



**High School  
Student Handbook**

**2021-22**

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## **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 handbook you will find listed, and briefly explained, many of the avenues that lead toward that goal. You are urged to read this handbook carefully in order that you will not miss any of the opportunities that are offered here in your school.

Your years in junior/senior high school will be exactly what you make of 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!**

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 himself 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/herself 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 BELIEFS**

**"Striving for Successful 21<sup>st</sup> Century Learners"**

#### **DILLER ODELL BELIEFS**

- Students will show responsibility, self-control, and good citizenship, while recognizing and respecting diversity among people and ideas.
- Students will become lifelong learners, positive contributors to society, and problem solvers in an ever-changing world.
- Students will believe in their abilities, recognize their accomplishments, learn from their experiences, and continue to set new goals.
- Students will effectively exhibit cooperation and competitiveness in-group settings.

## 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 Guidance Counselor and the Principal must approve the proposed change. All 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. The school does not charge a rental fee for lockers, and reserves the right to inspect lockers at any time. Locks will be provided to students to put on their athletic lockers. Students are responsible for the lost or damaged locks.

### Progress Reports:

Weekly reports are to be given to parents by teachers when students are failing or as deemed necessary by the teacher. The reports should be made to parents by email, phone call, or written report.

### Down List:

The down list is published once every week beginning the third Monday of the quarter. The down list applies to students in grades 7-12. This is a report of a student's accumulative grades during the present quarter. Down list reports are based on PowerSchool data as of noon on the corresponding Monday. Students failing in two 5-credit classes are ineligible for extracurricular activities for the corresponding one-week period. If the activity uses the school name or logo, school transportation, or school funds, then it is school related. An activity is extracurricular if it is not a component of a course grade. These activities are not limited to athletic games, but also apply to dances, fundraisers, banquets, and proms, or trips. Students may participate in practices and meetings during the period.

### Work Release:

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

1. The student is taking at least 6 solid or core courses at the time.
2. A grade of D or F for a 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 2:30 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.

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 east parking lot (enter from Garfield Street) or the north side of Garfield Street south of the school. The north lot is available for activities. Students must enter the north parking lot from the north entrance and exit on the southwest exit. All cars are to be parked in an orderly manner. Students never park in the circle drive, nor park on the south side of Garfield.
2. Keep your car locked while it is parked during the school day, or when attending a school activity. School personnel can, with cause, inspect any student vehicle driven to school.
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. It is expected that everyone driving in the vicinity of the school will conform to city and state traffic regulations.
6. Use of the school parking areas is a privilege that can be revoked for a cause.

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.

Telephone Calls:

When an emergency exists, students may be called on 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 needing to call home during the school day may do so with permission from the office. Cell phones may be used with permission.

Audio/Visual Devices:

Radios, headsets, music players, etc., will not be allowed in school without permission. Cell phone usage is prohibited during the school day unless by staff approval in designated areas. Student items will be confiscated and returned after the student complies with the disciplinary action decided by the Principal. Parents may be required to collect the items after multiple offenses.

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.

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 form 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 that 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 checkout slip. The student must also get the signature of the Principal, librarian, and the activity sponsors before leaving school for the summer.

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 a single file.
3. No talking.
4. Move at least 100 feet from the building.
5. Report to your classroom teacher.
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 teacher 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.

Communications:

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

1. A patron newsletter will be posted on the school website periodically.
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.
3. Website: [www.dillerodell.org](http://www.dillerodell.org).
4. Students may access student grades and attendance records via PowerSchool. Contact the office for details.

Patron Complaint Procedure:

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

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

School 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. A fob may be obtained from the site office that day. The fob 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 Diller-Odell students for free gym usage, three for the weight room. 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  
Weight Room .....fee determined per use

Use of Weight Room:

Students are not to be in the weight room without proper supervision.

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.

Use of Restrooms:

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

School Closing Announcements:

The school will send out a mass e-mail and phone communication through the Alert Now service. Information related to cancellations of school because of inclement 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 as they enter 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 prior to the day and shall be under the control of the staff while in the building.

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 their sponsor who will have cleared the item with the administration and will have it put on the agenda will accompany student groups.

## ATTENDANCE/TRUANCY

Students will be classified by grade according to their age, abilities, and mental, physical, and social development.

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.

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 unplanned absence. If the absence is longer than one day an additional day is allowed for each day. If a student has more than 5 days absences per quarter or 7 days per semester, the school may ask for a physician's statement regarding the pupil's illness or general physical well being and the County Attorney may be notified. The Superintendent or Principal may grant excused absences for illness, family emergency, or other reasons to be considered individually. 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, forty-minutes of detention time will be given for every class the student missed up to but not to exceed five hours. The Principal will decide if an absence is excused or unexcused in accordance with School Board Policy. A class absence is anytime a student misses at least twenty-minutes of class for reasons other than a school activity.

A student who has missed school because of illness must pick up an admit 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 8:30 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). 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 unplanned 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 schoolwork.

### Excused Absence Known In Advance:

Students must bring an excuse from their parents to give to the Principal. The office will issue an admit slip to the student to present to each teacher of classes to be missed. Arrangements for all class work must be made and the admit 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.

### Student absences:

A student who misses twenty-minutes of class is considered absent.



Excused absences:

An absence for any of the following reasons will be excused, provided the required procedures have been followed:

1. Illness (personal illness of the student)
2. Bereavement or emergency in the immediate family (immediate family shall include only parents, siblings, and grandparents)
3. Participation in an approved school activity
4. Parent/guardian requested pre approved absence (Parents or guardians may request that the student be absent from school for reasons such as medical or dental appointment, religious observance, court ordered appearance, spectator at school activity, short-term work requirement, applying for a job, family trip, and college visit. The Principal shall have the discretion to deny approval for such reason, depending on circumstances such as the student's number of other absences, the student's academic status, tests, or other projects, which may be missed. Credit for make-up work will be granted provided that arrangements have been made in advance).

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

Unexcused Absences:

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

Excessive Absences:

A student who is absent (excused or unexcused) from a course/class more than five times within a nine-week period or seven times per semester shall be required to make up forty-minutes for each class period missed in excess of five 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. 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 forty-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. If a student earns a grade lower than 68 in a course for the semester, 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 forty 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 a certified teacher will supervise make-up time or approved substitute or an alternate plan approved by the Principal.

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 office. Students will be allowed two tardies per semester. After the second tardy, he/she will be assigned 30 minutes of detention for each tardy. Tardies to class for periods 2,3,4,5,6,7 will only be excused by the student's preceding teacher if the student has been detained. Consequences of excessive tardiness are at the discretion of the classroom teacher, but should be immediate.

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 ensure that ill students do not participate in activities and does not apply to dental and doctor appointments or other non-health related absences such as attendance of weddings, funerals, etc.

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 it will be a counted as an absence. 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.

Truancy Policy:

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

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 that 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 that 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.

**GRADES AND GRADUATION POLICIES**

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.

Grade Scales Grades 7-12

Percentage	Grade	Percentage	Grade	Percentage	Grade
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				

\* Grades:

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

Incompletes:

At the end of the semester if a student has an Incomplete grade he/she should be given a period of ten school days in which to complete their work. If not completed in this time, the student will receive a failing grade for course. If a student is absent on the day of a quiz or a 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.

Retention:

Students in Grades 7-8 may be retained or not promoted to the next grade level if they do failing work in two core curriculum subjects.

Driver’s Education:

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.

Student G.P.A.

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.

Class Rank:

Class Rank is determined by the Diller-Odell Student’s G.P.A.

Semester grades:

Semester grades are derived from an average of the first/second quarters and third/fourth quarters. Semester grades are the only grades recorded on the permanent record.

Regular Honor Roll:

Regular Honor Roll is achieved by receiving a semester GPA of at least 3.33.

High Honor Roll:

High Honor Roll is achieved by receiving a semester G.P.A. of at least 3.67.

Graduation Requirements:

230 credit hours

Four-year total of credits earned

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 receives 1.5 credits, and less than 3 receive no credit.

40 credit hours English; Eng. 100 & 200 required

5 credit hours Communications

30 credit hours Math

30 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.)

10 credit hours Health & Physical Education

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

### Dual Credit Courses:

Students taking dual credit college courses will receive the same number of high school credits as given by the college. Students are responsible for all student tuition and fees.

### Semester Tests:

Semester tests are given by the discretion of the classroom teacher.

### Fees:

All fees or money 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.

### Special Need Students:

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. Exceptions to the graduation requirements may be made by the Board of Education upon recommendation of the administration.

### Commencement:

Commencement procedures will be set by the Principal. Commencement exercises shall be held on Saturday or Sunday in the high school auditorium as approved by the administration. Commencement is a privilege and as such, student participation can be affected by disciplinary actions of the Principal. All seniors may participate even if not receiving a diploma. The top five members of the Honor Society will be invited to speak. The Principal shall arrange for the commencement speaker. While the senior video must meet school content guidelines, it is solely a product of the senior parents.

### Drug Policy:

See board policy 5072 and 5072A

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

### Entrance:

Grade 7-12 students may only enter the high school building through the south Main Office Entrance.

### Hall passes:

Hall passes will be required of all students needing to be out of the classroom during class time.

### Notices:

The faculty member or sponsor of the group must approve all notices, posters, and other information to be posted in the building. Posters should be attractive and have correct grammar. Notices may only be displayed on designated bulletin boards. 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 would be approved and posted by the administration.

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 arrangements must be made prior to attending an activity if class time is missed.

### Closed Campus:

The Diller-Odell Public 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 any time. Students are to park in the parking area along the north side of Garfield Street, south of the school, or in the student lot east 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 the Superintendent or Principal grants permission.

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.

Students in the Building:

Students are not to be in any room prior to the time school begins, 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 direct supervision. 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 workroom unless accompanied by a faculty or staff member.

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.

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.

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)

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 and may warrant suspension. If it is necessary to bring any item in the category of a weapon for display purposes, or special use in the classroom, clearance must be received from the Principal in advance.

Basic Classroom Rules:

A minimum study time of ten minutes must be allowed whenever an assignment is made and due the next day.

No student may leave the classroom until attendance has been checked. You must have a signed pass by the 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.

A student is to sign out when leaving the room during class and only one student may be signed out at a time unless requested otherwise by a staff member.

Books and study materials must be brought to the classroom before the beginning of the period. Students are not to leave class for phone calls or lunch tickets. If an individual instructor distributes materials in the classroom that requires books not brought, then and only then, will students be allowed to leave the area for materials.

Teachers may have a seating chart for their classes. Small groups may work together quietly with the teachers permission.

All books and materials are to be off tables and returned to their proper places.

No feet are to be placed on chairs or tables.

Book bags and large coats must be kept in lockers.

Classroom Discipline:

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 of a serious or 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 be temporarily suspended from school until the next regular meeting of the Board of Education. The Superintendent prior to the Board of Education meeting may readmit any student so suspended.

Student Restraint:

Restraint may be used on students by school staff. A Diller-Odell staff member may physically touch a student under the following conditions:

- To protect the student from injury or to prevent injury to another student or employee of the district.
- To defend themselves from harm or injury.
- To aid or direct a student by the arm to another area or seat for further discussion.

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 may be 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. 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 endanger the life, safety, or property of a student or employee of the Diller-Odell Public Schools. Possession of a firearm as determined by Federal and State definition on any Diller-Odell Public Schools property will result in administrative recommendation for suspension or expulsion for a period of one year.
3. The possession of or use of any weapon on school grounds.
4. Possession or use of tobacco products, alcohol, or illegal drugs on school property.
5. Any overt act of vandalism against the school, equipment or property.
6. Continual violation of administrative rules and guidelines.
7. Continual disruptive classroom behavior.

Due process shall be given to any student prior to suspension.

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

Detention:

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

Students in detention will follow the below protocol:

1. Students must keep busy during detention time.
2. If a 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.

Bus Policies:

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

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

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

Rules of Conduct on School Vehicles:

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

Consequences:

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

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

## SCHOOL ACTIVITIES

The Administration must approve class trips or excursions. 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 teacher may take at most one field trip per semester. This would be considered a curricular activity and can be part of the course evaluation.

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. The faculty sponsor and the administration will draw up regulations for participation in athletics, play, speech, and musical programs. All students shall be able to join or belong to all activities if he/she can meet the membership requirements.

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, prior to the event, to administration, naming the driver prior to the student being allowed to use alternative transportation.

All extra-curricular participants are responsible for uniforms, equipment, etc. checked out to them. Misplaced or lost uniforms, equipment, etc., must be paid prior to receiving the current year's grades.

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.

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.

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.

### 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.

### Senior Sneak Day:

Senior Sneak Day is limited to a 24-hour period, no overnight trip. The Board must approve Senior Sneak Day on a yearly basis.

### Junior High Students:

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

### 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.

Students in all extracurricular activities in grades 7-12 shall be subject to mandatory and random testing for the presence of alcohol or illegal drugs.

Students who are involved in extracurricular 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.

\*Suspension will commence upon notification of the offense to an administrator.

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

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

#### 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 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.

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.

#### Class Dues:

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

#### 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.

#### 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.

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.

#### Physicals - Insurance:

All seventh grade and new students from out of state must have a complete physical and complete immunization records before they attend school. Any student who has not turned in a complete immunization records 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.

## TECHNOLOGY POLICY

It shall be the policy of Diller-Odell Public School to provide education 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 technologies, 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 instrumentalities 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 Schools.

Diller-Odell Public Schools 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 that 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 Public 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:

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.

Minor shall mean an individual who has not attained the age of 19.

Obscene shall have the meaning given such term in section 2256 of title 18, United States Code.

Child pornography shall have the meaning given such term in section 2256 of title 18, United States Code.

Harmful to minors shall mean any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. 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
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Hacking shall mean attempting to gain unauthorized access to computer and network systems connected to the Internet.

Technology protection measure shall refer to a proxy server managed by Diller-Odell Public Schools that blocks and/or filters Internet access.

Authorized staff member as used herein shall refer to an adult staff member appointed by the Diller-Odell School Technology Committee.

Technology Committee as used herein shall refer to a group of Diller-Odell Public School staff including the following:

1. Administrator
2. Director of Technology
3. Two elementary staff members appointed by the Administrator
4. Two high school staff members appointed by the Administrator

Access to Internet by Minors:

Minors accessing Internet services provided by Diller-Odell Public 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 Public Schools or at a facility of which Diller-Odell Public Schools has otherwise been granted primary custody; or when accessing Diller-Odell Public 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. Minors shall not use Diller-Odell Public 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 Public Schools when working as an employee or volunteer of Diller-Odell Public Schools; when attending training, meetings, conferences, or other events sponsored at a facility owned or leased by Diller-Odell Public Schools or at a facility of which Diller-Odell Schools has otherwise been granted primary custody; or when accessing Diller-Odell Public 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 Public 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 Public 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 Public 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 Public 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 Public Schools. Additional disciplinary action may be determined in accordance with existing procedures and practices, both administrative and as 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 Public 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 Public 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 Public Schools department directors will regulate enforcement of the policy, including disciplinary actions, and shall forward to the administrator of Diller-Odell Public Schools any challenges to the severity of the applied discipline.
4. Challenges to the application or enforcement of Diller-Odell Public Schools Internet Safety Policy which cannot be resolved at the levels outlined in the preceding step will be handled in accordance with Diller-Odell Public School's established grievance policy or at the Diller-Odell Public Schools administrator and/or board level for challenges presented in writing by individuals other than Diller-Odell Public Schools employees and volunteers who have been granted access to the Internet by Diller-Odell Public Schools.

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.

**HARASSMENT AND VIOLENCE POLICY**

The Diller-Odell Public Schools shall maintain a working environment that is free from violence and harassment, which shall include race, religion, national origin, age, disability, and gender. Violence or harassment by board members, administrators, certified and support personnel, classified personnel, vendors, and any others having business or other contact with this school is prohibited. Employees whose behavior is found to be in violation of this policy shall be subject to an investigation procedure that may result in discipline, including suspension. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined appropriate by the administrator or Board of Education.

Sexual harassment may include verbal harassment or abuse, unwelcome pressure for sexual activity, repeated unwelcome remarks with sexual or demeaning implications, unwelcome touching, and suggesting or demanding sexual involvement by implied or explicit threats or promises or benefit concerning one's employment or education. Violence is any act that hurts, or threatens to hurt intentionally another person's physical or emotional well-being.

Such conduct shall constitute a violation of this policy when:

Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education.

Submission to or rejection of such conduct by a person is used as the basis for academic or employment decisions affecting that person.

Such conduct has the clear purpose or effect of interfering with a person's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, or tend to alarm, annoy, abuse or demean certain protected individuals or groups.

The director of guidance or chief administrator shall be the harassment compliance officer. In the event that either compliance officer becomes a part to a harassment complaint, the other compliance officer shall be the alternate compliance officer. Complaints reported to the compliance officer shall be handled in a timely and confidential manner. Information regarding an investigation of alleged harassment shall be confidential, and those persons involved in the investigation shall not discuss information regarding the complaint outside the investigation.

Persons found in violation of this policy shall be subject to discipline, including reprimand, probation, demotion, suspension, termination, or other sanction as determined appropriate by the Board of Education.

## **BULLYING**

Bullying behavior by any student in the Diller-Odell Public Schools is strictly prohibited, and such conduct may result in disciplinary action up to and including short-term suspension. Repeated violations of this rule may result in long-term suspension or expulsion. Bullying means any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity, which acts are repeated against the same student. Students and parents may file verbal or written complaints concerning suspected bullying behavior. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action will be taken against the perpetrator.

### **Title IX Policy** (per request, printed in another language)

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

#### **1. Title IX Coordinator**

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

#### **2. Definitions.** As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of

sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3-5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

**3. Discrimination Not Involving Sexual Harassment.**

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy.

**4. Response to Sexual Harassment**

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.



4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. **Grievance Process for Formal Complaints of Sexual Harassment.**

5.1. **General Requirements.**

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district’s education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district’s student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to

be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

#### 5.7. **Determination Regarding Responsibility**

5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or

the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3-5.1.4.

5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. **Recordkeeping.**

5.10.1. The district will maintain for a period of seven years records of:

- 5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
- 5.10.1.2. Any appeal and the result therefrom;
- 5.10.1.3. Any informal resolution and the result therefrom; and
- 5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be

discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.



14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district’s obligations under this policy shall be deemed to be fulfilled and discharged.

**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 Michael Meyerle, 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. Meyerle 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.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

**NOTICE OF PARENTAL RIGHTS**

The Family Education Rights and Privacy Acts afford parents and guardians certain rights with respect to their students’ education records. These rights include the right to inspect and review the student’s education records within 45 days of the day the school receives a request for access; and the right to request the amendment of the student’s education records that you believe to be inaccurate.

If you believe one of your students’ records is inaccurate, you should write the school Principal, clearly identify the part of the record you want changes and specify why it is inaccurate. If the school decides not to amend the record as requested, it will notify you of the decision and advise you of your right to a hearing regarding the request for amendment.

The Family Educational Rights and Privacy Act and the Nebraska Public Records Law authorize school districts to make “directory information” available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if it were disclosed. For example, an athletic program that lists the names of team members and their heights and/or weights and an academic program that lists the names of students receiving academic awards both contain directory information. So do other school district publications and the district’s website. Directory information includes the following information about a student:

Name	Major field of study	Address
Telephone number	Date/ place of birth	Participation in activities/sports

Dates of attendance	Degrees/awards received	Weight/height of members
Previous school attended	Classwork intended for publication on the internet	The image likeness of the student in pictures, videotape, film or, other medium

By federal and state law, schools may release directory information unless a student’s parents or guardians file a written objection. You have two options.

If you DO NOT OBJECT to the disclosure of directory information about your student, you do not need to do anything.

If you OBJECT to the disclosure of any directory information about your student, you should complete, sign, and return the form found in this handbook.

Internal use of information: Whatever choice you make, the school district will be able to use this directory information for internal school purposes and to share it with other education institutions in accordance with law.

Transfer of records upon student enrollment. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform you when it makes a disclosure under this provision.

Response date: The school may provide directory information regarding your child(ren) to non-school individuals who request it unless you sign and return the correct form.

**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 Public Schools all discipline records shall be destroyed.

All records will be open to certified instructors of the Diller-Odell Public Schools. 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 is 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 a 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 Schools 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.

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 office personnel in the prescription bottle with the child's name, the name of the medication, dosage, amount to be given and times to be given. All medication with authorization will be administered in the office by office personnel or the nurse. 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 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 Public Schools drug policy.

**SCHOOL SERVICES**

School Lunch:

The hot lunch program is a federally subsidized, nonprofit entity. The meals are served in the lunchroom. 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 3:25 p.m. Students may bring their own lunch, but all students are to be in the cafeteria during their lunch period.

Diller-Odell Public Schools 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. Prices of tickets for the 2014-2015 school year will be as follows:

7-12	\$1.75 breakfast; 3.00/lunch
Adults	3.75/lunch
Extra milk will be .30 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 dishwashing room. Placing milk cartons, napkins, etc., in the trashcan provided. Not removing food or drink from the lunchroom.

Please Note: Students may lose the privilege of eating lunch by misbehaving during lunchtime.

**USDA Nondiscrimination Statement**

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

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

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

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

This institution is an equal opportunity provider.

**Library:**

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 that 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.

Students 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 checkout date
2. Return all books to the book deposit. Do not return the books to the shelves yourself.
3. Due dates will be stamped on the book as you check it 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.

## AWARDS

### PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE

Awards are given to students who are graduating from elementary school, middle school, and high school that meet the criteria below.

### SELECTION CRITERIA

The purpose of this award is to recognize academic success in the classroom.

To be eligible for the President's Award for Educational Excellence, students at each award level (elementary, middle, or high school) must meet the requirements in Category A and either 1 or 2 of Category C. If a school does not have letter grades, a student must meet the requirements in Category B and either 1 or 2 of Category C.

#### A. Grade Point Average:

Students are to earn a grade point average of 90 on a 100 point scale, (an A on a letter scale or a 3.5 on a 4.0 scale). When computing grade point averages at the respective award level, only the years at that level are to be included through the fall semester of the exiting grade.

B. School Criteria/Standards: Each school establishes standards for the award that reflect a 90 percent level or higher on the traditional grading scale. This category enables school personnel to use new assessment and evaluation tools in developing award criteria at their school and apply the criteria fairly to all students. The primary indicators of excellence must be based on academic achievement. School personnel may also consider, as part of the criteria, activities in which a student demonstrates high motivation, initiative, integrity, intellectual depth, leadership qualities and/or exceptional judgment. They may also require student essays and outstanding attendance, but these activities must bear some relationship to the academic performance of a student.

C. In addition to A or B, schools are to include one or more of the following criteria to determine their selected students:

1. State tests and nationally-normed achievement tests - High achievement in reading or mathematics on state tests or nationally-normed tests. The school may consider college admissions examinations for seniors, for example the SAT or ACT.

OR

2. A recommendations from a teacher plus one other staff member:

- a. One recommendation is to reflect outstanding achievement such as English, mathematics, science, history, geography, art, foreign language, and any other courses that reflect a school's core curriculum. This judgment is to be supported by tangible evidence that consists of either results on teacher-made tests, portfolio assessment, or special projects.
- b. The second recommendation from a school staff member may address, for example: involvement in community service or co-curricular activities including tutoring other students and/or demonstration of creativity and achievement in the visual and performing arts.

The school Principal has final authority to determine which students receive this award.

## **DILLER-ODELL ACTIVITIES**

### Diller-Odell Activities Program:

Diller-Odell Public Schools defines extra-curricular activities as any activities outside the regular established curriculum. Extra-curricular activities carry no academic credit and may require the students to pay user fees or dues.

### **Goal**

The major objective of the program is to provide opportunities for students to develop positive characteristics and be a part of successful teams where competition, leadership and teamwork are stressed.

### **Philosophy**

The activities program is intended to conform with the general objectives of the school. The program functions as a part of the educational process. While success is not everything, we recognize the importance of success and have high expectations for those who compete.

We recognize that Junior Varsity programs exist for the growth of younger players and are not for seniors to compete (possible exception with exchange students etc.) We also recognize that the Varsity team's goal is to win their games. The best players will compete to be part of the Varsity. Positions on the Varsity teams are not rewarded on Seniority.

### **Attendance**

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 the last attendance and the scheduled activity, the student may participate. This rule is to ensure that ill students do not participate in activities and does not apply to dental and doctor appointments or other non-health related absences such as attendance of weddings, funerals, etc.

### **Pre-Practice Requirements**

All athletes must meet the following requirements before beginning practice:

1. Have a physical examination and turn in the completed form.
2. Hand in the signed parent consent form.
3. Turn in proof of insurance.
4. Have a self-dedication form on file.

### **Athletic Awards**

A letter "G" will be available upon request for first time letter winners. Certificates will be awarded each time the student letters in a sport.

### **Activity Awards**

Awards for nonathletic activities will be determined by the activity sponsor/coach.

## **ACADEMIC GUIDELINES FOR EXTRACURRICULAR ACTIVITIES**

All students must pass a minimum of 20 credit hours the previous semester of attendance according to State Standards. Any student who is involved in extracurricular activities will be notified by his/her sponsor or coach that he/she is ineligible for the following week's performances if that student is failing in two courses on the down list. The down list is for students in grades 7-12. This is a report of a student's accumulative grade during the present semester. The students' grades will be reevaluated to determine eligibility on a weekly basis.

In activities where practice or rehearsal is necessary, it is up to the individual sponsor or coach to determine if the student should be allowed to practice or rehearse. Students who are ineligible for performances due to academic reasons will not be allowed to miss school to accompany the team for an out of town performance.

It is the responsibility of the sponsor or coach to notify any student that is failing and to encourage the student to get the appropriate help. It is the student's responsibility to take the initiative to get extra help and to raise his/her grade to a passing level.

## **ACTIVITY PARTICIPATION CODE OF CONDUCT FOR GRADES 7-12**

Diller-Odell Public Schools will follow the guidelines set by the Nebraska School Activities Association. Any boy or girl is welcome to participate in the activities program available to them provided they meet the requirements established by the Nebraska State Activities Association and the school and they agree to follow the established guidelines.

It is essential to a successful activity program that the participants condition themselves both physically and mentally year around. In order to help promote the most successful activity program possible at Diller-Odell, and to develop and maintain better students, the following participation rules have been adopted. These rules apply to any student associated with any activity program. All activities are covered under these rules, and are applicable both during school hours and/or outside of the school day.

It is the duty of all concerned with school athletics and/or activities to:

1. Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. Stress the values derived from playing the game fairly.
3. Show courtesy to visiting teams and officials. Remember, they are our guests and deserve to be treated as such.
4. Respect the integrity of and judgment of officials.
5. Achieve a thorough understanding and acceptance of the rules of the activity.
6. Strive for victory through fair play according to the rules of the game.
7. Encourage leadership, use of initiative, and good judgment by players of the team.
8. Recognize that the purpose of activities is to promote the physical, mental, moral, social and emotional well-being of the individual participants.
9. Do everything possible to encourage enthusiasm for the game and courtesy and respect for the players, coaches, and fans.
10. Do everything within their power to make the entire activity program something of which the community will always be proud.

### **Illegal Drugs**

Compliance with this drug policy is mandatory for all students year round, even if they are not involved in extracurricular activities. The policy will be enforced from the beginning of the school year on June 1<sup>st</sup> through the end of the school year on May 31<sup>st</sup>. The use, purchase, possession, transportation or distribution of illegal drugs, alcohol, tobacco products, vaping products, and prescription drugs with no prescription is prohibited. A student has the right at their expense to have a drug/alcohol test administered.

Students who are involved in extracurricular activities sponsored by the school will be covered by the student policy above and in addition:

First Offense from the start of fall practice to the end of spring sports: Twenty-one (21) calendar day activity suspension from participation for violating the above policy. The twenty-one (21) calendar day activity suspension can be reduced to a ten (10) day calendar day suspension if the conduct is self reported.\*

**Suspension to commence upon notification of the offense to an administrator.**

\*This is the only option for a self reporting reduction in punishment

First offense during the summer (last day of school until the start of fall practice): One (1) game or activity suspension from first contest participation for violating the above policy.

Second Offense from the start of fall practice to the end of spring sports: Sixty-three (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. **Suspension to commence upon notification of the offense to an administrator.**

Second offense during the summer (last day of school until the start of fall practice): Five (5) games or activity days suspension from first contest participation for violating the above policy.

Third Offense and all subsequent offenses: Removal from all activities with no options available for the 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. **Suspension to commence upon notification of the offense to an administrator.**

Third offense during the summer (last day of school until the start of fall practice): One year suspension from all activities during the next school year for violating the above policy.

### **Expectations**

Failure to comply with directions given by a coach or sponsor or to comply with proper attitude standards as assessed by coaches or sponsors will not be tolerated. Failure to display appropriate sportsmanship to opposing teams, fellow teammates, coaches, sponsors, and fans are also violations that will not be tolerated. Any violation(s) may result in suspension from contest or current activities according to sponsors and/or coaches discretion.

### **Missing Activities or Practice**

Participants are expected to be at all practices and activities scheduled by the school/coach/sponsor. Should a participant not be able to attend a practice or activity, they must contact the coach/sponsor in advance. Exception: When the participant is absent from school, they do not need to notify the coach/sponsor. However, most coaches/sponsors appreciate knowing the reason why the participant is absent from school.

All practices and activities are important, not only to the individual, but to the group as a whole. In some cases, where a participant must miss practice or activities when they are excused in advance, the participant may be required to also spend some extra time before or after regular practices to make up for the practice time lost. Missing practice or activities is an issue that will be handled at the discretion of the coach/sponsor.

### **Transportation**

Students attending extracurricular events will be provided school transportation. The students are expected to ride to and from the activity on the school transportation. Students may ride with their parents if the school is notified in writing. A request to deviate from this directive must be made in writing and presented to an administrator in advance.

### **Language**

Participants will refrain from the use of vulgar, obscene, or derogatory language or gestures. Any violation(s) may result in suspension from contest or current activities according to sponsors and/or coaches discretion.

### **Appearance**

Participants will always be neat, clean, and well groomed while participating. All participants will always take pride in their dress and appearance.

## **PROCEDURE FOR CODE OF CONDUCT VIOLATION**

A. If a coach/sponsor suspects or knows of a student involved in an infraction of training rules he/she should visit with the player in question concerning the infraction. If the coach/sponsor still feels that the student involved has broken an activity rule he/she will contact the Principal for further questioning. If the Principal is convinced of the guilt of the student and feel they can prove guilt, the Principal should inform the student of his/her suspension. The Principal will be responsible for informing the student of the disciplinary action taken. Parents will also be notified in writing of the action taken.

B. The student or his/her parents may request that the school board review the Principal's decision by sending the Superintendent a written request for board review within five days after receiving the Principal's decision. The parents and students have the right to appear before the board to present any information, which will assist the board in reviewing the Principal's decision. The board's decision shall be final.

C. If the Principal determines that a student should be suspended as provided in this Code of Conduct, that suspension will remain in effect and will not be delayed if the student or his/her parents elect to pursue the appeal process.

## **DILLER-ODELL ATHLETICS SELF-DEDICATION**

I understand that I have made a commitment to an athletic team at Diller-Odell High School. I understand that this commitment gives me the chance to better myself through competition.



I also understand that success of the team is what is stressed by the school and the coaches, and that team goals will supersede individual goals.

I understand that positions on varsity teams are not awarded on seniority, but on the coach's judgment of talent and what is best for our team.

There will be times when school activities conflict. Coaches will understand such absences. What is missed in such cases, will be addressed, but not be punitive. I understand that I am expected to attend all practices and competitions I would compete in that do not conflict with other school activities. I understand if I miss practice or competitions, it is the coach's discretion on how to handle each instance depending on the reason for the absence.

## STUDENT FEES

The District shall provide 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.

1. Students" mean students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" 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.

Listing of Fees Charged by this District:

### 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.

### 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.

### Personal or Consumable Items:

The District will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the District. 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 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 they lose.

### 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 \$50

- Vocational Agriculture classes \$100

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. Attached to this policy is a list of the fees charged for particular activities. 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.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities.

Activity Cards:

The card will allow admission to Diller-Odell School athletic events. This card does not gain admittance to conference tournament games, NSAA sponsored activities or group fundraising events (such as dances or plays, etc.) held at Diller-Odell.

Activity Card Fee:

All 7-12 students that participate in any Diller-Odell Public Schools extra-curricular activity (Football, Volleyball, Basketball, Track, Softball, Golf, Music, School Plays, Speech, FBLA, FCCLA, FFA, Quiz Bowl, Student Council, National Honor Society, Art Club and DOSADA) will be required to purchase an activity card beginning with the 2004-05 school year. The grade 7-12 activity card fee is \$35. Students are eligible for the student fee waiver by filling the appropriate forms and delivering them to the office. Students must show their card for admittance, or they will be required to pay the regular admission price at the activity. No single family will be required to pay more than \$70 for an activity fee, if they have more than two 7-12 grade students. Activity cards will not gain admission into playoff or conference tournament games that Diller-Odell hosts.

Students that are not involved in any extra-curricular activity can voluntarily purchase the card for \$35 to cover admission into all home regular season games.

An Elementary Activity pass will be available to K-6 students. The cost of this pass is \$30.

Adult passes are available for the cost of \$40.

All student cards will be distributed in school by the last Wednesday of August each year. Adults may purchase their cards in the school office at either the elementary or the high school.

Any lost student or adult card will be replaced at the cost of \$5.

Future Business Leaders of America	\$100	
Cheerleading, Drill Team, Flag Corps		Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged the school district for these items will be \$300.
Football		Students must provide their own football shoes, undergarments, and
Softball/baseball		Students must provide their own shoes, gloves, and undergarments
Track, volleyball, wrestling, and basketball		Students must provide their own shoes and undergarments

Future Farmers of America	Students must purchase their own jackets, the maximum cost of which is \$150 and pay dues of \$50.
Science Club	Students must pay the cost of their project, the maximum cost of which is \$75.
DOSADA	Students must pay the cost of their project, the maximum cost of which is \$50.

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. Career Academy students do not pay SCC tuition.

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.

The maximum dollar amount of the transportation fee charged by this district shall be \$60 per person per activity.

Copies of Student Files or Records:

The District will 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.

The district will charge a fee of .10 per page for reproduction of student records.

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.

The maximum dollar amount charged by the District for these services shall be N/A.

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.

The maximum dollar amount charged by the District for summer and night school shall be \$250.

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.

The maximum dollar amount charged by the District for the breakfast and lunch programs is as follows:

Breakfast Program-Grades 7-12	
Regular Price	\$1.60
Reduced Price	.30

Lunch Program – Grades 7-12

Regular Price	\$2.75
Reduced Price	.40

Charges for Musical Extracurricular Activities:

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

Band	Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers.
Swing Choir	Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$200.

Contributions for Junior and Senior Class Extracurricular Activities:

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class' fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$50.

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) materials for course projects, and (3) 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. The District is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building Principal.

Distribution of Policy:

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

Voluntary Contributions to Defray Costs:

The District will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

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 10th day of July, 2017, 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 2017-2018 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. This policy for the 2017-2018 school year was open for public comment at the Board of Education meeting held on July 10, 2017.

Michael Meyerle  
Superintendent of Schools

July 11, 2017  
Date of adoption

## 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 (list everyone in your household)	Last month's income and how often it was received (example: \$100/monthly; \$100/twice a month, etc.)	Check if no income				
	<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;">Earnings from work before deductions</td> <td style="width: 25%;">Welfare, child support, alimony</td> <td style="width: 25%;">Pensions retirement, Social Security</td> <td style="width: 25%;">Other</td> </tr> </table>	Earnings from work before deductions	Welfare, child support, alimony	Pensions retirement, Social Security	Other	
Earnings from work before deductions	Welfare, child support, alimony	Pensions retirement, Social Security	Other			
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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 letterform 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 affect 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.

### Handbook Acknowledgement

Student signature confirms that this handbook has been reviewed.

\_\_\_\_\_

Parent signature confirms that this handbook has been reviewed.

\_\_\_\_\_

### Parent/Guardian Decision

\_\_\_\_\_ I authorize the School to disclose directory information about my child(ren) (yearbook, website, social media, etc.)

\_\_\_\_\_ I deny the school permission to disclose directory information about my child.

Name of child(ren): \_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_ Date

\_\_\_\_\_ Signature of parent or guardian

\_\_\_\_\_ Parent or Guardian email address