

# **High School Student Handbook**

**2003-2004**

## **FORWARD**

WELCOME GRIFFINS ! We sincerely hope that you will find a place in our school community that is both profitable and pleasant. We are here to help you do just that. In this booklet you will find listed, and briefly explained, many of the avenues that lead toward that goal. You are urged to read this booklet carefully in order that you will not miss any of the opportunities that are offered here in your school.

Your years in high school will be exactly what you make them. If you choose to take advantage of the various offerings of your school, you will find help and counsel. If you shun the opportunities that are offered here, you may encounter difficulty in attaining your goals.

The satisfaction of an assignment well done, the being a part of the life that is going on about us, and the friends we make, are the rewards of good citizenship.

It is our hope that in this year all of us may further participate in the establishment of "SCHOOL LOYALTIES", and "SCHOOL PRIDE". Each student may help in this work by representing our school in the best manner at all times. The many organizations provide a number of opportunities. Every student may work in these extracurricular activities and will be called upon to give much of their time and effort. We feel very certain that by working together we will be able to make our school a better place in which to work, study, and receive a high school education.

In starting this year of service, each of you will be preparing to take your place in society. The school is here for your benefit. What kind of school it is will be created by your attitudes, goals, and achievements. Through the cooperation of the parents, students, faculty and administration, we can make it a year of which we can be proud.

## **WELCOME TO DILLER-ODELL HIGH SCHOOL!!**

### **TO THE STUDENT**

The Board of Education, the Superintendent, the Principal, and all the faculty members wish to make your experiences at Diller-Odell High School very enlightening and enjoyable. Our school meets the standards of an accredited school in the state of Nebraska; however, this rating may not mean much unless the individual student applies him/her self wholeheartedly. The entire program of this school is geared to the main function of school -- namely to try to give each student an opportunity to develop him/her self mentally, physically, and socially to his/her fullest potential. It is with each student in mind that our school program has been planned. We wish all of you success during this school year.

## **DILLER-ODELL PUBLIC SCHOOLS EDUCATIONAL MISSION AND GOALS**

The mission of the Diller-Odell Public Schools is to provide an environment that meets the individual's physical, emotional, social, and educational needs.

### **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.

### **SCHOOL PROCEDURES**

#### **Registration:**

Registration of classes for 7-12 students will be done in the winter/spring of the school year. Students who have scheduling conflicts will have the first three days of school to drop and add classes. If a schedule change is necessary, the proposed change must be approved by the Guidance Counselor and the Principal. All senior changes will be approved only after consulting the student's permanent record.

#### **Locker Assignments:**

At the beginning of the school year, a locker will be assigned by the principal. These lockers are to be kept neat and clean. The school does not take responsibility for any article stolen or lost from the locker. Books, gym bags, articles of clothing, etc., are not to be kept outside the locker area. Gym bags and articles of clothing should be off the floor. Frequent violators will be kept after school after a verbal warning from the Principal. The school does not charge a rental fee for lockers, and reserves the right to inspect lockers at any time. Students may put locks on their athletic/ hall lockers.

#### **Parking Regulations and Traffic:**

Students driving cars or other motor vehicles to school are subject to such rules and regulations as the school may find necessary.

1. Students are permitted to park in the student parking lot or the north side of Garfield Street south of the school. Students must enter the parking lot from the north street and exit on the

west drive. All cars are to be parked in an orderly manner. Students never park in the circle drive.(24-7)

2. Keep you car locked while it is parked during the school day, or when attending a school activity.
3. Students are not to go to their cars during the school day, including the noon hour, without specific permission from the office.
4. Written Permission must be obtained from the Principal or the Superintendent before a student will be permitted to use an automobile any time during school hours. This is granted only in emergency situations.
5. Anyone wanting to work on their car during shop must park their car west of the shop door and pick it up at the shop after school.
6. It is expected that everyone driving in the vicinity of the school will conform with city and state traffic regulations.
7. Use of the school parking areas is a privilege which can be revoked for a cause.
8. Diller-Odell Schools has a closed campus.

### **Bicycles:**

Students who ride bicycles are to park them in the designated area east of the school. It is recommended that bicycles be locked and remain locked throughout the day. The school assumes no responsibility for the bicycles.

### **Cross Walks:**

Students who need to cross the street on the south or west side of the school should use the crosswalks provided. All traffic must stop at this designated walkway to allow pedestrians to cross. If students do not use the walkway, traffic must also stop at other places along the street, creating driving hazards and undesirable dangers. Chronic violators of the use of the crosswalk will be referred to the Principal for disciplinary action.

### **Books and Supplies:**

Each student is responsible for textbooks and materials issued to him/her during the year. At the outset, teachers will check your text and note its condition. Should you lose or damage the book, the following could apply:

- (1) Lost book.....Replacement cost (minus depreciation)

- (2) Writing in book.....25 cents
- (3) Torn page (s).....50 cents
- (4) Missing pages or broken binding.....50 cents per page
- (5) Returned unusable.....Replacement cost - depreciation)

All fines must be paid before report cards are given at the reporting period.

**Communications:**

There will be two major means of communication with the parents and patrons of the Diller-Odell School District.

- 1. A patron newsletter will be mailed periodically. This newsletter will contain a calendar as posted in the Administrative offices. Each patron in the district, whether they have children in school or not will receive this newsletter.
- 2. A "Weekly Bulletin" will be posted on Friday. The weekly menu for the following week will be printed. Any changes in athletic contest times or sites, departure times for activity buses and any current issues will be contained in this bulletin.

**Telephone Calls:**

When an emergency exists, students may be called to the telephone at any time; however, students and parents must realize that classes cannot be interrupted for all calls. If only a message needs to be relayed, the information may be given to the office. The message will then be relayed to the student at the end of the class period or at a convenient time through the day. Students wishing to call home during the school day may do so at the phone in the lobby. A pass may be obtained from the classroom teacher or principal to go to the lobby to call. Calls are to be kept to a minimum.

**Use of the Gymnasium:**

Students are not to be in the gym at any time without the presence of a sponsor. In no case is anyone to be on the gym floor with street shoes.

**School Use Policy:**

The school facilities and equipment may be available to various groups or individuals on a first request basis subject to administrative approval. Requests for gym usage at Diller or Odell are to be made at the site office in person. Times will not be reserved over the phone. A key may be obtained from the site office that day. The key must be returned the next morning. The maximum length of time one group or person may book or reserve the facility or equipment is three consecutive weeks and then it will be reviewed. Patrons of District 34-0100 will be given preference over non-patrons in facility and equipment usage. The person or group requesting

school usage must agree that they will leave the school facilities and equipment in the same condition as it was received or pay for maintenance, damage or stolen property or custodial cost incurred.

There must be an adult present and a minimum of five (5) Diller-Odell students for free gym usage. Gym rental fees will apply to, for profit non school activities. The classrooms will be available to noncommercial patrons of the district. If half or more of the rental group are patrons of the district, the groups will be considered patrons of the district. Non patrons will be charged a nominal fee to cover utility expenses. Donations for the use of the facility and equipment will be accepted.

An individual group or groups using the following facilities and equipment will be charged at the rates shown below until changed. Individuals or groups renting the facilities or equipment are responsible for accidents or injury to spectators or participants.

**Rental Schedule:**

Elementary Gym .....\$5.00 per hour. Minimum of \$20.00

High School Gym.....\$5.00 per hour. Minimum of \$20.00

Kitchen and Lunchroom.....\$50.00 per session

**Use of Restrooms:**

Restroom usage is to be limited to between classes, before school, lunch period, or after school, unless there is an emergency. We ask that the students cooperate in keeping the restrooms as clean as possible. Teacher discretion is advised in restroom usage.

**Emergency Exit - bomb threat, fire, tornadoes:**

Detailed instructions for emergency exit from the school are posted in each individual room. Students should be certain they know these rules. In case it becomes necessary to exit from the building because of the sounding of the warning system, please remember the following:

1. Never assume it is merely a drill.
2. Walk: do not run. Move in single file.
3. No talking.
4. Move at least 100 feet from the building.
5. Stay with your group.
6. Wait for the signal before reentering the building.

7. No one will take anything with him from the building. Leave books, coats, etc. behind.
8. Class sponsors will check each class to be sure everyone has left the building.
9. Escape routes are marked in each room and students should become familiar with each room.

### **SCHOOL CLOSING Announcements:**

Information relative to cancellations of school because of bad weather will be broadcast over radio stations KWBE, KUTT, and KNDY and television stations KOLN and KLKN.

### **Visitors:**

All visitors to Diller-Odell Public Schools are asked to report to the office or to have made prior arrangements. Visitors are to sign a log and receive a pass and exit in the same manner. Parents are welcome and encouraged to come to visit school at any time. But we do ask that prior arrangements be made.

Students shall have the privilege of bringing visitors to school occasionally; however, such visitors must be of school age. These visitors must be cleared through the office of the Principal at the beginning of the day and shall be under the control of the staff while in the building. All visitors creating a problem shall be sent home, and the student who brought them shall lose that privilege.

### **Withdrawal from School:**

If it becomes necessary to withdraw from school, students should do the following:

1. Report to the Principal's office and receive a clearance form to take to the teachers.
2. Return this blank to the Principal's office with the signature of the librarian, teachers, and Superintendent indicating that all books and supplies have been returned and that all fines and bills have been paid.
3. The parents or guardians must give the school written permission to send the student's transcript of credits and records to the school which he/she will be attending.
4. No transcript of credits can be sent to school, armed forces, etc., unless the above conditions have been fulfilled.

### **End of the School Year Checkout:**

The last week of school each student will receive a checkout slip from the Principal. After all books and materials are checked in to the teacher, the teacher will sign the check-out slip. The student must also get the signature of the Principal, librarian, and the activity sponsors before leaving school for the summer.

## **Board Meetings:**

Students are encouraged to attend Board meetings but not to present requests to the board until they have been presented to the Administration. In all cases student groups will be accompanied by their sponsor who will have cleared the item with the administration and will have it put on the agenda.

## **Acoustic/Visual Devices:**

Radios, headsets, cell phones, pagers etc. will not be allowed in school without permission from the principal.

## **ATTENDANCE POLICIES**

- A. No child may be enrolled in Kindergarten unless they will be at least five years of age on or before October 15th of the current year.
- B. Students will be classified by grade according to their age, abilities, and mental, physical and social development.
- C. Attendance is required by law for each day school is in session. Student attendance will be reported as to number of days missed. All days missed unless for school activity count as an absence. Extracurricular absences will be kept separate and reported as such.

Students will be allowed and expected to make up all work missed as a result of absence, whether excused or unexcused. Three days are allowed for make up work for any absence. If the absence is longer than one day an additional day is allowed for each day. Excused absences may be granted by the Superintendent or Principal for illness, family emergency, or other reasons to be considered individually. If a student has more than 5 days absence per quarter from illness, the school may ask for a physician's statement regarding the pupil's illness or general physical well being. Students should be encouraged to miss only a part of a school day when they have a doctor or dental appointment. A student should have the time of their appointment on their dental or doctors appointment card when they receive their student admit slip from the Principal's office.

Make-up work will be required to be completed, but credit will not be given for unexcused absences. In the case of an unexcused absence, fifty (50) minutes of detention time will be given for every class the student missed up to but not to exceed five (5) hours. The Principal will decide if an absence is excused or unexcused in accordance with School Board Policy.

A student who has missed school because of illness must pick up a make up slip at the office before going to the first period class. We will be made aware of the absence by receiving a telephone call from a parent or by calling a parent if not notified. If the absence has been or is for a physician's appointment, a note from the physician's office should be submitted. It is the responsibility of the student, not the teacher, to get the assigned make up work completed. The teacher will work with the student to determine when make up work is due.

NOTE: We are asking the parents to be as honest and cordial as possible in dealing with the administration pertaining to absences. If you have any questions as to the validity of your child's absence, please contact either the Principal or Superintendent. We will try in every way to work with you to find a solution if or when your child needs to be absent from school. Feel free to talk with us at any time. PLEASE CALL THE OFFICE BY 8:15 A.M. IF YOUR CHILD WILL BE ABSENT THAT DAY. IF WE DO NOT RECEIVE A PHONE CALL, WE WILL BE CONTACTING YOU (or one of the names on the emergency card if you are not available.)

Excused Absence Known In Advance: Students must bring an excuse from their parents to give to the Principal. The Principal will issue a make-up slip to the student to present to each teacher of classes to be missed. Arrangements for All class work must be made and the make-up slip returned to the Principal before the student leaves the school.

Students who become ill at school must check out at the school office. Students leaving school for any other acceptable reason must be cleared in advance by a telephone call from the parents and check out at the school office.

At the end of the quarter or semester if a student has an Incomplete grade he/she should be given a period of ten (10) school days in which to complete their work. If not completed in this time, the student will receive a failing grade for the work not completed. If a student is absent on the day of a quiz or test, the student shall make up the test the day they return to school, if the student has been notified in advance of the test.

Tardies to Class: If a student is tardy (not arriving to school and being in designated areas when the class bell rings) first period, that student shall be sent to the Principal's office. Students will be allowed two (2) tardies per semester. After the second tardy, he/she will be assigned 30 minutes of detention for each tardy. Tardies to class (periods 2, 3, 4, 5, 6, 7, 8) will only be excused by the student's preceding teacher if the student has been detained. If a student or students are going to be late to his/her next class, a pass should be obtained before leaving the classroom. For unexcused class tardies, the classroom teacher will determine what type of action will be taken.

D. Attendance prior to Activity Participation Students must attend the immediate one half day preceding an activity to be eligible for participation in that activity. If a weekend or vacation falls between last attendance and the scheduled activity the student may participate. This rule is to insure that ill students do not participate in activities and does not apply to dental and doctor appointment or other non-health related absences such as attendance of weddings, funerals, etc.

E. College Visitation; Junior and Senior students who wish to visit colleges, technical school, etc., will be given one educational day and shall notify the counselor of their intentions. The counselor will arrange times, schedules, etc. for the student to visit. All appointments for college visitations during school hours must go through the guidance counselor or be a counted absence. One additional day may be taken by a Senior student, with prior guidance counselor, and administrative approval. Teachers are to be notified by the counselor at least two full days prior to a student's visit. Properly arranged college visitations are considered activity absences.



F. 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 16 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.

For any quarter or semester of which the number of absences exceed 5 days per quarter or 7 days per semester the Principal shall see that services which include but need not be limited to the following are provided to the student and his/her parent or guardian.

1. One or more meetings between a school attendance committee, school social worker or other person designated by the school administration. If such school does not have a school social worker, the student's parents or guardian and the student are to report and to attempt to solve the truancy problem, unless the officer or worker has documented the refusal of the parent or guardian to participate in such meeting.
2. At such meeting areas of discussion will include educational counseling, educational evaluation referrals which may include a psychological evaluation to determine the specific conditions if any, that contribute to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
3. Investigation of the truancy problem by the school attendance committee or by other persons designated by the administration, to identify conditions which may be contributing to the truancy problem. If services for the student and his/her family are determined to be needed, the school attendance committee with the school guidance counselor shall meet with the parent or guardian and the student to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.
4. If the student in question continues to be or becomes habitually truant, the Superintendent shall serve written notice to the student violating Section 79-201 that he;/she must comply with the policy. If within five school days after notification by the school the student is in violation, the Superintendent shall notify the County Attorney of the non compliance. Such notification shall be in writing and telephonically.

#### **GRADES and GRADUATION POLICIES:**

- A. Retention: Students in Grades K-8 may be detained or not promoted to the next grade level if they do failing work in two (2) core curriculum subject.
- B. Commencement exercises shall be held on Saturday or Sunday in the high school auditorium as approved by the administration.

C. Course Work Requirement. High School students will be enrolled in the appropriate required courses, and will carry a minimum class load of 35 credit hours each semester. The Principal may grant permission to a student to carry more than 35 hours per semester. Junior and Senior level students may take the eighth class on a credit/no credit basis or simply monitor the class. Permission to monitor a class must be secured from the instructor and the guidance director. A credit/no credit or monitored class will not be figured in the students G.P.A.

D. Grade Scales Grades 7-12

99-100 A+	96-98 A	94-95 A-
92-93 B+	88-91 B	86-87 B-
84-85 C+	80-83 C	78-79 C-
76-77 D+	72-75 D	70-71 D-
below 70	F	

E. \* grades - Some students who have been identified by administration can receive an \*grade. This indicates a students course work has been modified to meet the special needs of the student.

F. Driver's Education class will receive 2 credits that can be used as an elective toward graduation, but will not be used in GPA calculation. This policy is to become effective for the 2001-2002 school year.

G. Diller-Odell Student G.P.A. is computed on a 4 point scale. A grade of A receives 4.0 points, A- receives 3.67 points, B+ receives 3.33 and so on. Total points are divided by total credit hours to determine the Diller-Odell GPA. Grades for PE and Driver's Education are exempt from G.P.A.

H. Class rank is determined by The Diller- Odell Student G.P.A.

I. Semester grades are derived from a combination of the two 9-week grades plus the semester exam, or equivalent. Semester grades are the only grades recorded on the permanent records.

J. Regular Honor Roll is achieved by receiving quarterly/semester GPA of at least 3.33.

K. High Honor Roll is achieved by receiving quarterly/semester GPA of at least 3.67.

L. Class absence - anytime a student misses at least twenty minutes of class for reasons other than a school activity.

M. Graduation Requirements shall be as follows:

230 credit hours      Four year total of credits earned.

8 Semesters Attendance

7 classes/semester; Student must be enrolled in 7 courses each semester.

Music classes that meet 5 times a week receive 2.5 credits. 3 times a week receive 1.5 credits, and less than 3 receive no credit. (2001-02)

40 credit hours      English; English 100 and English 200 required

5 credit hours      Communications

20 credit hours      Math

20 credit hours      Science

30 credit hours      Social Studies; of which 5 must be American Government (Geography, all History, Sociology, Psychology, Economics, Am. Gov.)

10 credit hours      Practical Arts (Family Consumer Science, Ind. Tech, Business Ed., Vocational Ag)

20 credit hours      Health & Physical Education

5 credit hours      Fine Arts (Art, Instrumental or Vocal Music)

10 credit hours      Computer Technology

10 credit hours      Foreign Language

or as follows for students graduating after 2004

230 credit hours      Four year total of credits earned.

8 Semesters Attendance

7 classes/semester; Student must be enrolled in 7 courses each semester.

Music classes that meet 5 times a week receive 2.5 credits. 3 times a week receive 1.5 credits, and less than 3 receive no credit. (2002-03)

40 credit hours      English; English 100 and English 200 required

5 credit hours	Communications
30 credit hours	Math
20 credit hours	Science
30 credit hours	Social Studies; of which 5 must be American Government (Geography, all History, Sociology, Psychology, Economics, Am. Gov.)
10 credit hours	Practical Arts (Family Consumer Science, Ind. Tech, Business Ed. Vocational Ag.)
20 credit hours	Health & Physical Education
5 credit hours	Fine Arts (Art, Instrumental or Vocal Music)
5 credit hours	Computer Technology
10 credit hours	Foreign Language

Members of the classes of 2003 and 2004 may choose either of the above graduation plans

- N. **Dual Credit Courses** Students taking dual credit college courses will receive the same number of high school credits as given by the college. Student is responsible for all student tuition and fees.
- O. **Semester Tests** - Semester tests are required in all semester (5 credits) classes in grades 7-12 with the exception of instrumental music, correspondence classes, and distance classes. Two days are to be set aside to allow double periods for testing. The principal shall set up a testing schedule. The semester test should account for at least 10% of the grade but not more than 20%. Testing is required of students with the following exceptions:
- Instrumental music is exempt from semester tests.
- Students with an average of at least 94% can choose not to take the test.
- P. All fees or moneys due to the school must be paid prior to the granting of a diploma. Each graduating senior will be responsible for the payment of his/her cap and gown rental/purchase fee, unless funds are made available from other sources.
- Q. **Special Need Students** who are unable to benefit from the normal educational program provided by the school, and who, because of their abilities are unable to complete the requirements for graduation may be granted a diploma if they meet all the requirements as

outlined in their Individual Educational Plan, and with Board of Education approval. Participation in class activities related to graduation will not be denied such a student

- R. Exceptions to the graduation requirements may be made by the Board of Education upon recommendation of the administration.
- S. Mid Quarter Progress Reports are to be filled out by teachers, turned in to the principal and sent to parents at midpoint of each nine week grading period.
- T. Down list - The down list is published every two weeks beginning the fourth Monday of the semester. The down list is for students in grades 7-12. Student progress should be reported to the principal as Failing or Warning (near failing). This is a report of a student's accumulative grade during the present semester. Down list reports are to be submitted by the end of the last work day preceding this Monday. Students failing in two subjects are ineligible for extracurricular activities for the two week period.

## **ADMINISTRATIVE GUIDELINES AND REGULATIONS FOR STUDENT CONDUCT GENERAL RULES**

- 1. Students may only enter the high school building through the Main Office Entrance, Northeast doors, East doors, and/or the Cafeteria doors. After 8:15 a.m. only the Main Office Entrance will be open. High School students are expected to be ready for class when the tardy bell rings.

Students may only enter the elementary school building through the Main Office Entrance or Southwest doors. After 8:15 a.m. only the Main Office Entrance will be open. Students are expected to be ready for class when the tardy bell rings.

- 2. Student class tardiness and/or absence will be documented by the teacher and reported to the office.
- 3. Hall passes will be required of all students needing to be out of the classroom during class time on RARE occasions. Only one pass at a time is allowed per classroom and is available at the discretion of the teacher.
- 4. Student absences:

Class Absence: A student who misses twenty (20) minutes of class is considered absent.

Excused Absences: The district recognizes illness, medical-dental appointments, family emergencies, legal-court appointments, funerals and prearranged absences.

Unexcused Absences: All absences that do not fall in the above categories. Examples: Oversleeping, hair appointments, shopping, baby-sitting and missing a bus.

Teachers/administrators WILL REQUIRE make-up time in their classes for all UNEXCUSED ABSENCES. Make-up time will equal the time lost from class.

Excessive Absences: A student who is absent (excused or unexcused) from a course/class more than five (5) times within a nine-weeks (9) term shall be required to make up 50 minutes for each class period missed in excess of five (5) hereinafter called, "excessive absences." In determining "excessive absences," no absence from class due to the student's participation in an authorized school activity or because of an in-school suspension shall be considered. Provided, however, the principal may consider extenuating circumstances, including extended illness, under which the excessive absences were incurred and, when deemed appropriate by the principal in his sole discretion, provide as an alternative to making up 50 minutes for each class period missed. The parent should notify the principal as soon as he/she anticipates a student's absence because of a severe, prolonged, or chronic illness that requires the student to be under a physician's care. A student who has incurred excessive absences in a course and who either does not perform the make-up or does not comply with any alternative program that may have been provided by the principal shall receive a grade no higher than 68 in that course for the grading period (i.e., nine weeks). [If a student earns a grade lower than 68 for the nine weeks in a course for the nine weeks, the student will receive the grade earned.

Records of the amount of make-up time required, or the principal's alternative program and the work to be completed shall be maintained. Parents shall be notified, in writing, of the requirements for a student to complete make up of "excessive absences".

Procedures for Make-up of Excessive absences:

1. Time missed will be made up fifty minutes for each class period missed.
2. Time and assignments must be made up within five days of the student's return to school. The principal (or his designee) may allow additional make-up time for students with extenuating circumstances.
3. It is the responsibility of the student to arrange to make-up time and work.
4. Upon successful completion of make-up time/assignments, the student shall receive the grade earned.
5. The work assigned for make-up time will be supervised by a certified teacher or approved substitute or an alternate plan approved by the principal.

Notification - Parents/guardians should notify the school office on the morning of a child's absence. Call the office by 8:30 a.m. if possible to give the secretary the information as to why your child is absent or tardy. Parents/guardian may also send a note with a brother or sister to be given to the principal notifying us of the child's absence or tardiness. If no call is received by 9:30 the office will attempt to contact a parent or guardian. If no excuse is brought, after the third day, it will result in an unexcused absence.

If a student receives an unexcused absence they will still be expected to make up that work which they missed, although they may not receive a grade for it. Students will have three school days to make up work and receive credit for excused absences. Students will be given one extra day for each day absent. Example: If a student misses two days they will have four days to make up their work. If they missed three days in succession they will have five days to complete the school work.

Students that have advance knowledge of a class absence are expected to make arrangements with the class teacher prior to the absence. Students are to request a planned absence form from the office, complete the form, and return it to the office prior to leaving. Failure will result in an unexcused absence.

5. Doctor and dental appointments are to be made after classes are over whenever possible. Students will be credited with an excused absence for these appointments during school time, if accompanied by a written excuse or phone call to the administrators from the student's parent/guardian in advance and all work is completed prior to the appointment.
6. Students will be excused from school for funerals, personal business of the family, etc., if the parent sends a signed note or phones prior to the time the student wishes to be excused and preparations are made in advance of the absence.
7. Medications: 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.

8. Notices All notices, posters, and other information to be posted in the building must be approved by the faculty member or sponsor of the group. Posters should be attractive and have correct grammar. Notices may only be displayed on designated bulletin boards. Never should any notice be taped to walls, lockers, windows, etc. Notices must be removed within 24 hours of event conclusion. Any poster marked with vulgar graffiti will be removed. All non-school related posters or notices will be approved and posted by the administration.

9. Students attending extracurricular events will be governed by all the Diller-Odell School general rules, and any other rules or regulations that may be a part of the extracurricular activity in which they are participating. Class work must be handed in prior to attending an activity if class time is missed.
10. Closed campus. The Diller-Odell Schools will have a closed campus for all K-12 students. All K-12 students will be required to be on the school campus from the start of the school day until the day's dismissal time unless administrative approval is secured prior to leaving the grounds. Students who drive are not to park in the circle drive at anytime (24-7). They are to park in the parking area along the north side of Garfield street south of the school or in the student lot north of the school. Vehicles are not to be backed into the parking stalls. Students are to secure permission from the Superintendent or Principal to leave the campus. Students will not be allowed to leave the school to pick up groceries, etc. for themselves or their parents. They must conduct this business either before or after school. Students who drive vehicles will park them and walk to their destination during the day, unless permission is granted by the Superintendent or Principal.
11. Lunch period. Students are to be in the cafeteria during their lunch period. All lunches must be eaten in the cafeteria. Students may use the restrooms during their lunch periods. In warm weather students will be allowed to be on the south side of the high school. At no time during the noon hour may students be in cars, on cars, or across the circle drive.
12. Students in the building Students are not to be in any room prior to the time school opens, during the lunch period, or after school unless they have a pass and only if a teacher is present in the room with them. Students are not to be in the building prior to the entry bell unless they are under the direct supervision of an instructor. Students are not to be in the building later than twenty minutes after the close of school unless they are under the direct supervision of an instructor. No student is allowed in the supply room, storage areas, or teacher work room unless accompanied by a faculty or staff member.
13. Student Conduct Students are to conduct themselves as ladies and gentlemen in a nonviolent manner while they are in school, or under school supervision. Profanity, vulgar language, or disrespect will not be tolerated under any circumstance.
14. Student Attire Grooming and dress which prevents the student from doing his best work because of blocked or reduced vision because of hair or sunglasses, and clothes which restrict movement will not be acceptable nor will dress styles that create, or are likely to create, a disruption of classroom order. Any article of clothing that advertises alcoholic beverages, tobacco products, sexually suggestive slogans, and/or slogans advocating violence will be prohibited. If such behavior occurs after a warning, a letter will be sent to parents making note of the actions and the future disciplinary actions that may result from continued behavior. Students are to remove their caps or hats when entering the school building during school hours and extracurricular activities.



15. Defacement of School Property State law makes the student and parents financially responsible for damage and defacement of school property. This law will be enforced as necessary. (LB 79-4, 121; and LB 28-578)
16. Knives, Guns, Lighters, Weapons Any item which may cause physical harm to persons or things is not allowed in the school building at any time. If it is necessary to bring any item in the category of a weapon for display purposed, or special use in the classroom, clearance must be received from the Principal in advance.
17. Disciplinary problems should be handled and documented by the teacher. If the teacher is unable to resolve a problem it shall be referred to the Principal. If the problem is serious, or of a continuous nature, it shall be brought before the Superintendent. If after consideration, it is found to be in the best interest of the school, the student may temporarily suspended from school until the next regular meeting of the Board of Education. Any student so suspended may be readmitted by the Superintendent prior to the Board of Education meeting.

Suspensions Suspension constitutes a removal of a student from their class(es) or activity by the administration. The student will be allowed due process. All curricular work is to be done during a suspension and given to their teachers, but credit is forfeited.

In-school suspension results in the student spending the school day in a time out room. The student is not eligible for extracurricular activities during this time. The suspension may not exceed five days.

Out-of-school suspension results in the withdrawal of the student from the building. The student is not eligible for extracurricular activities. The suspension may not exceed five days.

Examples of conduct, but not necessarily the only reasons a student may be suspended are:

1. Use or possession or being under the influence of a controlled substance without medical supervision.
2. Any act which threatens to endangers the life, safety, or property of a student or employee of the Diller-Odell School. Possession of a firearm as determined by Federal and State definition on any Diller-Odell School property will result in administrative recommendation for suspension or expulsion for a period of one year.
3. Any overt act of vandalism against the school, equipment or property.
4. Continual disruptive classroom behavior.
5. Continual violation of administrative rules and guidelines.
6. The possession of or use of any weapon on school grounds.

Due process shall be given any student prior to suspension.

Note: 1994 Nebraska law requires Administrators to notify law enforcement officials of illegal or unlawful conduct on a student.

Detention periods will be assigned to those students who exhibit undesirable patterns of attendance, conduct, promptness, as well as other disciplinary problems.

Detention area assigned:

1. Students must keep busy during detention time.
2. If student misses detention time, he or she will have to make up double time.
3. If a student fails to make up the double time within three school days, that student will be subject to suspension for one school day. The suspension:
  - a) May be an in-school suspension where student does not attend classes but will be assigned to an area where he/she will work on assignments for the day.
  - b) May be suspended for one school day and may make up any work missed. If a student is ill, he/she must make up detention time upon return.
4. Detention time will be assigned by the teacher. If a student is not there on time, he/she will be assigned double time

## **BUS POLICIES RELATING TO STUDENTS**

Daily school bus transportation shall be provided for all students who reside outside the Odell or Diller city limits. Routes and schedules will be determined by the Superintendent. School transportation will be provided for school related activities upon approval by the Superintendent.

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.

## **GENERAL RULES FOR ALL STUDENTS RIDING SCHOOL TRANSPORTATION**

1. The driver is in complete control of all passengers on the bus. Their directions are to be obeyed in a courteous, respectful manner at all times.
2. All rural students will be loaded and unloaded at the end of their driveway.
3. No fighting, shouting, etc. on the bus.

4. The bus driver may assign seats. If seats are not assigned, seating will be on a first come, first served basis. There are no reserved seats for upperclassmen.
5. Ask the bus driver for permission before opening or closing any window.
6. All pop cans, candy wrappers, etc., are to be placed in the waste container located in the front of the bus.
7. No climbing over seats, standing on seat, or throwing objects out the window.
8. No throwing of any object on the bus.
9. The bus driver will report any violation to the superintendent. The first violation will result in a discussion and a letter to the parents noting the first offense. A second offense will result in a three week suspension and a third offense the suspension of bus privileges for the remainder of the year.
10. Elementary students who are to ride a different bus than their regular routes are to bring a note from their parents indicating which bus they are to ride. Students who do not regularly ride the bus who are going to music lessons, staying over night at grandparents, etc. will be transported if it does not result in change of scheduled bus routes, and if there is room available on the bus.

### **BASIC STUDY HALL RULES**

1. The first 20 minutes of the study hall period is to be devoted entirely to study. No newspaper or magazine privileges.
2. No student is to talk with another student without the permission of the teacher.
3. No student may leave the study hall until attendance has been checked. You must have a signed pass by the study hall instructor to leave. This pass must be signed and by the instructor the student is having a conference with and then returned to the study hall teacher. An individual may bring the pass with several names on it back rather than all the individuals returning.
4. A student is to sign out to go to the rest room, and only one student may be signed out at a time.
5. Students will not be allowed to pass from study hall to their lockers or classrooms for study materials. Books and study materials must be brought to the study hall before the beginning of the period. If an individual instructor distributes materials in the study hall that requires books not brought to study hall, then and only then, will students be allowed to leave the study area for books.

6. Study hall teachers will have a seating chart for their study hall. Small groups may work together quietly with the study hall teachers permission.
7. All magazines and newspapers are to be off the tables and returned to their proper places at the end of the period.
8. No feet are to be placed on chairs or tables.

## **TITLE IX REGULATIONS REGARDING STUDENTS**

It is the intent of the Diller-Odell Board of Education so far as is possible to abide by all rules and regulations of Federal Regulation Title IX. The Title IX officer as designated by the Board of Education for the Diller-Odell Public Schools is the Superintendent. The basic objective of Title IX is that all curriculum and non-curriculum offerings will be offered to both male and female students with few exceptions, and that there be no discrimination based on age, sex, race, or religious preference.

If you have questions regarding this regulation or wish further interpretations of the regulations, you may contact David Schindler, Superintendent, or the Office of Civil Rights, Twelve Grand Building, 1150 Grand Avenue, Kansas City Missouri 64106, phone (816)374-2474.

The grievance procedure that is to be followed is to first contact Mr. Smith regarding the complaint; if it is unresolved it will be forwarded to a three member committee on a local level. If, after consideration by them, it is still unresolved, it will be referred to the Office of Civil Rights, or you may make the grievance directly to the Office of Civil Rights.

## **STUDENTS CUMULATIVE FOLDER GUIDELINES**

The student file will be composed of three areas: Diagnostic and Achievement: which will tabulate information from various test scores, and record the student grades: General: which will list age, weight, phone, parents name and other such information: Discipline: which will list any discipline problems, procedures, or punishment that students may receive. These records will be reviewed on a biyearly basis and information destroyed. Upon graduation from Diller-Odell all discipline records shall be destroyed.

All records will be open to certified instructors of the Diller-Odell Public School. Additional persons wishing to view the records must have a signed permission slip to view the records from the parents (if the child is under 18). To have copies of the records sent to another educational institution or to have a copy for themselves, it will be necessary for the parents of the student under 18 to sign a release form. Eligible students (over 18) or parents (of a student below the age of 18) may view such records by requesting to do so at the school office, unless they waive this right of access on a waiver form. If information on the records are inaccurate they may be challenged and a hearing conducted to correct the records. Grades may not be changed unless they were inaccurately recorded from the grade sheets. If for any reason the student or parents have reason to believe the privacy of the individual records have been infringed upon, they may contact the office of the Secretary, Department of Health, Education, and Welfare, Washington, D.C.

If you wish more information regarding Federal regulations regarding the privacy rights of parents and students regarding records, please contact the school office.

## **COMMUNICABLE DISEASE REGULATIONS**

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:** 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 live 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.

## **TECHNOLOGY POLICY**

It shall be the policy of Diller-Odell Public School to provide educative and curriculum related opportunities to the students of the district by providing technology services to the students and staff of the district. Technology services are defined as telephone lines and modems, computers, internet, copy machines, fax machines, and other equipment designed to interface with or enhance any of the proceeding technology. The district by adopting this policy recognizes that access to technology, data available through technology and the placing of data into technological services may be technically difficult to monitor and control. It shall, in recognition of the educative and curricular benefits of the various technology, be the policy of this district to establish criteria for privileges of any user, and criteria for revoking the privilege of any user who misuses the technology by engaging in activities not related to the educational purposes or to the curricular offerings of the districts.

User access will be prohibited and revoked as to any person who uses school technology for activities such as, but not limited to, receiving or inputting pornographic materials, promoting violence, engaging in racial, gender or other slurs, receiving or transmitting information pertaining to dangerous instrumentality's such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices, for engaging in use of a defamatory nature, for personal attacks or on "flaming" of another, or for engaging in non-educational or non-curricular related conversations. The school service may not be used for accessing or inputting items of a strictly entertaining or recreational nature not related to the educational purposes of the curriculum of this district. All data generated and/or received is the property of the Diller-Odell Public School.

Diller-Odell Public School District cannot guarantee user privacy; therefore, users should be continuously aware of this fact. The computer system is the property of Diller-Odell Public Schools. Each computer maintains a cache which keeps a record of the various addresses visited by that computer. This cache is also the property of the District. Information in all of these components may be retrieved and viewed by school administrators or their designees at any time in the ordinary course of the duties of their positions.

## **POLICY ON INTERNET SAFETY**

It is the policy of Diller-Odell Schools that access to the internet provided by Diller Odell Schools is expected to be used as an educational and/or work-related resource and that such access shall be made available subject to such rules and regulations as may be established, provided that no use shall be permitted which, in the judgment of the Board of Directors of Diller-Odell Schools, is in any way prejudicial to the best interest of the unit or in conflict with the Diller-Odell School Program of Services.

The Diller-Odell School Board of Directors reserves the right to refuse access to the Internet by Diller-Odell School to anyone when it deems it necessary in the public interest.

## **Definitions**

1. Access to the Internet - A computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network that has access to the Internet.
2. Minor shall mean an individual who has not attained the age of 19.
3. Obscene shall have the meaning given such term in section 2256 of title 18, United States Code.
4. Child pornography shall have the meaning given such term in section 2256 of title 18, United States Code.
5. Harmful to minors shall mean any picture, image, graphic image file, or other visual depiction that:
  - a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. Hacking shall mean attempting to gain unauthorized access to computer and network systems connected to the internet.
7. Technology protection measure shall refer to a proxy server managed by Diller-Odell School that blocks and/or filters Internet access.
8. Authorized staff member as used herein shall refer to an adult staff member appointed by the Diller-Odell School Technology Committee.
9. Technology Committee as used herein shall refer to a group of Diller-Odell School staff including the following:
  - a. Administrator
  - b. Director of Technology
  - c. One(1) Network Information and Operations Center staff member
  - d. Two(2) staff members appointed by the Administrator

### **Access to Internet by Minors**

Minors accessing Internet services provided by Diller-Odell Schools when attending the alternative school or working as an employee or volunteer of Diller-Odell Schools; when attending training, meetings, conferences, or other events sponsored at a facility owned or leased by Diller-Odell Schools or at a facility of which Diller-Odell Schools has otherwise been granted primary custody; or when accessing Diller-Odell Schools Internet services with remote access connections shall be subject to the following rules and regulations:

1. Minors shall not access material that is obscene, child pornography, harmful to minor, or otherwise inappropriate for educational or work related uses.
2. Minor shall not use Diller-Odell Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network systems security.
3. Minors shall not engage in any illegal activities on the Internet.
4. Minors should only use electronic mail, chat rooms, and other forms of direct electronic communications for purposes related to education within the context of a school related assignment activity or for purposes related to work, including volunteer, at Diller-Odell Schools.
5. Minors shall not disclose personal identification information on the Internet.

#### **Access to Internet by Adults**

Adults accessing Internet services provided by Diller-Odell Schools when working as an employee or volunteer of Diller-Odell Schools; when attending training, meetings, conferences, or other events sponsored at a facility owned or leased by Diller-Odell Schools or at a facility of which Diller-Odell Schools has otherwise been granted primary custody; or when accessing Diller-Odell Schools Internet services with remote access connections shall be subject to the following rules and regulations:

1. Adults shall not access material that is obscene, child pornography, or otherwise inappropriate for training or work related uses.
2. Adults shall not use Diller-Odell Schools technology resources to engage in unauthorized hacking or attempts to otherwise compromise any computer or network systems security.
3. Adults shall not engage in illegal activities on the Internet.

#### **Technology Protection Measure**

Diller-Odell Schools shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of Diller-Odell Schools.



1. The technology protection measure that blocks and/or filters Internet access may be disabled by an authorized staff member for bona fide research purposes with permission of the immediate supervisor of the staff member requesting said disabling or with the permission of the administrator of Diller-Odell Schools.
2. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes during which time the minor will be monitored directly by the authorized staff member.

### **Policy Violations**

Any violation of this policy may result in the loss of access to the Internet by Diller-Odell Schools. Additional disciplinary action may be determined in accordance with existing procedures and practices, both administrative and a stipulated in Diller-Odell School board policy, and including applicable law enforcement agencies when necessary.

### **Policy Challenge Procedure**

An individual who has been granted access to the Internet by Diller-Odell Schools and desires to access an Internet site that is not compliant with this policy may challenge the enforcement of the policy according to the following provisions:

1. Internet site review requests should be directed to Diller-Odell School Director of technology in writing for forwarding to the Technology Committee for consideration.
2. The Technology Committee will review the site within seven working days of submission of the request and, if deemed appropriate for educational or work-related purposes, may vote to unblock the site.
3. Diller-Odell Schools department directors will regulate enforcement of the policy, including disciplinary actions, and shall forward to the administrator of Diller-Odell Schools any challenges to the severity of the applied discipline.
4. Challenges to the application or enforcement of Diller-Odell Schools Internet Safety Policy which cannot be resolved at the levels outlined in the preceding step will be handled in accordance with Diller-Odell School's established grievance policy or at the Diller-Odell Schools administrator and/or board level for challenges presented in writing by individuals other than Diller-Odell Schools employees and volunteers who have been granted access to the Internet by Diller-Odell Schools.

Student possession and /or use of cell phones, pagers, and other portable communication devices is prohibited without administrative approval.

Additionally, to the extent that it can be reasonably determined by the administration what fees if any have been incurred by a person for non-authorized purposes, it shall be the policy of this district to seek reimbursement and full restitution from the student (user) and/or their parent or guardian, or in the case of misuse by a district employee, that employee, for use of school technology in a manner inconsistent with this policy.

A copy of this policy and the procedures that implement this policy will be given to each student user of school technology and to their parents and/or guardian.

### **Work Release:**

Senior students will be allowed to participate in work release with the following conditions:

1. The student is taking at least 7 solid or core courses at the time.
2. A grade of D or F for a nine weeks period or semester will cancel the work release.
3. If the student is on the down list from the previous grade reporting period, the work release is revoked until such student is off the down list.
4. The student may not leave school for work release until 2:40 p.m.
5. The student will provide from the employer a signed letter stating the hours and responsibilities of the student's employment.
6. The student understands that if he/she skips employment responsibilities that student will be denied further work release privileges.
7. The student understands that if the employment is deemed the cause of any truancy or tardiness, work release for that student will terminate.
8. The student understands that the administration has the discretion to grant or deny work release on a case by case basis.

Forms for work release are available in the guidance office.

## **SCHOOL SERVICES**

### **School Lunch:**

The hot lunch program is a federally subsidized, nonprofit entity. The meals are served in the lunch room. Monthly menus are published and posted in the building and are on the school website.

The closed campus will continue in effect for all students. A closed campus means that all students will remain on the school grounds during the school day, which is from 8:15 a.m. to 3:35 p.m.

Students may bring their own lunch, but all students are to be in the cafeteria during their lunch period.

Diller-Odell Public School complies with the policy for free and reduced price meals under the National School Lunch and Special Milk Programs. Applications may be obtained at the school office during the school year. Lunch tickets may be purchased in the library or the office in blocks of 10 or 20. Credit will not be extended nor are students allowed to borrow punches from classmates. Single tickets at extra cost are available in the office for emergencies. Students must have a ticket to receive lunch. Replacement for damaged or lost tickets is prohibited. The student assumes all responsibility for the lunch ticket.

Prices of tickets for the 2001-2002 school year will be as follows:

Grades K-6 1.30 per day

7-12 1.50 per day

Adults 2.25 per day

Extra milk will be .20 cents per carton.

Please help your fellow students by:

- Leaving tables, chairs, and floor in a neat condition.
- Returning all trays, silver ware, dishes, to the dish washing room.
- Placing milk cartons, napkins, etc., in the trash can provided.
- Not removing food or drink from the lunch room.

NOTE: Students may lose the privilege of eating lunch by misbehaving during lunch time.

### **Library:**

The school library will be open each day from 8:05 a.m. to 3:55 p.m. Students wishing to use the school library must obtain a library pass from either their classroom teacher or their study hall supervisor. No one will be admitted to the library without a pass.

Occasionally the library will be closed for special class sessions. A notice will be posted in advance so students will have a chance to get the material which they need.

The library facility provides a wide variety of materials in all subject areas. An effort is made to provide up-to-date standard references, as well as specialized materials.

In some respects the resource centers are specialized libraries in specific fields. Specialized library materials are available for temporary use in the resource centers.

All materials needed outside the library must be checked out at the desk. Reserve books and/or magazines and audiovisual materials are available upon request at the desk. Newspapers and current magazines are not to be checked out of the library.

The library provides a place for individuals to study without interruption. Visiting, loitering, and studying together will not be permitted in the library.

Student wishing to retain their library privileges will be expected to observe proper rules and library procedures. The following rules will regulate the use of the library:

1. All books checked out are due in two weeks from the check-out date
2. Return all books to the book deposit. Do not return the books to the shelves yourself.
3. Due date will be stamped on the book as you check it out.
4. No reference books will be taken from the library. This includes encyclopedias, dictionaries, almanacs, etc.

The reserve books, vertical file materials, and magazines from Magafiles are due by 9:40 a.m. the following school day after they have been checked out.

### **Guidance:**

Guidance services are available for every student in school. These services are intended to aid in development of individual programs best suited to one's potential and capabilities, as well as discussions of problems of any kind. Teachers will issue passes to see the Guidance Counselor during his/her office hours.

The Guidance Department was organized for the purpose of helping each student to adjust to his/her present learning environment, to enjoy all educational opportunities that meet his/her interests and learning capabilities, and to aid the student in becoming self-directed.

The Guidance Counselor, with the cooperation of all other faculty members, carries on the work of this department. Any student may contact the counselor for aid or advice in whatever problem he/she may face. Any faculty member may refer a student to the guidance department for necessary aid and advice.

If a student is seeking help from the school counselor, an appointment should be made with the counselor for the necessary meeting. Most meetings with the counselor should be made or scheduled during a study hall period if possible. Before school and after school are also good times for interviews with the guidance personnel. Each year the guidance department will be giving different batteries of tests to the various classes in order to measure interest, achievement, aptitude

and academic potential. The test results are used to help each individual student analyze his/her own potential and to help plan the progress of studies best suited to each student. These test results will become a part of the student's permanent record and will be available to the parents and the student for consultation purposes. The dates for these tests will be announced to those students who will take the test. Teachers will assist in the testing as needed.

## **SCHOOL ACTIVITIES**

A. Class trips or excursions must be approved by the Superintendent. Information concerning the trip, including transportation, student costs and supervision shall be provided to the parents. A field trip would be any curricular (course) activity that requires students to leave the building and causes a student to miss other courses. Each course may take at most one field trip per semester. This would be considered a curricular activity and can be part of the course evaluation.

B. Extra-Curricular Activities are all other activities not defined as curricular and may not be used to determine a student's grade. As such attendance is a privilege and is subject to student activity eligibility. Regulations for participation in athletics, play, speech, and musical programs, will be drawn up by the faculty sponsor and the administration. All students shall be able to join or belong to all activities if he/she can meet the membership requirements.

Activity Requests Activity requests must be in written form to the building principal and approved by the Superintendent. All activities requiring transportation must be requested 2 weeks in advance of the activity. Activities not requiring transportation must be made 1 week and 2 days in advance of the activity. It is the responsibility of the teacher/sponsor/coach to make all requests.

Students attending extracurricular events will be provided school transportation. The students will be expected to ride to and from the activity on the school transportation. They may ride with their parents if the school is notified in writing or told by the parents. If the parents want the student to ride other transportation the driver must be at least twenty-one years of age and the parents must provide written permission, naming the driver prior to the student being allowed to use alternative transportation.

C. School Activity Attendance Students may be excused to attend school sponsored school time activities upon the approval of the superintendent or principal. Each student must also have written permission from his /her parents, or guardian and the principal.

D. NSAA State Activity Attendance Eliminated by policy. 8.2002

E. Senior Sneak Day is limited to a 24 hour period, no overnight trip. Sneak Day must be approved by the Board of Education on a yearly basis.

F. Junior high students will not be allowed to play or practice on a High School team.

G. Student Drug Policy: Compliance with Diller-Odell drug policy is mandatory for all students from the day that Fall sports practice starts until the day after the State Track Meet finals, even if they are not involved in extracurricular activities. The use, purchase, possession,

transportation or distribution of illegal drugs, alcohol or tobacco products is prohibited. A student has the right at their expense to have a drug/alcohol test administered.

H. Students who are involved in extra curricular activities sponsored by the school will be covered by the student policy above and in addition:

- First Offense: 21 calendar day activity suspension\* from participation for violating the above policy.
- Second Offense: 63 calendar day activity suspension\*. This suspension is in addition to any suspensions received for first offense. The student shall have the option of receiving a 28 days activity suspension\* in lieu of the 63 days activity suspension\* by entering a school approved alcohol/drug/tobacco treatment program at their own expense. The student must show successful completion of an approved treatment program prior to reinstatement to activities. If at the end of the 28 day activity suspension\* period the student has not completed the approved program, the student will be reinstated as long as he/she continues and completes the approved treatment program. Students using the option of a treatment program will be required to continue practicing.
- Third Offense and all subsequent offenses: Removal from all activities with no options available for remainder of the school year. Family counseling will be recommended.

All students will be afforded due process and the student will be given the opportunity to provide information relating to the charges.

I. All extracurricular participants will read the rules of eligibility pertaining to activity participation and acknowledge and understand the purpose and content thereof.

J. All extracurricular participants are responsible for uniforms, equipment, etc. checked out to them. Misplaced or lost uniforms, equipment, etc. must be paid for prior to receiving the current years grades.

K. Students in grades 7-12 who are failing in two subjects for a two week grade period will be placed on a down list and parents notified. The students will be ineligible for any extracurricular participation except practices for the duration of the down period.

L. There shall be no school activities scheduled at Diller-Odell after 7:00 P.M. on Wednesday night unless there is no school the following day.

M. There shall be no activities, practices, or rehearsals scheduled for Sunday, except Baccalaureate and Graduation. If there is a scheduled tournament or State contest for Monday this rule is waived. This rule may also be waived by the administration on a case by case basis.

N. All fund raising projects must be requested and approved as per activity request policy. Only two fund raising projects will be approved during any activity excluding concessions.

O. Activity Fund The Diller-Odell School Activity Fund has been established by the Board of Education for the purpose of providing an efficient system for handling of the funds of high school classes and organizations.

Any school supervised group that deals with money through dues or other activities must deposit their money in, and withdraw it from, the Activity Fund.

The school secretary will receive deposits, and issue requests for withdrawals of funds by student treasurers or faculty advisors. Checks will then be issued by the Superintendent for payment of bills.

All moneys deposited in the Activity Fund become Board of Education funds and may be spent only in accordance with policies established by school officials responsible for the administration of the funds.

P. Class Dues Students in Diller-Odell High School may not be assessed class dues.

Q. Club or Organization Dues: In some instances various clubs may have yearly dues of fees to provide the organization with a certain amount of revenue to carry on its activities.

R. Class Organizations Each class and organization should elect the following officers at your first meeting: President, Vice President, Secretary, Treasurer, and Student Body representative. Only organizational officers should be able to make purchases after receiving a purchase order from the office. Names of all officers should be given to the office right after election. No student will be able to charge anything to the school without the sponsor's and the administrator's signature and without a purchase order signed by the Administrator. Purchases made without a purchase order will not be reimbursed or paid by the school.

Membership to the organizations shall be on a voluntary basis and members may withdraw. If a member withdraws or is dismissed from an organization or activity, the Principal should be notified immediately.

S. Physicals - Insurance All seventh grade and new students from out of state must have a complete physical and complete shot record before they attend school. Any student who has not turned in a complete shot record by November 1 will not be able to attend school, as the state law states, until records are complete. Any student in grades 7-12 participating in school sponsored athletic programs must have a physical examination from a physician indicating he/she is fit to participate. All junior high students must have a physical for their physical education class. Physicals taken on or after May 1, will be acceptable for the following school year activities. The forms are available from the school office and local doctors' offices.

No student in grades 7-12 will be allowed to participate in school sponsored athletic programs without proof of insurance. This may be a home or family plan or such insurance made available by the school district. Football insurance may also be acquired by obtaining forms from the office to be sent in directly to the company.

## STUDENT FEES

The Board of Education adopts the following student fees policy in accordance with the Nebraska Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for free instruction in accordance with the Nebraska State Constitution. The District also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the District is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or Board regulations. Students are encouraged to contact their building administration, their teachers or their coaches and sponsors for further specifics.

### A. Definition.

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

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

1. Guidelines for clothing required for specified courses and activities:

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

2. Safety equipment and attire.

The District will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or consumable items.



Students are responsible for furnishing personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. The District will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students and/or their parents will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that was lost by the student.

4. Materials required for Course projects.

The district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal costs for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of the materials required of the course project.

The maximum dollar amount charged by the district for course materials shall be:

- \* Art Classes \$
- \* Vocational Agriculture classes \$

5. Extracurricular activities.

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

6. Post secondary education costs.

Some students enroll in post secondary courses while still enrolled in the District's high school. As a general rule, students must pay all costs associated with such post secondary courses. However, for a course in which students receive both high school and post secondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the District shall offer the course without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a post secondary educational institution.

7. Transportation costs.

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

8. Copies of student files or records.

The District may charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, or no fee shall be charged to search for or retrieve any student's files or records.

9. Participation in before-and-after-school or pre-kindergarten services.

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

10. Participation in summer school or night school.

The District may charge reasonable fees for participation in summer school or night school, and may charge reasonable fees for correspondences.

11. Charges for food consumed by students.

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

C. Waiver policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs may also qualify for a fee waiver or qualify for the District to provide the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. In order for a student to receive a fee waiver, the student and/or their parent, guardian or other legal representative must complete the District's application form for each fee they wish to have waived. Application forms are available in the office of Superintendent of Schools. The District is not obligated to provide any particular type or quality of equipment or other material to eligible students.

D. Distribution of policy.

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

E. Student fee fund.

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

CERTIFICATION

On the \_\_\_\_\_ day of \_\_\_\_\_, 2002, the Board of Education of Diller-Odell Public Schools held a public hearing on a proposed student fee policy. The hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2002-2003 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Public Meetings Law.

\_\_\_\_\_

Superintendent of Schools

Date of adoption:

STUDENTS FEES

Administrative Regulation:

The following list details the fees charged of students, and the kinds of supplies and materials students are expected to provide for participation in various programs and activities.

Students who wish to have particular fees waived must submit a fee waiver application to the office of Superintendent of Schools. Consumable Items required by the District (non-waivable):

\*Prior to the commencement of the school year, the school district publishes a listing of personal and consumable supplies that elementary students in each grade must provide for his/her use.

\*Students in junior high and high school must provide their own personal and consumable supplies including paper, pens, erasers, computer discs and the like (waivable fees).

Fees charged within the district:

\*Admission to home activities \$Not applicable at this time

*Industrial Technology Classes	\$Dependent on project
*Art Classes	\$Dependent on project
*Family and Consumer Science Classes	\$Dependent on project
*Future Business Leaders of America	\$Dependent on project
*Band	Students must provide their own instruments and marching shoes
*Cheerleading, Drill Team, Flag Corps	Students must purchase uniforms and shoes selected by the sponsor and/or student group
*Football	Students must provide their own football shoes and undergarments
*Golf	Students must provide their own golf shoes, undergarments and clubs
*Softball/Baseball	Students must provide their own shoes, gloves and undergarments
*Track, Volleyball, Wrestling and Basketball	Students must provide their own shoes and undergarments
*Swing Choir	Students must purchase outfits and shoes selected by the sponsor and/or student group
*Future Farmers of America	Students must purchase their own jackets and pay dues
*Science Club	\$Dependent on project
*Summer School	Students must pay the summer tuition set annually by the district
*Dual Credit Course	Students must pay the tuition fees set by the post-secondary institution
*DOSADA (Diller-Odell Students Against Drugs and Alcohol)	\$Dependent on project
*FCCLA	\$Dependent on project

\*Breakfast Program- Grades K-6

Regular Price	\$ _ N/A
Reduced Price	\$ _ N/A

\*Breakfast Program- Grades 9-12

Regular Price	\$ _ N/A
Reduced Price	\$ _ N/A

\*Lunch Program- Grades K-6

Regular Price	\$ 1.30
Reduced Price	\$ .40

\*Lunch Program- Grades 7-12

Regular Price	\$ 1.50
Reduced Price	\$ .40 Student Fee

Waiver Application

The school district will waive certain fees for students who qualify for free and reduced lunches under the income guidelines of the United States Department of Agriculture. In order to do so, a student and/or their parent, guardian or other legal representative must complete this District's application form for each fee they wish to have waived. After you have completed this form in its entirety, submit it, along with any required documentation, to the office of the Superintendent of Schools.

Part 1: Name of the child on whose behalf you are requesting a fee waiver:

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Part 2: Specific fee for which you are requesting a waiver:

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Part 3: Eligibility: Select ONE of the following:

a.  Check here if your child is eligible for fee waivers because he or she is a foster child. (Please attach official documentation from the agency sponsoring the child.)

b.  Check here if your child is eligible for fee waivers because you receive Food Stamps, FDPIR or TANF for the child. Please attach a copy of one of the following:

- A Food Stamp, FDPIR or TANF Certification Notice that shows dates of certification.

- A letter from the Food Stamp or Welfare Office confirming your receipt of Food Stamps, FDPIR or TANF.
- An ATP (Authorization to Participate) card with an expiration date. Do not send your EBT card.

c. \_\_\_ Check here if you are claiming your child is eligible because your household income is less than 180% of poverty level.

Please complete the following:

1. Name Last months income and how often it was received. Check if (list everyone in your household) (example:\$100/monthly; \$100/twice a month, etc.)

from work before deductions

no income

Social Security

Pensions

Retirement

Welfare

child support, alimony

Other Earnings

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Please attach documents verifying the amount of money your household received last month from each source. The documents you provide must show the name of the person who received the income, the date it was received, how much was received and how often it was received.

Acceptable documentation includes:

Jobs: Current paycheck stub or pay envelope that shows how often pay is received; letter from employer stating gross wages and how often they are paid; or business or farming papers, such as a ledger or tax books.

Social Security, Pensions, or Retirement: A notice of eligibility from the State Employment Security Office, check stub, or letter from Workers' Compensation Court.

Welfare Payments: A benefit letter from a welfare agency.

Child Support or Alimony: A court decree, agreement, or copies of checks received.

Other income (such as rental income): Information that shows the amount of income received, how often it is received, and the date received.

No income: A brief note explaining how you provide food, clothing and housing for your household and when you expect income.

Part 4: Signature and verification

An adult household member must sign this application.

PLEASE READ THIS CERTIFICATION BEFORE SIGNING

I certify that all information on this application is true and that all income is reported. By my signature on this document, I give school authorities permission to disclose my child's eligibility for fee waivers to school personnel as necessary to effect the fee waiver. I understand that any clothing, equipment, or other materials used by my child during his or her participation in the activity for which student fees have been waived are and will remain the property of the school district.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Items on this page must be completed and returned to complete the student enrollment process.

Student signature confirms that this handbook has been received.

\_\_\_\_\_

Parent signature confirms that this handbook has been received.

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