

## TERMINOLOGY USED IN THIS MANUAL

Throughout this manual, when actions, duties or responsibilities are ascribed to the “superintendent” or the “principal,” it shall be understood that those actions, duties or responsibilities are ascribed to the “superintendent or his/her designee” or to the “principal or his/her designee.”

Throughout this manual, when actions, rights or responsibilities are ascribed to the “parent” of a student, it shall be understood that those actions, rights or responsibilities are ascribed to the “parent(s)/guardian(s)” of a student.

## EDUCATIONAL AND OPERATIONAL PLANNING

At least every 5 years the district shall conduct an in-depth needs assessment, soliciting information from business and community members, regarding their expectations for adequate student preparation. One purpose of this assessment is to assist the district in developing and evaluating an improvement plan for the school district. The second purpose of this assessment is to determine the areas of student performance, knowledge, and attitudes and the areas of school district operations that are judged to be most crucial in meeting school or school district goals. As part of its assessment, the district shall review its process for communicating with business and the community regarding their expectations for adequate student preparation. The improvement plan shall describe the district's beliefs about topics which shall include the nature of learning, the purpose of the school district, the scope of educational experiences that the school district should provide, the nature of its learners and a description of a desirable learning atmosphere.

In conjunction with the improvement plan of the school district, the board shall authorize the appointment of a committee representing administrators, employees, parents, students and community members, to make recommendations and assist the district in determining the priorities of the school district in addition to the basic skills areas of the education program.

It shall be the responsibility of the superintendent to ensure the school district community is informed of the board's policies, programs and goals and has an opportunity to express their thoughts and suggestions for the operation of the school district. The superintendent shall report annually to the board about the means used to keep the community informed.

As a result of the board and committee's work, the district shall determine major educational needs and rank them in priority order; develop long-range goals and plans to meet the needs; establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance; evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects; and annually report the school district's progress made under the plan to the committee, community and Nebraska Department of Education.

Legal Reference:

Neb. Statute 79-526  
79-701, 702  
79-729  
79-1301

NDE Rule 10-004.01A1, 10-004.02A1, 10-004.07

Cross Reference

102 Educational Philosophy of the District  
201.01 Board Powers and Responsibilities  
203.06 Board Committees  
301.03 Succession of Authority to the Superintendent  
604.01 Basic Instruction Program  
902.01 Buildings and Sites Long Range Planning

## LEGAL STATUS OF THE SCHOOL DISTRICT

Nebraska law authorizes the creation of public schools known as Common Schools System. As part of this Common Schools System, this school district is a school corporation created and organized under Nebraska law. This school district shall be known as the Neligh-Oakdale Public Schools. The school district, as a body corporate, possesses all the usual powers of a corporation for public purposes.

This school corporation is located in Antelope County, and its affairs are conducted by elected school officials, known as the Neligh-Oakdale Public Schools Board of Education. This school corporation has local control over school matters in the territory of the school district, as outlined by the applicable state statutes.

Legal Reference:           Neb. Constitution, Art. VII, Sect. 1, 2  
                                  Neb. Statute 79-405  
  79-501 et seq.  
                                  Languis v. Deboer, 181 Neb 36 (1966)

Cross Reference:           201.01 Board Powers and Responsibilities

NELIGH OAKDALE'S NOTICE OF PREVENTION OF IMPROPER USE OF TAXPAYER  
FUNDS

Pursuant to the Every Student Succeeds Act, 20 U.S.C. § 7933, Neligh Oakdale School District hereby posts this display, in a public place, to encourage any taxpayer who observes, detects, or suspects improper use of taxpayer funds can easily report such improper use to:

**Office of Inspector General of the Department of Education**

**Phone: 1-800-MIS-USED**



## EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

### Statement of Philosophy

The survival of a democracy depends upon an educated population. To this end our school is committed. It is the duty of the schools to teach children to read, write, calculate and exercise their franchise as a citizen to vote and participate in government.

The school must awaken individual boys and girls to the need to know themselves and the need to assert themselves in a genuine way. The school must aid the student in the exploration, discovery and the use of their abilities and talents. The schools should equip the young with firm and stable knowledge so they themselves can figure out what is going on in the outside world.

The school must offer a curriculum to benefit the individual students. This curriculum will include areas in which the students can expand their knowledge, satisfy intellectual curiosities, prepare them to be competitive in additional academic areas and in the job market, and give them enriched social contact.

The school should create an atmosphere which is conducive to learning so that the goals of the school can be achieved.

### Governance Responsibilities

The public school belongs to the people. The people govern the school under the rights guaranteed to them by the constitution and statutes of our State. The people exercise their proprietorship through the elective process. They elect state and federal representatives who establish through the Unicameral and the Congress the framework of law within which the schools cooperate. The people also elect a school board to represent them and to determine local educational policy and to establish publicly endorsed educational goals and objectives. The Neligh Oakdale Board of Education functions as the agent of the public within this framework.

The Board is mindful that the people are the ultimate governor of public education and that the Board is directly accountable to the people through the elective process. But the Board also believes that accountability is a shared responsibility by involving students, teachers and other employees, the Superintendent of Schools and the people themselves as well the Board of Education. Therefore, the Board asserts these beliefs and expectations:

1. Students should be developed at home and by the schools in order that they will learn to hold themselves accountable for their lives, actions and decisions as maturing members of a democratic society.





A. **Elimination of Discrimination.**

The policy of Neligh-Oakdale Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Neligh-Oakdale Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Neligh-Oakdale Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. **Preventing Harassment and Discrimination of Employees and Students.**

1. **Purpose:** Neligh-Oakdale Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Neligh-Oakdale Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

## ANTI-DISCRIMINATION POLICY

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

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

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

### 2. Procedures:

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Neligh-Oakdale Public Schools.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an

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appropriate resolution so the discrimination or harassment can be remedied and put to an end.

- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.  
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;  
Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.  
Section 504 of the Rehabilitation Act of 1973 (Section 504)  
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)  
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.  
Neb. Rev. Stat. § 79-2,115, et seq

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## EQUAL EDUCATIONAL OPPORTUNITY

The board will not discriminate in its educational activities on the basis of: race, color, national origin, religion, sex, disability, or marital status.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, sex, marital status, national origin, language barrier, or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, national origin, sex, language barrier, or disability of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

Legal Reference:           Neb. Statute 79-2,114-2,124  
                                  20 U.S.C. §§ 1221 et seq.  
                                  20 U.S.C. §§ 1681 et seq.  
                                  20 U.S.C. §§ 1701 -1721  
                                  29 U.S. C. § 794  
                                  42 U.S.C. §§ 12101 et seq.  
                                  28 C.F.R. Pt. 35.1  
                                  34 C.F.R. Pt. 100  
                                  34 C.F.R. Pt. 104  
                                  34 C.F.R. Pt. 106

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

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