

DILLER-ODELL ELEMENTARY



STUDENT HANDBOOK

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

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

DILLER-ODELL PUBLIC SCHOOLS EDUCATIONAL MISSION AND BELIEFS

Empowering the Griffin Community to achieve life-long success in the world.

Diller-Odell Beliefs

- Students will respect all people, property and diversity.
- Students will demonstrate integrity through individual choices and values.
- Students will promote personal responsibility in all aspects of life.
- Students will succeed with self-motivation and goal-setting
- Students will build skills of teamwork and open-mindedness.
- Students will make life-long learning a priority.
- Diller-Odell students will be measured, evaluated, and the results will be reported using the Nebraska Standards of Assessment and Accountability.

ARRIVAL AND DEPARTURE TIMES

School will begin at 8:10 a.m. Children may begin arriving on the school grounds at 7:45 a.m. unless they have written permission from a teacher to arrive earlier. No supervision of children is present until this time. Each child, upon arriving at school, will line up in the designated area for his/her grade.

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

KINDERGARTEN ADMISSION

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

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

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

SCHOOL CLOSING INFORMATION

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

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

CLASSROOM VISITATION

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

1. Call or email the teacher to plan a convenient time. There are periods when visitations are not advisable, such as during testing programs. We discourage preschool children from visiting. School age children may visit when accompanied by an adult.
2. After reporting to the office, please enter the classroom quietly.
3. One 20-30 minute visit per semester.

ILLNESSES

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

ATTENDANCE

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

A. Absence:

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

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

B. Leaving School: It may be necessary for a student to leave school during the day because of a doctor or dental appointment, etc. We encourage parents to make every effort possible to see that minimal school time is missed for these appointments. PLEASE SEND A NOTE with your child stating the time for dismissal and the reason for arriving late or leaving school early. This will give the teacher an opportunity to make arrangements for make-up work, etc. The students will be counted tardy if he/she arrives at school before 10:00 a.m. or leaves after 2:00p.m.

C. Prearranged Absence: On occasion, students will have the need to be absent from the school for personal matters, family reasons, etc. Parents/guardians should notify the teacher as far in advance as possible, to enable the student and teacher to make preparation and make-up work available for the school days to be missed.

TRUANCY POLICY

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

ACCIDENT/INJURY

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

GENERAL SCHOOL RULES

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

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

PLAYGROUND RULES

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

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

HOMEWORK GUIDELINES

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

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

SCHOOLWORK DURING RECESS

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

STAYING AFTER SCHOOL

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

LOST AND FOUND

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

TOYS

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

TELEPHONE USE

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

USE OF SCHOOL FACILITIES

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

SCHOOL ATTIRE AND GROOMING

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

When the weather reaches below 60 degrees, it is strongly recommended to wear appropriate clothing (long pants, shirts with long sleeves and etc.)

Shirts:

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

Shorts:

1. Shorts of moderate length may be worn.

Shoes or Boots

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

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

GIFTS FOR STUDENTS AND PARTY INVITATIONS

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

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

CONDUCT AT OUT OF TOWN AND LOCAL EVENTS

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

REPORTS TO PARENTS

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

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

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

COMMUNICATION

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

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

BUS POLICIES

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

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

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

RULES OF CONDUCT ON SCHOOL VEHICLES

1. Students must obey the bus driver promptly.
2. Students must arrive at the bus stop before the bus is scheduled to arrive. The bus driver will not wait for tardy students.
3. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the bus stops.
4. Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
5. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
6. Students must remain seated and keep aisles and exits clear while the bus is moving.
7. Students are prohibited from throwing or passing objects on, from, or into buses.
8. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the bus.
9. 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 the 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 a 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 are being placed on buses, it may be used to review footage of instances.**
18. No pencils or pens should be used by students while on the bus.
19. Listening to music with earphones or plugs is allowed.
20. Students may use cell phones while on the bus as long as they are set on vibrate and their conversation is no louder than it would be to someone else on the bus.

BUS CONSEQUENCES

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

1. Warning letter (unless severe, then Out-Of-School Suspension along with steps 2-4.)
2. One week suspension from the bus.
3. Three week suspension from the bus.
4. Suspension from the bus for the remainder of the school year.

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.

Records of school bus misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

PATRON COMPLAINT PROCEDURE

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

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

SCHOOL SERVICES

SCHOOL MEALS

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

Students in kindergarten through second grade will participate in the milk program, unless indicated otherwise by parents. The price of a carton of milk is \$.40. Extra milk during milk break and lunch will be served for an additional \$.40 per carton.

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

PreK-6 Breakfast	\$2.00 per meal
PreK-6 Lunch	\$3.25 per meal

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

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

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

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), 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, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

SCHOOL PICTURES AND YEARBOOKS

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

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

BOOKS, SUPPLIES, AND FEES

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

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

INSURANCE

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

FIELD TRIPS

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

FIRE, TORNADO, AND SAFETY DRILLS

Fire Drill Signal:	An INTERMITTENT ringing of the FIRE bell.
Fire Drill Procedure:	All the elementary students will file out of the building following the route illustrated in each room.

Tornado Drill Signal:	An INTERMITTENT ringing of the FIRE bell with the announcement of "THIS IS A TORNADO DRILL".
Tornado Drill Procedure:	All the elementary students will file to their designated shelter area.

Safety Drill Signal:	Announcement over the intercom.
Safety Drill Procedure:	Code Red-Evacuate - exit building to designated "safe place" Code Red-Lockdown - stay put and lock doors

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

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

SPECIAL PROGRAMS

ACHIEVEMENT TESTS

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

RESOURCE PROGRAM

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

TITLE I READING AND MATH

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

SPEECH AND LANGUAGE

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

SCHOOL PSYCHOLOGIST

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

OTHER PROGRAMS

PHYSICAL EDUCATION

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

MUSIC

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

GUIDANCE

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

POLICIES

SEXUAL HARASSMENT POLICY

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

COMMUNICABLE DISEASE POLICY

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

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

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

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

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

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

HEAD LICE POLICY

Please be informed that according to Diller-Odell Public School policy, we 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.**

Per Board of Education Policy 5062:

Upon discovering the presence of live lice or louse eggs, the school will notify the student's parent(s) or guardian(s). The student will be isolated from contact with other students and their belongings, and a parent or guardian must pick the child up from school immediately.

BED BUGS POLICY

Per Board of Education Policy 5082:

Upon discovering the presence of bed bugs, the school will notify the student's parent(s) or guardian(s). The student will be isolated from contact with other students and their belongings, and a parent or guardian must pick the child up from school immediately. **The student will continue to be excluded from school until the parent(s) or guardian(s) have confirmed that successful treatment has occurred.**

MEDICATIONS POLICY

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

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

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

MEDICATION

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

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 non-forcible 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 mean 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. Chorus. 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 non-vocational 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.

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

FROM: Mike Meyerle, Superintendent and Dylan Hinrichs, Principal

RE: Diller-Odell Schools Elementary Handbook

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

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

SIGN AND RETURN TO SCHOOL WITHIN THE FIRST WEEK OF SCHOOL.

PARENTAL CONSENT:

____ YES, I give permission to Diller Odell Public Schools to use my child's first name and photo on the district website, social media accounts, and other publications.

____ NO, I do not give permission to Diller Odell Public Schools to use my child's first name and photo on the district website, social media accounts, and other publications.

HANDBOOK ACKNOWLEDGEMENT:

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

(Student Name)

(Parent/Guardian signature)

(Date)

-OR-

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

(Student Name)

(Parent/Guardian)

(Date)