

DILLER-ODELL ELEMENTARY



STUDENT HANDBOOK

WELCOME STUDENTS!! This handbook has been prepared as a guide for you during your elementary school days at Diller-Odell Public School. Please study each page carefully with your parents so that your family will be informed concerning the rules and procedures followed at school.

We sincerely hope that your experiences here will be very positive and rewarding. We look forward to working with you to insure you will have a successful education experience at Diller-Odell Public School.

DILLER-ODELL PUBLIC SCHOOLS EDUCATIONAL MISSION AND BELIEFS

"Striving for Successful 21st Century Learners"

Diller-Odell Beliefs

- Students will always show responsibility, self-control, good citizenship, and recognize and respect diversity among people and ideas.
- Students will be lifelong learners, positive leaders, and problem solvers in a changing world.
- Students will believe in their own effectiveness, take pride in their accomplishments, learn from their experience and be motivated to set new goals.
- Students will demonstrate the benefit of cooperation as well as the positive effect of competition by functioning effectively in group settings as well as independent work.
- Diller-Odell students will be measured, evaluated, and the results will be reported using the Nebraska Standards of Assessment and Accountability.

ARRIVAL AND DEPARTURE TIMES

School will begin at 8:10 a.m. Children may begin arriving on the school grounds at 8:00 a.m. unless they have written permission from a teacher to arrive earlier. No supervision of children is present until this time. Each child, upon arriving at school, will line up in the designated area for his/her grade.

Afternoon dismissal will be at 3:35 p.m. Upon departure, children are to go directly home. Exceptions to this are supervised activities or children who are being kept after school by the teacher. Students may be picked up after school in the east parking area or along Smith Street.

KINDERGARTEN ADMISSION

The board of education of any school district shall not admit any child into the kindergarten or beginner grade of such school district unless such child has reached the age of five years or will reach such age on or before July 31 of the current year. The school district may admit a child who will reach the age of five between August 1 and February 1 of the current school year if the parent or guardian requests such entrance and provides an affidavit stating that (a) the child attended kindergarten in another jurisdiction in the current school year or (b) the family anticipates a relocation to another jurisdiction within the current year.

Also, before entering the school district for the first time, students must, by law, furnish a state raised seal birth certificate, signed by the proper official. Contact: State of Nebraska, Bureau of Vital Statistics, P.O. Box 95887, Lincoln, NE 68589. (Ph. 471-2871) For those born in other states, contact the same bureau in that state capitol.

Proper immunization papers, physical examination, eye examination and birth certificate need to be brought to school before entering Kindergarten.

SCHOOL CLOSING INFORMATION

If school is called off because of inclement weather, this information will be called to the following radio/television stations:

KOLN/KGIN TV, KLKN-TV, KWBE, KNDY, and KUTT by 7:00 a.m. on the morning school is closed or by 10:30 p.m. the evening before school is closed if possible.

CLASSROOM VISITATION

Adult visitors to the Diller-Odell Public School are welcome at all times, and parents especially are urged to visit their child's classroom. All visitors are asked to stop at the principal's office and receive a visitor's pass before visiting the classroom or make arrangements with the classroom teacher prior to the visit. Suggestions for visiting are:

1. Call the school and ask the teacher if the time planned is convenient. There are periods when visitations are not advisable, such as testing programs. We discourage preschool children from visiting. School age children may visit when accompanied by an adult.
2. After reporting to the office, please enter the classroom quietly.
3. Several 20-30 minute visits are better than staying too long at any one time.
4. We encourage visitations between September 15 and May 1.

ILLNESSES

If a student goes home with an illness accompanied by a fever, the student shall not be allowed back in school the same day even if the student no longer has a fever.

ATTENDANCE

One of the key factors in making each child's school experience a success is regular school attendance. We encourage parents/guardians to make every possible effort to see that their child attends school regularly. However, there are times when absence is unavoidable. The following procedures should be followed in case of absence or tardiness:

A. Absence:

Notification - Parents/guardians should notify the school office on the morning of a child's absence. **Call the office by 8:10 a.m. if possible to give the secretary the information as to why your child is absent or tardy.** You may also send a note with a brother or sister to be given to the teacher notifying us of your child's absence or tardiness.

Written Excuse - Due to an absence from school, a child must bring a written excuse signed by the parent or guardian to the teacher the day they return to school stating the reason for the absence. This is not necessary if a phone call has been made.

- B. Leaving School: It may be necessary for a student to leave school during the day because of a doctor or dental appointment, etc. We encourage parents to make every effort possible to see that minimal school time is missed for these appointments. PLEASE SEND A NOTE with your child stating the time for dismissal and the reason for arriving late or leaving school early. This will give the teacher an opportunity to make arrangements for make-up work, etc. The students will be counted tardy if he/she arrives at school before 10:00 a.m. or leaves after 2:00p.m.
- C. Prearranged Absence: On occasion, students will have the need to be absent from the school for personal matters, family reasons, etc. Parents/guardians should notify the teacher as far in advance as possible, to enable the student and teacher to make preparation and make-up work available for the school days to be missed.

TRUANCY POLICY

It shall be the policy of Gage County School District No. 34-0100, also known as the Diller-Odell Public Schools, to report as truant any student enrolled in the District for excessive absenteeism on the part of such student. For purposes of this Policy, such reporting to proper authorities shall not be required of any student who is at least 18 years of age at the time excessive absenteeism occurs. All other terms and conditions of the Diller-Odell Attendance and Truancy policy will apply. The term "excessive absenteeism" shall as used herein mean absences exceeding 5 days per quarter or the hourly equivalent or when the absences exceed 7 days per school semester.

ACCIDENT/INJURY

In the case of an accident during school, the student's parent or guardian shall be notified. If the accident is of a serious enough nature to demand immediate medical treatment, the local rescue unit will be notified as well as the parent/guardian. If we cannot reach the parent/guardian, we will notify the person listed on your child's information card to contact in case of emergency. IT IS VERY IMPORTANT TO KEEP THE OFFICE INFORMED OF ANY CHANGE OF EMPLOYMENT AND WORK PHONE NUMBERS OR WORK HOURS. IT IS ALSO IMPORTANT TO KEEP US UP TO DATE WITH PEOPLE TO NOTIFY IN CASE OF AN EMERGENCY WHEN THE PARENT/GUARDIAN CANNOT BE REACHED.

GENERAL SCHOOL RULES

The Diller-Odell Public School student shall be expected to:

1. Accept the leadership and authority of all school employees.
2. Refrain from damaging, defacing, or destroying school and personal property.
3. Be kind, courteous, and honest.
4. Use acceptable language, no profanity or obscene gestures.
5. Walk, do not run, on the right side of hallways and stairways. Be quiet in these areas.
6. Assist in keeping the grounds and facilities neat and clean.
7. Do not throw things that are not to be thrown.
8. Get permission before leaving the premises or playground.
9. Have an extra pair of soft-soled shoes for gym play.
10. Complete the assigned work.
11. Be regular and punctual in attendance.
12. USE THE CROSSWALK!! DO NOT RUN to or from the bus.
13. Practice appropriate table manners at lunchtime.
14. Observe good grooming practices, and are expected to dress neatly and appropriately at all times.
15. Wear appropriate clothing for cold weather; coats, some type of ear/head covering, mittens or gloves, and boots when necessary.
16. Bicycles are to be parked in the designated area in the front of the school. It is recommended that bicycles be locked and remain locked throughout the day.

PLAYGROUND RULES

Playground activity during noon and recess is provided so a child may learn to play games and associate with his or her fellow students. Safety and courtesy along with free expression of playtime are the prime factors of learning during these periods. Students are expected to obey the following rules:

1. Teachers on playground duty are in charge!!
2. Any child wishing to leave the playground for any reason (go after a ball, go to the office, restroom, etc.) must have the permission of the playground supervisor.
3. Jump ropes may be used only for skipping rope.
4. Basketball hoops and backboards are for basketball games, not hanging or climbing.
5. No tackle games allowed.
6. No throwing of rocks, gravel, or sticks on the playground.
7. No snowball throwing.
8. Do not leave a ball on the playground after you are done with it. If you see a ball on the ground where someone left it, return it to the room it came from.
9. Students need overshoes, rubberized boots, or an extra pair of waterproof shoes for outdoor wear in wet weather.
10. No running or pushing on the playground equipment.
11. Hard balls and bats are not allowed.
12. All equipment is to be used as it was designed.
13. Swings should be occupied by one student at a time and this student must be seated.
14. No balls are allowed on the playground equipment.
15. Playground games are open - anyone can play.
16. If there are any situations that develop not covered by the rules mentioned above, the teacher on duty will handle the event so as to insure the safety of the students.

HOMEWORK GUIDELINES

Teachers may assign homework to a class or selected students if the teacher feels that further independent practice is needed to reinforce understanding of specific concept(s). The teacher may also require homework of a student who is not utilizing his/her school study time. Few homework assignments will be given to lower elementary students (grades K-2).

Parents/guardians should provide for a quiet, regular study time at home to help the child develop good study habits. We appreciate any help and encouragement parents/guardians may give the child, but remember, the child will benefit more from doing their own homework.

SCHOOLWORK DURING RECESS

The school believes that recess is an important part of the student's day. However, it may be necessary, if all else fails, to require a student to stay in during recess to work on assignments.

STAYING AFTER SCHOOL

If a student is not using school time wisely for completing assignments and is not completing them at home either, then the school reserves the right to require him/her to stay after school to complete the work under the supervision of a teacher. Parents will be notified if a student needs to stay after school.

LOST AND FOUND

All articles found in the building are turned in to the office. Students missing any items should check with their classroom teacher and then the school secretary. It would be helpful if EVERY ITEM a child brings to school were to be labeled with the child's name. Items left at school after the end of the school year will be donated to the Salvation Army, Goodwill, or similar organization.

TOYS

Toys, comics, pokemon cards, guns, balls, skateboards, dolls, knives, or any other items, which may constitute a nuisance in school or on the bus, SHALL NOT be brought to school unless it is to be used for a "Show and Tell" class assignment. **FEDERAL LAW REQUIRES THE SCHOOL TO EXPEL ANY STUDENT WHO BRINGS A DANGEROUS WEAPON TO SCHOOL.**

TELEPHONE USE

The school's telephones are for BUSINESS use. Students are not permitted to use the phone without permission. Emergency situations that require telephone use will be handled by the staff.

USE OF SCHOOL FACILITIES

Permission for the use of the school facilities and equipment must be obtained from the office. The school's daily educational and activity program shall always have priority in terms of granting permission for use.

SCHOOL ATTIRE AND GROOMING

Appropriate dress and appearance is the responsibility of the student and their parent/guardian. Children should come to school neat and clean. Clothing that draws undue attention to it and interferes or disrupts the learning process should not be worn. The following are the guidelines for proper dress:

Shirts:

1. Obscene pictures or remarks, alcohol/tobacco advertisements, negative statements, etc. are not allowed.
2. Tube tops are not allowed.
3. Mesh/fish net shirts must have a shirt without holes either over or under it.
4. Shirts should be at least waist length.
- 5.

Shorts:

1. Shorts of moderate length may be worn.
2. Shorts are not appropriate when the temperatures are below 60 degrees.

Shoes or Boots

1. Appropriate footwear should be worn for playground safety (ex. tennis shoes).
2. Appropriate footwear must be worn in order to play in the snow (ex. snow boots).
3. Students must have a separate pair of shoes designated for gym use.

****Diller-Odell Public Schools administration reserves the right to make final decisions regarding any questionable attire worn in the building.**

GIFTS FOR STUDENTS AND PARTY INVITATIONS

Students will not bring gifts for other students to school unless it is a class function (Christmas party) or if a present can be given to each student in the classroom. If a student wants to give another student a special gift, it should be done outside school time.

Party invitations will not be allowed to be handed out in school unless all students in a class are invited. Groups of three or more students, going home on a bus different from their own, may create problems. Permission from the bus drivers should be received or other transportation arrangements should be made for extra guests.

CONDUCT AT OUT OF TOWN AND LOCAL EVENTS

Students, when attending a local or out of town school event, should be supervised by an adult. Students should refrain from excessive noise or disturbance and running. They should observe the rules of the home, as well as the host school. REMEMBER, the student is representing the entire school while at these events. Students will be expected to be attentive during the event and not run around.

REPORTS TO PARENTS

The school year is divided into four reporting periods. Mid-quarter reports may be sent home to let the parents know how the child is doing. Parents/guardians will receive a student report card after the completion of each grading period. Parent-Teacher conferences will be scheduled twice a year; once in the fall and once in the spring. Parents and teachers should feel free to schedule additional conferences as desired. The grading scale used is:

<u>Grades 1-6</u>	<u>Grades K-6</u>
A - 100-93	E – Excellent Progress
B - 92-85	M - Most of the Time
C - 84-78	P - Part of the Time
D - 77-70	N – Needs Improvement
F- Below 70	

Incompletes will be given when a student's work is not complete. Unfinished work must be completed. Failure to do so will result in failing of that subject.

COMMUNICATION

Frequently, your children will bring home notes or a weekly bulletin from school. It is important that both parents and children read these to stay informed about school events. Parental interest in these bulletins will encourage students to continue to bring them home.

****Note: It is very important that parents of younger students notify the school of changes in their child's normal routine, such as riding or not riding the bus or going to a different sitter. When both parents are going to be out of town for a period of time, please let the school know who is in charge of your child in case of illness or emergency. This will enable us to better monitor your child's safety.**

BUS POLICIES

Daily school bus transportation shall be provided for all students who reside outside the Odell or Diller city limits. The Superintendent will determine routes and schedules. The Superintendent will provide school transportation for school related activities upon approval.

All bus drivers must meet all State and local requirements for school bus drivers. The Board of Education may contract for the transportation of special routes or shuttling of students between educational sites.

Riding the school bus is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding on the bus.

RULES OF CONDUCT ON SCHOOL VEHICLES

1. Students must obey the bus driver promptly.
2. Students must arrive at the bus stop before the bus is scheduled to arrive. The bus driver will not wait for tardy students.
3. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the bus stops.
4. Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
5. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
6. Students must remain seated and keep aisles and exits clear while the bus is moving.
7. Students are prohibited from throwing or passing objects on, from, or into buses.
8. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the bus.
9. Student may not eat or drink on the bus unless given permission by driver.
10. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the bus.
11. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the bus is in motion. Students must be absolutely quiet when the bus approaches a railroad crossing and any time the bus driver calls for quiet.
12. Students may not open bus windows without permission from the bus driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of bus windows.
13. Student must secure any item or items that could break or produce injury if tossed about the inside of the bus if the bus were involved in an accident.
14. Student must respect the rights and safety of others at all times.
15. Students must help keep the bus clean, sanitary and orderly. Students must remove all personal items and trash upon exiting the bus.
16. Students may not leave or board the bus at locations other than the assigned stops at home or school.
17. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.
18. No pencils or pens should be used by students while on the bus.
19. Listening to music with earphones or plugs is allowed.
20. Students may use cell phones while on the bus as long as they are set on vibrate and their conversation is no louder than it would be to someone else on the bus.

BUS CONSEQUENCES

Bus drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include:

1. Note home to parents
2. Suspension of bus riding privileges
3. Exclusion from extracurricular activities
4. In-school suspension
5. Short term or long term suspension from school
6. Expulsion
7. These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.
8. Records of school bus misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

PATRON COMPLAINT PROCEDURE

A grievance of a patron to be aired concerning any individual employee or group of employees of the district will follow the following procedure:

1. The patron must discuss the grievance with the offending employee.
2. If the matter is not resolved, the patron must, within five working days, bring the matter to the building principal or activity director.
3. If not resolved, the patron, the offending employee, and the administrator(s) must meet and attempt to resolve the grievance.
4. If the problem still exists, the patron must, within five working days of step three, provide a written statement of the grievance to the Superintendent that will be presented to the Board of Education and be placed on the agenda of the next board meeting.

SCHOOL SERVICES

SCHOOL MEALS

The Diller-Odell School Breakfast/Lunch Program is a non-profit entity, which serves nutritious meals every day at the lowest possible cost. At least five different food items are offered for lunch each day.

Students in kindergarten through fourth grade will participate in the milk program, unless indicated otherwise by parents. The price of a carton of milk is \$.30. Extra milk during milk break and lunch will be served for an additional \$.30 per carton.

Second helpings of meal items can be purchased at additional costs. Prices of meals will be as follows:

PreK-12 Breakfast	\$1.60 per meal
PreK-6 Lunch	\$2.25 per meal
7-12 Lunch	\$2.75 per meal
Adults Lunch	\$3.25 per meal

If you are interested in applying for free or reduced meals, an application will be sent home with all students on the first day of school. It should be returned as soon as possible to receive lower priced meals.

Students may bring a sack lunch from home but parents, relatives, and friends may not deliver lunch from an outside restaurant, etc.

Meal Charge Policy. If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy meal" option, such as a plain sandwich.

USDA Nondiscrimination Statement

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

SCHOOL PICTURES AND YEARBOOKS

Diller-Odell Public School contracts annually to have pictures taken of school children early in the school year. Information regarding prices, times, and dates are distributed by notes from the school.

A yearbook is compiled with pictures of students and faculty both schools. This yearbook consists mostly of Jr./Sr. high students and activities. Class pictures of kindergarten through sixth grade students are included in the yearbook. The yearbook is available to purchase in the spring with delivery in the fall.

BOOKS, SUPPLIES, AND FEES

Textbooks will be issued to students by their teachers. The students are expected to take care of textbooks. Students shall be held responsible for all school property that they check out from school, and will be expected to reimburse the school for lost or abused items.

Parents/guardians of students in grades K-6 are asked to furnish certain consumable items that their child will need such as pencils, erasers, paper, and crayons. Special requests may be made by the classroom teacher.

INSURANCE

Student Assurance Services, Inc. insurance is made available to all students. Your premium will need to be sent directly to Student Assurance Services, Inc. as soon as possible. If you are interested in receiving this insurance, please ask at the office for an envelope.

FIELD TRIPS

Each grade is allowed at least one field trip per year. Parents will be notified by note/letter of where the trip will be and what the students will do on the trip. A permission slip will be a part of the notification note/letter and must be returned with a parent's signature before the student will be allowed to go on the trip. The number of parents going on the trip to help with the students shall be left to the discretion of the teacher.

FIRE, TORNADO, AND SAFETY DRILLS

Fire Drill Signal:	An INTERMITTENT ringing of the FIRE bell.
Fire Drill Procedure:	All the elementary students will file out of the building following the route illustrated in each room.
Tornado Drill Signal:	An INTERMITTENT ringing of the FIRE bell and the announcement of "THIS IS A TORNADO DRILL".
Tornado Drill Procedure:	All the elementary students will file to their designated shelter area.
Safety Drill Signal:	Announcement over the intercom.
Safety Drill Procedure:	Code Red-Evacuate - exit building to designated "safe place" Code Red-Lockdown - stay put and lock doors

Code Red - Evacuate is initiated in the event of an emergency that may be a danger to all staff and/or students but is not determined to be coming from any point in the building. (ex. bomb threat) "CODE RED-EVACUATE" will be announced over the intercom. Students and staff are to exit the building quickly and take nothing but coats if weather dictates. After students are evacuated, the authorities will be notified. Students are to proceed in an orderly fashion with staff supervision to a site designated by the administration for bus pick-up and delivery home. Class teachers/sponsors should note that students are present. No staff and/or students will be allowed back on school grounds until the building has been cleared by the appropriate law enforcement agency and clearance given to return. All book bags, automobiles, P.E. equipment etc. is to be left at school until clearance is given. Time missed because of Code Red will be made up prior to senior dismissal in the spring. Any person placing a prank call will be punished to the full extent of the law.

Code Red – Lockdown is initiated in the event of an emergency that may be a danger to all staff and/or students but is determined to be coming from some point in the building. (ex. person with a weapon) "CODE RED-LOCKDOWN" will be announced over the intercom. Students and staff are to stay in their classrooms, lock the doors and windows and move away from the windows. Please stay in your room until an all clear with the verification words "all clear" included is announced over the intercom or a building administrator comes directly to your room and announces that all is clear.

SPECIAL PROGRAMS

ACHIEVEMENT TESTS

Achievement tests will be given to all students as directed by the administration.

RESOURCE PROGRAM

This program provides additional individualized instruction for students who need additional instruction to be successful in the regular classroom.

TITLE I READING AND MATH

This program is designed to help those students who need reinforcement or re-teaching of a skill that has already been taught in the regular classroom. To qualify for this program, we take into consideration the child's score on the achievement test and their performance in the regular classroom.

SPEECH AND LANGUAGE

The speech-language pathologist at the Diller-Odell School is employed by the Educational Service Unit #5 and is currently at our school two and a half days a week. The speech-language pathologist's job is to diagnose and assist preschool and school-aged children with speech and/or language disorders. Most children are referred to her by classroom teachers, and a few are referred by parents. If you have any concerns about your child's speech or language development, contact Diller-Odell School and a conference can be set up with our speech-language pathologist.

SCHOOL PSYCHOLOGIST

Diller-Odell Public Schools contracts with the Educational Service Unit #5 for a school psychologist to serve the students needs.

OTHER PROGRAMS

PHYSICAL EDUCATION

Classes are provided to grades K-6 three days a week. Students will need a separate pair of gym shoes for P.E. to keep at the school. This is for the care of the gym floor.

MUSIC

Classes are provided for grades K-6 three days a week. Fifth and Sixth graders who are interested may participate in band provided by the high school band instructor.

GUIDANCE

A counselor will be available at Diller-Odell Elementary. She will provide services for the purpose of developing positive self-esteem and student behavior.

NO CHILD LEFT BEHIND ACT OF 2001

Requirements of Law

A copy of Public Law 107-110, No Child Left Behind Act of 2001, is on file with the Title I program in Diller-Odell Public Schools. Anyone can view this policy by setting up an appointment with the school office or Title I teacher. This Act serves as a reauthorization of the Elementary and Secondary Education Act of 1965. It redefines the federal role in K-12 education and will help close the gap between disadvantaged and minority students and their peers. It is based on four basic principles: stronger accountability for results, increased flexibility and local control, expanded options for parents, and an emphasis on teaching methods that have been proven to work.

In accordance with the "Parent's Right-To-Know" provision of the No Child Left Behind Act, the Diller-Odell Public School District will, on request, provide parents/guardians information regarding the professional qualifications of the student's classroom teachers, including the following:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The college degree of the teacher and any other graduate certification or degree held by the teacher.
- Whether the child is provided service by paraprofessionals, and, if so, their qualifications.

In addition, the Diller-Odell Public School District will provide to each student's parent/guardian:

- Information on the student's level of achievement in each of the State academic standard assessments.
- Timely notice when the student has been assigned or taught for four (4) or more consecutive weeks by a teacher who may or may not be considered "highly qualified" (e.g. substitute teachers).

Complaint Procedure

Chapter 34 of the Code of Federal Regulations, Section 299.10 required each State Education Agency (SEA) such as the Nebraska Department of Education to adopt written procedures for receiving and resolving any complaint from an organization or individual that the Department of Education or any school district, agency or consortium of agencies that receives a grant is violating a federal statute or regulation that applies to federal programs including Title I Parts A, B, C and D. When submitting a complaint, the following must be included:

- The name of the federal program.
- The recipient of the grant (i.e., Nebraska Department of Education, school district, agency consortium of agencies)
- A description of the alleged violation of statute or regulation with supporting information – facts and dates.
- The name, address and signature of the person making the complaint.

All written complaints should be directed to the school district's Federal Programs Director, Mrs. Beth Roelfs, 315 Smith Street, Diller, NE 68342.

SEXUAL HARASSMENT POLICY

Diller-Odell Public School shall maintain a working environment that is free from violence and harassment, which shall include race, religion, national origin, age, disability, and gender. Violence or harassment by board members, administrators, certified and support personnel, classified personnel, vendors, and any others having business or other contact with this school is prohibited. Employees whose behavior is found to be in violation of this

policy shall be subject to an investigation procedure that may result in discipline, up to and including discharge. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined appropriate by the administrator or Board of Education. Harassment may include verbal harassment or abuse, unwelcomed pressure for sexual activity, repeated unwelcomed remarks with sexual or demeaning implications, unwelcome touching, and suggesting or demanding sexual involvement by implied or explicit threats or promises or benefit concerning one's employment or education. Violence is any act that hurts, or threatens to hurt intentionally another person's physical or emotional well being. Conduct shall constitute a violation of this policy when: 1.) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education; 2.) Submission to or rejection of such conduct by a person is used as the basis for academic or employment decisions affecting that person, or such conduct has the clear purpose or effect of interfering with a person's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment. Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, or tend to alarm, annoy, abuse or demean certain protected individuals or groups. Director of guidance or chief administrator shall be the harassment compliance officer. In the event that either compliance officer becomes a part to a harassment complaint, the other compliance officer shall be the alternate compliance officer. Complaints reported to the compliance officer shall be handled in a timely and confidential manner. Information regarding an investigation of alleged harassment shall be confidential, and those persons involved in the investigation shall not discuss information regarding the complaint outside the investigation. If found in violation of this policy shall be subject to discipline, including reprimand, probation, demotion, suspension, termination, or other sanction as determined appropriate by the Board of Education. (became policy in August 1994)

COMMUNICABLE DISEASE POLICY

A student with a communicable condition will be allowed to attend school in his/her usual class setting with the written approval of the student's physician stating that the disease is not in a communicable stage. Without such written statement, a student with a communicable condition is subject to an emergency exclusion. When a child is sent home because of suspected reportable communicable disease, a report will be provided to the Board of Health without delay.

Decisions regarding the type of educational setting for these students will be based on the behavior, neurological development and physical condition of the student and the expected type of interaction with others in that setting.

The privacy of the student and his/her family must be protected and knowledge that a person has a communicable condition should be confined to persons with a direct need to know. If it becomes necessary to inform others, these persons will be provided with information concerning necessary precautions and will be made aware of confidentiality requirements.

Students who present a high risk of disease transmission may be temporarily excluded from school by the administration after consultation with some or all of the student's physicians, parent, and /or their representatives, school nurse and medical advisor(s).

A student might be considered at high risk if he/she exhibits behaviors that may spread the disease (e.g. biting, lacks toilet training or is incontinent) or has an open sore that cannot be concealed or hygienically covered, any of which could result in direct spreading of the condition or disease.

During the time a student is excluded from the classroom, an appropriate alternative or adjustment to the student's education will be provided. Long-term cases should be medically reviewed monthly at a minimum.

HEAD LICE POLICY

Before you read the following information on head lice, please be informed that Diller-Odell Public School must send the child home as soon as head lice is discovered. The child must not return to school until he/she has been treated as well as the home and all clothing. Therefore, **we must insist that the child stay home until the condition is cleared up and NOT return to school until the following day.**

Head lice can infest ANYONE - personal hygiene is not necessarily a complete safeguard against infestation. Parents/guardians of children who are found to be infested with head lice will be notified as soon as possible upon detection, since the child will have to be removed from school immediately and treated. Children can be readmitted the day following treatment; however, they will be inspected upon return to school to assure that treatment has been administered. Parents can help in the detection of head lice by becoming aware of the signs of infestation. Head lice on the scalp, particularly behind the ears and at the nape of the neck. Intense itching is the primary sign of infestation. Adult head lice measure 1/16 to 1/8 inches in length and are usually grayish in color; head lice eggs are called nits and are attached to the base of hair shafts.

MEDICATIONS POLICY

Due to the passage of the Medication Aide Act (title 172, chapter 95), which became effective July 1, 1999, students may not have any prescription and/or over-the-counter medications in their possession. Medications cannot be administered to your child at school, unless we have a signed authorization from your doctor and the parent/guardian. The medication must be brought to the Principal in the prescription bottle with the child's name, the name of the medication, dosage, route to be given and times to be given. All medication with authorization will be administered in the Principal's office. This legislation also covers over-the-counter medications such as cough drops, cough syrups, pain medications, and any other medication remedies used to promote wellness.

If you are of a responsible age, you have this option: You may request a form from the nurse or principal for your parents/guardian and doctor to sign listing the medications that you are deemed responsible to self-administer or carry. This form must be on file in an administrative office to be in compliance with school drug policy.

Because the school is a designated drug-free zone, students with any drugs (prescription or over-the-counter) without a signed Authorization of Medication form, are subject to Diller-Odell drug policy.

MEDICATION

Over the counter medication products may be used in the school health office for personal hygiene, skin care, first aid or for therapeutic purposes. These products may be used without specific consent and are provided by the school. These products will be used by the discretion of the school nurse or other trained personnel.

TO: Parents/Guardian of Elementary Students at Diller-Odell Public School

FROM: Mike Meyerle, Superintendent and Matt Mezger, Principal

RE: Diller-Odell Schools Elementary Handbook

For a school to provide meaningful, positive, learning experiences, the school must have a well-defined organizational program. The purpose of the handbook is to familiarize students and parents with the school system.

The handbook can be found on the schools website at www.dillerodell.org under forms and handbooks. Please read the handbook together with your child(ren). If you have any questions, please call 402-793-5570. If you can't access the website, we can provide a hard copy of the handbook. Please complete the bottom portion of this form and return it to the elementary school.

SIGN AND RETURN TO SCHOOL BY AUGUST 31 OF THE CURRENT YEAR.

I acknowledge with my signature that we have read the procedures and regulations outlined in the Diller-Odell Public School Elementary Handbook.

(Student Name)

(Parent/Guardian signature)

(Date)

-OR-

Please send me a hard copy of the Diller-Odell Public School Elementary Handbook.

(Student Name)

(Parent/Guardian)

(Date)