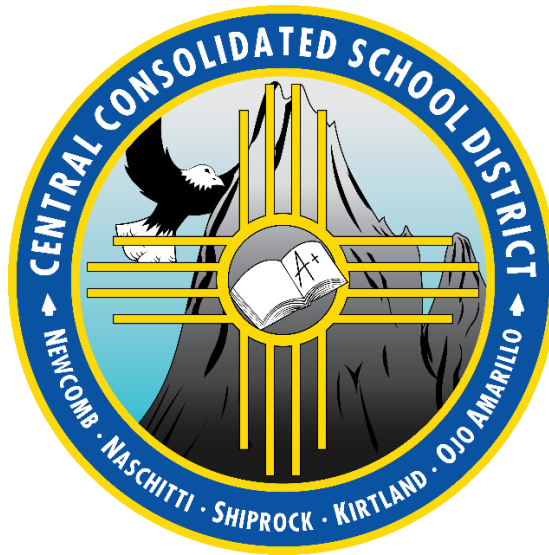


# Central Consolidated School District

**“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](http://www.ccsdnm.org)  
[hr@centralschools.org](mailto:hr@centralschools.org)  
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. **Note: All Athletic Coaches in K-8 setting MUST be at least 18 years of age and All 9-12 setting MUST be at least 21 years of age and must obtain an Athletic Licensure with the New Mexico Department of Public Education.**

The volunteer packet includes the following:

- Volunteer Demographics, Information, Location, Length of Service and School/Department Clearance.
- Adult Voluntary Waiver Agreement
- Legal Forms
- Background Check (Human Resources Department) Schedule an appointment 505-598-1018 or 505-368-4984 or email [benatw@centralschools.org](mailto:benatw@centralschools.org)

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.**

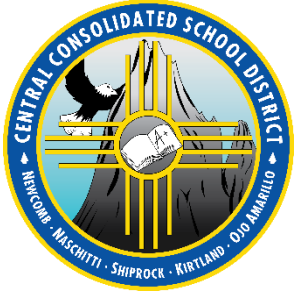
All forms must be submitted to the human resources department for review and approval. Ensure to bring two forms of Identification. A list of acceptable identifications can be found on the attached USCIS form 1-9. An email will be sent to the school and/or department of your volunteer service and will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

To update, continue or renew your volunteer service for the next school year, please notify the Human Resources Department. Volunteers who become inactive 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

CCSD Administration Complex · PO Box 1199 · Shiprock, NM 87420 · (505) 368-4984  
Human Resources Department (505) 368-4984 · [hr@centralschools.org](mailto:hr@centralschools.org)

## VOLUNTEER ATHLETIC COACH AGREEMENT

I \_\_\_\_\_ choose to volunteer as a  
(name)  
\_\_\_\_\_ during the \_\_\_\_\_  
(position) (season)  
at \_\_\_\_\_ school for the Central Consolidated School

District, solely for a civic, charitable or humanitarian reason.

- I hereby acknowledge and affirm that all Athletic coaches: In a **K-8 setting** must be at least **18 years of age** and in a **9-12 setting** must be **21 years of age and must obtain an Athletic Licensure with the New Mexico Department of Public Education.**
- I have no expectation of compensation.
- I understand that this agreement is not an employment contract and may be terminated for any reason, by administration, at any time.
- I understand that I may not use tobacco or be under the influence of drugs/alcohol while performing my duties on or off campus, and I must abide by all School Board, School District and NMAA policies and procedures.
- I understand that I may not provide transportation to students or participants.
- I agree not to discuss any student information with anyone other than an authorized school employee. I understand that students and their parents are protected under the Federal Educational Records Privacy Act.

### PERFORMANCE GOAL AND RESPONSIBILITIES-NMAA

- I. The performance goal of Volunteer is to help each participating student achieve a high level of skill and appreciation for the values of discipline and cooperation and an increased level of self-esteem.
- II. The performance responsibilities of Volunteer are as follows:
  - (1) Teach the fundamental skills of the activity being supervised;
  - (2) Set a good example in physical fitness, health practices and social behavior;
  - (3) Place student health and safety above competition;
  - (4) Oversee the safety conditions of the facility or area in which the assigned activity is conducted while students are present;
  - (5) Take no action contrary to Board's directives and guidelines;
  - (6) Enforce discipline and appropriate behavior in the manner prescribed by Board policy and consistent with the rules of the school assigned.
- III. Volunteer's performance will be monitored by the principal, athletic director and head coach at the school where Volunteer performs services.

\_\_\_\_\_  
School of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Athletic Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
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

- ☐ SELF RELIANCE PROGRAM ☐ WORKFORCE DEVELOPMENT  
☐ OFFICE OF YOUTH DEVELOPMENT ☐ COLLEGE/ UNIVERSITY  
☐ DIVISION OF SOCIAL SERVICES ☐ OTHER

ORGANIZATION/ COLLEGE NAME \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## VOLUNTEER LOCATION

- ☐ KIRTLAND CENTRAL HIGH SCHOOL ☐ SHIPROCK HIGH SCHOOL ☐ CAREER PREP HIGH SCHOOL  
☐ NEWCOMB HIGH SCHOOL ☐ BOND WILSON TECH CNTR ☐ KIRTLAND MIDDLE SCHOOL  
☐ TSE BIT AI MIDDLE SCHOOL ☐ NEWCOMB MIDDLE SCHOOL ☐ KIRTLAND ELEMENTRY SCHOOL  
☐ JUDY NELSON ELEMENTARY ☐ OJO AMARILLO ELEMENTARY ☐ MESA ELEMENTARY SCHOOL  
☐ NIZHONI ELEMENTARY SCHOOL ☐ EVA B STOKLEY ELEM. SCH. ☐ NEWCOMB ELEMENTARY SCHOOL  
☐ NASCHITTI ELEMENTARY ☐ PHIL THOMAS CENTER ☐ BROOKS ISHAM CENTER  
☐ 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: \_\_\_\_\_



# 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 • 505-368-4984

## 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**, ☐ **Athletic Coach 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

## **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

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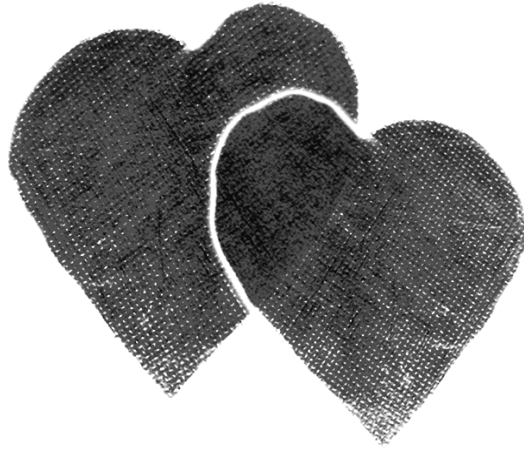
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**ONLY YOU CAN KEEP YOURSELF HEALTHY!!!**

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

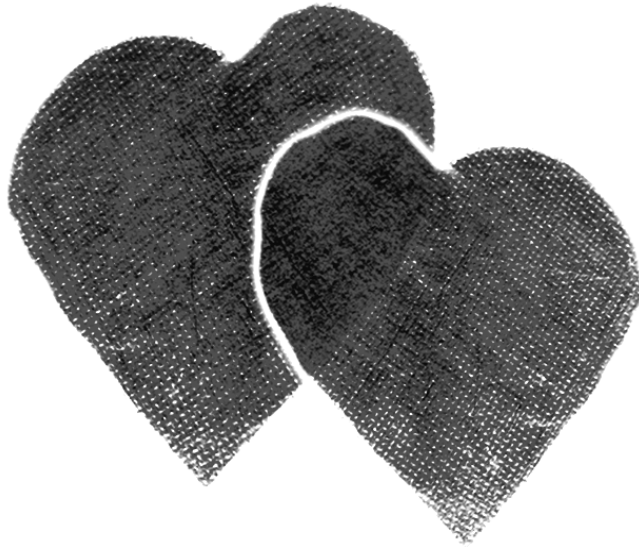
\_\_\_\_\_  
Date

\_\_\_\_\_  
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.
- School District's Superintendent

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

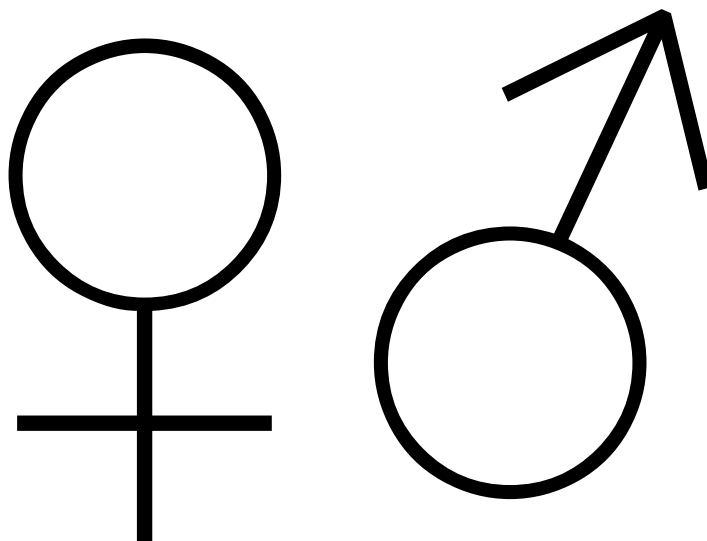
DSS                            505-632-0470

#### 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

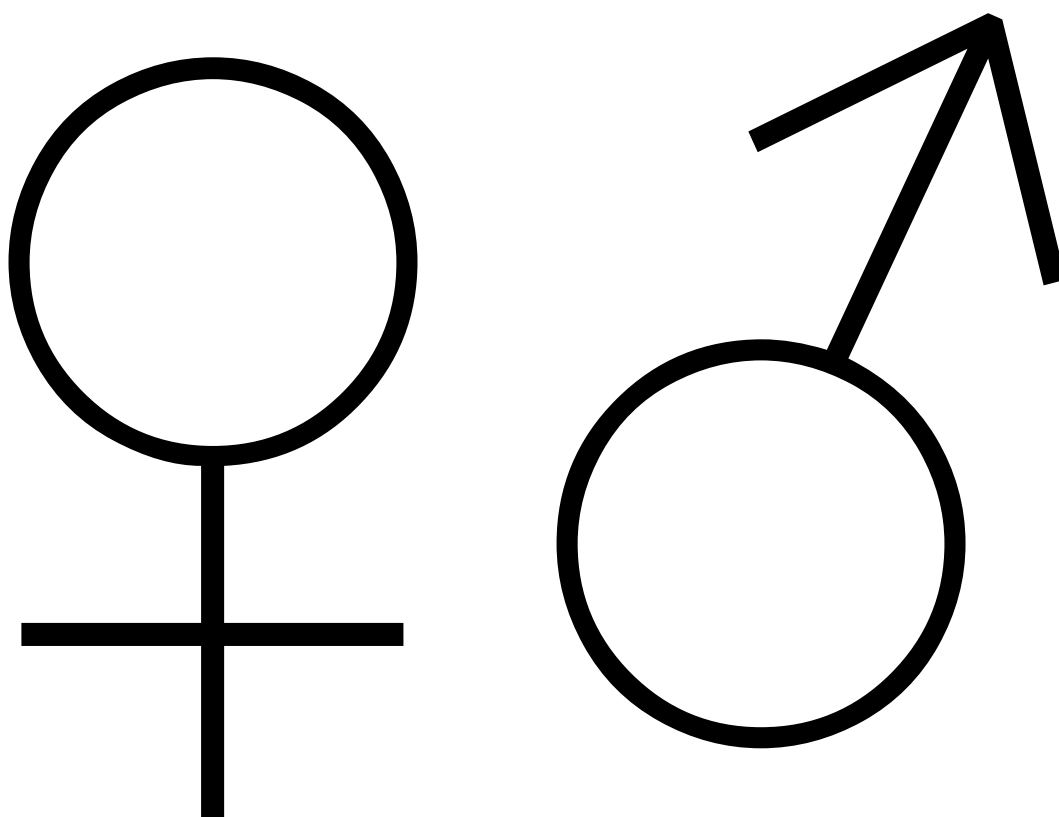
\_\_\_\_\_  
Signature

\_\_\_\_\_  
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

Julie Garcia, Poms and Associates, 7301 Jefferson N.E. Suite E, Albuquerque, NM 87108  
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.”

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 school 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 been provided with two (2) copies of this **Notice to Employees** for my review and signature. I understand that a signed copy will be placed in my personnel file.

---

Signature

---

Date

## DRUG – FREE WORKPLACE

### NOTICE TO EMPLOYEES

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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.

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**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**

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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.
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## DRUG – FREE WORKPLACE

### SIGNS AND SYMPTOMS OF SUBSTANCE ABUSE

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**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.

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## DRUG – FREE WORKPLACE

### Section G-0950

#### EXCERPT FROM SCHOOL BOARD POLICY MANUAL

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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

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**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](http://www.ccsdnm.org)

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

1. Log onto [www.ccsdnm.org](http://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).

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Signature

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Date

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Print Name

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Location/Worksite


[www.ccsdnm.org](http://www.ccsdnm.org)

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ABOUT US BOARD OF EDUCATION SCHOOLS STUDENTS + PARENTS DEPARTMENTS CALENDAR

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 CENTRAL CONSOLIDATED SCHOOL DISTRICT  
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**Call Today!**  
**TO BEGIN STUDENT  
2023-2024 REGISTRATION**  
**RECEIVE YOUR USERNAME  
AND PASSWORD**

