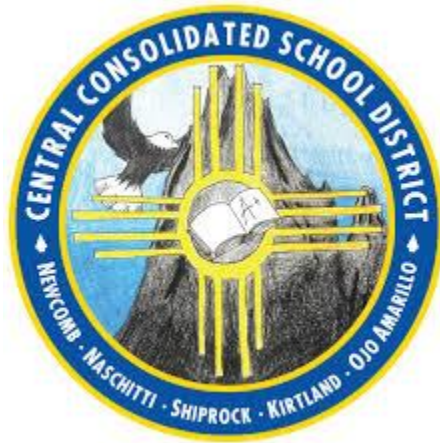


Central Consolidated School District

“A Community of Learners Dedicated to Building Lives”

VOLUNTEER PACKET



District Administration Complex
Human Resources Department
PO Box 1199, US HWY 64 Old High School Road
Shiprock, NM 87420

www.ccsdnm.org

hr@centralschools.org

505-598-1018 • 505-368-4984

Welcome to Central Consolidated School District

Thank you for expressing an interest in volunteering. We are pleased that you chose to be a part of our school year. Your volunteer service is an excellent way to assist our students and demonstrates to our students the value of their education and our community.

To volunteer in our district, you need to complete the requirement for the safety of our children and employees. All volunteers must complete the application and have a satisfactory background check. The volunteer packet includes the following:

- Volunteer Demographics, Information, Location, Length of Service and School/Department Clearance.
- Adult Voluntary Waiver Agreement
- USCIS Form 1-9 (two forms of identification)
- Legal Forms
- Background Check (Human Resources Department) Schedule an appointment 505-598-1018 or 505-368-4984.

Notary services are available in the human resources department when completing the background check forms.

The Background Check and Fingerprinting cost is \$59.00 payable by credit/debit card.

All forms must be submitted to the human resources department for review and approval. Ensure to bring two forms of Identification. A list of acceptable identification can be found on the attached USCIS form 1-9. An email will be sent to the school and/or department of your volunteer service and will need approval.

To update, continue or renew your volunteer service for the next school year, please notify the Human Resources Department. Volunteers who become inactivate for 6 months or longer, need to complete all requirements again.

We hope you find the opportunity rewarding!

Sincerely,

The Human Resources Department



CENTRAL CONSOLIDATED SCHOOL DISTRICT

"A Community of Learners Dedicated to Building Lives"

CCSD Administration Complex • Human Resources Department

P.O. Box 1199, Shiprock, NM 87420 • 505-598-1018 Fax 598-1019

ADULT VOLUNTARY ACTIVITY WAIVER RELEASE AND INDEMNITY AGREEMENT

For, and in consideration of permitting _____ to volunteer/participate in _____ (Participant)

in **Student Teaching** **Student Practicum** **Internship** **Volunteer**, beginning on the

_____ day of _____, 20____, the undersigned hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for personal injury, property damage or wrongful death occurring to him/herself arising as a result of engaging or receiving instructions in said activity or any activities incidental thereto, wherever or however the same may occur and continue and the undersigned does for him/herself, his/her heirs, executors, administrators and assigned hereby release, waive, discharge and relinquish any action or cause of action, aforesaid, which may hereafter arise for him/herself and his/her estate and agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns, prosecute, present any claims for personal injury, property damage or wrongful death against **Central Consolidated School District** or any of its officers, agents or employees for any of said causes of action, whether the same shall arise by the negligence of any said persons or otherwise.

IT IS THE INTENTION OF _____ BY THIS INSTRUMENT. _____ (Participant)

TO EXEMPT AND RELIEVE **Central Consolidated School District** FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH CAUSED BY NEGLIGENCE.

The undersigned, for him/herself, his/her heirs, executors, administrator or assigns agrees that in the event any claim for personal injury, property damage or wrongful death shall be prosecuted against **Central Consolidated School District**, he/she shall indemnify and save harmless the same **Central Consolidated School District** from any and all claims or causes of action by whomever or wherever made or presented for personal injuries, property damage or wrongful death.

The undersigned acknowledges that he/she has read the foregoing Waiver of Liability Notice and the foregoing three (3) paragraphs, has been fully and completely advised of the potential dangers incidental to engaging in the activity and instructing of Student Teaching, Student Practicum, Internship, Volunteering and is fully aware of the legal consequences of signing the within statement.

Signature (Participant)

Date

Signature (Witness)

Date



CENTRAL CONSOLIDATED SCHOOL DISTRICT

"A Community of Learners Dedicated to Building Lives"

CCSD Administration Complex • Human Resources Department
P.O. Box 1199, Shiprock, NM 87420 • 505-598-1018 Fax 598-1019

VOLUNTEER DEMOGRAPHICS

FIRST NAME: _____ LAST NAME _____ DATE _____

ADDRESS: _____ CITY _____ STATE/ZIP _____

TELEPHONE: _____ EMAIL _____

VOLUNTEER INFORMATION REFERRING AGENCY

- | | |
|--|--|
| <input type="checkbox"/> SELF RELIANCE PROGRAM | <input type="checkbox"/> WORKFORCE DEVELOPMENT |
| <input type="checkbox"/> OFFICE OF YOUTH DEVELOPMENT | <input type="checkbox"/> COLLEGE/ UNIVERSITY |
| <input type="checkbox"/> DIVISION OF SOCIAL SERVICES | <input type="checkbox"/> OTHER |

ORGANIZATION/ COLLEGE NAME _____

CONTACT NAME: _____ TITLE: _____

PHONE: _____ EMAIL: _____

VOLUNTEER LOCATION

- | | | |
|---|---|--|
| <input type="checkbox"/> KIRTLAND CENTRAL HIGH SCHOOL | <input type="checkbox"/> SHIPROCK HIGH SCHOOL | <input type="checkbox"/> CAREER PREP HIGH SCHOOL |
| <input type="checkbox"/> NEWCOMB HIGH SCHOOL | <input type="checkbox"/> BOND WILSON TECH CNTR | <input type="checkbox"/> KIRTLAND MIDDLE SCHOOL |
| <input type="checkbox"/> TSE BIT AI MIDDLE SCHOOL | <input type="checkbox"/> NEWCOMB MIDDLE SCHOOL | <input type="checkbox"/> KIRTLAND ELEMENTRY SCHOOL |
| <input type="checkbox"/> JUDY NELSON ELEMENTARY | <input type="checkbox"/> OJO AMARILLO ELEMENTARY | <input type="checkbox"/> MESA ELEMENTARY SCHOOL |
| <input type="checkbox"/> NIZHONI ELEMENTARY SCHOOL | <input type="checkbox"/> EVA B STOKLEY ELEM. SCH. | <input type="checkbox"/> NEWCOMB ELEMENTARY SCHOOL |
| <input type="checkbox"/> NASCHITTI ELEMENTARY | <input type="checkbox"/> PHIL THOMAS CENTER | <input type="checkbox"/> BROOKS ISHAM CENTER |
| <input type="checkbox"/> OTHER CCSD ADMINISTRATION DEPARTMENT _____ | | |

LENGTH OF SERVICE

FIRST DAY: _____ LAST DAY OF SERVICE: _____ TOTAL HOURS/ DAYS _____

SCHOOL/ DEPARTMENT CLEARANCE

ADMINISTRATOR: _____ TITLE: _____ DATE: _____

ASSIGNED SUPERVISOR: _____ TITLE: _____

PHONE/EXT: _____ **HR APPROVAL:** _____ **DATE:** _____



Employment Eligibility Verification

Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No.1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)		First Name (Given Name)		Middle Initial (if any)	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number (if any)	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address			Employee's Telephone Number
<p>I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</p>		Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):				
		<input type="checkbox"/> 1. A citizen of the United States				
		<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)				
		<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)				
<input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)						
If you check Item Number 4. , enter one of these:						
USCIS A-Number		OR	Form I-94 Admission Number		OR	Foreign Passport Number and Country of Issuance
Signature of Employee				Today's Date (mm/dd/yyyy)		

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the [Preparer and/or Translator Certification](#) on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)	<p>Additional Information</p>				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)	<p><input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.</p>				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

Last Name, First Name and Title of Employer or Authorized Representative		Signature of Employer or Authorized Representative		First Day of Employment (mm/dd/yyyy):
Employer's Business or Organization Name		Employer's Business or Organization Address, City or Town, State, ZIP Code		
				Today's Date (mm/dd/yyyy)

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p style="margin-left: 20px;">For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p>
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<p>Receipt for a replacement of a lost, stolen, or damaged List B document.</p>	AND	<p>Receipt for a replacement of a lost, stolen, or damaged List C document.</p>

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.

BIOHAZARD

BLOODBORNE PATHOGEN UNIVERSAL PRECAUTIONS

#1 WASH HANDS before and after touching any body fluids.

*** Body Fluids are:

- a) blood
- b) urine
- c) feces (stool)
- d) saliva

#2 ALWAYS wear latex GLOVES when handling any body fluids.

#3 Wipe up all spills and clean bathrooms with DISINFECTANT (10:1 bleach solution)

*** most people are capable of handling their own injuries (blood) until someone can put gloves on to assist them

*** wash hands, even if gloves are worn.

#4 PROPER HANDLING of potentially infectious items

*** put bloody items, diapers and other materials that have body fluids on them in plastic bags.

*** all bathrooms and nurse's office garbage is to be emptied daily and have two (2) bags in the container to prevent leakage.

ONLY YOU CAN KEEP YOURSELF HEALTHY!!!

Any questions???? Consult your school nurse.

I have read and understood the OSHA Bloodborne Pathogen update

Signature

Date

Worksite/School

BIOHAZARD

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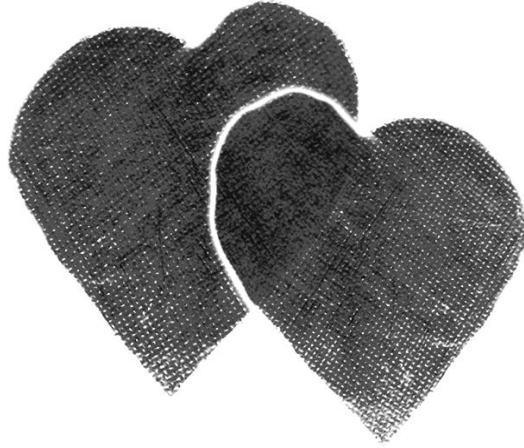
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ONLY YOU CAN KEEP YOURSELF HEALTHY!!!

Any questions???? Consult your school nurse.

KEEP THIS FORM FOR YOUR RECORDS

CHILD ABUSE INFORMATION & REPORTING PROCEDURES

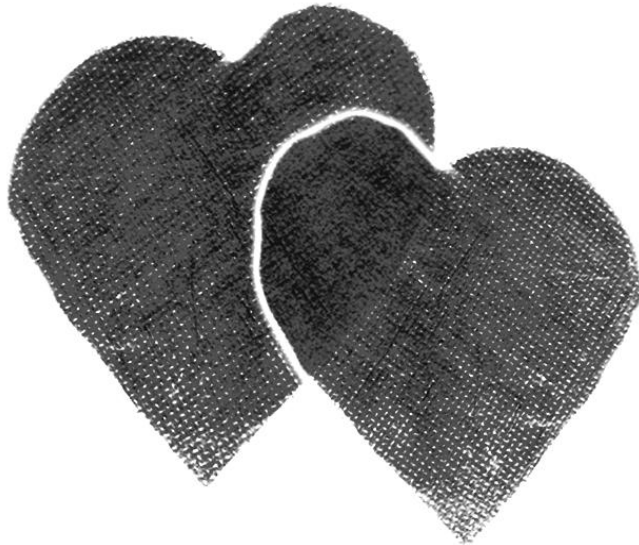


It is your responsibility to read the attached information and familiarize yourself with the policy and procedure to which it pertains.

I have read and understood the Child Abuse Information update	
_____	_____
Signature	Date

Worksite/School	

CHILD ABUSE INFORMATION & REPORTING PROCEDURES



KEEP FOR YOUR RECORDS

It is your responsibility to read the attached information and familiarize yourself with the policy and procedure to which it pertains.

San Juan County Child Protection School Protocol

The San Juan County Child Protection School Protocol is the minimum standard for school personnel to follow when involved in child abuse/neglect cases. Because of their extensive contact with children on a daily basis, school personnel are often the source of referral for suspected child abuse or neglect. Many times they are the first persons to whom a child will disclose abuse. They are also the adults who may first suspect abuse because of their familiarity with the child and their awareness of identifiable changes in the child's behavior or physical condition. School personnel should be fully informed of the legal requirements and procedure for the identification and reporting of suspected child abuse or neglect.

The New Mexico mandatory reporting law, 32A-4-3 of the Children's Code, identifies those persons including school teachers, school officials, nurses and social workers who are mandated to report reasonable suspicions of possible child abuse or neglect. The report is typically filed immediately by phone to;

- Children, Youth & Families Statewide Central Intake (SCI);
- Tribal Social Services for any Indian child residing in Indian country; or
- Local or Tribal law enforcement in those instances in which a child is in imminent danger and an immediate response is required.

The report is made regardless of whether the alleged perpetrator is a parent, a stranger, or school personnel. The duty is to report, **not** to investigate. New Mexico law further stipulates that a mandated reporter who fails to report is guilty of a misdemeanor and can be sentenced pursuant to the provisions of Section 31-19-1 NMSA 1978. Likewise any person acting in good faith when reporting suspected abuse or neglect of a child is immune from liability, civil or criminal, 32-4-5.

It is highly recommended that each school district in San Juan County adopt the school protocol. Uniform procedures that cross school district lines will promote

- Increased confidence of school personnel in reporting suspected abuse;
- Improved interagency communication and cooperation between schools, Child Protective Services, and law enforcement;
- Reduced times the child victim is interviewed;
- Increased likelihood of appropriate, qualified professionals conducting the investigation;
- Reduced disclosure trauma to the child victim.

The San Juan County Protocol contains guidelines to achieve these goals. The role of school personnel in this process is delineated.

- **Responsibilities of school administration:**

- A. Annual training on child abuse for the entire school staff shall be provided;
- B. Adopt a standardized child abuse reporting form (see Appendix for suggested form).

- **Responsibilities of school personnel:**

- A. Child's self disclosure: When it appears that a child is disclosing information about possible abuse, efforts should be made to provide a quiet, private place to facilitate the conversation. The person receiving such information should listen openly and avoid judgments. If the child has not spontaneously provided the following information about the abuse, **only** these exact questions may be asked to complete the information-who, what, where, when? i.e. What happened? Who did it? Where were you when it happened? When did it happen? Try to remember the child's exact words, since these quotes will later be documented on the reporting form. Never make promises that cannot be guaranteed. Don't promise to keep it secret. Inform your building Principal, nurse, counselor or other supervisor. They may help you in making the oral and written report.
- B. Observation of injury &/or unusual behavior: School personnel should be observant of suspicious bruising, injuries or unusual behavior that may be the result of abuse or neglect. If uncertain about injury, you may confidentially question the school nurse, Principal, counselor or other supervisor about the injury. She/he should not interview, just observe and document. If there are inconsistencies between the child's report of the cause and type of injury or reasonable suspicion of inflicted injuries, file a report. Your responsibility is to report suspected abuse, not to investigate or substantiate it.
- C. Contact the appropriate school personnel who need to know in order to protect the child. It is recommended that the Principals be advised when child abuse reports are made because investigating agencies often respond first to the main office. The Principal is also frequently the first to receive calls from parents and need to know how and where to direct their inquiries.
- D. Assist CPS &/or law enforcement upon their arrival by sharing information and providing a private interviewing place for them to meet with the child and the reporter.
- E. Third party report of abuse: If a third party informs school personnel that a child may be the victim of abuse or neglect, the third party should be directed to make a referral directly to the Statewide Central Intake (1-800-797-3260), Children Youth and Families Department , (local number)

(505) 327-5316, San Juan County Sheriff's Department (505) 334-6622, or if on the Navajo Nation call Division of Social Services, Shiprock Area (505) 368-1165 or Shiprock law enforcement Department (505) 368-1350, Crownpoint Area DSS(505)-786-2303 or DZ Sub-Office (505)632-0470, Crownpoint criminal investigator (505) 786-2300.

- F. If a parent or guardian calls or comes to the school in an effort to locate a child being interviewed, sheltered, or removed from the school grounds, school personnel should refer the parent/guardian to the CPS or law enforcement for information.
- G. School personnel shall maintain confidentiality of all information regarding the abuse report. Do NOT contact or provide information to the parent(s) and/or the alleged perpetrator. Refer all inquiries to CPS or the law enforcement. It is the duty of CPS and the law enforcement to notify parents of the investigation. Premature or inappropriate notifications can hinder or sabotage investigations.

Remember that it is the responsibility of the person receiving the initial disclosure or making the initial observation of abuse to ensure that a report is made to the proper authorities.

Phone Numbers:

Statewide Central Intake 1-800-797-3260

San Juan County:
(Farmington, Aztec, Bloomfield, Kirtland)
CYFD Local 505-327-5316
Law Enforcement 505-334-6622

Navajo Nation

Shiprock Area
DSS Reporting 505-368-1165
Criminal Investigator 505-368-1300

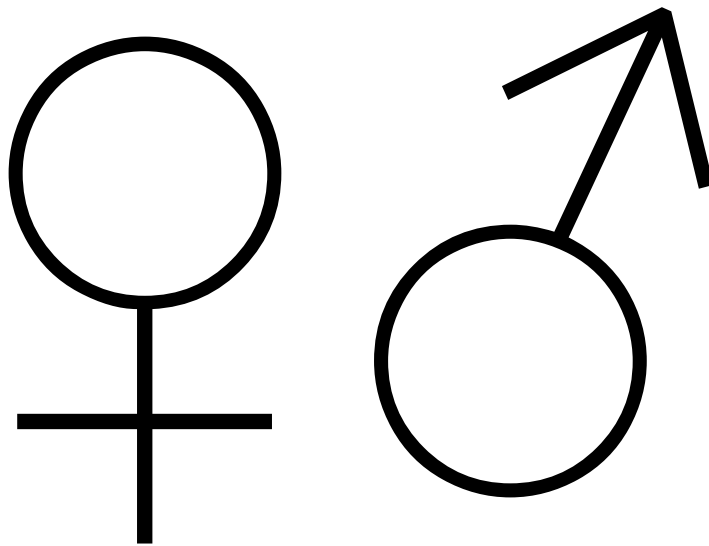
Crownpoint Area:
DSS Reporting 505-786-2303
Criminal Investigator 505-786-2300

DZ Sub Office
DSS 505-632-0470

Gallup Area:
DSS 505-863-9520

SEXUAL HARASSMENT INFORMATION

It is your responsibility to read the attached information and familiarize yourself with the policy and procedure to which it pertains.



I have read and understood the Sexual Harassment Information update

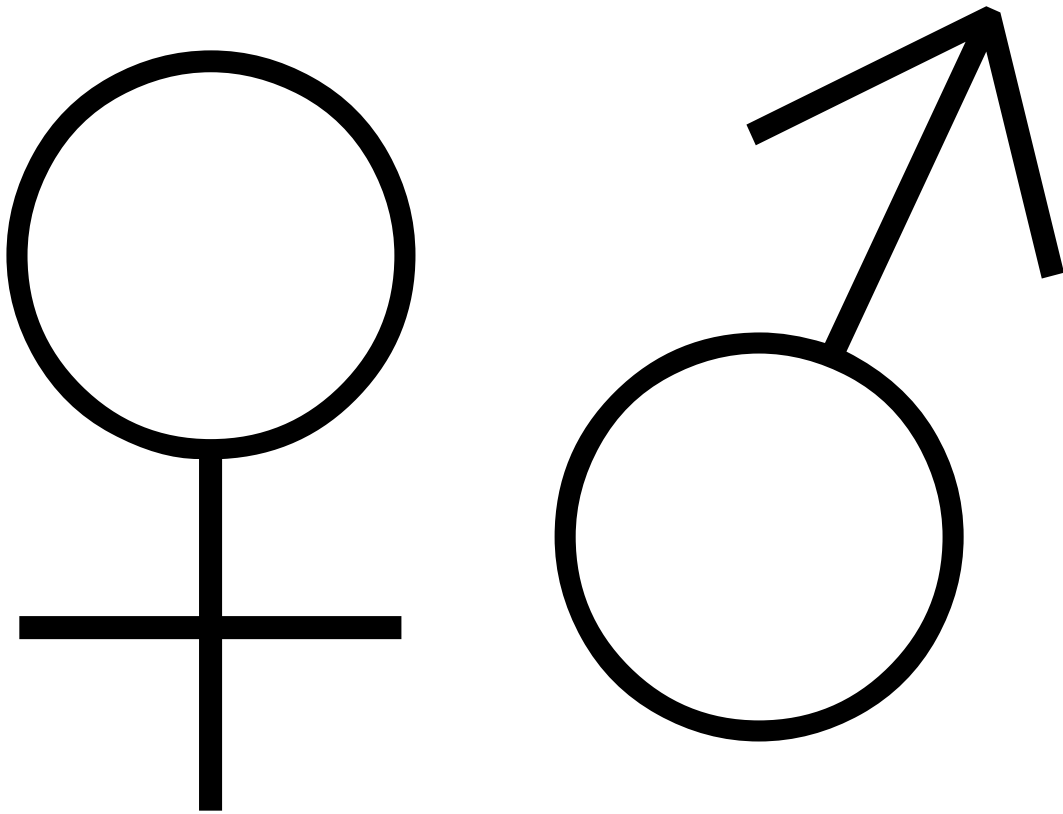
Signature

Date

Worksite/School

SEXUAL HARASSMENT INFORMATION

It is your responsibility to read the attached information and familiarize yourself with the policy and procedure to which it pertains.



KEEP THIS INFORMATION FOR YOUR RECORDS

EXCERPT

CENTRAL CONSOLIDATED SCHOOL DISTRICT SCHOOL BOARD POLICY MANUAL

SECTION GBA – PERSONNEL

G-0200-GBA Equal Employment Opportunity

A-0300-ACA Sexual Harassment

EQUAL EMPLOYMENT OPPORTUNITY

Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.

Adopted: 7/15/04

LEGAL REF: 20 U.S.C. 1703, Equal Employment Opportunity Act of 1972

CROSS REF: AC – Nondiscrimination

ACA – Sexual Harassment

IHBA – Special Instructional Programs and Accommodations for Disabled Students

JB – Equal Educational Opportunities

KED – Public Concerns/Complaints about Facilities or Services

SEXUAL HARASSMENT

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:

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

CENTRAL CONSOLIDATED SCHOOL DISTRICT NO. 22
SEXUAL HARASSMENT INFORMATION

Sexual harassment may include, but is not limited to:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.
- Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in ACA-R.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.

A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion.

All matters involving sexual harassment complaints will remain confidential to the extent possible.

Adopted: 7/15/04

LEGAL REF: 20 U.S.C. 1681, Education Amendments of 1972, Title IX
20 U.S.C. 1703, Equal Employment Opportunity Act of 1972
42 U.S.C. 2000, Civil Rights Act of 1964 as amended, Title VII

CROSS REF: AC-Nondiscrimination/Equal Opportunity
GBA-Equal Employment Opportunity
IHBA-Special Instructional Programs and Accommodations for Disabled Students
JB-Equal Educational Opportunities
KED-Public Concerns/Complaints about Facilities or Services
KFA-Public Conduct on School Property

CENTRAL CONSOLIDATED SCHOOL DISTRICT

A GUIDE FOR EDUCATORS

Julie Garcia, Poms and Associates, 7301 Jefferson N.E. Suite E, Albuquerque, NM 87108
800-898-1-6336 or 1-505-346-5775

SEXUAL HARASSMENT

CIVIL RIGHTS ACT OF 1964 – TITLE VII

It shall be an unlawful employment practice for an employer

- 1) to fail to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment because of such individuals race, color, religion, sex or national origin; or
- 2) to limit, segregate, or classify his employees or applicants for employment in any way which would deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's race, color, religion, sex or national origin.

The Equal Employment Opportunity Commission defines sexual harassment as “unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

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

EDUCATION AMENDMENTS OF 1972 – TITLE IX

No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving federal financial assistance.

The Department of Education Office of Civil Rights (OCR) has defined sexual harassment as:

“verbal or physical conduct of a sexual nature, imposed on the basis of sex by an employee or an agent of the institution that denies, limits, provides different, or conditions the provision of aid, benefits, services or treatment protected under Title IX.”

In a 1993 Letter of Finding involving the Eden Prairie (Minn) Schools the OCR stated that:

- “School Districts also violate Title IX if they know or should have known that a sexually hostile environment exists due to student-to-student harassment and fail to take timely and effective corrective action.”
- “A sexually harassing environment is one created by acts of a sexual nature that are sufficiently severe or pervasive to impair the educational benefits offered by the school.”

SEXUAL HARASSMENT INFORMATION

A GUIDE FOR EDUCATORS

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800-898-1-6336 or 1-505-346-5775

WHAT CAN CREATE A SEXUALLY HOSTILE WORK ENVIRONMENT?

- ›Discussion of sexual activities
- ›unnecessary touching
- ›use of crude or offensive language
- ›sexually suggestive statements
- ›use of demeaning or inappropriate terms
- ›sexual gestures
- ›sexually suggestive graffiti
- ›discussing an individual's physical status
- ›cornering or physical cornering an individual
- ›sexual name calling
- ›spreading sexual rumors
- ›sending sexual rumors
- ›telephone calls of a sexual nature
- ›obscene message on computer networks
- ›sexual jokes

STUDENT – TO – STUDENT

- ›mooning
- ›exposing
- ›streaking
- ›sharking – biting a female's breasts or buttocks
- ›shouting obscenities
- ›obscene messages on computer networks
- ›snapping bras or elastic waist band
- ›spiking – pulling down someone's pants
- ›flipping up skirts
- ›touching and grabbing
- ›sexual attention
- ›discussing sexual behaviors
- ›taunting
- ›rating members of the opposite sex

Excerpt

Office of Civil Rights Letter of Finding Eden Prairie (Minn)

A sexually harassing environment is one “created by acts of a sexual nature that are sufficiently severe or pervasive to impair the educational benefits” offered by a school.

The existence of a sexually hostile environment is determined from the viewpoint of a “reasonable person in the victim's situation.”

In determining whether sexual harassment exposes students because of their sex to a hostile environment, relevant circumstances are considered, including the age of the victims; the frequency, duration, repetition, location, severity and scope of the acts of harassment; the nature and the context of the incidents; whether the conduct was verbal or physical; whether others joined in perpetuation the alleged harassment; whether the harassment was directed at more than one person and whether the alleged incidents created an offensive, hostile or abusive atmosphere at the district or at a specific schools or in other district settings, such as school buses.”

CENTRAL CONSOLIDATED SCHOOL DISTRICT NO. 22
DRUG – FREE WORKPLACE

NOTICE TO EMPLOYEES

YOU ARE HEREBY NOTIFIED that it is a violation of Policy GBEC for any employee to violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15.

Workplace includes any place where work is performed, including a school building or other school premises; any school-owned vehicle or any other school approved vehicle used to transport students to and from schools or school activities; and off school property during any school-sponsored or school approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational purpose.

YOU ARE FURTHER NOTIFIED that it is a condition of your employment that you will comply with Policy GBEC, and will notify your supervisor of your conviction under any criminal drug statute for a violation occurring in the workplace, not later than five (5) days after such conviction.

Any employee who violates the terms of the District's drug-free workplace policy in any manner is subject to discipline, which may include, but is not limited to, dismissal and/or referral for prosecution.

I have read and understood the Drug Free Workplace Notice update

Signature

Date

Worksite/School

CENTRAL CONSOLIDATED SCHOOL DISTRICT NO. 22
DRUG – FREE WORKPLACE

NOTICE TO EMPLOYEES

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Workplace includes any place where work is performed, including a school building or other school premises; any school-owned vehicle or any other school approved vehicle used to transport students to and from schools or school activities; and off school property during any school-sponsored or school approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational purpose.

YOU ARE FURTHER NOTIFIED that it is a condition of your employment that you will comply with Policy GBEC, and will notify your supervisor of your conviction under any criminal drug statute for a violation occurring in the workplace, not later than five (5) days after such conviction.

Any employee who violates the terms of the District's drug-free workplace policy in any manner is subject to discipline, which may include, but is not limited to, dismissal and/or referral for prosecution.

It is your responsibility to read the attached information and familiarize yourself with the policy and procedure to which it pertains.

KEEP THIS INFORMATION FOR YOUR RECORDS

CENTRAL CONSOLIDATED SCHOOL DISTRICT NO. 22
DRUG – FREE WORKPLACE

FEDERAL COMPLIANCE:
THE DISTRICT'S RESPONSIBILITY

In order to comply with federal funding requirements, the District shall:

- Gather information relative to availability of local community drug and alcohol counseling, rehabilitation, and reentry programs that are available to employees and make such information available to employees.
- Provide each employee a copy of standards of conduct and the statement of disciplinary sanctions that apply to alcohol and drug violations. Use exhibit GBEC-EA to notify employees that compliance with such standards is mandatory.

The District should perform a biennial review of the programs to:

- Ensure that disciplinary sanctions for employees are consistently enforced.
 - Determine program effectiveness and implement change to the program if needed.
-

CENTRAL CONSOLIDATED SCHOOL DISTRICT NO. 22
DRUG – FREE WORKPLACE

SIGNS AND SYMPTOMS OF SUBSTANCE ABUSE

Avoidance and distancing behavior; withdrawal from family activities, detachment, lack of communication.

School related incidents; absenteeism and tardiness, decline in academic performance, lack of interest and involvement in school activities, conflicts with teachers and administrators, problems with peers.

Altered social relationships; old friends replaced by “user” friends, new styles of dress, music and behavior, new values, hostility, argues about rules and limits.

Abuse of other drugs; alcohol and other addictive drugs mixed.

Self-Destructive behavior; anger, paranoia, violent behavior, accidents, self-inflicted injuries, suicide attempts.

Obvious signs of use; intoxication, alcohol on breath, stashes of drugs, paraphernalia.

Decline in physical health; colds, infections, bronchitis, compromised immune system.

Change in personality; depression, diminished ability to control impulse behavior, personality disorganization, inability to cope.

CENTRAL CONSOLIDATED SCHOOL DISTRICT NO. 22
DRUG – FREE WORKPLACE

Section G-0950
EXCERPT FROM SCHOOL BOARD POLICY MANUAL

No employee shall violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C.812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15.

Workplace includes any school building or any school premises and any school-owned vehicle or any other school approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the workplace includes any school sponsored or school approved activity, event, or function where students or staff members are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational or District business purpose.

Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined above, shall notify the supervisor within five (5) days thereof that such conviction has occurred.

As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace.

Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined above, shall notify the supervisor within five (5) days thereof that such conviction has occurred.

As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace.

Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.

Adopted: 7/15/04

LEGAL REF: P.L. 100-690 Title V, Subtitle D.
34 C.F.R. Part 85

CROSS REF: EEAEAA – Drug and Alcohol Testing of Transportation Employees

Central Consolidated School District

SCHOOL BOARD POLICY MANUAL SIGNATURE PAGE

**THIS PAGE IS TO BE COMPLETED BY THE EMPLOYEE
QUESTIONS CONVERING THIS INFORMATION PRESENTED
IN THE SCHOOL BOARD POLICY MANUAL SHOULD BE SUBMITTED TO THE
PRINCIPAL/SUPERVISOR.**

I understand that the online copy of the School Board Policy Manual is available to me at www.ccsdnm.org

Steps to access the online School Board Policy Manual are as follows:

1. Log onto www.ccsdnm.org
2. Click on the "Board of Education Tab"
3. Click on "Board Policy Manual" (on the left on the page)
4. Click on "Section A-L" link to view
5. Please set aside time to familiarize yourself with the contents of the CCSD School Policy Manual.

I hereby understand it is my responsibility to familiarize myself with the contents of the policy manual. I agree to read the manual and abide the standards, policies and procedures defined or referenced in the manual and abide the standards, policies and procedures defined or referenced in the manual. The information in the manual is subject to change. I understand the changed in the district policies may supersede, modify, or eliminate the information summarized in the manual. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform Human Resources and Payroll of any changes in personal information, such as phone numbers, address, bank accounts, etc. I also accept responsibility for contacting my principal/supervisor if I have any questions, concerns, or need further explanation of information presented in the policy manual.

I further understand that a hardcopy of the policy is available to me at the main office of the work-site and school libraries (if applicable).

Signature

Date

Print Name

Location/Worksite

www.ccsdnm.org

Apply for a Job **Quick Links** **Employee Portal** 🔍

ABOUT US **BOARD OF EDUCATION** SCHOOLS STUDENTS + PARENTS DEPARTMENTS CALENDAR

- Board Minutes
- Board Policy**
- Message the Board

Call Today!
TO BEGIN STUDENT REGISTRATION
2023-2024
RECEIVE YOUR USERNAME AND PASSWORD

CENTRAL CONSOLIDATED SCHOOL DISTRICT
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CENTRAL CONSOLIDATED SCHOOL DISTRICT
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