECT**

The Code of Nebraska requires all school employees to report suspected child abuse or willful neglect. Reporting shall be both orally (402) 296-3257 to the Child Abuse Center of the local Department of Welfare and in writing (within 48 hours) to the Cass County Department of Public Welfare. If there is reason to believe that immediate protection is advisable, an oral report shall be made to an appropriate law enforcement agency.

Anyone participating in good faith in these procedures shall have immunity from any liability, civil or criminal. Law providing privileged communication shall not apply in cases of suspected child abuse or neglect.

## **NOTICE CONCERNING STAFF QUALIFICATIONS**

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Conestoga Elementary School will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Conestoga Elementary School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.



## **ENTRANCE AND HEALTH REQUIREMENTS**

### **ENTRANCE REQUIREMENTS**

Upon first-time enrollment (new students and kindergartners), a certified copy (raised seal) of enrolling child's birth certificate or other reliable proof of the child's identity and age accompanied by an affidavit (notarized) explaining the inability to produce a copy of the birth certificate must be given to the school within 30 days.

If compliance is not met within 30 days, the school shall notify the parent-guardian that unless he or she complies within 10 days, the matter shall be referred to a local law enforcement agency.

#### **Admission to Kindergarten**

"A child must reach the age of five on or before July 31<sup>st</sup>, of the calendar year to be enrolled in kindergarten. The school district will enroll a child who will reach the age of five between August 1<sup>st</sup>, and October 15<sup>th</sup>, of the year of enrollment, if the parent or guardian requests such enrollment and provides an affidavit stating:

- (a) the child attended kindergarten in another jurisdiction in the current school year; or
- (b) the family anticipates relocating to another jurisdiction that would allow admission within the current year"

Conestoga School Board Policy 5055 (November 14, 2017)

#### **Admission to First Grade**

A child may be eligible to enter first grade, even if the child has not attended Kindergarten, if the child is six years of age, or will be six years of age on or before October 15 of the current school year, and school officials determine that first grade is the appropriate placement for the child.

The Conestoga School District is responsible for grade placement of all students. At the time of enrollment from a non-accredited school, the grade recommended by the non-accredited school will be considered but the student may be re-assigned to a different grade level or program if it is determined by the Conestoga School District that such a change would be beneficial to the student.

## **HEALTH REQUIREMENTS**

As a new student entering school in Nebraska for the first time there are three requirements that must be met to be in compliance with Nebraska state law. They include:

### **Physical Examination:**

Students enrolling in kindergarten, beginner grade or students transferring to any grade in the district from out of state shall have a physical examination by a licensed physician within six months prior to the entrance and provide proof of such an examination to the school district.

A physical form stating the results of a physical examination and signed by a physician, physician assistant, or an advance practice registered nurse must be on file at Conestoga Public Schools. Physical forms are available in the school offices and are due prior to a student attending school.

### **Vision Evaluation:**

Students entering school for the first time, including kindergarteners and transfer students from out of state, will be required to provide proof of a vision evaluation taken within six months prior to the student's entrance.

The vision evaluation is required to test for amblyopia (lazy eye) and strabismus (misalignment of the eyes), which are two of the most common vision disorders in young children, as well as internal and external eye health and visual acuity. A certificate or form stating results of the evaluation must be signed by an optometrist, ophthalmologist, physician, physician assistant, or advance practice registered nurse. Vision Evaluation forms are available in the school offices and are due in the office prior to admission. Although the importance of this evaluation may be critical to your student's education, parents may choose to not comply with the requirement by signing the waiver on the Vision Evaluation Form. Several resources may be available to assist families in paying for this evaluation. If assistance is needed in finding funding for this vision evaluation, please contact your school.

### **Immunizations:**

Students enrolling in the school district shall also submit proof of immunization against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus, hepatitis B, and chicken pox (varicella) as required by law. The student may be admitted provisionally to the school if the student has not yet completed the immunization process but is in the process of doing so and provides proof of such process. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. **Students transferring from outside the state at any grade must be immunized appropriately according to the grade entered.**

#### **The minimum doses required for students entering Preschool are:**

- 4 doses of DTaP, DTP, or DT vaccine
- 3 doses of Polio vaccine
- 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age
- 3 doses of pediatric Hepatitis B vaccine
- 1 dose MMR or MMRV given on or after 12 months of age
- 1 dose of Varicella (chicken pox) or MMRV given on or after 12 months age. Written documentation (including year) of Varicella disease from parent, guardian, or health care provider will be accepted.
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age

#### **The minimum doses required for students entering Kindergarten – 6<sup>th</sup> Grade are:**

- 3 doses DTaP, DPT, DT or Td vaccine, one given on or after 4<sup>th</sup> birthday
- 3 doses Polio vaccine
- 2 doses MMR or MMRV vaccine, given on or after 12 months of age and separated by at least 1 month
- 3 doses Hepatitis B vaccine (or 2 doses of adolescent vaccine if student is 11-15 years of age)
- 2 doses Varicella (chickenpox) vaccine or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need varicella shots.



Exemptions shall be granted for only two reasons: 1) Refusal of Immunization for Medical Reasons signed by a physician, physician assistant, or advance practice registered nurse, or 2) Refusal of Immunization of Student for Religious Reasons signed by a notary and parent/guardian.

### **Asthma/Anaphylaxis Protocol:**

Nebraska State Law also allows for certified Response Teams to provide medication per protocol to a student should he/she experience a life threatening asthma or anaphylaxis attack. In an effort to be prepared to meet the needs of students at risk for such an episode, please discuss this with your doctor during the physical and if necessary complete the Asthma/Anaphylaxis Plan (available at school offices). Students with a known risk are required to supply their own emergency medication for use at school.

**ANY STUDENT NOT IN COMPLIANCE WITH ABOVE REQUIREMENTS WILL NOT BE PERMITTED TO BEGIN THE SCHOOL YEAR UNTIL COMPLIANCE IS MET.**



### **DIAGNOSIS AND MEDICATION**

Only a licensed physician is qualified to make a medical diagnosis. If there is a reason to suspect a possible health problem, the student's parents should be notified with the suggestion that their physician (doctor) see the student.

The school reserves the right to require a physician, physician's assistant, or nurse practitioner's written statement to return to school in case of suspected contagion.

The school nurse or other school personnel should dispense absolutely no medication unless written permission has been granted by the student's parent/guardian and a prescription is on file from the student's physician, physician's assistant, or nurse practitioner. A school nurse cannot legally prescribe medication, including those purchased without a prescription, such as aspirin or vitamins.

Conestoga Schools will dispense only FDA (Food and Drug Administration) approved medications. Medication without FDA approval ie. Body builders, herbs, strength enhancers and other preparations, will not be administered by school personnel.

When a student is to receive medication during school hours, the following policy should be followed:

1. Written instruction, including the prescribing practitioner's name, medication, dosage, frequency, duration, and route given must be on file in the school office before any medication is given.
2. Written permission including the parent/guardian's signature must also be on file.
3. Under no circumstances will the school furnish the medication, except emergency medications, recommended by the NE Dept. of Health and Human Services.
4. All medication, prescription and over-the-counter, must be sent in the original containers.
5. Nutritional supplements, vitamins, minerals, herbs, and homeopathic preparations will not be administered at school unless a physician orders it in writing that these preparations are necessary for school attendance.

It is the policy of the Conestoga Public Schools that student's medication be administered by a parent at home. Under exceptional circumstances medication may be administered by school personnel under the appropriate administrative regulations.

## **ILLNESS/CONTAGIOUS EXCLUSION**

In case of illness during the school day, students should report their condition to their teacher or the office. **Students should not contact parents or home without first making office personnel aware of the situation.** When available, the school nurse will examine the student and recommend the appropriate action. If the student displays symptoms of illness such as red, inflamed eyes, runny nose, cough, skin eruption, sores, itching skin or headaches, she/he will be segregated from other students and will be sent home as soon as possible. In the absence of the school nurse, school administrators will make decisions regarding the health of students.

In case of accident or illness where clothing is stained with bodily fluids (blood, vomitus, soiling), parents will need to provide a change of clothing. If needed, parents may be asked to take the child home to be thoroughly cleaned.

**Head lice:** Students found to have head lice or louse eggs, will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs, the student's parent(s) or guardians(s) will be notified, and if appropriate will be asked to pick up the student from school immediately. Students will not be permitted to return to school until the district finds that no live lice or eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined. The student cannot ride the school bus until the district has cleared the student to return to school.

**Communicable Diseases:** Any Student with a communicable disease will be excluded from school until such time that notification by a nurse or health care provider indicates the student is no longer contagious.

**Illness Reminders:** For the health and safety of all children, it is mandatory that sick children are not brought to school. If your child has any of the following symptoms, he or she will not be permitted to stay at school

- Fever greater than 100 degrees F
- Vomiting
- Diarrhea
- Pink eyes with drainage
- Excessive cough with congestion
- Excessive nasal drainage and sinus congestion
- Communicable disease (such as chicken pox, unknown draining rashes, suspected strep throat, etc.)

**Your child should only return to school when:**

- Student is fever free for 24 hours without the use of fever reducing medications
- Strep throat: 24 hours after initial medication treatment
- Vomiting/diarrhea: 24 hours after last episode
- Conjunctivitis(pink eye): 24 hours after medication started or with written physician approval

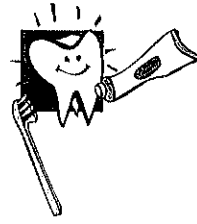
Upon arrival to school and throughout the school day, your student is observed by teaching staff for signs of illness or injury that may affect the ability of your student to participate in learning or the daily activities of the school day.

**Student will be excluded when:**

- Student is not able to participate comfortably
- The illness requires more care than the staff can provide without compromising the needs of other students
- If keeping the student in school poses additional risk to the student, their peers, or staff the student may come in contact with

When a student develops an illness at school the parents/legal guardian will be contacted immediately to come and pick up the student. In the chance that we are unable to reach the parent/legal guardian, the listed emergency contact person will be contacted. For this reason, it is your responsibility as a guardian to make sure we have current and accurate contact numbers for you, your student's listed emergency contact person, and your student's physician.





## **HEALTH/DENTAL SCREENING**

During the school year, each elementary student in grades K-4 will be screened for height, weight, vision, hearing, dental. **All K-4 students will be screened with exceptions based on the following criteria:**

- The student with known hearing or vision deficits may not need periodic screenings for these conditions. This will be determined on an individual basis by the child's IEP and/or school personnel following the student.
- Screening results may be taken from physical examination, visual evaluation, dental examination reports if equivalent screening results are available and documented.
- If the parent/guardian wishes to refuse school health screening, parents/guardian must submit written statement(s) from a qualified examiner that the child has received the minimum required screenings within the previous six months, or the child will be screened at school.
- Parents/guardians may waive physical examination and visual evaluation requirements by submission of written statement of objection to the school.

Additional indications for screening include:

- New to district at any time, with no previous screening results available
- Student enters the Student Assistance Process, with no recent or current screening results available
- Periodic screenings as specified by the student's Individualized Educational Plan (IEP)
- Nurse concern, i.e. sudden weight loss/gain, change in stature or appearance, parent or teacher concern, audiologist referral
- Unmediated concerns from previous year

Parents will be notified in writing if an area of concern is identified and further examination is recommended.



## **INSURANCE**

The students of the Conestoga Public Schools have the opportunity to enroll in a student accident insurance plan. Parents are urged to study the notice that will be distributed at the beginning of the school year. Types of coverage, the rate of coverage, and the benefits received in case of accident are all explained in the notice.

Students will be asked to return the insurance envelope with the indication of acceptance or refusal of the plan.

Notify the principal immediately of any accident in order to validate your claim. Accident report forms are to be picked up in the Principal's office and fill out by the parents, the student, and the employee under whose supervision the accident occurred. This form is to be brought to the principal for validation before taking the form to the doctor or hospital for completion and forwarding to the insurance company.

## **SPECIAL SERVICES**

### **CONESTOGA PRESCHOOL**

Conestoga Preschool offers four day sessions in both the morning and afternoon. The preschool is an early intervention program for all children ages 3-5 that reside in our school district. Transportation is provided to and from existing licensed daycares in the district, as well as the children who are on IEP's that reside in the district. If the child is a resident of Conestoga Public Schools, tuition is free. Preschool fees for an out of district student is \$130 a month, unless the child meets the tuition waiver. For additional information about the preschool program, please contact the elementary office.

The preschool program focuses on family collaboration and is based on providing a child centered environment with hands-on activities. Areas of emphasis include:

- Activity-based instruction
- Daily routine
- Positive self-concept
- Social skills
- Cognitive skills
- Receptive and Expressive Language skills
- Motor skills
- Early literacy experiences

#### **Philosophy:**

Conestoga Preschool believes that all children can learn not only from themselves but from others as well. We celebrate differences (individual as well as cultural) and respect the fact that each child learns at his or her own individual rate. We believe a child's education should be fun and meaningful. Conestoga Preschool feels that it is important to help the children develop their independence, social, and emotional maturity by providing high levels of teacher expertise and observing children across a variety of settings. We follow the High/Scope curriculum as well as complete Teacher Strategies GOLD for each child. The GOLD focuses on assessing:

\*Social-emotional  
\*Physical  
\*Language  
\*Cognitive

\*Literary  
\*Mathematics  
\*Science and Technology

\*Social Studies  
\*The Arts

### **PRESCHOOL APPLICATION AND ACCEPTANCE POLICIES**

The Conestoga Preschool is established for residents of the Conestoga Public School District. Policy states that priority will be given in the following order of acceptance:

1. Children aged 3 or 4 with disabilities living in the district.
2. 4-year old children residing in the district
3. 3-year old children residing in the district
4. Conestoga Public School Staff members children
5. 4-year old children who have siblings who have optioned into the district (*parent will have to option individual child into district by March 15 before their Kindergarten school year, and the option may be denied if class size is at maximum capacity set by the Conestoga School Board*).
6. 3-year old children who have siblings who have optioned into the district (*parent will have to option individual child into district by March 15 before their Kindergarten school year, and the option may be denied if class size is at maximum capacity set by the Conestoga School Board*).
7. Children residing outside of the district

#### **Preschool Letters of Acceptance for Families Living in the District**

Letters of acceptance for the upcoming school year will be sent out to families who live in the district by May 31st of the current school year. Preschool applications will be available in the front elementary office starting March



1st, or the first school day in March if March 1st falls on a weekend. Parental preferences for morning and afternoon sessions will be honored in the best possible way. Parents can mark what they prefer, but may not get their first choice.

### **Moving Into the District**

If a family moves into the district certain requirements will need to be filled in order to prove residency in the district. Families will need to provide at least two of the following: cable bill, water bill, electricity bill, landline phone bill, a/or gas bill in the parents name by May 15 of the upcoming school year. Families unable to provide at least two of these will be put on the waiting list and will have to wait until January of the upcoming school year for a potential slot.

### **Preschool Acceptance Policy for Students who live Out of the District**

If there is not a waiting list at the end of the current year, any child living out of the Conestoga Public School District may be accepted into the preschool in August. Priority will be given in the order applications are received in the school office after the March 1 available date.

If there is a preschool waiting list at the end of the current school year, any children living out of the Conestoga Public School District will be put on a waiting list. If there are slots available in January of the upcoming school year a child who lives out of the district may be accepted into the program at that time.

**There will be NO EXCEPTIONS to these policies.**



### **SPECIAL INSTRUCTIONAL PROGRAMS AND SERVICES**

Students experiencing learning problems who meet established criteria and guidelines may receive building-level supportive programs of learning disability programs and services.

Federal funds are utilized by the school district in providing supplemental Title I reading and mathematics instruction for children in the elementary school. Nebraska provides special education funds to finance programs and services for students with learning disabilities at the elementary, middle school, and senior high level.

Parents, teachers, and other professionals, or even students themselves may identify a problem and make referrals or requests for assistance to the local school district or Educational Service Unit.

The elementary school also has several specialty teachers that serve the students in the following areas: Physical Education, Music, Guidance, Speech, Nurse, and Library/Media.



### **GUIDANCE**

Counseling services are available to students. Any student with problems of any kind is urged to consult with his/her counselor, teacher, or principal as often as he/she feels the need.

The guidance department is concerned with the development of every student and wishes to aid both parents and teachers in understanding the individual student.

## **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program is designed to assist teachers in helping students having difficulty in school. These problems could be of a psychological, social, or academic nature. It is a program that focuses on prevention activities that will provide opportunities for achievement and recognition for all students. The program establishes early identification strategies, which will assist students experiencing problems that interfere with their learning that could lead to drug/alcohol abuse or violent acts.

Students, teachers, administrators, friends, or family members can refer students to the Student Assistance team. Once a referral is made, the team gathers more information in order to determine the best method to help the student.



## **LIBRARY FACILITIES**

Our elementary school has an excellent library and media facility. Pupils are responsible for all books checked out in their name, and they will be expected to pay for any fines assessed for damage of a book or loss of a book.

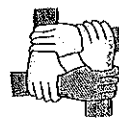
Our elementary library is also open for use by parents in the district. We have an excellent assortment of books and periodicals.

**PLEASE ENCOURAGE YOUR CHILD TO READ!!!**



## **HAL (HIGH ABILITY LEARNERS)**

In Conestoga's effort to serve ALL children, we provide a differentiated program to serve those student in grades 4-6 who score exceptionally well in their state and standardized tests. Beginning in 3<sup>rd</sup> grade, a student who scores in the 90<sup>th</sup> percentile on their Measures of Academic Progress (MAPS) test will then go on to take a cognitive ability test to determine selection in the HAL program. Once a student is identified, they will remain in the program until the completion of 6<sup>th</sup> grade.



## **NONDISCRIMINATION ON BASIS OF RACE/SEX**

It is a policy of the Conestoga Public Schools not to discriminate on the basis of sex, handicap, race, color, religion, marital status, or national or ethnic origin in its educational programs, activities, or employment policies. Inquiries regarding compliance with this policy may be directed to the Superintendent, Conestoga Schools, telephone number 235-2992, or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.



## **STUDENT PERSONNEL RECORD DATA**

The Conestoga School District is in compliance with HIPPA and FERPA guidelines. The HIPPA and FERPA policies are on file in the Elementary School office.

The Conestoga School District collects and maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his/her education and may include but are not limited to the following types of records: identification data, attendance data, health and immunization records, records of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The records of each student are generally located in the building that he or she is attending. The person responsible for maintenance of student records for each school building is the building principal.

The following persons, agencies, or organizations may have restricted access to student records without prior written consent of the parent/guardian or student over age of eighteen. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials and teachers with legitimate educational interest.
2. Representatives of state and local government when auditing and evaluating federal educational programs
3. Governmental officials to whom information is to be reported under state law
4. Organizations that process and evaluate standardized tests
5. Accrediting organizations for accrediting purposes
6. Parents of dependent children, regardless of child's age
7. In connection with an emergency

Student records are reviewed when a student moves from elementary school to the Junior-Senior High School and when a student transfers out of the district.

A procedure to be followed in exercising any of the rights under school policies or rules may be obtained from any building principal or superintendent.

Those records not of permanent importance are destroyed upon graduation or within three years of discontinued attendance. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student; to obtain copies of the records; to write a response to material in the records; to challenge the content of the record on the grounds of inappropriateness, inaccuracy, or an invasion of privacy; and to have the records explained.

The principal may release the following types of information to the public as he/she sees fit, keeping in mind the privacy of the student and the student's family: participation in officially recognized activities, dates of attendance, and awards received.

Any parent objecting to the public release of such information must file a written objection with the principal; and that information objected to shall not be publicly released.

Personal professional working notes are not subject to required release to parents or their legal representatives, except in compliance with judicial order, or orders of administrative agencies where those agencies have the power of subpoena. Data of this category shall consist of those data maintained in confidential personal notes of professional employees of the school. These data shall be maintained only so long as they are useful to the professional in contact with the student.



## **RULE VIOLATIONS**

### **SEARCH OF STUDENTS AND THEIR IMMEDIATE POSSESSIONS**

1. Members of the school district's administrative staff may search the person, clothing, and immediate possessions of students when they have reason to believe that student is in possession of prohibited items.
2. Search of students and their immediate possessions shall be conducted in the following manner:
  - a. The administrator conducting the search must have reason to believe that the student has prohibited items on his/her person or in his/her immediate possessions. The degree of reason needed shall be that which a reasonable person would have under the same circumstance and which results from omissions or acts on the part of individuals or information obtained from reliable persons.
  - b. When time permits, searches should be conducted in the presence of another certified school employee.
  - c. When time permits, the consent of the student should be solicited prior to the search.
    - (1) The student should be told generally the reason for the search and the basis for believing that the student possesses prohibited items.
    - (2) The student should be informed of possible disciplinary action resulting from the finding of prohibited items on the person of the student or in the student's possession, and that any prohibited items found may be turned over to law enforcement officials
  - d. If the student, because of handicap or maturity level, is unable to understand the importance of what is taking place, the parent(s) or guardian(s) shall be notified. The provisions of Part C above shall be carried out with the knowledge or in the presence of the parent(s) or guardian(s).
  - e. The search may proceed with or without the student's consent as long as the person conducting the search continues to have reason to believe that prohibited items may be found upon the student's person or in the student's possession.
  - f. Every reasonable effort shall be made to have the student voluntarily produce the prohibited item allegedly concealed.
  - g. The extent of the search of the person or immediate possession of a student shall be governed by the circumstances, and common sense shall prevail.
  - h. Immediately prior to or subsequent to a search for a prohibited item, the school staff shall document in writing the reasons for believing that a prohibited item may have been present. This procedure is to be carried out regardless of whether any prohibited item is actually found.
  - i. If any prohibited item is found, appropriate disciplinary action may be taken. Items that may be illegal to possess may be turned over to the proper authorities.





## **LAW VIOLATIONS**

Cases of law violations or suspected law violations by students will be reported to the police and to the student's parent or guardian as soon as possible.

When a principal or other school official releases a minor student to a peace officer (e.g. police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken. Exception: If a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone of the minor's parent or guardian.

## **POLICE QUESTIONING OF STUDENTS**

School officials will cooperate with law enforcement officials to protect individual rights. Law enforcement agencies/social services may question students prior to parental notification if deemed appropriate due to suspected child abuse or neglect. Only those officials having the proper authority will be permitted to contact students during the school day.

## **DRUGS, TOBACCO AND ALCOHOL**

The school will treat smoking and chewing tobacco as a health problem and will do everything it can to educate students through health classes of the detrimental effects of smoking and chewing. The use of tobacco in any form – smoking or chewing- is prohibited on school property, in school buildings, at school-sponsored activities, or in any school vehicle.

1. A student found smoking, chewing, or in possession of tobacco will be out-of-school suspension for one day for the first occurrence. In addition, the Cass County Sheriff's office will be notified of this occurrence because this is a ticketed offense.
2. A second occurrence will result in a two-day out-of-school suspension and the Cass County Sheriff's office will be notified.
3. A third offense will result in a five day out-of-school suspension and the Sheriff's office will be notified.
4. A fourth occurrence will result in a long-term out-of-school suspension and the Sheriff's office will be notified.

Students, who use, possess, sell or are under the influence of alcohol or illegal drugs, or suspected of such while on school property, in school vehicles or at school-sponsored events will be detained until a parent or guardian arrives to take the child. Law enforcement will be called. In the event a parent or guardian is unavailable, the administration may detain the student or seek other ways of protecting the student and the safety of others. The possession of look-alike drugs or over-the-counter drugs or substances used in an illegal manner is a violation of the school drug policy. See Board Policy 6024. The school will collaborate with community agencies for the purpose of evaluating student's physical, mental and emotional dependence on illegal substances and work with those agencies and the parents of students to develop systems of evaluation and care.

## **STUDENT BULLYING**

**Bullying Prohibited.** Students are prohibited from engaging in any form of bullying behavior. Without limiting any definition of bullying under any state or federal law or regulation, bullying behavior, as used herein, refers to the use of physical force or verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.

**Disciplinary Consequences.** The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity, and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

**Bullying Prevention and Education.** Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention, and digital citizenship.

Conestoga School Board Policy 5054 (November 14, 1017)



## **STUDENT DISCIPLINE**

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school, pursuant to this policy, may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis, by the principal of the building, to which the student is reassigned.

### **Short-Term Suspension**

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

3. Conduct constituting grounds for expulsion as hereinafter set forth; or,
4. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

5. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
6. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
7. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard, and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
8. Students who are short-term suspended will be given the opportunity to complete classwork.

### **Emergency Exclusion**

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

### **Weapons and/or Firearms**

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

### **Long-Term Suspension**

Students may be excluded by the Principal from school or any school function for a period of more than five school days, but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion, as hereinafter set forth. The process for long-term suspension is set forth below.

#### **Expulsion**

4. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds, and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred; (a) within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law, as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
5. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held, or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board, or board of education, or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
6. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester, in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
7. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class, or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

#### **Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:**

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose, or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing, or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age, but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any

- person, including sexual assaults or attempted sexual assaults which occur off school grounds; not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
  11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
    - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
    - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting, or indecent to the extent that it interferes with the learning and educational process;
    - c. Violating school bus rules as set by the school district or district staff;
    - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
    - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
    - f. Possession of pornography;
    - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
    - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include, but are not limited to, the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing, and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
    - i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to; social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements, as fact, intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
    - j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
    - k. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

#### **Due Process Afforded to Students Facing Long-term Suspension or Expulsion**

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered, or certified mail, or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;

- c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
  4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
  5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
  6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ, as provided by law and this policy. The student shall be entitled to a hearing, but the consequence imposed may continue, in effect pending final determination.
  7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.  
Conestoga School Board Policy 5035 (November 14, 2017)

## **5045 Student Fees**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. 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.

### **A. Definitions.**

1. "Students" means students, their parents, guardians, or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

### **B. Listing of Fees Charged by this District.**

#### **1. Guidelines for Clothing Required for Specified Courses and Activities.**

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.

#### **2. Safety Equipment and Attire.**

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such

equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

### **3. Personal or Consumable Items.**

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

### **4. Materials Required for Course Projects.**

The district does not provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

<b>Course Projects</b>	
<b>Industrial Technology Classes</b>	<b>Actual cost of parent-approved project in upper level courses.</b>
<b>Art Classes</b>	<b>Actual cost of parent-approved projects in Independent Art</b>

### **5. Technological Devices**

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$50.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents



may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$50. (as part of the convenience fee) The district will charge the student/family the cost of repairs on a device after the one-time repair of a device. The parents will be responsible for replace/repair costs on a second-time repair of the device.

## 6. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities' fees and the specifications for any equipment or attire required for participation in extracurricular activities:

<b>Extracurricular Activities' Fees</b>	
<b>Student Participation Fee</b> <i>The student participation fee includes a student activity card which covers admission into all extracurricular events.</i>	<b>\$30.00 (7-8)</b> <b>\$50.00 (9-12)</b>
<b><i>The student participation fee is required of all students who participate in athletics and/or extracurricular activities. (Maximum \$200 per family)</i></b>	
<b>Future Business Leaders of America</b>	<b>\$15.00 Dues</b>
<b>National Honor Society</b>	<b>\$30.00 Dues</b>
<b>Cheerleading</b>	<b>\$1,200.00</b>
<b>Cougarettes Dance</b>	<b>\$2,000.00</b>
<i>Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items are listed above.</i>	

<b>Football</b>	<b>Students must provide their own football shoes, undergarments, and mouth guards</b>
<b>Soccer</b>	<b>Students must provide their own shoes, undergarments, and shin-guards.</b>
<b>Basketball</b>	<b>Students must provide their own shoes and undergarments.</b>
<b>Softball</b>	<b>Students must provide their own shoes, gloves, and undergarments</b>
<b>Track, Volleyball, Wrestling</b>	<b>Students must provide their own shoes and undergarments. (Wrestling, mouth guards).</b>
<b>FFA</b>	<b>Student must purchase their own Official jacket (\$110.00) and pay dues of \$20.00.</b>

#### **7. Student Activity Card**

<b>Student Activity Card</b> <i>Covers admission into all extracurricular events.</i> <b>***Recommended for all students <u>not</u> involved in activities.</b>	<b>\$30.00 (K-8)</b> <b>\$50.00 (9-12)</b>
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#### **8. Post-Secondary Education Costs.**

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will naturally vary, but the maximum dollar amount of the fee is anticipated to be \$100 per credit hour.

#### **9. Transportation Costs.**

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

#### **10. Copies of Student Files or Records.**

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$.25 cents per page for reproduction of student records.

**11. Participation in Before-and-After-School or Pre-Kindergarten Services.**

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$130.00 per month.

**12. Participation in Summer School or Night School.**

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

**13. Charges for Food Consumed by Students.**

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

<b>Breakfast &amp; Lunch Programs</b>	
<b>Breakfast Program – Grades K-8</b>	
Regular Price	<b>\$2.35</b>
Reduced Price	<b>\$ .30</b>
<b>Breakfast Program – Grades 9-12</b>	

Regular Price	<b>\$2.35</b>
Reduced Price	<b>\$ .30</b>
<b>Lunch Program – Grades K-6</b>	
Regular Price	<b>\$3.20</b>
Reduced Price	<b>\$ .40</b>
<b>Lunch Program – Grades 7-12</b>	
Regular Price	<b>\$3.45</b>
Reduced Price	<b>\$ .40</b>

#### **14. Charges for Musical Extracurricular Activities.**

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

<b>Musical Activities</b>	
<b>Band</b>	<b>Students must provide their own instruments and marching band shoes, which must be black, rubber-soled sneakers</b>
<b>Choir</b>	<b>Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be the actual cost of the outfit.</b>

#### **15. Contributions for Junior and Senior Class Extracurricular Activities.**

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to contribute to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$20.

#### **C. Waiver Policy.**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without

charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

**D. Distribution of Policy.**

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

**E. Voluntary Contributions to Defray Costs.**

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.

**F. Fund-Raising Activities**

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

**G. Student Fee Fund.**

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: 7/8/02; 2003, 2004, 2005, 2006, 7/11/07, 7/8/08, 8/11/09, 7/13/10; 7/12/11; 7/10/12; 7/9/13; 7/8/14; 8/11/15; 6/14/16; 6/13/17; 6/8/18; 7/10/18

Revised on: 7/12/19; 6/9/20; 6/14/22; 6/19/23  
Reviewed on:

## Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

### 1. Title IX Coordinator

**1.1. Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the **"Title IX Coordinator."** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

### 2. Definitions. As used in this policy, the following terms are defined as follows:

**2.1. Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

**2.2. Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

**2.3. Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

**2.4. Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**2.5. Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

**2.6. Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

**2.6.1.** An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

**2.6.2.** Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

**2.6.3. Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

**2.6.3.1. Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.



- 2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- 2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
  - 2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
  - 2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent
- 2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—
  - 2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - 2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - 2.6.4.2.1. The length of the relationship.
    - 2.6.4.2.2. The type of relationship.
    - 2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.
- 2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—
  - 2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;
  - 2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
  - 2.6.5.3. shares a child in common with the victim; or
  - 2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

**2.6.6. Stalking**, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

**2.6.6.1.** fear for his or her safety or the safety of others; or

**2.6.6.2.** suffer substantial emotional distress.

**2.7. Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### **3. Discrimination Not Involving Sexual Harassment.**

**3.1. General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, 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 academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

**3.2. Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

**3.2.1.** Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

**3.2.2.** Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

**3.2.3.** Deny any person any such aid, benefit, or service;

**3.2.4.** Subject any person to separate or different rules of behavior, sanctions, or other treatment;

**3.2.5.** Apply any rule concerning the domicile or residence of a student or applicant;

**3.2.6.** Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

**3.2.7.** Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

**3.3. Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district's general complaint procedure, Board Policy 2006.

### **4. Response to Sexual Harassment**

**4.1. Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District's Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

**4.2. General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known

circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

**4.3. Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

**4.4. Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

**4.5. General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

## **5. Grievance Process for Formal Complaints of Sexual Harassment.**

### **5.1. General Requirements.**

**5.1.1. Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district’s education program or activity. Remedies may include the same individualized services described in subsection 2.7 as “supportive measures”; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

**5.1.2. Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person’s status as a complainant, respondent, or witness.

**5.1.3. Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

**5.1.4. Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

**5.1.4.1. All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

**5.1.4.2. Title IX Coordinators, Investigators, DecisionMakers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

**5.1.4.2.1.** The definition of sexual harassment in subsection 2.6;

**5.1.4.2.2.** The scope of the district’s education program or activity;

**5.1.4.2.3.** How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

- 5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- 5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection **Error! Reference source not found.**
- 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- 5.2. **Notice of Allegations.**
- 5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:
- 5.2.1.1. A copy of this policy.
- 5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
- 5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.
- 5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any

meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

## 5.6. Determination Regarding Responsibility

- 5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 5.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.
- 5.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:
  - 5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;
  - 5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
  - 5.6.3.3. Findings of fact supporting the determination;
  - 5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;
  - 5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
  - 5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.
- 5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.

**5.7. Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.7.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.7.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.7.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.7.2.1. Procedural irregularity that affected the outcome of the matter;

5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.7.2.3. The Title IX Coordinator, investigator(s), or decisionmaker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.7.3. As to all appeals, the district will:

5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.7.3.6. Provide the written decision simultaneously to both parties.

**5.8. Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.8.1. Provides to the parties a written notice disclosing:

5.8.1.1. The allegations;

5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;



5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

## 5.9. Recordkeeping.

5.9.1. The district will maintain for a period of seven years records of:

5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.9.1.2. Any appeal and the result therefrom;

5.9.1.3. Any informal resolution and the result therefrom; and

5.9.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

## 7. Access to Classes and Schools.

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

**7.1.4. Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

**7.2. Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

**8. Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

**8.1. Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

**8.2. Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

**9. Certain Different Treatment on the Basis of Sex Permitted.**

Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

**10. Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

**10.1. Specific Circumstances.**

**10.1.1.** The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

**10.1.2.** Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

**11. Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

**12. Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

**13. Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

**14. Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

**All Conestoga School Board Policies are available at the Conestoga Public Schools website, [conestogacougars.org](http://conestogacougars.org).**



# 2023-2024 CONESTOGA SCHOOL DISTRICT CALENDAR

July 2023							July	
Su	M	Tu	W	Th	F	Sa		
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							
August 2023							August 10S/14T	
Su	M	Tu	W	Th	F	Sa		
			1	2	3	4	5	Aug. 8 - New Teacher Day
6	7	8	9	10	11	12		Aug. 9, 10, 11, 15 Staff Development
13	14	15	16	17	18	19		Aug. 15 - Open House
20	21	22	23	24	25	26		Aug. 16 - First Day/Early Release
27	28	29	30	31				
September 2023							September 17S/18T	
Su	M	Tu	W	Th	F	Sa		
					1	2		Sept. 18 - Staff Development
3	4	5	6	7	8	9		Sept. 25 - Monday In Session
10	11	12	13	14	15	16		Sept. 27 - PT Conferences - 1:45/2:00 Early Release
17	18	19	20	21	22	23		Sept. 28 - PT Conferences - 1:45/2:00 Early Release
24	25	26	27	28	29	30		Sept. 29 - NO SCHOOL
October 2023							October 17S/18T	
Su	M	Tu	W	Th	F	Sa		
1	2	3	4	5	6	7		Oct. 16 - Staff Development
8	9	10	11	12	13	14		Oct. 18 - End of 1st Quarter
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31						
November 2023							November 17S/18T	
Su	M	Tu	W	Th	F	Sa		
			1	2	3	4		Nov. 13 - Staff Development
5	6	7	8	9	10	11		Nov. 20 - Monday In Session
12	13	14	15	16	17	18		Nov. 22 - Early Release
19	20	21	22	23	24	25		Nov. 23 & 24 NO SCHOOL
26	27	28	29	30				
December 2023							December 13S/13T	
Su	M	Tu	W	Th	F	Sa		
					1	2		Dec. 18 - Monday In Session
3	4	5	6	7	8	9		Dec. 21 - Early Release
10	11	12	13	14	15	16		Dec. 21 - End of 1st Semester/2nd Quarter
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								

January 2024							January 14S/16T	
Su	M	Tu	W	Th	F	Sa		
	1	2	3	4	5	6		Jan. 4, 5 - Staff Development
7	8	9	10	11	12	13		Jan. 9 - 2nd Semester Starts
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30	31					
February 2024							February 17S/18T	
Su	M	Tu	W	Th	F	Sa		
				1	2	3		Feb. 5 - Staff Development
4	5	6	7	8	9	10		Feb. 12 - Monday In Session
11	12	13	14	15	16	17		Feb. 14 - PT Conferences - 1:45/2:00 Early Release
18	19	20	21	22	23	24		Feb. 15 - PT Conferences - 1:45/2:00 Early Release
25	26	27	28	29				Feb. 16 - NO SCHOOL
March 2024							March 16S/16T	
Su	M	Tu	W	Th	F	Sa		
					1	2		Mar. 4 - Monday In Session
3	4	5	6	7	8	9		Mar. 8 - NO SCHOOL
10	11	12	13	14	15	16		Mar. 14th - End of 3rd Quarter
17	18	19	20	21	22	23		Mar. 25 - Monday In Session
24	25	26	27	28	29	30		Mar. 28 & 29 - NO SCHOOL
31								
April 2024							April 17S/17T	
Su	M	Tu	W	Th	F	Sa		
	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30						
May 2024							May 14S/16T	
Su	M	Tu	W	Th	F	Sa		
			1	2	3	4		May 11 - Graduation
5	6	7	8	9	10	11		May 13 - Staff Development
12	13	14	15	16	17	18		May 20 - Monday School Day
19	20	21	22	23	24	25		May 22 - Student Last Day
26	27	28	29	30	31			May 23 - Staff PD/Teacher Last Day
June 2024							June	
Su	M	Tu	W	Th	F	Sa		
						1		SUMMER BREAK
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30								

Open House

Monday School Day

School In Session

No School

Early Dismissal

New Teacher Day

Elementary School Hours: 8:00 - 3:45

High School Hours: 7:50 - 4:00

K-6 Early Dismiss: 1:45

7-12 Early Dismiss: 2:00

Elementary: (402) 235-2341; (402) 227-2275

Jr.-Sr. High: (402) 235-2271; (402) 227-3745

District: (402) 235-2992; (402) 227-2992

Transportation: (402) 235-2206

Teacher Days = 164 Student Days = 152

1st Quarter - August 16 - October 18 = 37 days

2nd Quarter - October 19 - December 21 = 37 days

3rd Quarter - January 9 - March 14 = 39 days

4th Quarter - March 15 - May 22 = 39 days

First Semester = 74 days

Second Semester = 78 days



